

Utah Military Academy

Request for Proposals

School Lunch Meal Service Provider

UMA St. George Campus

Item	Information
RFP Release Date	ASAP
Proposal Due Date	17 July 2026
Contract Term	1 Aug 2026-30 May 2027, with renewal options as permitted by law and UMA policy
School	Utah Military Academy - St. George Campus
Contact Person	William K. Orris
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All dates, estimates, and bracketed fields should be finalized before public release.

1. Purpose of Request for Proposals

Utah Military Academy (UMA), a Utah public charter school local education agency, is seeking proposals from qualified vendors to provide school lunch meal services for its St. George campus. UMA intends to contract with a responsible and responsive vendor capable of preparing, delivering, and supporting nutritious, appealing, cost-effective meals for students in accordance with applicable federal, state, and local requirements. UMA seeks a vendor that can provide high-quality lunch service while supporting the Academy's mission, student wellness, operational efficiency, and compliance with applicable Child Nutrition Program requirements, if applicable.

2. Background

Utah Military Academy is a military academy-style public charter school serving students in grades 6-12. UMA emphasizes academic achievement, leadership development, citizenship, personal responsibility, and wellness. The St. George campus requires a reliable school lunch provider capable of serving students consistently, promptly, and professionally. The selected vendor must provide meal service appropriate for a school setting, including meals that are nutritionally balanced, student-friendly, safely prepared, properly transported, and delivered on schedule.

3. Scope of Services

The selected vendor shall provide school lunch services for UMA St. George. Services may include, but are not limited to, the following:

1. Prepare and provide daily student lunches on scheduled school days.
2. Deliver meals to the UMA St. George campus at agreed-upon times.
3. Provide meals that meet applicable nutrition, portion, food safety, and quality standards.
4. Offer menu variety appropriate for middle and high school students.
5. Provide entree, fruit, vegetable, milk or beverage, and other required meal components as applicable.
6. Accommodate documented food allergies, special dietary needs, and religious or medical meal restrictions when reasonably possible and legally required.
7. Maintain proper food temperatures during preparation, transport, delivery, and service.
8. Provide packaging, serving supplies, utensils, napkins, condiments, and related materials unless otherwise negotiated.
9. Coordinate with UMA staff regarding daily meal counts, ordering procedures, cancellations, field trips, minimum order requirements, and emergency adjustments.
10. Provide monthly menus in advance for review and publication to families.
11. Provide invoices, meal count records, production records, nutrition information, and other documentation requested by UMA.
12. Comply with all applicable health department, food handler, licensing, insurance, and school food service requirements.
13. Cooperate with UMA in any federal, state, local, audit, monitoring, or review process related to meal service.

4. Meal Requirements

A. Nutrition and Quality

Meals should be nutritious, age-appropriate, and appealing to students. UMA prefers meals that include fresh fruits and vegetables, whole grain options, lean proteins, and limited highly processed foods where feasible. If

UMA operates or participates in the National School Lunch Program or another federal Child Nutrition Program, meals must meet all applicable USDA meal pattern, portion, documentation, and compliance requirements.

B. Menu Variety

The vendor should provide a rotating menu with sufficient variety to maintain student participation. Proposals should include sample menus for at least four weeks.

C. Special Diets and Allergens

The vendor must identify common allergens and provide ingredient and nutrition information upon request. The vendor must describe its process for handling medically required meal substitutions and preventing cross-contact.

D. Food Safety

The vendor must comply with all applicable food safety standards, including safe food handling, preparation, storage, transportation, temperature control, sanitation, and employee food handler requirements.

E. Delivery and Service

Meals must be delivered on time and in a condition suitable for student service. Vendors should describe delivery procedures, packaging, temperature controls, and contingency plans for delayed deliveries or emergency closures.

5. Estimated Meal Volume

UMA estimates that the St. George campus may require approximately [insert estimated number] lunches per school day. This estimate is provided for planning purposes only and does not guarantee a minimum or maximum number of meals. Vendors should identify any minimum daily order requirements, pricing tiers, or volume-based discounts.

6. Contract Term

UMA anticipates awarding a contract for the period of [insert date] through [insert date]. The contract may include renewal options, subject to satisfactory performance, funding availability, mutual agreement, and compliance with applicable procurement requirements. UMA reserves the right to terminate the contract for convenience or cause as provided in the final agreement.

7. Vendor Qualifications

Vendors must demonstrate the ability to provide reliable school lunch services. Proposals should include evidence of the following:

14. Experience providing meals to schools, child nutrition programs, youth programs, or similar organizations.
15. Current business license and applicable food service permits.
16. Health department inspection history or most recent inspection documentation.
17. Evidence of food safety training and employee food handler compliance.
18. Adequate staffing, facilities, equipment, and delivery capacity.
19. Ability to meet school schedules and meal count changes.
20. Financial stability and capacity to perform the contract.
21. References from current or recent clients, preferably schools or youth-serving organizations.

8. Proposal Requirements

A. Vendor Information

Legal business name; address; primary contact person; phone number; email address; business structure; years in operation; and relevant licenses and permits.

B. Experience and Qualifications

Describe the vendor experience providing school meals or comparable food service. Include current or prior school clients, the number of meals served daily, and any experience with federal Child Nutrition Program requirements.

C. Proposed Meal Service Plan

Describe how meals will be prepared, packaged, transported, delivered, and supported. Include proposed delivery times, ordering procedures, cancellation procedures, and communication methods.

D. Sample Menus

Provide at least four weeks of sample lunch menus. Identify meal components, portion sizes, allergens, vegetarian options, and any special diet accommodations.

E. Pricing

Provide clear pricing, including student lunch price, adult lunch price if applicable, additional costs, delivery fees, minimum order requirements, pricing for special meals or substitutions, and proposed price escalation terms, if any.

F. Compliance and Documentation

Describe how the vendor will comply with applicable food safety, nutrition, procurement, documentation, and reporting requirements. If meals must meet USDA requirements, explain how the vendor will provide production records, meal component documentation, nutrition labels, standardized recipes, Child Nutrition labels, product formulation statements, and other required documentation.

G. Insurance

Provide evidence of insurance or the ability to obtain insurance before contract execution. Minimum insurance requirements may include commercial general liability, automobile liability, workers compensation, food/product liability, and any additional coverage required by UMA.

H. References

Provide at least three references from current or recent clients. Include organization name, contact person, phone number, email, dates of service, and type of service provided.

I. Exceptions

Identify any exceptions to the RFP requirements or proposed contract terms.

9. Evaluation Criteria

UMA will evaluate proposals based on the criteria below. Award will be made to the responsible and responsive offeror whose proposal is determined to provide the best value to UMA.

Evaluation Category	Points
Meal quality, nutrition, and menu variety	25
Vendor experience and qualifications	20
Price and overall value	20
Food safety, compliance, and documentation capacity	15
Delivery reliability and service plan	10
References and past performance	5
Responsiveness and completeness of proposal	5
Total	100

UMA reserves the right to request clarification, conduct interviews, negotiate terms as permitted, check references, inspect facilities, and request best and final offers if appropriate.

10. Procurement Conditions

This procurement shall be conducted in a manner that provides full and open competition. UMA will not knowingly enter into a contract that restricts competition, creates an organizational conflict of interest, or violates applicable federal, state, or local procurement requirements.

Vendors are prohibited from offering gifts, gratuities, favors, or anything of monetary value to UMA employees, board members, evaluators, or representatives in connection with this procurement. All costs incurred in preparing and submitting a proposal are the responsibility of the vendor. UMA is not liable for proposal preparation costs.

UMA reserves the right to:

22. Reject any or all proposals.
23. Waive minor irregularities or informalities.
24. Cancel or reissue this RFP.
25. Modify the procurement timeline.
26. Accept the proposal that is in the best interest of UMA.
27. Negotiate final contract terms as permitted by applicable law.
28. Decline to award a contract if doing so is in UMA best interest.

11. Questions and Addenda

Questions regarding this RFP must be submitted in writing to:

[Insert Contact Name]

[Insert Title]

[Insert Email]

Questions must be received no later than [insert date and time]. UMA will issue written responses or addenda as appropriate. Oral explanations or instructions shall not be binding. Vendors are responsible for ensuring they have received all addenda before submitting a proposal.

12. Proposal Submission Instructions

Proposals must be submitted by [insert date and time]. Submit proposals electronically to [Insert Email Address] with the subject line: RFP - UMA St. George School Lunch Services. Late proposals may not be considered. Vendors are responsible for confirming timely receipt.

13. Anticipated Procurement Timeline

Activity	Date
RFP issued	29 June 26
Deadline for vendor questions	2 July 26
Responses to questions issued	10 July 26
Proposal submission deadline	17 July 26
Evaluation period	18 July 26
Interviews or clarifications, if needed	18 July 26
Notice of intent to award	24 July 26
Contract approval and execution	26 July 26
Service start date	1 Aug 26

UMA may modify this timeline at its discretion.

14. Required Certifications and Assurances

By submitting a proposal, the vendor certifies that:

29. The proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation.
30. The vendor has not directly or indirectly induced or solicited any other vendor to submit a false or sham proposal.
31. The vendor has not colluded with any other vendor in preparing the proposal.
32. The vendor will comply with all applicable federal, state, and local laws, rules, and regulations.
33. The vendor will comply with applicable civil rights and nondiscrimination requirements.
34. The vendor will comply with applicable food safety and sanitation requirements.
35. The vendor is not suspended, debarred, or otherwise excluded from participation in federal or state programs.
36. The vendor will maintain required licenses, permits, insurance, and documentation throughout the contract term.
37. The vendor will cooperate with UMA in audits, reviews, monitoring, and documentation requests.

15. Civil Rights and Nondiscrimination

The selected vendor shall comply with all applicable federal and state civil rights and nondiscrimination laws. The vendor shall not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or any other protected classification applicable under law.

16. Records, Audits, and Monitoring

The selected vendor shall maintain accurate records related to meal production, delivery, invoicing, food safety, nutrition documentation, and contract performance. Records shall be made available to UMA upon request and retained in accordance with applicable federal, state, and local requirements. UMA may monitor vendor

performance, inspect delivered meals, review documentation, conduct site visits, and require corrective action if performance concerns arise.

17. Invoicing and Payment

The vendor shall submit invoices according to a schedule approved by UMA. Invoices must include, at minimum, date of service, number of meals ordered, number of meals delivered, unit price, total amount due, approved additional charges, and supporting documentation requested by UMA. UMA will process payment in accordance with its standard accounts payable procedures after verifying service delivery and invoice accuracy.

18. Performance Expectations

The selected vendor must meet the following performance expectations:

- 38. Deliver meals on time.
- 39. Provide safe, fresh, and acceptable meals.
- 40. Maintain accurate records.
- 41. Communicate promptly with UMA staff.
- 42. Resolve service issues quickly.
- 43. Maintain compliance with health and safety requirements.
- 44. Provide consistent menu quality and student satisfaction.
- 45. Avoid unauthorized menu substitutions.
- 46. Notify UMA immediately of delivery delays, food safety concerns, staffing issues, or supply disruptions.

Failure to meet performance expectations may result in corrective action, payment adjustment, termination, or other remedies available to UMA.

19. Termination

UMA may terminate the contract for cause if the vendor fails to perform, violates contract terms, fails to comply with applicable law, or creates a health or safety concern. UMA may also terminate the contract for convenience with written notice as provided in the final contract. The vendor shall remain responsible for services performed before the effective date of termination and for any obligations that survive termination.

20. Proposal Signature

The undersigned certifies that the information contained in this proposal is accurate and that the vendor agrees to comply with the requirements of this RFP.

Vendor Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Email: _____

Phone: _____

Attachment A: Proposal Checklist

- Vendor information
- Description of experience and qualifications
- Proposed service plan
- Four-week sample menu
- Pricing sheet
- Licenses and permits
- Food safety procedures
- Allergy and special diet procedures
- Insurance documentation or statement of insurability
- References
- Required certifications
- Signature page
- Exceptions, if any

Attachment B: Price Proposal Form

Item	Unit Price	Notes
Student lunch	\$ _____	Per meal
Adult lunch	\$ _____	Per meal
Delivery fee	\$ _____	If applicable
Special diet meal	\$ _____	If applicable
Field trip sack lunch	\$ _____	If applicable
Minimum daily order	_____ meals	If applicable
Other fees	\$ _____	Describe

Attachment C: Sample Menu Format

Day	Entree	Fruit	Vegetable	Grain	Milk/Beverage	Allergens	Notes
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							

Attachment D: Vendor References

Organization	Contact Name	Phone	Email	Dates of Service	Type of Service