



CATHOLIC
CHARITIES
Twin Cities

CATHOLIC CHARITIES TWIN CITIES REQUEST FOR PROPOSALS

Food Service Contract Management Services 2026

Completed bids must be submitted to Catholic Charities Twin Cities Attn: Procurement Department via email to purchasing.office@cctwincities.org due no later than 4:00 PM (CDT) on **Wednesday July 1st, 2026**.

All bids must be submitted using Word and Excel. Bids may be rejected if submitted without the worksheets provided, if they are handwritten, and/or are reformatted.

Request for Proposal (RFP)

Multi-Site Food Service Management Services

Catholic Charities Twin Cities (hereafter referred to as the Organization) is soliciting competitive proposals from qualified licensed Food Service Providers to provide comprehensive, multi-site food service management services for adult shelter, housing, and related programs across multiple locations in the Twin Cities metro area.

Objectives

The objectives of this RFP are to:

Award a cost-reimbursable plus administrative (management) fee contract to a qualified vendor capable of meeting the operational, nutritional, compliance, and reporting requirements for multiple shelter and residential programs that require daily meal production, delivery, on-site service, specialized diets, and compliance with federal, state, and local food service regulations.

Background

For more than 150 years, Catholic Charities has supported people in the Twin Cities through times of crisis and into stability. Today, we are among the region's largest comprehensive social service nonprofits, providing services for children, families, and adults regardless of faith, background, or circumstance. Through a network of programs and locations across the Twin Cities metro area, we partner with individuals and families to meet immediate needs and create pathways to housing stability, health, and long-term well-being.

Food service meal programs at contracted sites serve the following populations:

- A. Endeavors Residence –a previously homeless population of single adult men and women, many with medical and mental health needs.
- B. Glenwood & St Anthony Residences – Late-Stage Chronic Alcoholic men, harm reduction model.
- C. Higher Ground Minneapolis Shelter – overnight shelter for men experiencing homelessness.
- D. Hope St for Homeless Youth – young women and men, age 18-22, experiencing homelessness.

Summary of Services (per location)

Providing food service management and on-site staff to plan menus, receive/store food and supplies, prepare/cook meals, and serve meals in four (4) Catholic Charities (CC) commercial kitchens:

- **Catholic Charities Distribution Center (CCDC)** Production Kitchen large batch and individual packaging of meals, meal components, and sandwiches frozen individual meals: Hope St Shelter plus large batch production for all sites; typically, Monday – Friday, excluding holidays; does not include direct service onsite:
- **Endeavors Residence:** prepares & cooks for Endeavors Residence and Administrative events.

- **Glenwood Residence/Higher Ground Minneapolis (HGMPLS) Shelter** prepares & cooks for, HGMPLS Shelter, and Glenwood; plus serves Glenwood on-site; manages secondary storage hub. Two (2) serving kitchens HGM Shelter 1st & 2nd FL: transport (buildings are connected) serve.
- **St Anthony Residence (SAR):** prepare, cook, serve on-site.

Scope of Services (Break Down)

Meal Production & Service

- Preparation, delivery (optional add on pricing), and/or on-site service of breakfast, lunch, dinner, and snacks as required per site.
- Compliance with USDA Adult Meal Pattern requirements (7 CFR 226.20), where applicable
- Adherence to the Organization’s Healthy Meals Initiative and best practices
- Production of frozen meals for designated sites
- Catering and special event meals as requested.
- Production of festive holiday meals

Menu Planning & Nutrition

- Development and implementation of menus consistent with the Organization’s standards and approved sample menus
- Accommodation of special dietary needs, including:
 - Medical diets (soft, liquid, low sodium, diabetic, etc.)
 - Food allergies and intolerances
 - Religious and moral dietary restrictions (e.g., no pork, vegetarian)

Staffing & Labor

- Recruitment, training, supervision, and management of food service staff
- Compliance with all wage, hour, and labor laws
- Completion of required background checks through MNDHS
- Annual food safety, civil rights, de-escalation, and HIPAA training

Procurement & Cost Controls

- Procurement of food, supplies, and services in compliance with the Organization’s procurement requirements and federal regulations
- Use of independent suppliers; rebates and discounts credited back to the Organization.
- Separation and documentation of allowable vs. unallowable costs

Note: other expenses such as disposables, laundry, uniform, office supplies, party supplies, insurance will be passed through and mutually agreed upon either using service providers direct cost, or CC existing contracted suppliers, which ever costs less.

Transportation & Logistics

- Food and supply transportation between the Organization's distribution centers and program sites
- Safe food handling and transport protocols

Cleaning, Sanitation & Equipment

- Cleaning responsibilities as outlined in Attachment C – Areas of Responsibilities
- Proper operation and care of Organization-owned equipment
- Coordination of repairs and capital equipment recommendations

Reporting & Recordkeeping

- Accurate daily meal counts and participation records.
 - Monthly, quarterly, and annual financial and operational reports
 - Maintenance of records for audit and regulatory review
 - Participate and provide requested information for quarterly True Up reconciliations.
-

Pricing & Cost Structure

Proposals must be submitted on a cost-reimbursable plus administrative fee basis, consistent with the structure outlined in the attached exhibits.

Vendors must:

- Complete Attachment H .Pricing Worksheet (include in proposal)
 - Identify administrative/management fees per meal and snack.
 - Provide detailed assumptions for labor, food, transportation, and other allowable costs.
 - Acknowledge annual reconciliation and true-up requirements.
-

Performance Standards and Reporting

The selected vendor will be expected to:

- Meet defined service level expectations and response times.
 - Provide regular reporting on work order completion, compliance needs, staffing, and costs.
 - Participate in periodic performance reviews with Organization representatives.
-

Insurance, Compliance, and Risk Management

The selected vendor must:

- Maintain commercial general liability, automobile liability, and workers' compensation insurance at limits consistent with industry standards.
 - Name the Organization as an additional insured where applicable.
 - Waiver of rights of subrogation as required.
 - Ensure all staff complete required background checks in compliance with the Organizations requirements prior to working on-site.
 - Comply with all Organization policies, including driving and safety policies.
-

Terms and Conditions

- The Organization reserves the right to accept or reject any or all proposals.
- The Organization may negotiate scope, pricing, and terms with one or more proposers.
- Submission of a proposal does not oblige the Organization to award a contract.

Anticipated Agreement Term

The anticipated agreement term is three (3) years total, with options for renewal in two one-year increments for a total of five years, subject to satisfactory performance and mutual agreement.

Evaluation Criteria

Proposals will be evaluated based on:

- Understanding of the scope and organizational needs.
- Relevant experience and qualifications.
- Staffing and management approach.
- Pricing competitiveness and transparency.
- Ability to meet compliance and risk requirements.
- Commitment to equitable participation by small and minority businesses and women's business enterprises.
- Overall value to the Organization

Attachments

Attachment A. Catholic Charities Healthy Meals Initiative

Attachment B. CC. Locations

Attachment C. Areas of Responsibility

Attachment D. Mealtimes & Food Requirements

Attachment E. Sample Menus

Attachment F. Equipment List

Attachment G. Allowable expenses

Attachment H. Pricing Worksheet

Proposal Submission Requirements

Proposals should include the following sections:

Include the information below in your proposal. To help us compare providers, please follow this order.

- A. Your service philosophy
 - 1. Brief company overview.
 - 2. Your understanding of the scope of work.
 - 3. Experience and cultural awareness serving adults across diverse backgrounds, including homelessness/poverty, medical frailty, mental health needs, and late-stage chronic alcoholism.
- B. Relevant experience and references
 - 1. Food service experience with similar organizations and populations.
 - 2. Experience sourcing from food banks.
 - 3. Menu development using donated/rescued food and USDA TEFAP items.
- C. Owner/staff qualifications for on-site management and service
 - 1. Owners/managers/leads: years of experience and credentials in commercial or institutional food service.
 - 2. Staff tenure with your company (preferred).
 - 3. All on-site staff must pass DHS and other required background checks before working unsupervised.
- D. Confirm services will be performed by the proposed company. Subcontractors require prior Catholic Charities approval.

Provide proof of insurance.

Agree that the food service provider will:

- a. Ensure all on-site staff pass DHS and other required background checks before working unsupervised.
 - b. Meet contract standards, especially food safety requirements.
 - c. Repair or replace any property damaged during service.
 - d. Maintain confidentiality of protected client/staff information and complete required annual training.
 - e. Complete civil rights, food safety, and food bank trainings (e.g., safe transport/storage) and any other partner-required training.
- E. Detailed pricing by site and expense category, plus a summary (see Pricing Worksheet).
 - F. Sample menus for each site.
 - G. Proposed edits to the draft Food Services Management Contract and/or exhibits.

PRE-PROPOSAL MEETING and COMPLETED BIDS

Interested Companies must attend a pre-proposal meeting and walk through **June 10th, 2026. 9:30am to 4:30pm** to review the specifications, clarify any questions, and tour programs with Catholic Charities staff.

Review Process (potentially including follow up questions and interviews) **June 15th – June 19th, 2026.**

Completed bids must be submitted to Catholic Charities Twin Cities via email to food.services@cctwincities.org due no later than 4:00 PM (CDT) on **Wednesday July 1st, 2026.**

All bids must be submitted using Word and Excel. Bids may be rejected if submitted without the worksheets provided, if they are handwritten, and/or are reformatted.

PDF documents will not be accepted.

Food Service providers will be notified on or before July 10th,2026.

Agreements reviewed and signed by July 17th, 2026.

Start of service: August 1, 2026



CATHOLIC
CHARITIES
Twin Cities

Catholic Charities Healthy Meals Initiative – Best Practices

Purpose and use: This attachment provides best-practice nutrition and meal service standards to be used by proposers when developing menus and food service plans. Proposers should describe how their approach will meet or exceed the standards below and identify any exceptions.

1. Guiding principles

- Limit added sugars and highly processed carbohydrates; limit sodium; limit saturated fat and avoid deep frying when possible.
- Increase fruits and vegetables (fresh and/or frozen preferred), include adequate protein, and emphasize scratch cooking when feasible.

2. Meal pattern

- Meals should align with the USDA Child and Adult Care Food Program (CACFP) meal pattern or an equivalent standard, as applicable to the site and population served.

3. Produce standards

- Provide a fresh salad daily when feasible; target at least 70% dark leafy greens and include at least two additional raw vegetable components.
- Provide one serving of fresh fruit daily; rotate varieties. Include bananas at least one day per week when available.

- If canned vegetables or fruits are used, select lower-sodium and/or “lite” options when available.
- Include a rotating selection of deeply colored vegetables (e.g., dark green, red/orange, purple) throughout the week.
- Provide cooked vegetables daily. Include some canned fruit options during the week when needed to accommodate clients with dental or chewing limitations.

4. Protein standards

- Provide a protein component at all meals, including breakfast.
- Limit processed meats (e.g., hot dogs and combination meats) due to sodium and added nitrates/nitrites.
- Prefer baking, roasting, or other lower-fat preparation methods.
- Limit frying; restrict deep frying to no more than once per week.
- Target cooked protein portions of approximately 3–4 oz. per adult meal, unless program requirements specify otherwise.

5. Added sugars, desserts, starches, and grains

Processed desserts and bakery items:

- Do not serve processed desserts after supper.
- Do not serve processed desserts at midweek day lunch.
- At drop-in centers, limit processed desserts to no more than once per day.
- At residential sites, limit processed desserts to no more than three times per week.

Starches and grains as a meal component:

- Limit starches/grains to no more than 25% of lunch or supper (by plate composition).
- Offer whole grains at least once daily when feasible.

- Limit highly processed or packaged starches.

6. Breakfast standards

- Offer reduced-sugar cereals when cereal is served.
- Minimize sugary bakery products; sweet bakery items should be the exception rather than the norm.
- Include a protein component at every breakfast (various forms acceptable).
- Increase whole-grain offerings when feasible.

7. Beverage standards

- Serve skim or 1% milk for ages two and older, unless medical accommodation requires otherwise.
- Provide milk at least once daily for adults; provide milk with each meal for children and youth, as applicable.
- Always make water available.
- Do not serve soda except for rare special events; soda must never be served to children.

Juice:

- Serve 100% fruit juice when required for youth and children.
- Serve juice only at breakfast.
- Portion size: 4 oz. for children; 6 oz. for adults.

8. Condiments

- Provide a sodium-free seasoning option at each table or serving area.
- Offer fat-free and sodium-free dressing options when feasible.
- Include culturally preferred condiments when appropriate and available.

9. Special needs and dietary restrictions

- Provide safe alternatives for medically identified allergies and dietary restrictions. At residential sites, accommodations must be documented at intake and applied consistently.
- Provide alternatives for dietary restrictions based on religious or moral beliefs (e.g., no pork, vegetarian), when requested and feasible.

11. Notes and applicability

Compliance note: CACFP meal patterns and other program requirements supersede these best practices at CACFP-designated sites. Catholic Charities applies these best practices to menu planning for meals produced by Catholic Charities and vendor-prepared meals, as resources permit.

**Catholic Charities Twin Cities
Food Services Location Information Sheet 2026**

Address	City	State	Zip	Building	Shelter Housing		Building Use	Building/Program Hours
					Beds	Units		
177 Glenwood Ave N	Minneapolis	MN	55405	Evergreen		88	Housing	24hours
173 Glenwood Ave N	Minneapolis	MN	55405	Glenwood		80	Housing	24hours
165 Glenwood Ave North	Minneapolis	MN	55405	Higher Ground MPLS Shelter (32%)	240		Shelter	24hours
165 Glenwood Ave North	Minneapolis	MN	55405	Higher Ground MPLS Housing (68%)		85	Housing	24hours
1414 11th Ave S./1007 E 14th Street	Minneapolis	MN	55404	Endeavors, Elliot Park Admin	28	170	Housing/Admin	Endeavors Housing 24hours/Administrative 8am-4:30pm
4140 Cheatham Ave	Minneapolis	MN	55406	Hope Street	28		Youth shelter	24hours
902 Hersey Street	St. Paul	MN	55114	St. Anthony and St. Paul Residence		120	Housing	24hours
341 Chester Street	St. Paul	MN	55107	Distribution Center (Warehouse)			Warehouse	9am-4pm
Total Managed Beds/Housing Units					296	543		

Color blocks indicate single building or attached building with multiple/shared programs

Exhibit C – Cost & Cleaning Responsibility Detail Sheet

Category	Area of Responsibility	Vendor Responsibility	Institution Responsibility
FOOD			
	Food Purchases	Orders within budget	
	USDA Handling & Product Management	x	
	Processing and Payment of Invoices	Retail one-time and credit card; pass through to	processes food bank and wholesale invoices
LABOR			
	Labor	x	
MISCELLANEOUS / ADDITIONAL ITEMS			
	Cleaning / Janitorial Supplies	Orders within budget	Processes wholesale & contracted vendor invoices
	Food Service Paper Supplies	Orders within budget	Processes wholesale & contracted vendor invoices
	Silverware / Glassware	Place Orders	Processes Invoices
	Telephone		x
	Uniforms	Orders from Organization's contracted service provider	Processes Invoices
	Linens	Orders from Organization's contracted service provider	Processes Invoices
	Laundry	Orders from Organization's contracted service provider	Processes Invoices
	Trash Removal	Sorts kitchen composting & recycling; brings trash & recycling, and composting from kitchen & dining room to outside containers	Manages services & pays for haulers
	Pest Control	Places work order with onsite property mgmt staff as needed	Contracts on-going preventative maintenance, responding to work orders, processes invoices – expense not included in Food Svc contract.

Category	Area of Responsibility	Vendor Responsibility	Institution Responsibility
EQUIPMENT REPLACEMENT & REPAIR			
	Non-expendable Equipment (as approved)	x After trouble shooting, places work order with Organizations's contracted service provider; makes recommendation on capital purchases	x
	Expendable Equipment	Orders from Organizations's contracted supplier	Processes Invoices
	Weekly Preventative Maintenance	Cleaning	PM & repair via contracted service provider
	De-lime Dishwashers and Steamers	x	
ADMINISTRATIVE			
	Insurance	x	
	Printing	x	
CLEANING RESPONSIBILITIES			
	Preparation Areas	x	
	Serving Areas	x	
	Kitchen Floors	x	
	Dining Room Floors	x	
	Hoods & Duct Work		x
	Routine Cleaning of Tables & Chairs	x	
	Windows		x
	Grease Traps		x
	Restrooms		x
APPLIANCE & WALK-IN TEMPERATURE LOGS			
	Endeavors, Glenwood, HGMpls, SAR	x	
	Hope Street Shelter	Outside of units	Outside and inside of units

*All repairs over \$1,000.00 must be approved by Organization staff. In addition, any damage to equipment or property that is caused by misuse or negligence will be the Vendor's responsibility

***Vendor responsible for keeping dry and cold storage space and appliances clean that are located outside of the shelter's unit at Hope St.

CC Food Service Multi-Site Attachment D Meal counts, times and other requirements.

General Standards applicable to meal programs:

1. See Healthy Meals Initiative Best Practices attached for menu planning.
2. Quantity of food produced and offered should allow for second servings, to half the anticipated meal count shown above (does not apply to snack). Seconds are not counted as an additional meal in meal counts; unduplicated client and staff count served equals meal counts billed by FSMC.
3. FSMC is responsible for recording meal counts by client/staff category, in real time, at every meal – exception Higher Ground Mpls and Hope St - and providing counts to FA by the 4th day of the following month.

Food Transportation / Delivery Service

FSMC to perform all food service-related transportation services including picking, loading, unloading, storage from CCDC to contracted sites; and transportation of food, food supplies, hot meals, and cold meals between contracted food service sites. This includes:

1. Pull contracted sites orders and 'shop' from CCDC food warehouse for products used at all contracted food services sites; deliver to all contracted sites; report weight via CC's LBs In & Out App.
2. Distribute food from Glenwood secondary hub storeroom to other contracted sites
3. Hope St Shelter: at least once weekly review onsite supplies – currently on Wednesdays, create order using Par List and frozen meal menus, and deliver food & supplies from CCDC and Glenwood that same week - currently on Fridays.
4. In all cases, safe food transport protocols must be followed.

CCDC Production Kitchen Food Production:

1. Hope St frozen, individual packaged, pre-set meals (see menu in attached sample Menus); prepared and frozen to keep a supply on hand at CCDC for when supplies get low on-site at Hope St.
2. Large patch food prep, as time permits to make maximum use of produce and proteins that are donated or arrive from area food banks. Cooking meats, slicing vegetables, cooking large batches of sides and or entrees, prepping fruits, packaging and freezing.
3. Monthly production of emergency food supplies, currently 600 meat sandwiches.
4. Production kitchen staff pull products from warehouse and are responsible for thawing and prep for volunteers supported production.
5. Volunteers work in the production kitchen. Kitchen staff greet, train, oversee project of the day, ensure all safety protocols are being employed, and create a pleasant, welcoming environment for the volunteers as they support the work of the kitchen. Occasional CCDC hosts large volunteer events from a variety of local business, churches, and civic organizations; in which the production kitchen staff play an important role.
6. Typically operates from Monday-Friday, 8:30am-5pm; though with agreement, schedule may be adjusted.
7. Production kitchen staff responsible for daily cleaning of the kitchen, smallware, equipment, floor, mats, trash/recycling/compost disposal. When feasible and appropriate to the volunteer, they can enlist the help of volunteers.

Program Name	Address	Breakfast Meal Count	Lunch Meal Count	Dinner Meal Count	Snack Meal Count	Minimum Required Meal service hours	CACFP	Special Note – Food Specifications
Endeavors	1007 E. 14 th Street, Minneapolis, MN 55404	90 Billed as clients served	90 Billed as clients served	90 Billed as clients served	90 Billed as clients served	Every day as follows: Breakfast: 8:30-9:15 am Lunch: 11:30-12 pm. Dinner: 5:00-5.45 pm Snack: Daily	No	<p>General menu to follow USDA Meal Pattern – 7CFR 226.20. for adults except as shown below, plus: CC Healthy Meals Initiative Best Practices apply.</p> <p>Individual special dietary needs, based on medical requirements, religious beliefs, and/or moral beliefs, are a significant portion of population served, e.g. low sodium & low carb menu required; plus individual needs including: lactose free, gluten free, no fish/seafood, vegetarian, variety of other food intolerances and allergies, liquid diet, soft food diet, etc.,</p> <p>Continental breakfast Mo-Fr, varying the options; must include low sugar breakfast protein (e.g. hardboiled eggs, low sugar yogurt, cheese, etc.</p> <p>Full hot breakfast Sa & Su.</p> <p>Menus should primarily have protein separate from veg and starch. One dish/casserole type entrees no more than once per week per lunch, and once per week per dinner. Starch primarily served as option on the side; not integrated into entrée; may not exceed 25% of total plated meal (excluding bev & salad</p>

								<p>bar).</p> <p>Salad bar at every lunch and supper: to include 70/30 mix dark leafy greens + 4+ assort fresh vegie choices; low fat & low sodium salad dressing option; and low sodium bean option.</p> <p>When purchasing wholesale, procure the healthier option, e.g. canned fruit in lite syrup or 100% juice; reduced sodium; etc.</p> <p>Reduced fat in menu items; Non-sodium seasoning on all tables. Low sodium, low carb menu at all meals.</p> <p>Meal service to include additional component of one piece of fresh fruit daily; variety is required, including fresh bananas at least once a week; record fruit provided on written "as served" menu and store on CC's SharePoint.</p> <p>Minimum protein cooked/served 3+oz at every lunch and supper; 2 oz at breakfast and in snack.</p> <p>8oz white milk servings available to all clients at all meal, preferably 1%.</p>
--	--	--	--	--	--	--	--	---

								<p>Sugar-free kool-aid/lemonade served at lunch & supper</p> <p>FSMC/Vendor responsible for recording & reporting accurate meal counts. Seconds are considered increased portion size and not counted in meal count, nor in billings.</p> <p>Vendor responsible for daily oversight of meal service and clean-up; including providing instruction to and safety oversight of volunteers</p>
--	--	--	--	--	--	--	--	---

Program Name	Address	Breakfast Meal Count	Lunch Meal Count	Dinner Meal Count	Snack Meal Count	Minimum Required Meal service hours	CACFP	Special Note – Food Specifications
Glenwood	173 Glenwood Ave. N Minneapolis, MN 55405	55 Billed as clients served	55 Billed as clients served	55 Billed as clients served	80 Billed as clients served	Monday- Friday breakfast: 7:00-7:45 am Monday-Friday lunch 12:00-12-45 Monday-Friday Dinner: 5:00-5.45 pm Saturday, Sunday and Holidays Continental Breakfast: 8:00-9am Saturday Sunday and Holidays /Brunch 10:30-11:45 am Saturday, Sunday and Holidays/Dinner 4:00-4:45 pm	No	<p>General menu to follow USDA Meal Pattern – 7CFR 226.20 for adults except where shown below, plus the following: Plus: CC Healthy Meals Initiative Best Practices apply.</p> <p>Menus should primarily have protein separate from veg and starch. One dish/casserole type entrees no more than once per week per lunch, and once per week per dinner.</p> <p>Salad bar at lunch and supper; w/min 70/30 mix dark 70/30 leafy greens + assort min of 4+ fresh vegie choices; low fat & low sodium salad dressing option.</p> <p>Non-sodium seasoning on all tables.</p> <p>Desserts served at every lunch/brunch, and supper. Soup option at most meals; ingredients to be posted.</p> <p>Minimum protein cooked/served 3+oz at every lunch and supper; 2 oz at breakfast and snack.</p> <p>Snack is comprised of sandwich with 2-1oz slices of bread and 2oz protein (meat, meat & cheese; occasionally peanut butter as option).</p>

								<p>Brunch on Sat & Sun to include variety of breakfast and lunch/dinner entrée choices.</p> <p>8oz white milk servings available to all clients at all meals, preferably 1%.</p> <p>Sugar-free kool-aid/lemonade served at lunch & supper.</p> <p>FSMC responsible for recording and reporting accurate meal counts. Seconds are considered increased portion size and not counted in meal count, nor in billings</p>
--	--	--	--	--	--	--	--	---

Program Name	Address	Breakfast Meal Count	Lunch Meal Count	Dinner Meal Count	Snack Meal Count	Minimum Required Meal service hours	CACFP	Special Note – Food Specifications
Higher Ground MPLS	165 Glenwood Ave N. Minneapolis, MN 55405	80 Bagged Breakfast (subject to change)	Subject to change	210 or as ordered (subject to change)	210 (subject to change)	Daily 6:15pm delivery for breakfast snack for next day Daily 6:15pm delivery for 6:30 pm dinner start. These times may change.	No	<p>Carry in, set up, serve, wash trays, and cleanup of food produced in Glenwood kitchen.</p> <p>General menu to follow USDA Meal Pattern – 7CFR 226.20 for adults except where shown below, plus the following: Plus: CC Healthy Meals Initiative Best Practices apply.</p> <p>:</p> <ol style="list-style-type: none"> 1. Tossed salad w/min 70/30 mix dark leafy greens +.2 vegies in salad; serving size 1+ cup. 2. Starch 3/4 cup (not to exceed 25% of plated food), preferably served as a side; one dish/casserole type entrees no more than once per week. 3. Hot vegie and/or fruit; 3/4 cup+ 4. 3+ oz. cooked protein (except 2oz for sandwich). 5. 1 oz. Bread preferably whole wheat and/or whole grain 6. 8 oz. typically 1% white milk daily 7. One dish entree combining protein, starch, and hot vegie may only be served a maximum of twice a week, or less often. 8. Dessert twice a week. 9. Supper billed as ordered; (Seconds and daily quantity of 35 individually wrapped sandwiches are considered as increase portion sized and don't increase meal count/billed). 10. Daily Breakfast Snack; (2 individual pkgs equals one snack; plus 40 extras individual pkgs – adjusted upon demand); plus, additional 20; preferably healthier options when available

							<p>11. Add fresh fruit as a component, when available from food banks or Distribution Center if priced below wholesale.</p> <p>12. Vendor to oversee dishwashing and dishwasher at HGMpls for procurement of chemicals/cleaning products.</p> <p>13. Vendor to forward AS SERVED menus to Program Mgr at end of each week, and file in CC SharePoint.</p> <p>14. Non-sodium seasoning required daily on serving line.</p> <p>15. Vendor responsible for serving kitchen cleanliness, organization, meal service set-up, and supply management and restocking.</p> <p>16. Vendor responsible for daily oversight of meal service and clean-up; including providing instruction to and safety oversight of on-site program staff and volunteers.</p> <p>17. Pork alternative site; at 20% non-pork option ratio available at all meals when pork is served.</p> <p>18. 8oz white milk servings available to all clients at dinner meal, preferably 1%.</p> <p>Meal count reported by vendor and billing based on 'as ordered' meal counts. Seconds not served</p>
--	--	--	--	--	--	--	---

Program Name	Address	Breakfast Meal Count	Lunch Meal Count	Dinner Meal Count	Snack Meal Count	Minimum Required Meal service hours	CACFP	Special Note – Food Specifications
St. Anthony	902 Hershey St. Paul, MN 55114	45 Billed as served	45 Billed as served	45 Billed as served	70 Billed as served	<p>Monday- Friday breakfast: 7:30 -8:15 am.</p> <p>Monday-Friday lunch 12:00-12:45 pm</p> <p>Monday Friday Dinner: 4:30 -5:15 pm.</p> <p>Saturday, Sunday and Holidays Continental Breakfast: 9:00 -9:45 am.</p> <p>Saturday, Sunday and Holidays /Brunch 10:30 – 11:15 am.</p> <p>Saturday, Sunday and Holidays/Dinner 4:00-4:45pm</p>	No	<p>General menu to follow USDA Meal Pattern – 7CFR 226.20 for adults except where shown below, plus the following: Plus: CC Healthy Meals Initiative Best Practices apply.</p> <p>Menus should primarily have protein separate from veg and starch. One dish/casserole type entrees no more than once per week per lunch, and once per week per dinner.</p> <p>Salad bar at lunch and supper; w/min 70/30 mix dark 70/30 leafy greens + assort min of 4+ fresh vegie choices; low fat & low sodium salad dressing option.</p> <p>Non-sodium seasoning on all tables.</p> <p>Desserts served at every lunch/brunch, and supper. Soup option at most meals; ingredients to be posted.</p> <p>Minimum protein cooked/served 3+oz at every lunch and supper; 2 oz at breakfast and snack.</p> <p>Snack is comprised of sandwich with 2-1oz slices of bread and 2oz protein (meat, meat & cheese; occasionally peanut butter as option).</p> <p>Brunch on Sat & Sun to include variety of breakfast and lunch/dinner entrée choices.</p>

								<p>8oz white milk servings available to all clients at all meals, preferably 1%.</p> <p>Sugar-free kool-aid/lemonade served at lunch & supper.</p> <p>FSMC responsible for recording and reporting accurate meal counts. Seconds are considered increased portion size and not counted in meal count, nor in billings.</p>
--	--	--	--	--	--	--	--	--

Program Name	Address	Breakfast Meal Count	Lunch Meal Count	Dinner Meal Count	Snack Meal Count	Minimum Required Meal service hours	CACFP	Special Note – Food Specifications
Hope St.	1121 46 th St. E. Minneapolis, MN 55407	30 delivered	30 Delivered	30 delivered	30 delivered	Frozen meals produced in production kitchen. Menus and recipes are pre-vetted by site staff and are only as approved and are fixed. Check frozen meals and supplies par list minimum once weekly, delivery minimum once weekly.	No.	<p>See attached Hope St menus and Hope St par list.</p> <p>Always keep at least 21 different entrees on site, especially those most preferred; the menu list is ranked from most to least preferred, with the most preferred starting at top of the page.</p> <p>Non-pork options and vegetarian options must always be on-site.</p> <p>Salad greens are to be pre-packaged in bowl w/cover, sliced tomato, lettuce leaves, and sliced onion sent in bag or containers to be added to sandwiches and/or salads.</p> <p>Assorted deli meat & bread for sandwiches always need to be on site.</p> <p>Periodically we transport a special hot meal, or BBQ on site, and serve for planned special events.</p>

Food Services Multi-Site Contract Sample Menus

Endeavors Weekly Menu

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Creamy Basil Veggie & Egg Scramble Oven Roasted Potatoes Savory Ham Slice Fresh Fruit Cold Cereal Toast Juice Milk	Cereal Hard boiled Eggs Fresh Fruit Toast Juice Milk	Cereal Yogurt Fresh Fruit Toast Juice Milk	Cereal Hard boiled Eggs Fresh Fruit Toast Juice Milk	Cereal Yogurt Fresh Fruit Toast Juice Milk	Cereal Hard boiled Eggs Fresh Fruit Toast Juice Milk	Homemade Biscuits & Gravy Fried Eggs Crispy Hashbrowns Cold Cereal Juice Milk
Succulent Pulled Pork Sandwich 3 Bean Skillet Salad Bar Milk 1% Soy Milk Kool-aid	Zesty Grilled Sausages w/ Fresh Peppers & Onions Pasta Salad w/ Fresh Veggies Salad Bar Milk 1% Soy Milk Kool-aid Fruit	Cheeseburger w/ Fixings French Fries Salad Bar Milk 1% Soy Milk Kool-aid Fruit	Tender Sirloin Sandwich Topped with Goopy Mozzarella Sauce Creamy Coleslaw Salad Bar Milk 1% Soy Milk Kool-aid Fruit	Zesty Buffalo Chicken Bites Oven Roasted Ranch Potatoes Milk 1% Soy Milk Kool-aid Fruit	Delectable Chicken Fajitas Cheesy Refried Beans Salad Bar Milk 1% Soy Milk Kool-aid Fruit	<u>Special Event!!</u> Homemade T Rock Pizza Chips Dressed Garden Salad Dessert Salad Bar Milk 1% Soy Milk Kool-aid Fruit
Smothered Homemade Meatloaf Steamed Herbed Potatoes Green Beans Salad Bar Milk 1% Soy Milk Kool-aid Fruit Dessert	Tangy General Tso's Chicken Veggie Lo Mein Sweet Peas Salad Bar Milk 1% Soy Milk Kool-aid Fruit	Saucy BBQ Chicken Cheesy Potatoes Corn O'Brien Salad Bar Milk 1% Soy Milk Kool-aid Fruit Dessert	Roasted Pork Chops Red Beans & Rice Seasoned Green Beans Salad Bar Milk 1% Soy Milk Kool-aid Fruit	Tuscan Buttered Shrimp Served over Fettuccini Glazed Carrots Milk 1% Soy Milk Kool-aid Fruit Dessert	Tasty Cajun Sausage Skillet Roasted Corn Salad Bar Milk 1% Soy Milk Kool-aid Fruit	Saucy and Cheesy Lasagna Sweet Peas Buttery Breadsticks Salad Bar Milk 1% Soy Milk Kool-aid Fruit

Glenwood Weekly Menu

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
BREAKFAST	Continental <u>Breakfast</u> Toast Fruit Yogurt Cold Cereal Juice Milk	Homemade Blueberry Pancakes Savory Ham Slice Toast Cold Cereal Juice Milk	Huevos Rancheros Oven Roasted Potatoes Toast Cold Cereal Juice Milk	Breakfast Sandwiches Yogurt Cottage Cheese Toast Cold Cereal Juice Milk	French Toast w/ Apple Cinnamon Sauce Sausage Links Toast Cold Cereal Juice Milk	Tasty Egg & Sausage Scramble Fried Potatoes Cold Cereal Juice Milk	Continental <u>Breakfast</u> Toast Fruit Cheese Sticks Pastry Cold Cereal Juice Milk
LUNCH	<u>Brunch</u> Fluffy Scrambled Eggs Sausage Links Memphis Pulled Pork Sandwiches Creamy Coleslaw Salad Bar Kool-Aid Milk Dessert	Pizza Southwestern Pasta Salad Salad Bar Kool-Aid Milk Dessert	Tempting Bulgogi Beef & Veggie Bowl Homemade Baked Beans Salad Bar Kool-Aid Milk Dessert	Saucy BBQ Beef Sandwich Crispy French Fries Salad Bar Kool-Aid Milk Dessert	Tex-Mex Hot Dogs Potatoes O'Brien Salad Bar Kool-Aid Milk Dessert	Cheesy Beef & Bean Burrito Supreme Corn Skillet Salad Bar Kool-Aid Milk Dessert	<u>Brunch</u> Chorizo Omelets Hashbrowns Breaded Fish Sandwich Creamy Coleslaw Salad Bar Kool-Aid Milk Dessert
DINNER	Homemade Meatloaf Garlicy Mashed Potatoes Green Beans Salad Bar Milk Kool- aid ICE CREAM	Roasted Chicken Rice & Veggie Skillet Sweet Orange Carrots Salad Bar Milk Kool- aid Dessert	Thai Glazed Chicken Steamed Dumplings Oriental Blend Veggies Salad Bar Milk Kool- aid Dessert	Oven Baked Chops Citrusy Lemon Rice Sweet Peas Salad Bar Milk Kool- aid Dessert	Zesty Cajun Shrimp over Fettuccini Steamed Mixed Vegetables Salad Bar Milk Kool- aid Dessert	Roasted Turkey Mashed Potatoes & Gravy Seasoned Steamed Cabbage Salad Bar Milk Kool- aid Dessert	Saucy Chicken Meatballs over Spaghetti Garlic Breadsticks Green Beans Salad Bar Milk Kool- aid Dessert

Higher Ground Minneapolis Weekly Menu*

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DINNER	Smothered Homemade Meatloaf Steamed Herbed Potatoes Green Beans Salad Bar Milk Kool- aid ICE CREAM	Tangy General Tso's Chicken Veggie Lo Mein Sweet Peas Salad Bar Milk Kool- aid Dessert	Saucy BBQ Chicken Cheesy Potatoes Corn O'Brien Salad Bar Milk Kool- aid Dessert	Roasted Pork Chops Red Beans & Rice Seasoned Green Beans Salad Bar Milk Kool- aid Dessert	Tuscan Buttered Shrimp Served over Fettuccini Glazed Carrots Salad Bar Milk Kool- aid Dessert	Tasty Cajun Sausage Skillet Roasted Corn Salad Bar Milk Kool- aid Dessert	Cheesy & Saucy Lasagna Sweet Peas Buttery Breadsticks Salad Bar Milk Kool- aid Dessert

*Subject to change

St Anthony Residence Sample Menu

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
B R E A K F A S T	Continental Breakfast 1Donut 1oz Cold Cereal 2sl Toast 6.75oz Juice 1 Banana 1Cheese Stick	8 oz Orange juice 2 Pancakes w syrup 2 Sausage Patty	8 oz Orange Juice 1c Egg Bake Cheese Scrambled Sausage Onion Tomato 1c Oatmeal	8 oz Orange Juice 1 Griddle Breakfast Sandwich 1oz Ham 1 Egg 1ozsl Cheese 1c Grits	8 oz Orange Juice 1 Breakfast Burrito Scrambled Egg w/Sausage 1c Breakfast Potatoes	8 oz Orange Juice 2Scrambled Eggs 2Sausage 1/2c Fried	Continental Breakfast 1Donut 1oz Cold Cereal 2sl Toast 6.75oz Juice 1 Meat &Cheese Stick 1Banana
L U N C H	Brunch 1c Scrambled Eggs Sausage w/Cheese English Muffin Sandwich Assorted Entrees 8ozMilk 6oz Juice Cookies	2sl Pizza 1c Potato Chips 1 c Cole Slaw Salad Bar & Fresh Fruit 8oz Milk 1c Beverage Cookies	4oz Indian Taco 1Fried Bread 2oz Taco Meat 1c Refried Beans 1c Tortilla Chips 8oz Milk Salad Bar /Corn Salad & Watermelon 1c Beverage Dessert	3oz Salami Sandwich on a bun ½ c Potato Wedges 1c Lentil Soup 8oz Milk Salad Bar /Pasta Salad & Fruit Dessert	2 Beef Hot Dogs on a bun 1c Cheesy Baked Potato Soup Chips Salad Bar Veg Salad/Fresh Fruit Dessert	4oz Bologna Sandwich 1c Beef Stew Soup 1cPotato Chips Salad bar Cucumber Tomato Onion /Fruit 8oz Milk Dessert	Brunch Assorted Entrees 2 Boiled Eggs 1cOatmeal 1cBreakfast Potatoes Dessert
S U P P E R	4oz Meatloaf 1cMashed Potatoes w/Gravy 1cGreen Beans Salad Bar 8 oz Milk Dessert	Swiss Turkey Burger w/ Gravy Mashed Potatoes 1c Vegetables Salad Bar 8oz Milk/Juice Pie	6oz Pork Tender Loin 1c Rice Pilaf 1c Corn Salad Bar 8 oz Milk Bars	6 oz Baked Chicken Breast &Gravy Mashed Potatoes Vegetables Salad Bar 8 oz Milk Dessert	6oz Chili Macaroni Casserole 1 Corn Bread Muffin 1c Vegetables Salad Bar 8 oz Milk Ice Cream	5oz Chicken & Green Pepper Casserole 1c Vegetables Salad Bar Dessert 8oz Milk	2BBQ Pork Riblet, Mashed Potatoes w/Gravy Corn on the cob Salad Bar/ Pasta Salad & Fruit 8 oz Milk dessert

Hope St Menu of Frozen Meals

Cheeseburger, Cajun Roasted Potatoes, Spicy Corn

Hamburger, Herb Roasted Potatoes, Glazed Carrots

Chicken Tenders, Garlic Butter Potato, Spicy Corn with Peppers and Onions

Fried Chicken, Mac n Cheese, Buttered Corn

Cheesy Beef-Bean Burrito, Spanish Rice, Refried Beans

All Beef Hot Dog, Steak Fries, Baked Beans

Spaghetti with All Beef Meatballs

Chili, Steak Fries

Chicken Enchiladas, Cheesy Refried Beans, Corn with Peppers and Onions

Cajun Steak Bites, Red Beans and Rice, Smokey Green Beans with Ham

Garlic Buttered Steak Bites, Herb Roasted Potato, Buttered Peas

Lasagna with Beef Marinara, Garlic Toast

Brats, Baked Beans

Chicken Fajita Strips, Spanish Rice, Spicy Black Bean

Grilled Pork Chops, rice in gravy, buttered carrots

Honey Glazed Turkey Bites, Garlic Buttered Noodles, Mixed Vegetables

Spicy BBQ Pork Bites, Cajun Potatoes, Buttered Corn

Spicy BBQ Turkey Bites, Obrien Potatoes, Southern Style Green Beans

BBQ Chicken, Garlic Potato Wedges, Red Beans with Rice

Buffalo Chicken, Cheesy Hash Browns, Southern Style Green Beans

Turkey, Gravy, Mash Potatoes, Corn

Beef Enchiladas, Spanish Rice, Spicy Black Beans

Teriyaki Glazed Pork Patties, Creamy Garlic Pasta, Glazed Carrot

Kitchen Equipment

Building	Asset Name	Classification Name	Manufacturer	Model#	Serial#	Approx. Purchase Date
CCDC	Dishwasher	Food Cleaning	HOBART	CL44E	85-10951552	
CCDC	GARBAGE DISPOSAL SYSTEM	Food Cleaning	SALVAJOR	200-SA-6-MRSS-LD	Scrapmaster 3704 / Disposal 44739	Aug2017-Feb2018?
CCDC	Ice machine	Food Cooling	Ice-O-Matic	ILEO500HA4	12021280012437.00	
CCDC	36" Flat top Griddle w/Conventional Oven	Food Prep	VULCAN	36S-Y1K	650079542.00	
CCDC	60 Qt. Floor Mixer	Food Prep	HOBART	H600	11-290-605	
CCDC	6-burner Range w/Conventional Oven #1	Food Prep	VULCAN	36S-6BN	650096115.00	
CCDC	6-burner Range w/Conventional Oven #2	Food Prep	VULCAN	36S-6BN	650097287.00	
CCDC	CONVECTION OVEN #1	Food Prep	VULCAN	VC4GD-11D1	54-1062715	
CCDC	CONVECTION OVEN #2	Food Prep	VULCAN	VC4GD-11D1	54-1062716	
CCDC	Custom 48" Flat top Griddle w/ Conventional Oven & 12" Cabinet	Food Prep	VULCAN	VGMT36S	481807178.00	
CCDC	FRYER #1	Food Prep	VULCAN	1VEG35M-1	DV1106657	6/27/2018
CCDC	FRYER #2	Food Prep	VULCAN	1VEG35M-1	DV1106655	6/27/2018
CCDC	STEAM KETTLE	Food Prep	Cleveland	KGL40 40gal gas	190523051451.00	4/17/2020
CCDC	STEAMER	Food Prep	VULCAN	C24GA6	46-3026319	3/1/2019
CCDC	WARMING/HOLDING CABINET	Food Serving - Hot	VULCAN	VBP151-8	52-1000188	1/1/2008
CCDC	Blast Chiller	Cold	Delfield	T14-D model	000 107 1141	9/29/2020
CCDC	Food Processor	Food Prep	Hobart	FP100	76-1000787	None
CCDC	Food Processor	Food Prep	Robot Coupe	R2 Dice	2560316403H-11	None

PM Rate Semi Annual Cold/Hot _____
 Qtrly Cold/Hot Water Fed _____
 PM Rate equipment only _____

Note: Equipment that is not part of PM schedule, but that Smart Care can be called to work on or if parts are needed at this site: garbage disposal.

Endeavors Kitchen Equipment

Building	Asset Name	Classification Name	Manufacturer	Model#	Serial#	Approx Purchase Date
Endeavors	Hobart Softener	Food Cleaning- water	Hobart			5/1/2022
Endeavors	Hobart Dish Machine	Food Cleaning - water	Hobart	CLPS66ENER	85-1106432	5/1/2022
Endeavors	#12 Ice-O-Matic Ice Machine	Food Cold - water	Ice-O-Matic	CIM0526HA5	21061280012968	acquired w/bldg
Endeavors	Combi Oven Lower	Food Hot - water	Rational iCombi	LM100C0.AXXXX	G62SJ20122865308	5/1/2022
Endeavors	Combi Oven Upper	Food Hot - water	Rational iCombi	LM100C0.AXXXX	G62SJ20032819864	5/1/2022

Endeavors	#6 Traulsen 2 Door Cooler	Food Cold	Traulsen	G20010	T29027A13	acquired w/bldg
Endeavors	Blue Air 1 Door Cooler	Food Cold	Blue Air	BSR23T-HC		3/26/2025
Endeavors	#13 Walk-in Freezer	Food Cold		ELC143BJ	D96A03993	acquired w/bldg
Endeavors	#14 Walk-in-Cooler	Food Cold		RLC107AJ	D98K03987	acquired w/bldg
Endeavors	#15 Walk-in-Cooler	Food Cold		RLC107AJ	D99K04558	acquired w/bldg
Endeavors	#27 Norlake 3 Door Cooler	Food Cold	Norlake	R72-S	R72S-10040009	acquired w/bldg
Endeavors	#40 Aurora 2 door Cooler - in dining rm	Food Cold	Aurora	ABR2	A-210405-486	5/1/2022
Endeavors	#49 Atosa Single door Freezer	Food Cold	Atosa	MB8001GR	MB8001GRAUS100320070 400C40033	St Joes/Hope St, Henn Cty grant
Endeavors	Groen Tilt Skillet	Food Hot	Groen	NHFP/4	N13434HCF	acquired w/bldg
Endeavors	Metro C5 Proofer	Food Hot	Metro	C599-NFS-UA	C59E007089	5/1/2022
Endeavors	Vulcan 6 Burner / Oven	Food Hot	Vulcan	36S-6BR	481923791	acquired w/bldg
Endeavors	Vulcan Flat Top / Oven	Food Hot	Vulcan	36S-36GTN	481923351	acquired w/bldg
Endeavors	Vulcan Wind Oven Lower	Food Hot	Vulcan	VC4GD-11D15DK	481922112	acquired w/bldg
Endeavors	Vulcan Wind Oven Upper	Food Hot	Vulcan	VC4GD-11D15OK	481920330	acquired w/bldg

PM Rate Semi Annual Cold/Hot _____
 Qtrly Cold/Hot Water Fed equipment _____
 PM Rate only _____

Smart Care PMs not needed, but can be called to repair or for a part if needed:

Endeavors	Powersoak Control Box	Food Cleaning	Powersoak	PS-200	V1830278-1	May-22
Endeavors	Salvajor Disposal	Food Cleaning	Salvajor	300	51019	May-22
Endeavors	Salvajor Disposal	Food Cleaning	Salvajor	200	72198	May-22
Endeavors	Salvajor Disposal	Food Cleaning	Salvajor	100	24009	May-22
Endeavors	Salvajor Scrapper	Food Cleaning	Salvajor	PSM	3806	May-22
Endeavors	Powersoak Sink	Food Cleaning	Powersoak	PS-200	V1830278-1	May-22
Endeavors	#41 Custom Cold Well - in dining rm	Food Cold	custom	SCSC-36-BP	2111820100659	May-22
Endeavors	#5 Randell Raised Rail Make Table	Food Cold	Randell	8148N-290	W1643828-1	acquired w/bldg
Endeavors	#50 Salad Bar Randell - in dining rom	Food Cold	Randell	RAN SCA-4	W609630-1	from Exodus
Endeavors	CustomLighted deli Table - dining rm	Food Cold	custom	MARK7SC	2111820100658	May-22
Endeavors	Custom SteamTable - in Dining Rm	Food Hot - water	custom	sh-4-nu	2111820100657	May-22
Endeavors	Metro C5 Hot Cabinet - in Dining Rm	Food Hot - water	Metro	C599-NSF-U	C59E007090	May-22
Endeavors	Hobart 60 Qt Mixer	Food Prep	Hobart	H6001	85-240961	acquired w/bldg

Higher Ground Minneapolis Shelter Serving Kitchen Equipment

Building	Asset Name	Classification Name	Manufacturer Name	Model	Serial	Purchase Date
HG Mpls	Reach in cooler-1st Floor	Food Cooling	BlueAir	BSR 23-L-HC	BHCH494W200002	8/22/2023
HG Mpls	Reach in cooler-2nd Floor	Food Cooling	Traulsen	G20010	T08255A18	Feb. 2018
HG Mpls	Milk cooler - 2nd Flr	Food Cooling	Continental	MC3-55-S	15669919	2017-04 ?

PM Rate Semi Annual Cold/Hot

Attachment G Food Service Contract Allowable Expenses Summary

This summary describes the types of costs that may be billed as allowable direct costs. Allowable costs must be reasonable, supported by documentation, and stay within the per-meal/per-snack maximums.

Allowable Direct Cost Categories

Food: Food and ingredients used to prepare and serve reimbursable meals/snacks (including commodity handling and warehousing). Food must be purchased from an independent supplier (no Vendor affiliation). Rebates/discounts are credited back monthly.

Labor: Wages and related costs for on-site staff who manage, prepare, serve, and clean up meals (e.g., payroll taxes, required training, background checks, and defined benefits). If an employee works on non-contract tasks, labor is prorated accordingly.

Non-food supplies: Paper/disposable supplies (including decorations), rentals, cleaning supplies, uniforms/laundry, printing, office supplies, taxes/licenses, insurance, and other items specifically allowed by the contract. Vendor-logo products/uniforms are not allowable.

Capital equipment: Purchases/installations over \$5,000 require Institution approval. If approved, the cost is paid by Institution, and the equipment remains Institution property.

All applicable discounts, rebates, and credits are passed back to Institution monthly (and any remaining credits are reconciled after contract ends).

Miscellaneous:

- Institution pays for meals that meet program requirements and are delivered as ordered.
- Invoices reflect allowable direct costs *net* of discounts/rebates/credits.
- Bag lunches for field trips are ordered in advance and billed at the same rate as typical on-site meals.
- Special meals for family/other events are billed at the same rate as typical meals and snacks.
- Some approved suppliers may be paid directly by Institution (e.g., certain food, supplies, laundry, small equipment, and office supply vendors with direct-bill/tax-exempt arrangements). Vendor places orders/work orders on Institution's behalf within approved guidelines.

Billing Schedule:

Invoices are submitted monthly and include backup documentation (supplier invoices for food; payroll records for labor).

Discounts, rebates, and credits are applied back to the program.

Costs that are not allowed under the contract will not be billed. If requested, Vendor will identify/segregate any unallowable costs.

Excluded Costs

Administrative: (for example: bookkeeping/accounting, HR support, marketing, laptops, phones, subscriptions, and similar back-office costs) are typically covered by the administrative fee and are not billed again as allowable direct costs.