Urban Academy Charter School

MINNESOTA SCHOOL FOR URBAN LEARNERS

1668 Montreal Avenue
St. Paul, MN 55116
Phone-651-215-9419
www.urbanacademymn.org

Invitation For Bid

July 28, 2026

Dear Company Representative

Urban Academy Charter School will be accepting bids for vended meals for the forthcoming year. A pre-bid meeting will not be scheduled. A bid packet will be available at 1668 Montreal Avenue, St. Paul, MN 55116 or by email at www.urbanacademymn.org to all potential bidders until August 13, 2026. Potential bidders are asked to email their questions to Christine James at cjames@urbanacademymn.org by 3pm August 17, 2026. The school district will email its response to these questions by 4pm August 17, 2026.

The contracting process is strictly controlled by Unitied States Department of Agriculture (USDA procurement regulations. Substantive contact or communication with district personnel, vendors, contracts, or board members, other that Christine James, the district's designated representative is not permitted. Any attempt to unduly influence district staff, administration, vendors, contracts or board member sill automatically disqualify your company as a bidder.

If I can provide more information, please email me at cjames@urbanacademymn.org. We would appreciate your response whether or not you intend to bid. If you should need to contact the Minnesota Department of Education, please call 651-582-8526 or toll free 1-800-366-8922

Sincerely,
Christine James

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Urban Academy would also like the following questions answered. Please include in your bid.

- How do you communicate with your schools? Are questions answered timely?
- How do deliveries work? Would there be a consistent delivery time each day?
- Are fixed meal prices guaranteed through the school year?
- How does the menu cycle work? Is there a variety?
- Are we able to make menu changes? If so what is the process?
- Please send a K-8 Menu for Breakfast and Lunch with Nutritional Verification.
- How does the ordering work? Is it weekly or monthly?
- Do you have a vegetarian and an allergen free hot option?
- If we would request a grab and go option can you give me some examples of what those meals would look like? Would breakfast also be a pre-order ahead of time like lunch service?
- Can you share some menus from this current school year? Both breakfast and lunch menus.
- Can you provide references?
- What is your inclement weather policy?
- Is there anything else you would like to share that would demonstrate your strength as a vendor?
- Please submit any questions you have by email by
- All questions will be answered and will be sent back to potential vendor on August 17th by 4pm.