



**Urban Corps Charter School  
Invitation For BID (IFB)  
Vended Meal Services  
National School Lunch Program (NSLP)**

**Bid Release Date:** June 13, 2025

**Bid Due Date:** June 25, 2025, at 3:00 PM

**Bid Opening:** June 25, 2025, at 3:30 PM

Urban Corps Charter School, (herein referred to as SFA) located in San Diego, California, is soliciting sealed bids for the provision of vended meals services for its high school students under the National School Lunch Program (NSLP) and School Breakfast Program (SBP) for the 2025-2026 school year. All meals must comply with all applicable federal, state, and local regulations.

**About Urban Corps Charter School's Nutrition Program**

The Urban Corps of San Diego County Charter School (UCCS) is a locally funded public charter school, authorized by the Mono County Office of Education. UCCS participates in the School Breakfast Program (SBP) and National School Lunch Program (NSLP) to provide nutritious meals to our high school students. Through its participation in Community Eligibility Provision (CEP), schools at UCCS provide universal meals without needing to collect a meal application. Urban Corps Charter School has an open enrollment policy. In 2024-2025 enrollment varied from 150-210 students between both campuses. UCCS expects a similar enrollment average for school year 2024-2025.

**Scope of Work:**

The vendor shall prepare, deliver, and provide the required documentation for the following 2 campuses based on estimated daily meal quantities:

**Main Campus:** 3127 Jefferson St. San Diego CA 92110

- Breakfast: 150-175 meals
- Lunch: 150-175 meals
- Deliveries must occur Monday through Friday by 6:00 AM

**National City Campus:** 401 W. 35<sup>th</sup> St. Suite A, National City CA 91950

- Breakfast: 15-20 meals
- Lunch: 15-20 meals
- Deliveries must occur Monday through Friday by 5:30 AM

All meals must be unitized, individually packaged, and ready to serve. Menus must comply with USDA meal pattern requirements and be pre-approved by UCCS.

## **Meal Requirements**

- Meals must comply with USDA NSLP/SBP meal pattern requirements.
- All meals must meet age-appropriate calorie, sodium, and saturated fat requirements.
- Two varieties of milk must be offered with each meal service.
- Production records, temperature logs, and delivery receipts must accompany each delivery.

## **Vendor Requirements**

- Valid permits, business licenses, and a current San Diego County Health Department inspection report.
- ServSafe Food Protection Manager Certification.
- Compliance with federal Buy American provision.
- Demonstrated experience providing vended meals under the NSLP.

## **Bid Submission Instructions**

Sealed bids must be submitted by **June 25, 2025, at 3:00 PM** to:

Urban Corps Charter School

Attn: Myrna Contreras, Director of Student Services

3127 Jefferson Street

San Diego, CA 92110

Late submissions will not be accepted.

## **Bid Opening**

Bids will be publicly opened on **June 25, 2025, at 3:30 PM** at the Urban Corps Charter School campus.

## **Selection Criteria**

The contract will be awarded to the lowest responsive and responsible bidder. Evaluation will be based on:

- Total meal costs
- Ability to meet delivery and service requirements
- Vendor qualifications and references

**Contract Terms**

- Initial contract period: 2025-2026 school year. Quoted prices must stay in effect for one year beginning July 1, 2025 through June 30, 2026
- Option to renew for up to four additional one-year terms by mutual consent in writing.
- Contract subject to continued funding from the NSLP

**Inquiries**

Submit all questions in writing to:

**Myrna Contreras**

Director of Student Services

Email: [mcontreras@uccharter.org](mailto:mcontreras@uccharter.org)

Deadline for inquiries: **June 23, 2025, at 3:00 PM**

**Required Documents with BID Response**

- Certification Regarding Debarment, Suspension, Ineligibility, and
- Lobbying Certification (if applicable)
- Disclosure of Lobbying Activities
- Certification Regarding State and Federal Drug Free Workplace
- Non-Collusion Affidavit
- Buy American Certification
- Sample Daily Meal Production Record
- Sample Delivery Receipt