



Request for Proposals

Project Goals:

Universal Institute Charter School (UICS) will be accepting proposals from qualified firms for the procurement and distribution of food and non-food supplies for use in our school meal programs. All products are required to meet the demands of student preferences and meet or exceed the nutrition requirements of the United States Department of Agriculture (USDA) Meal Pattern Requirements and Nutrition Standards. The products will be delivered to Universal Schools once per week for the remainder of our school year.

Overview and Background:

Universal Family of Schools has five schools with an enrollment of approximately 2000 scholars kindergarten through 12th grade. The average daily meal participation is approximately 500 breakfast and 1500 lunches along with snacks for after school averaging 200 per day.

Submission of Proposals:

Complete submission must be received on or before **June 5, 2026, at 12pm**. RFPs received after this date and time will not be considered.

Submit Proposals to:

Tamela Hinson-Threadgill, Food Service Director/COO
Universal Institute Charter School
801 S. 15th Street
Philadelphia, PA 19146
Email: thinson@universalcompanies.org

Term/Duration of Award:

September 1, 2026, to June 16, 2027.

The vendor must raise any questions regarding the RFP requirements no later than May 22, 2025.

All questions, requests for information or clarification pertaining to this Request for Proposal (RFP) must be submitted in writing to Tamela Hinson-Threadgill at thinson@universalcompanies.org

General Information:

By submitting a proposal to Universal Institute Charter School (UICS), the Vendor is presumed to completely accept the RFP requirements. To request a full and complete copy of the RFP Please contact Tamela Hinson-Threadgill at thinson@universalcompanies.org

Anticipated Selection Schedule:

All submitted proposals will be reviewed and evaluated by the Food Service Director/Chief Operating Officer.

UNIVERSAL INSTITUTE CHARTER SCHOOL

REQUEST FOR BIDS

FOOD SERVICE

UNIVERSAL FAMILY OF SCHOOLS

ISSUE DATE:

May 15, 2026

BIDS MUST BE RECEIVED BY

June 5, 2026, at 12:00PM

Request for Proposal-Food Services

Notice is hereby given that Universal Institute Charter School request written proposals from prospective vendors on the items specified on the attached sheet.

- Date:** May 15, 2026
- Term/Duration of Award:** September 1, 2026, to June 16, 2027
- Clarification:** The vendor must raise any questions regarding the RFP requirements no later than May 22, 2026.
- Submittal Deadline:** Complete submission must be received on or before June 3, 2026, at 12pm. RFPs received after this date and time will not be considered.
- Submit Proposals to:** Tamelia Hinson-Threadgill, Food Service Director/COO
Universal Institute Charter School
801 S. 15th Street
Philadelphia, PA 19146
Email: thinson@universalcompanies.org

Notice

All questions, requests for information or clarification pertaining to this Request for Proposal (RFP) must be submitted in writing to Tamelia Hinson-Threadgill at thinson@universalcompanies.org.

All changes, additions, and/or clarifications in connection with this RFP will be issued in the form of a written addendum. All supporting RFP documents such as addenda, clarification, etc. will be posted on the school's website at www.universalfamilyofschools.org. It is the responsibility of the submitter to monitor the website for all information regarding this RFP.

Failure to follow any of the instructions included in this RFP will disqualify offer.

By submitting a proposal to Universal Institute Charter School (UICS), the Vendor is presumed to completely accept the RFP requirements.

The vendor must list and outline, in their RFP response, any exceptions to the RFP requirements. The timeliness, nature and number of the exceptions taken by the Vendor are among the factors that Universal Institute Charter School (UICS) will consider in selecting the successful Vendor.

Universal Institute Charter School (UICS) reserves the right to make corrections to the RFP, accept or reject all or any part of any quote, to waive technicalities, and to accept the offer that Universal Institute Charter School (UICS) considers to be the most advantageous.

Failure to read or comply with the enclosed terms and conditions in no way relieves proposers from their liabilities arising hereunder.

Introduction

Universal Institute Charter School (UICS) will be accepting proposals from qualified firms for the procurement and distribution of food and non-food supplies for use in our school meal programs. All products are required to meet the demands of student preferences and meet or exceed the nutrition requirements of the United States Department of Agriculture (USDA) Meal Pattern Requirements and Nutrition Standards. The products will be delivered to Universal Schools once per week based on weekly menu.

Specifications as written, meet all entity's admissible specified requirements. Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer or brand name, the term "or approved equal" if not inserted shall be implied. The Charter School reserves the right to make final decisions on comparable items as approved equals. Items delivered must be exact brand and model as reviewed and awarded, unless otherwise clearly disclosed on the proposal submission.

Background

Universal Family of Schools has five schools with an enrollment of approximately 2500 scholars' kindergarten through 12th grade. The average daily meal participation is approximately 500 breakfast and 2000 lunches along with snacks for after school averaging 350 per day.

Project Objective

The Request for Proposal (RFP) is for the purpose of entering into an agreement with food service vendors who can supply the products outlined within the RFP. It is the intent of Universal Institute Charter School that the Vendor would be the primary vendor of food and food service-related supplies for school food and nutrition operations for the period specified. However, we are accepting separate proposals from vendors for the following products.

Fresh produce
Milk
Paper Products/cleaning products
Meats

The Vendor/s must reciprocally agree to provide a comprehensive product line to meet the total requirements of Universal Institute Charter Schools and minimize the occurrences when Universal Institute Charter Schools may have to seek other interim product sources. The determination shall be based on Universal Institute Charter Schools evaluation of submitted proposals. The goal is to craft a purchasing agreement to address Universal Institute Charter School's need for food and non-food supplies. Universal Institute Charter School is seeking a partner/s with experience, industry knowledge, financial stability, whose technology will be kept up-to-date and who will sustain and provide effective customer service. In addition to the pricing

included in this RFP, Universal Institute Charter School and awarded Vendors will utilize mutually agreed upon price adjustments based upon industry standards and best business practices thereby allowing both parties to control costs.

The awarded Vendors will be responsible for:

- Offering services described herein at a fixed price per case for delivered product
- Competitively bidding products on behalf of Universal Institute Charter School using the specifications and distributions/delivery of those products
- Delivering weekly to multiple locations/sites within specified time frame
- Delivering supplies and emergency products as needed

Universal Institute Charter School's intent is to provide the Vendors with accurate, timely forecasting and fulfill purchase of forecasted volumes. It is expected that the awarded Vendors will work in good faith with UICS in all efforts related to cost savings. It is recognized that, in the food supply chain process, economics of scale are not the only cost opportunities that may arise. UICS is interested in partnering with Vendors who may introduce other cost savings concepts that will be to the benefit of all parties.

Food-safety and availability will be paramount. The selected Vendor will be expected to warrant food-safety and product-availability, assuming all risk of ensuring those two key aspects of food-provision. UICS expectations are that the Vendor selected shall already have in place systems to maintain a high-quality program for warehousing and distribution. The Vendor must assure that: first-in, first-out inventory principles are used; an HACCP (Hazard Analysis Critical Control Point) system is in place; a Cold Chain Management System is in place; product shelf life is monitored, products are free of damage; correct products and quantities are "picked" and delivered on the correct day and time; the correct price is charged, product discrepancies and complaints are resolved and corrective action is initiated; customer satisfaction is monitored; vendor/FDA-initiated food recalls are promptly reported, and salvaged products are not delivered.

Scope of Services

The awarded Vendors will charge UICS a fixed price. This fee to UICS will include all costs that are associated with the contract. The awarded Vendors will use UICS product specifications to solicit competitive bids from manufacturers for the purchase of food and non-food items as required by UICS. When these products have been awarded and approved by UICS, the Vendors will order, receive, and store the products and distribute these products as directed by UICS.

It is anticipated that the awarded vendors will receive no less than 80% of total food service program purchases. UICS agrees to use the designated contract vendors as an exclusive source for the various items and services as listed, as well as for comparable substitutes and additional items. The only anticipated exceptions may be in time of emergency or for products that the vendors is unable or unwilling to obtain. The designated vendor reciprocally agrees to provide total requirements as listed herein, thereby minimizing occurrences when UICS may have to seek other interim product sources. Failure to deliver 100% of the items on this list, within 48 hours, may be considered default. In case of default by the successful Submitter, UICS after due notice

(oral or written) may procure the necessary supplies from other sources. Multiple instances of default may result in cancellation of the contract and removal from future RFP opportunities.

Any award made as a result of this solicitation, may not be transferred, assigned, subcontracted, mortgaged, pledged, or otherwise disposed of or encumbered in any way by the vendor. UICS will work with the awarded Vendor in order to acquire the best product at the best cost. The Vendor will lend their experience and expertise to purchase the product requested. Purchases shall be made in the most cost-effective manner. The vendor must award their bid to the lowest cost per equal increment of products that meets or exceeds the specifications, terms and conditions. Failure to offer the lowest, best price on all products may result in termination of the contract. In accordance with Federal requirements 210.21 Procurement, the school food authority must include the following provisions in all cost reimbursable contracts, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts:

1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school.
2. The contractor's determination of its allowable costs must be made in compliance with the applicable Departmental and Program regulations and Office of Management and Budget cost circulars.
3. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the State agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually.
4. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract.
5. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the State agency, or the Department.

Prohibited Expenditures

No expenditure may be made from the nonprofit school food service account for any cost resulting from a cost reimbursable contract that fails to include the requirements of this section, nor may any expenditure be made from the nonprofit school food service account that permits or results in the contractor receiving payments in excess of the contractor's actual, net allowable costs. The Vendor shall inform the UICS immediately of any market changes concerning supply

and demand that may affect pricing and/or distribution and advise the UICS as such in order to make the most appropriate economical decisions for the Charter School. While procuring and researching products, the Vendor is required to respond promptly to problems with products, delivery, or transaction documentation, provide timely and accurate cost and usage reports, and perform all contractual requirements in a manner consistent with the best interests of the UICS. Bidding requires firm annual pricing. Shorter terms must be indicated on the bid spreadsheet and will be considered in final scoring.

Products

UICS requires that the Vendor have an effective quality/control assurance program in place with well established procedures that are followed to ensure a quality food and supply program. UICS reserves the right to determine product selections for the Charter School's program. As UICS product selection requirements change, it may be necessary for the Charter School to require a change in product selections or packaging.

UICS's expectation is that all food and supplies be readily available. The Vendor shall stock specified and preapproved products after contract award. Before the Vendor can make stock changes to the approved list, a review of those changes must be presented to UICS. All products shall be preapproved by UICS after contract award and samples may be required to make that determination. UICS also reserves the right to order any other food and food-related product from the Vendor that is not included in the stock and pre-approved product listing. The Vendor will be responsible to avoid overstocking and use UICS projections and forecasts as an ordering guide. UICS shall not be limited to the estimated usage figures. The quantities for each item are estimates based on current usage figures for a similar time period. It is understood and agreed that UICS reserves the right to increase or decrease quantities or modify conditions and/or specifications with notice.

Bid pricing on new items may be requested at any time throughout the contract period.

Upon request, the Vendor shall make available to the UICS expanded product information to include, but not limited to, manufacturer name, manufacturer product code number, general description of the product, portion or serving size, number of portions per case, whether delivered frozen, refrigerated, or shelf stable, storage temperature, shelf life of the product, preparation and cooking information, serving suggestions, nutritional information, whole grain formulation information, ingredients as per the product label, including any allergy designations, (e.g., peanuts, tree nuts, fish, shellfish, eggs, milk, wheat, and soy); portion size in grams, calories in Kcal per portion, total fat, trans fat, saturated fat, sodium, fiber and meal component equivalents (for child nutrition items), percentage of whole grains or grain components, protein, and carbohydrate content in grams per portion, product valuation statements, product formulation statements, product fact sheets and a manufacturer contact telephone number and email address for additional information as needed.

All products shall conform to the minimum requirements of Federal and State regulations. Those requirements shall include but not be limited to weights, measures, full containers, drained weights, and contamination.

All products shall conform to standard guarantee requirements with respect to HACCP safety standards, and the vendor by his signature, agrees to hold the buyer harmless in the event of product failures. If a product recall is instituted on an item that has been furnished and delivered to UICS Schools, the contractor will immediately notify both verbally and in writing with all pertinent information of recall. Contractor will be responsible for all cost associated with replacement product, shipping charges, and/or product credit. UICS will make the final decision whether product needs to be credited or replaced. All products should arrive in an unopened original container. Perishable products (including, but not limited to yogurt and juice) shall have a minimum of a two-week shelf life from date of delivery.

Ordering

It is anticipated that orders will be placed weekly while school is in session. The Vendor shall make available to the UICS a secure web-based system, at no charge to UICS to assist with researching products, verifying purchases, and tracking orders.

Reports

The Vendor shall be able to provide, upon request, a full range of reports reflecting UICS's account. The reports need to be provided electronically via e-mail in Microsoft Excel format, or in text or comma-delimited format that can easily be imported into Excel. Vendor must submit a detailed bid document of all proposed items with full item description, pack size, and stock numbers with proposal. Usage reports, which report item sales and totals for UICS, shall be supplied upon request. A detailed invoice shall be provided with each delivery, clearly identifying product description, quantity, unit price, and extended price for all products purchased and delivered. Invoices must also detail any credits due to UICS including rebates, discounts, returned items, etc.

Item Shortages and/or Substitutions

The Vendor shall accommodate all orders. To assure provision of service excellence to our customers, the Vendor shall provide all products as selected by UICS at a fill rate of 90%. Vendor must have items stocked and available to fill orders beginning April 7, 2025, through the end of the school year. Manufacturer's brand and product code number awarded must be the brand and product code number delivered unless otherwise disclosed on the Vendor's submission. Approved substitutions will be calculated as shortages. UICS shall work closely with the Vendor by providing menus, forecasted usage, and/or any other information pertaining to its ongoing and changing needs to help keep shortages to a minimum. UICS must be notified prior to delivery of any shortages that will occur either through the on-line order system confirmation or other form of communication. The Vendor will have a designated contact for weekly monitoring of substitutions and/or shortages. Substitutions may be made only upon prior approval by UICS's Food Service Director. The decision on substitutions will be made by UICS based on cost, intended use for the menu, and customer acceptance. Substituted products must be equal to or superior to the item bid and shipped at no more than the original item cost. If the substituted item

cost is less than the original item cost, the lower cost shall prevail. Excessive shortages may be cause for termination of the Contract with the Vendor and may result in default.

Deliveries

Prices quoted shall be for delivered to the following schools

Universal Institute Charter School
1427 Catharine Street
Philadelphia, PA 19146

Universal Alcorn Charter School
3200 Dickerson Street
Philadelphia, PA 19146

Universal Audenried Charter School
3301 Tasker Street
Philadelphia, PA 19146

Universal Creighton Charter School
5401 Tabor Road
Philadelphia, PA 19129

Deliveries shall be ordered in full-case quantities whenever possible.

Universal Family of Schools' operations require deliveries Monday thru Thursday with a delivery window between 6:30 a.m. and 10:00 a.m. Additional deliveries may be required. This schedule shall remain constant from week to week. All deliveries must be completed by 10:00 a.m. to avoid lunch meal service. When holidays or closed days fall on a scheduled delivery day, deliveries shall be made on the next school day unless otherwise instructed by UICS officials. Whether or not the Vendor can fulfill this obligation must be certified on the Vendor's submission. If the Vendor is unable to fulfill this obligation, the Vendor must clearly identify a proposed delivery day and delivery window.

If delivery is delayed, the UICS Food Service Director must be notified as soon as possible. Delayed is defined as more than one (1) hour past the delivery window.

Whenever a Vendor's place of business, mode of delivery, or source of supply has been disrupted by strike, act of God, or any other disruption beyond the Vendor's control, it shall be the Vendor's responsibility to promptly notify UICS.

All the Vendor's facilities and delivery vehicles shall conform to local, state, and federal rules and regulations regarding safety and sanitation, and are subject to inspection by UICS and other officials at the discretion of UICS. Products shall be maintained at proper temperatures throughout the supply chain when received by UICS. Deliveries must be made in dual or tri-compartment refrigerated trucks to adequately protect frozen, dry, chilled, and special care

products in accordance with packer's recommendations. The Vendor shall make all deliveries in such a manner that will reduce shifting cases on the delivery truck, and thereby, minimize crushed or damaged cases/products. Signage with the Vendor's name shall be prominently displayed on delivery vehicles the Vendor utilizes to conduct business with Universal Family of Schools.

Drivers and helpers shall deliver merchandise into designated storage areas (dry, chilled and frozen) accompanied by a designated school employee. All shipments are subject to inspection and approval upon arrival at Universal Family of Schools. UICS reserves the right to refuse delivery of any product(s) which may be evidence of improper storage, sanitation practices, or other damage(s). Multiple occurrences may result in the cancellation of the purchasing agreement.

All Vendor employees (i.e. service personnel, management representative, etc.), shall conduct business with UICS personnel in a competent, courteous, and professional manner. UICS shall notify the Vendor of any chronic problems with delivery personnel. UICS reserves the right to require a change in service or management representation if conduct by the Vendor's personnel, in the opinion of UICS, is unprofessional.

All Vendor employees shall bear and be able to present proper identification upon request. The Vendor's delivery personnel shall be well groomed, and at all times, wearing a Vendor uniform that denotes the Vendor and employee's name. Delivery personnel shall not smoke or use tobacco on school campuses and must not remain on school property for scheduled break periods. Delivery personnel will be required to follow all security protocols established by the school.

The vendor will be responsible for damage (other than normal wear and tear to buildings, poles, walls and docks).

The expectation is that the Vendor guarantees delivery on the days designated. If the Vendor fails to deliver an order, UICS will be notified immediately in order to make corrective action, such as making a special delivery to the Charter School, arranging for delivery by an alternate vendor, or by making other satisfactory arrangements. The Vendor shall be responsible for any cost difference between the price of the originally ordered products and those of an alternate vendor should the Vendor be unable to resolve any delivery issues internally.

Food Safety and Recalls

Ensuring the safety of the food supply is critical to UICS. Manufacturers and vendors are expected to comply with all federal, state, and local laws and regulations regarding recalls. The Vendor shall have a process in place to effectively respond to a product recall which should include the following objectives:

1. Provide accurate and timely communication to UICS regarding a recall.
2. Ensure that unsafe products are removed from school sites in an expedient, effective and efficient manner.

3. Streamline the process for reimbursement for recalled products.

Billing

A detailed invoice shall be provided with each delivery, clearly identifying product description, quantity, unit price, and extended price for all products purchased and delivered. Invoices must also detail any credits due to the Charter School for rebates, discounts, returned items, etc. Credits for incorrectly priced items or returned product should be issued within 30 days and must be accompanied by printed documentation. Payment terms are net thirty (30) days.

Sales Tax Exempt

UICS is exempt from Pennsylvania Sales Tax. A Sales Tax Exemption Certificate will be provided to the successful bidder.

Submitter Qualifications

Before any RFP can be accepted, a Submitter must be deemed qualified in the judgment of UICS officials to perform as required herein. A RFP may be rejected if a Submitter fails to meet any of the following qualifications:

1. Accounting Practices: Successful Submitter must clearly demonstrate to the Charter School officials the capability to provide accurate, reliable and timely reports, in terms of invoices, statements, rebates, credits and utilization reports.
2. Capacity: A Submitter must clearly demonstrate they have the capacity, physically and financially, to supply items to all delivery sites in economical quantities as required.
3. Technical Support: The Submitter must be able to support UICS with technology support as requested.
4. Facilities and Equipment: Contractors must have adequate warehouses for supplying contract products. Conditions for storing chilled and frozen products must be as recommended by the Refrigeration Research Foundation. Delivery temperatures of frozen and chilled food shall be in accord with the Association of Food and Drug Officials (AFDOS) Code as recommended by the Food and Drug Administration.
5. Product Line: It must be clearly evident to Charter School officials that the Submitter is capable of promptly delivering all items on the bid list and acquiring, on short notice, any peripheral items which might be required.

6. **Reliability:** A successful Submitter must have a proven record of service, particularly with respect to delivering all items on a regularly scheduled basis, at favorable prices. A vendor may be designated as unacceptable if the requirements listed herein have been previously violated and/or poor communications exist between the seller and the member of UICS.
7. **Sanitation Requirements:** Contractors' facilities may be routinely inspected by a UICS representative. Facilities and operating practices must be continuously in compliance with the U.S. Food, Drug, and Cosmetic Act and state and local laws and regulations.
8. **Reports:** The vendor will have the capability to provide aggregate reports upon request from UICS to include dollar volume for a specific period month, usage figures for a specific brand for tracking rebates, descending dollar reports, and monthly performance reports.
9. **Sales Account Representative:** The successful Submitter will provide an account representative assigned to UICS to assist with UICS needs as they may arise.
10. **Work Stoppages:** The Submitter guarantees delivery to UICS regardless of any organized work stoppages.

Proposal

Provide UICS with bid pricing on the Prime Vendor Bid Workbook provided by UICS along with all other documentation required in this RFP. Submit one copy by e-mail or U.S. Mail by the submission deadline identified in this RFP.

Supplemental Materials

Vendors are responsible for including all pertinent product data in the returned proposal package. Literature, brochures, data sheets, specification information, completed forms requested as part of the proposal package and any other facts which may affect the evaluation and subsequent contract award should be included. Materials such as legal documents and contractual agreements, which the vendor wishes to include as a condition of the proposal, must also be in the returned RFP package. Failure to include all necessary and proper supplemental materials may be cause to reject the entire proposal.

Evaluation

In evaluating any aspect of the Proposal, UICS may consider previous dealings with the Vendor, references from the Vendor's customers, inspections of other Supplies or Services provided by the Vendor, and any other information UICS obtains regarding the Vendor, or that UICS deems relevant. Only proposals that meet the requirements contained in this RFP will be evaluated on the following criteria:

CRITERIA	POSSIBLE POINTS
Price Evaluation	30
Commitment to Provide Deliveries Mon – Thurs	20
Commitment to Delivery Window of 6am to 11am	20
Lowest Number of “No Bid” or “Special Order Items:	20
Electronic Order, Tracking and Reporting System	10
Total	100

The Evaluation Committee shall determine if interviews are necessary

Negotiation

UICS reserves the right to award a contract based on the initial responses received, without engaging in discussions or negotiations. Accordingly, a Vendor should submit its initial RFP on the most favorable terms possible to UICS. However, should only one RFP be received by UICS, the Charter School may, but is not obligated to, conduct negotiations with this vendor whose response, in the opinion of UICS, is competitive or may best meet the needs of UICS.

UICS may, but is not obligated to, seek clarification of a response submitted by a Vendor.

If UICS chooses to negotiate, negotiation may involve any issue bearing on the response and may take place after submission of a response and before an award is made. UICS reserves the right to follow negotiations with a request for submission of a best and final response.

Forecasting

UICS is committed to providing accurate, timely forecasts to awarded manufacturers and vendors to help guarantee a continuous supply of products. UICS utilizes point of service software to track actual items selected by students. This increases the accuracy of menu projections and helps enable tracking against projections. Vendors are required to bid and deliver all items listed, as well as items which may be added later. Any questions concerning a vendor's capability to bid or deliver an item must be raised prior to RFP opening.

Quantities given herein are believed to be correct estimates. UICS will advise vendor(s) of any volume increases or decreases as often as possible when these increases or decreases occur to ensure a smooth flow of product and to assist in eliminating delivery shortages or vendor overstocks.

Award of Purchasing Agreement

After the RFPs have been opened and duly considered, the lowest and/or best RFP shall be submitted to Universal Institute Charter School Board of Trustees for formal approval. The successful Submitter/Respondent/Vendor will be notified in writing. This will constitute UICS’s official award of the RFP. It is anticipated that this will occur on or before April 11, 2025. Vendors with standardized contracts should submit them with the RFP Response.

After the opening, the proposal will be checked against the mandatory requirements of the proposal to assure compliance. These submittal requirements are obligatory, and failure to fully comply may deem the proposal unresponsive.

1. The ability of vendor to provide nutrition and allergen information on prepared items upon request; PDF file preferred.
2. Accurate calculation and extension of bid prices.
3. Ability to track the usage of items eligible for manufacturer's rebates.
4. If a vendor is quoting an item that is different than the item being specified or is considered an "alternate", this must be noted on item as quoted in the submission and a completed Vendor Bid Workbook for Alternates are to be included with the submission.
5. If a vendor is quoting an item that is considered "special order", this must be noted on item as quoted.
6. UICS will evaluate each vendor's proposal to assure consistency between the various sections.

Buy American Provision

UICS participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for program meals. A 'domestic commodity or product' is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d)." Substantially means that a minimum of 51% of the final processed food comes from American produced products.

Exceptions to the Buy American provision are very limited; however, an alternative or exception may be approved upon request. To be considered for an alternative or exception, the request must be submitted in writing to a designated official a minimum of 7 day (s) in advance of delivery. The request must include the:

- Alternative substitute(s) that are domestic and meet the required specifications;
- Price of the domestic food alternative substitute(s);
- Availability of the domestic alternative substitute(s) in relation to the quantity ordered.

Lobbying Certification

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000

and not more than \$100,000 for each such failure. The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

Child Support Certification

As required by Section 231.006, the undersigned certifies the following: "Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid or application is not ineligible to receive the specified grant, loan, or payment, and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate."

Clean Air and Water Act

As required by USDA, the undersigned certifies the following: I, the vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1990, as amended (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act, as amended (33 U.S.C.1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14(l) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

Civil Rights / Anti-Discrimination

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions

participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint form, (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington D.C. 20250-9410
2. Fax: (202) 690-7442 or
3. Email: program.intake@usda.gov This institution is an equal opportunity provider.

Equal Employment Opportunity

Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

Limited Liability Insurance

The contractor shall, at all times, during the term of this contract, maintain insurance coverage not less than the type and requirements shown below for Universal Institute Charter School. Universal Institute Charter School should be listed as an “additional insured” on General Liability Policy. Such insurance is to be provided at the sole cost of the contractor. These requirements do not establish limits of the contractor's liability and upon awarding of this contract. Certified copies of original insurance policies shall be furnished to Universal Institute Charter School upon request.

- a) Workers' Compensation with Waiver of subrogation to the Charter School Employer's Liability, including all states, and other endorsements, if applicable to the Project. Statutory, and Bodily Injury by Accident: \$1,000,000 each accident. The Charter School shall be named as "additional insured" on workers' compensation policy.

b) Commercial General Liability Occurrence Form including, but not limited to, Premises and Operations, Products Liability Broad Form Property Damage, Contractual Liability 1,000,000; Damage to premises rented to your limit, 100,000 any one premises, Medical expense limit 5,000 any one person. Limit Bodily Injury and Property Damage Combined \$300,000 Products - Completed Operations General Aggregate Limit \$2,000,000 per Job Aggregate \$1,000,000 Personal and Advertising Injury Limit. The Charter School shall be named as "additional insured" on commercial general liability policy.

c) Automobile Liability Coverage: \$300,000 Combined Liability Limits per individual, \$2,000,000 per occurrence, Bodily Injury and Property Damage Combined. The Charter School shall be named as "additional insured" on automobile policy.

Please share these requirements with your insurance agent and have a current ACCORD form Certificate of Insurance sent Wallace Dawan, Chief Financial Officer, Universal Companies-800 S. 15th Street, Philadelphia, PA 19146 within 15 days of award of contract.

Standard Conditions

This purchasing agreement shall be governed in all respects - as to validity, construction, capacity, performance, or otherwise - by the laws of the Commonwealth of Pennsylvania.

Universal Institute Charter School reserves the right to terminate this purchasing agreement for any reason. The Charter School shall provide the Vendor with 30 days written notice of termination.

Contractors providing services under the Request for Proposal herewith assure the Charter School they are conforming to the provisions of the Civil Rights Act of 1964 as amended.

Deliveries against this contract must be free of fuel surcharge, excise, transportation, and sales taxes, except when such a tax is part of a price and UICS is not exempt from such levies. UICS will not pay a separate delivery fee.

Modifications, additions, or changes to the terms and conditions of this Request for Proposal may be a cause for rejection of the RFP. Submitters are requested to submit all RFPs on the official form provided.

The Vendor agrees to protect, defend, indemnify and hold the Board of Trustees, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims liens, demands, obligations, actions proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof.

The successful Vendor shall meet the “Buy American” standards as defined in the Child Nutrition Reauthorization Act of 1998. Schools participating in the National School Lunch Program (NSLP) and in the contiguous United States are required to purchase for this program, to the maximum extent practicable, domestic commodities or products. The term “domestic food commodity or product” means agricultural commodities produced in the U.S. and food products processed in the U.S. substantially using agricultural commodities that come from American-produced products.

Additional Instructions - Important!

Please complete the enclosed document by filling in all sections as outlined.

It will be the Vendor’s responsibility to check and verify formulas provided in the Prime Vendor Bid Workbook are totaling correctly.

Only one quote per item will be accepted on the original proposal.

Alternate items must be submitted as an attachment (Vendor Bid Workbook for Alternates). Vendors must include all the following for items being quoted: manufacturer brand name, product code number, pack size, unit price, and all other requested criteria.

The signed Summary & Certification Form must be returned along with the Prime Vendor Bid Workbook, along with a listing of any alternate products.

RFP submissions should include, at minimum:

1. Completed and signed Summary & Certification Form
2. Complete Prime Vendor Bid Workbook
3. Listing of any proposed alternate products on the Vendor Bid Workbook for Alternates form.

Summary & Certification Form Vendor

Name: _____ EIN: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Name of Signing Official: _____

Telephone: _____ Email: _____

References (2)

Company#1: _____

Contact Person: _____ Telephone: _____

Company#2: _____

Contact Person: _____ Telephone: _____

Certifications

Please initial on the lines below to attest to each:

____ We agree to the terms, conditions and requirements contained in this Request for Proposal.

____ All proposed products conform to the minimum requirements of Federal and State regulations.

____ We certify the ability to make online ordering, tracking and reporting available.

____ UICS will be assigned a dedicated sales representative to assist with product identification, ordering, and resolution of any service issues that may arise.

____ We can firmly commit to making deliveries to Universal Institute Family of Schools on Mon thru Thurs of each week between the hours of 6:00 a.m. and 11:00 a.m.

If unable to commit to this delivery window, what day or timeframe can you firmly commit to for weekly deliveries: _____, between _____ and _____.

____ We certify that our company has a process in place to comply with all federal, state, and local laws and regulations regarding recalls, and to effectively respond to a product recall including notification to UICS

Certifications (Continued)

____ Agree to maintain appropriate insurance coverage as detailed in this Request for Proposal, and name Universal Institute Charter School as an “additional insured” on General Liability Policy.

____ Payment terms of net thirty (30) for all invoices.

____ There are no deviations from the Prime Vendor Bid Workbook -or

____ Deviations from the Prime Vendor Bid Workbook are attached.

Attestation

Having carefully examined the Request for Proposal, proposal terms and conditions, specifications and the proposal forms, the undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the specifications and conditions contained in this proposal document.

I certify that the products included in this submission are guaranteed to meet or exceed specifications contained in this proposal.

The undersigned affirms that they are duly authorized to execute this agreement, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other Proposal Respondent, and that the contents of this RFP as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Signature	Date
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Name of Individual (Please Print)	Title/Position
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SPECIFICATIONS

2026 2027 Food Specification

Description	Product Manufacturer (or equivalent brand)	Pack size
Apples Sliced	P/L	6/#10
Applesauce (unsweetened)	SUNSOU	6/#10
Mixed Fruit	P/L	6/#10
Peaches Diced in pear juice	P/L	6/#10
Pears Diced in pear juice	CELEBR	6/#10
WG Apple Oatmeal Cereal Bar	APPLEW	216/1.2
WG Blueberry Oatmeal Cereal Bar	APPLEW	216/1.2
WG Choc Chip Oatmeal Cereal Bar	APPLEW	216/1.2
WG Strawberry Oatmeal Cereal Bar	APPLEW	216/1.2
WG Coca Puffs Cereal Bowl	GENERA	96/1 OZ
WG Frosted Flakes Bowl	MALT-O	96/1 OZ
WG Apple Muffins	Bake Crafters	96/2 oz
WG Chocolate Chip Muffin	Bake Crafters	96/2 oz
WG Blueberry Muffin	Bake Crafters	96/2 oz
WG Cinnamon Raisin Bagel (Sliced)	Bake Crafters	84/2 oz
WG Plain Bagel (Sliced)	Bake Crafters	84/2 oz
Strawberry Filled Bagel	Phill	72/2.4 oz
WG Maple Pancake Sausage Sandwich	Bake Crafters	168/2.75
WG Chicken Sausage Croissant Sandwich	Bake Crafters	100/2.9
Poptart -Brown Sugar	Kellogg's	120
Poptart -Strawberry	Kellogg's	120
WG Granola Oats'n Honey Bullpak	Nature Valley	4/50 oz
WG Apple Frudel	Phitsbury	72/2.29 ox
WG Pancakes	Baker Crafters	144/1.3 oz
WG Waffles	Baker Crafters	144/1.3oz
Chicken Sausage Croissant	Bake Crafters	100/
Cinnamin Swirls	Bake Crafters	72/
Pancake Bites	Baker Crafters	72/1.2 oz
WG Taco Shells	Mission Foods	8/25 ct
WG Taco Bowls	Edibowls	72/6.25 inc
WG Tortilla Chips (Round)	Ole	6/2 lb
WG 6" Tortilla Wrap	Ole	12/24 ct
WG Tortilla Wrap (10)	Ole	12/12/ ct
WG Elbow Noodle	Zerega	2/10 lb
WG Penned Pasta	Patria	2/10 lb

WG Ziti Noodle	Corton	2/10 lb
WG Bowtie Noodle	Corton	2/10 lb
WG Egg Noodle	Corton	1/10lb
WG Spaghetti	Corton	2/10lb
WG Texas Toast Garlic Bread	Bake Crafters	120/1.31 oz
WG Dinner Rolls	Bake Crafters	162/1 oz
WG English. Muffins -Sliced (3.5")	Bake Crafters	144/2oz
WG Biscuits	Philsbury	172/2oz
WG Small Hoagie Roll Sliced	Bake Crafters	96/2 oz
Wg Hamburger Roll (sliced)	Bake Crafters	120/2oz
WG Hot Dog Roll	Bake Crafters	144/2oz
WG Club Roll	Bake Crafters	96/2 oz
Wg Sliced Bread	Bake Crafters	12/28oz
WG Pizza 4x6	Tonys	96 per case
WG Egg Roll	Minh	1/72 ct (3oz)
Mixed Vegetables	Frozen	12/2.5lb
Green Beans	Frozen	12/2lb
Carrots	Frozen	1/20 lb
Broccoli	Frozen	1/20lb
Peas	Frozen	1/20 lb
Corn	Frozen	1/20lb
Fries-Krinkle Cut 3/8in Ovenable	Frozen	6/5lb
Stir Fry Veg Blend	Frozen	12/2lb
Tomato Soup	Campbells	12/49 oz
Veggie Beans (Low Sodium)	Busch's	6/# 10
Black Beans (Low Sodium)	Busch's	6/# 10
Kidney Beans (low sodium)	Busch's	6/# 10
Granulated Garlic		3/6.5 lb
Pepper		3/6.5 lb
Taco Seasoning	Mccormick	3/6lb
Montreal Chicken Seasoning	Mccormick	6/23 oz
Chicken Base	Belmont	1/25lb
Beef Base	Belmont	1/25lb
Italian Seasoning		6/6.25 oz
Paprika (Ground)		3/4.5/b

Onion Powder		12/16oz
Sugar	Domino	1/25lb
Brown Sugar	Domino	1/25lb
BBQ Sauce	Sweet Baby Ray	4/1gal
Buffalo Sauce	Sweet Baby Ray	4/1gal
Mayo	Helmans	4/1 gal
Relish	Helmans	4/1gal
Soy Sauce	Kikkoman	4/1 gal
Stir Fry Sauce	Kikkoman	4/1gal
Jerk Seasoning	Spur Sauce	32oz
Roasted Chicken Gravy	Highland Market	12/#5
Beef Gravy	Highland Market	12/#5
Cream of Chicken Soup	Cambell's	12/50 oz
Sloppy Joe Manwich Sauce	Manwich	4/107 oz
Taco Sauce Packet-Mild	Heinz	200/9 gm
Sour Cream	Daisy	100/oz
Ketchup Packets	Heinz	1000/7gm
Mustard Packets	Heinz	200/12 gm
Mayo PC Packs	Heinz	500/12 gm
Ranch Dressing Pc Packs	PPL	200/12 gm
Honey Mustard Cups	Kens	100/1.5 oz
Syrup PC	Smuckers	100/1.50
Cream Cheese Cups	Philadelphia	100/1 oz
WG Gold fish	Pepperidge Farm	300/.75 oz
Saltines Cracker		500/01
Snacks	350 per day beginning October 1 to May 30	
WG Snacks	Variety	
100% Fruit Snacks	Variety	
Eggs	Deb-El foods	12/12 ct
Butter	Oasis	30/1 lb
Shred Cheddar Cheese	Great Lakes Cheese	1/5lb
Shred Mozzarella Cheese	Great Lakes Cheese	1/5lb
Grated Parmesan Cheese	P/L	4/lb
Yogurt Vanilla Low Fat	Yoplait	6/64 oz
Yogurt Strawberry Low Fat	Yoplat	6/64 oz
Diced Chicken	Tyson	1/10 lb

Grilled Chicken Strips	Tyson	1/10 lb
Party Wings	Perdue	40 lbs
Turkey Roast Boneless	Perdue Farms	2/9lb
Turkey Taco Meat	Butterball	6/5lb
Turkey Sausage Patties	Jones Dairy	1/10 lb
WG Chicken Nuggets (107 servings)	Tyson	.79 oz
WG Chicken Tenders (120 Servings)	Tyson	2.07 oz
WG Chicken Patties (144 servings)	Tyson	3.4 oz
Hot Dogs-Turkey (80 servings)	Tyson	2/5 lb
Turkey Bacon	Jennie-o	15/1lb
Hamburgers	Advance Pierre	40 per case
Beef Crumbles (320)	Tyson	2.4 oz
Beef Logs	Maid-Rite	4/5/b
1% White Milk		8oz
Fat Free Strawberry Milk		8oz
Iceberg Lettuce	Fresh	24 heads per case
Slicing Tomatoes	Fresh	25 per case
Cherry Tomatoes	Fresh	12 pints per Case
Cucumbers	Fresh	25 per case
Oranges	Fresh	100 Per Case
Apples	Fresh	100 Per Case
5 compartment School Lunch Trays		500 cs
Dart 8oz hot/cold foam cups		1000 cs
Dart 4oz hot/cold foam cups		1000 cs
Dart 12 oz hot/cold foam cup lids		1000 cs
Dart 6oz hot/cold foam cup lids		1000 cs
Bakery Pan Liners-24x16		1000 sheets
Plastic Film Wrap with Metal Cutter-18/200		1
Alumunium foil		1
Brown Paper Bag 6 oz		500 per case
		13"x20" Pink Standard Duty Food Service Wiper-200 per case
Disposable cloths		
Wrapped Cutlery Kit (Sporks)		1000 cs
Sanitizer tablets		200 ppm
Good Safety Sanitizer test strips		Ecob Lab
Mop Heads		Ecob Lab
Dawn Dish detergent		Ecob Lab
Bleach		4/1gal
Odorbaum		4/1gal
Oven Cleaner		Easy Off 24oz

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