



UNIVERSITY  
*of* ARKANSAS  
AT PINE BLUFF  

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1873

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**TECHNICAL PROPOSAL PACKET**

***Bid # UAPB A183***

***Campus Food Service with Management***

# BID SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION				
Company:				
Address:				
City:		State:		Zip Code:
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation	<input type="checkbox"/> Public Service Corp <input type="checkbox"/> Nonprofit	
Minority and Women-Owned Designation*:	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> American Indian	<input type="checkbox"/> Asian American	<input type="checkbox"/> Service Disabled Veteran
	<input type="checkbox"/> African American	<input type="checkbox"/> Hispanic American	<input type="checkbox"/> Pacific Islander American	<input type="checkbox"/> Women-Owned
AR Certification #: _____ * See <i>Minority and Women-Owned Business Policy</i>				

PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
<i>Provide contact information to be used for bid solicitation related matters.</i>			
Contact Person:		Title:	
Phone:		Alternate Phone:	
Email:			

CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested.
<p><i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i></p>

ILLEGAL IMMIGRANT CONFIRMATION
<p>By signing and submitting a response to this <i>Bid Solicitation</i>, a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.</p>

ISRAEL BOYCOTT RESTRICTION CONFIRMATION
<p>By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract.</p> <p><input type="checkbox"/> Prospective Contractor does not and will not boycott Israel.</p>

**An official authorized to bind the Prospective Contractor to a resultant contract must sign below.**  
 The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* will cause the Prospective Contractor's bid to be rejected:

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
*Use Ink Only.*

Printed/Typed Name: \_\_\_\_\_ Date: \_\_\_\_\_

# PROPOSED SUBCONTRACTORS FORM

- *Do not include additional information relating to subcontractors on this form or as an attachment to this form.*

**PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.**

*Type or Print the following information*

Subcontractor's Company Name	Street Address	City, State, ZIP

**PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.**

# UAPB SPECIFICATIONS RFP # UAPB A183

Please duplicate the enclosed label and affix to the outside of your sealed submittal envelope/package or cut along the outer border and affix this label to the outside of the submittal envelope/package to identify it as a "Sealed Bid/Proposal". Be sure to include the name of the company submitting the response where requested.

**SEALED BID/PROPOSAL \* DO NOT OPEN**

**TITLE: Request for Proposal – Campus Food Service with Management**

**Bid Number: RFP# UAPB A183**

**Bid Open: Wednesday, May 1, 2024 @ 1:00 P.M. CST**

**Submitted By**

**Company Name: \_\_\_\_\_**

**Contact Name: \_\_\_\_\_**

**Telephone: \_\_\_\_\_**

**Contact and Delivery Information Contact**

**lewisal@uapb.edu**

**870.575.8735**

**Purchasing Department Room 102**

**1200 N. University Drive**

**Pine Bluff, AR 71601**

**AUTHORIZED SIGNATURE REPRESENTING BIDDING COMPANY**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City/State	Zip Code
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Telephone (\_\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

Date \_\_\_\_\_

## **ADDENDA:**

I/We do hereby acknowledge receipt of the following **addendum or addenda (if any)**:

**No.** \_\_\_\_\_

**Dated** \_\_\_\_\_

**No.** \_\_\_\_\_

**Dated** \_\_\_\_\_

**No.** \_\_\_\_\_

**Dated** \_\_\_\_\_

**No.** \_\_\_\_\_

**Dated** \_\_\_\_\_

**No.** \_\_\_\_\_

**Dated** \_\_\_\_\_

## SECTION 9 –COSTING SECTION

### PRICING

In consideration of the requirements set forth in this bid, what will be your total cost in dollars for year one (1) (Ref: Part II-Requirements). The supply of all foods in compliance with nutritional standards and requirements as requested in this RFP and in consideration of the resident dining plans for boarding students based on the figures below.

\$ \_\_\_\_\_ (Total Annual Cost for 1<sup>st</sup> year's Contract)

**A. BOARD CHARGES      Food Charges/Rates:**

**Contractor** agrees to prepare and serve meals to students participating in the Board Plans during the regular school year at the following flat per day rates:

\$ \_\_\_\_\_ 10 meal plan per student per day

\$ \_\_\_\_\_ 15 meal plan per student per day

\$ \_\_\_\_\_ 20 meal plan per student per day

We offer three meal plans – 10, 15, and 20 meals per week. The weeks begins at breakfast on Sunday and ends on Saturday at Dinner, the 20 meal plan entitles you to any or al of those meals while the 15 meal plan entitles to an 15 meal during the week (Sunday through Saturday).

**B. MEALS TO ALL ATHLETES**

\$ \_\_\_\_\_ Athlete's flat firm rate per person per day

**C. SLIDING SCALE RATES (SUMMER)**

Contractor shall list below the flat rate that will be charged to the University using the sliding scale based on the previous summer figures below for the ten(10), fifteen (15) and twenty (20) meal plan.

\$ \_\_\_\_\_ **10 Meal Plan (150 -199 students)**

\$ \_\_\_\_\_ **10 Meal Plan (100 -149 students)**

\$ \_\_\_\_\_ **10 Meal Plan (70 - 99 students)**

\$ \_\_\_\_\_ **15 Meal Plan (150 -199 students)**

\$ \_\_\_\_\_ **15 Meal Plan (100 -149 students)**

\$ \_\_\_\_\_ **15 Meal Plan (70 -99 students)**

\$ \_\_\_\_\_ **20 Meal Plan (150 -199 students)**

\$ \_\_\_\_\_ **20 Meal Plan (100 -149 students)**

\$ \_\_\_\_\_ **20 Meal Plan (70 -99 students)**

**D. EARLY ARRIVING STUDENT MEAL RATES**

**These students will arrive on or before August 1st**

\$ \_\_\_\_\_ Athlete Students flat rate (3) meals per day **(284 students)**

\$ \_\_\_\_\_ Band Students flat rate (3) meals per day **(around 250 students)**

**E. CASUAL MEAL RATES**

Non-Boarding students, faculty, and guest will be allowed privileges to eat in the cafeteria.

\$ \_\_\_\_\_ Flat rate cost per meal—**Breakfast**

\$ \_\_\_\_\_ Flat rate cost per meal—**Lunch**

\$ \_\_\_\_\_ Flat rate cost per meal—**Dinner**

\$ \_\_\_\_\_ Flat rate cost per meal—**Premium Dinner**

\$ \_\_\_\_\_ Flat rate cost per meal—**Special Event Night**

\$ \_\_\_\_\_ Flat rate cost per meal—**Box Lunches**

**F. SLIDING SCALE RATES (FALL/SPRING)**

Contractor shall list below the rates for ten (10), fifteen (15) and twenty (20) meal plan that will be charge to the University if we opt to using the sliding scale for both Spring and Fall semester.

\$ \_\_\_\_\_ **10 Meal Plan (1500 -1527 students)**

\$ \_\_\_\_\_ **15 Meal Plan (1500 -1527 students)**

\$ \_\_\_\_\_ **20 Meal Plan (1500 -1527 students)**

\$ \_\_\_\_\_ **10 Meal Plan (1450 -1499 students)**

\$ \_\_\_\_\_ **15 Meal Plan (1450 -1499 students)**

\$ \_\_\_\_\_ **20 Meal Plan (1450 -1499 students)**

\$ \_\_\_\_\_ **10 Meal Plan (1400 -1449 students)**

\$ \_\_\_\_\_ **15 Meal Plan (1400 -1449 students)**

\$ \_\_\_\_\_ **20 Meal Plan (1400 -1449 students)**



\$ \_\_\_\_\_ 10 Meal Plan (1350 -1399 students)

\$ \_\_\_\_\_ 15 Meal Plan (1350 -1399 students)

\$ \_\_\_\_\_ 20 Meal Plan (1350 -1399 students)

\$ \_\_\_\_\_ 10 Meal Plan (1300 -1349 students)

\$ \_\_\_\_\_ 15 Meal Plan (1300 -1349 students)

\$ \_\_\_\_\_ 20 Meal Plan (1300 -1349 students)

\$ \_\_\_\_\_ 10 Meal Plan (1250 -1299 students)

\$ \_\_\_\_\_ 15 Meal Plan (1250 -1299 students)

\$ \_\_\_\_\_ 20 Meal Plan (1250 -1299 students)

\$ \_\_\_\_\_ 10 Meal Plan (1200 -1249 students)

\$ \_\_\_\_\_ 15 Meal Plan (1200 -1249 students)

\$ \_\_\_\_\_ 20 Meal Plan (1200 -1249 students)

\$ \_\_\_\_\_ 10 Meal Plan (1150 -1199 students)

\$ \_\_\_\_\_ 15 Meal Plan (1150 -1199 students)

\$ \_\_\_\_\_ 20 Meal Plan (1150 -1199 students)

\$ \_\_\_\_\_ 10 Meal Plan (1100 -1149 students)

\$ \_\_\_\_\_ 15 Meal Plan (1100 -1149 students)

\$ \_\_\_\_\_ 20 Meal Plan (1100 -1149 students)

\$ \_\_\_\_\_ 10 Meal Plan (1050 -1099 students)

\$ \_\_\_\_\_ 15 Meal Plan (1050 -1099 students)

\$ \_\_\_\_\_ 20 Meal Plan (1050 -1099 students)

\$ \_\_\_\_\_ 10 Meal Plan (1000 -1049 students)

\$ \_\_\_\_\_ 15 Meal Plan (1000 -1049 students)

\$ \_\_\_\_\_ 20 Meal Plan (1000 -1049 students)

\$ \_\_\_\_\_ 10 Meal Plan (950 -999 students)

\$ \_\_\_\_\_ 15 Meal Plan (950 -999 students)

\$ \_\_\_\_\_ 20 Meal Plan (950 -999 students)

\$ \_\_\_\_\_ 10 Meal Plan (900 -949 students)

\$ \_\_\_\_\_ 15 Meal Plan (900 -949 students)

\$ \_\_\_\_\_ 20 Meal Plan (900 -949 students)

**G. CHARGES FOR SPECIAL PROGRAMS**

**June 1<sup>st</sup> or after shall be the start for most summer programs.** Please provide firm costing for each based on the information below:

1. Contractor agrees to prepare and serve the Band Camp summer group, which is in session for approximately 3 weeks, app. 250 students requiring 3 meals per day a flat rate of \$\_\_\_\_\_ per person per day.
2. Contractor agrees to prepare and serve the Football Camp returning summer students which is in session for approximately 3 weeks, app. 120 students requiring 3 meals per day a flat rate of \$\_\_\_\_\_ per person per day.
3. Contractor agrees to prepare and serve the Agriculture Discovery summer group which is in session for approximately 1 week, app. 25 students requiring 3 meals per day a flat rate of \$\_\_\_\_\_ per person per day.
4. Contractor agrees to prepare and serve the Upward Bound summer group, which is in session for approximately 5 weeks, app. 18 students requiring 3 meals per day a flat rate of \$\_\_\_\_\_ per person per day.
5. Contractor agrees to prepare and serve the Cheerleaders summer group which is in session for approximately 2 1/2 weeks, app. 40 students requiring 3 meals per day a flat rate of \$\_\_\_\_\_ per person per day.
6. Contractor agrees to prepare and serve the STEM summer group, which is in session for approximately 10 weeks, app. 22 students requiring 3 meals per day a flat rate of \$\_\_\_\_\_ per person per day.
7. Contractor agrees to prepare and serve the LSAMP summer group, which is in session for approximately 10 weeks, app. 26 students requiring 3 meals per day a flat rate of \_\_\_\_\_ per person per day.
8. Contractor agrees to prepare and serve the LIONS PROGRAM summer group, which is in session for approximately 5 weeks, app. 400 students requiring 3 meals per day a flat rate of \$\_\_\_\_\_ per person per day.

**H. OTHER EXPENSES**

Any other expenses not identified in the RFP but for which you will charge the University as a one time expense clearly delineated below the associated cost

**The total amount below must be added in with the consideration of total cost for year one (1). Cost not clearly identified below will not be an expense of the University.**

**COST**

**ACTIVITY**

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

# RESTRICTION OF BOYCOTT OF ISRAEL CERTIFICATION

Pursuant to Arkansas Code Annotated § 25-1-503, a public entity shall not enter into a contract valued at \$1,000 or greater with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

By signing below, the Contractor agrees and certifies that they do not currently boycott Israel and will not boycott Israel during any time in which they are entering into, or while in contract, with any public entity as defined in § 25-1-503\* If at any time after signing this certification the contractor decides to engage in a boycott of Israel, the contractor must notify the contracting public entity in writing.

If a company does boycott Israel, see Arkansas Code Annotated § 25-1-503.

Name of public entity	<b>The University of Arkansas at Pine Bluff Arkansas</b>
AASIS Vendor Number	<b>Not Applicable</b>
Contractor/Vendor name	

Contractor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature must be hand written, in ink

“Public Entity” means the State of Arkansas, or a political subdivision of the state, including all boards, commissions, agencies, institutions, authorities, and bodies politic and corporate of the state, created by or in accordance with state law or regulations, and does include colleges, universities, a statewide public employee retirement system, and institutions in Arkansas as well as units of local and municipal government.

## Request for Taxpayer Identification Number and Certification

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p><b>2</b> Business name/disregarded entity name, if different from above</p>	
	<p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC                  <input type="checkbox"/> C Corporation                  <input type="checkbox"/> S Corporation                  <input type="checkbox"/> Partnership                  <input type="checkbox"/> Trust/estate         </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____         </p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____         </p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>
	<p><b>6</b> City, state, and ZIP code</p>	
	<p><b>7</b> List account number(s) here (optional):</p>	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 2%; border: none;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 2%; border: none;">-</td> <td style="width: 46%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
<b>or</b>					
<b>Employer identification number</b>					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 2%; border: none;">-</td> <td style="width: 73%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

## RESTRICTIONS OF BOYCOTT AND ILLEGAL IMMIGRANT CERTIFICATION

Pursuant to Arkansas law, a vendor must submit the below certifications prior to entering into a contract with a public entity for an amount as designated by the applicable laws.

1. **Israel Boycott Restriction:** For contracts valued at \$1,000 or greater.  
 A public entity shall not enter into a contract with a company unless the contract includes a written certification that the person or company is not currently engaged in a boycott of Israel. If at any time after signing this certification the contractor decides to engage in a boycott of Israel, the contractor must notify the contracting public entity in writing.  
 See Arkansas Code Annotated § 25-1-503.
  
2. **Illegal Immigrant Restriction:** For contracts exceeding \$25,000.  
 No state agency may enter into or renew a public contract for services with a contractor who employs or contracts with an illegal immigrant. A contractor shall certify that it does not employ, or contract with, illegal immigrants.  
 See Arkansas Code Annotated § 19-11-105.
  
3. **Energy, Fossil Fuel, Firearms, and Ammunition Industries Boycott Restriction:**  
 For contracts valued at, or exceeding, \$75,000.  
 A public entity shall not enter into a contract with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of an Energy, Fossil Fuel, Firearms, or Ammunition Industry. If a company does boycott any of these industries, see Arkansas Code Annotated § 25-1-1102.

By signing this form, the contractor agrees and certifies that it does not, and shall not for the remaining aggregate term of the contract, participate in the activities checked below:

- Do not boycott Israel.
- Do not employ illegal immigrants.
- Do not boycott Energy, Fossil Fuel, Firearms, or Ammunition Industries.

Contract Number & Description	
Name of Public Entity	
Name of Vendor/Contractor	
AASIS Vendor Number	

\_\_\_\_\_  
 Contractor  
 Signature

\_\_\_\_\_  
 Date