

REQUEST FOR PROPOSAL (RFP) FOOD SERVICE NOTICES IS HEREBY GIVEN that the Flagstaff Bordertown Dormitory, Coconino County, State of Arizona, 901 North Kinlani Road, Flagstaff, Arizona, 86001, will receive proposals for Food Service Vendors for SY 2022-2023 on a competitive basis with possible renewals for 2024 and 2025 – Native American Indian Preference will be considered. RFP(s) shall be labeled and filed with Flagstaff Bordertown Dormitory, N. Kinlani Road, Flagstaff, Arizona 86001 on or before June 20, 2022 at 5:00 P.M. (MST). RFP(s) must be hand delivered or mailed via USPS to the above address.

Please visit our website at www.kinlanidorm.org. for product categories and complete RFP terms and conditions.

For more information, please call June Jacome, Head Cook, and (928) 774-5279, ext. 214. Complete copy of Food Service RFP is available on our website at www.kinlanidorm.org.

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Please provide price quotes for the following “PRODUCT CATEGORIES”:

<ul style="list-style-type: none"> • 1% milk • 24” x 200” film cutter • American cheese • Apple, red, Granny Smith • Applesauce • Baby carrots • Bacon • Blue Corn Meal • Broccoli, cut & frozen • Buttermilk biscuit • Cheddar, mild cheese • Chicken Breast • Chicken Country krisps, 8 PC • Cinnamon roll dough • Coarse kosher salt • Corn Pops, cereal 	<ul style="list-style-type: none"> • Corn, cut • Cut green beans • Eggs, fresh large • Fajita Chicken strips • Flour tortilla, 10” white • Foam cups 12 & 16 oz. • Foil, 18” x 100’ heavy duty • Frosted Flakes, cereal • Frosted Mini Wheats, cereal • Garlic toast bread • Graham crackers • Ground beef 81/19 • Hamburger buns • Hoagie buns • Hot dog buns • Meatloaf, beef 	<ul style="list-style-type: none"> • Mozzarella, shredded cheese • Oatmeal, cereal • Pan & grill coating • Potatoes, 100 count • Refried beans • Ripe bananas • Smoked ham • Spring mix lettuce • Stir fry vegetables • Strawberry yogurt • Tomato pasta sauce • Turkey breast • Turkey franks • White wheat bread • White cake mix • Whole kernel corn
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You may include additional quotes in the following categories:

Fresh and frozen meat, fish, seafood, poultry / fresh eggs / butter / cheese / fresh produce / beverages / with or without equipment and service / small-wares / equipment

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Flagstaff Bordertown Dormitory Board, Inc.

REQUEST FOR PROPOSAL

FOOD DISTRIBUTION

**PROJECT NAME: Flagstaff Bordertown Dormitory Food Service
School Year 2022-2023**

**Flagstaff Bordertown Dormitory Board, Inc.
901 North Kinlani Road
Flagstaff, Arizona 86001
PH: 928-774-5279 FAX: 928-556-9683**

REQUEST FOR PROPOSAL
Flagstaff Bordertown Dormitory Food Service School Year 2022-2023
Flagstaff, Arizona

Article I. Introduction

Flagstaff Bordertown Dormitory Board, Inc. requests that your company make a proposal for your services for Flagstaff Bordertown Dormitory Food Service School Year 2022-2023 with possible renewals for 2024 and 2025. The following proposal will outline the project goals and detail the format you should submit your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline under Section 2.02.

Section 1.01 Location and Sponsor

Your bid is for operation on Flagstaff Bordertown Dormitory Food Service School Year 2022-2023 located at 901 N. Kinlani Road, Flagstaff, Arizona 86001.

Section 1.02 Management

Theresa Boone-Schuler, Mary Sandoval, and June Jacome will be managing the project. They will be on location during the project and will be responsible for the project's timely completion.

Section 1.03 Contact Information

Please contact June Jacome for questions about the proposal submission details:

Phone: (928) 774-5279 ext. 214

Fax: (928) 556-9683

Email: jjune@kinlanidorm.org

Please contact Mary Sandoval for questions about the proposal submission details:

Phone: (928) 774-5279 ext. 203

Fax: (928) 556-9683

Email: msandoval@kinlanidorm.org

Article II. The Project

Section 2.01 Mission

By the end of this project we hope to achieve the following:

- A. Flagstaff Bordertown Dormitory, a residential program for 9th through 12th grade high school students will **NOT** participate in the National School Lunch and School Breakfast Programs. Foods served in school cafeteria **MAY** meet none, some, or all Nutrient Standards established by the United States Department of Agriculture (USDA). The Flagstaff Bordertown Dormitory food service department **MAY** provide after school program snacks that meet federal nutrition guidelines.

- B. Students will eat breakfast and dinner five days a week Monday through Friday. Students will eat breakfast, lunch and dinner Saturday, Sundays and Monday holidays. Students eat lunch during the school days at Flagstaff High School of the Flagstaff Unified School District, a public school system.

Section 2.02 Project Specifications

The food distribution company will deliver food supplies to Flagstaff Bordertown Dormitory Board, Inc. on a regular schedule for school year: August 1, 2022 through June 30, 2023 with possible renewals for 2024 and 2025, located at 901 North Kinlani Road, Flagstaff, Arizona 86001.

Section 2.03 Contractor Requirements

Should your proposal be accepted, we expect you to contribute the following to the project:

- A. The contractor shall deliver food and products to Flagstaff Bordertown Dormitory Board, Inc. for sixteen (16) healthy meals per student week for the school year 2022-2023. There are 160 high school students who reside at the dormitory. The following foods and products are needed: Breakfast Sunday through Saturday, lunch Saturday and Sunday and dinner Sunday through Saturday.
- B. The contractor will deliver food for special event and holiday meals during the school year. The annual Thanksgiving dinner is served on Wednesday, November 16, 2022. The senior class and academic achievement banquet is on or about Thursday, May 19, 2022. Flagstaff Bordertown Dormitory Board, Inc. may add other special event meals during the school year.
- C. The contractor will deliver five (5) food snacks per student week for the Flagstaff Bordertown Dormitory Board, Inc. after school program.

Section 2.04 Timeline

In order to complete our mission, we have set the following timetable. This timetable is subject to change by the managers of this project.

Milestone:	Date:
Requests for Proposal Sent out	May 27, 2022
Letter of Intent or No-Bid Letters Sent In	June 20, 2022
Deadline for Proposals	June 20, 2022
Project Start Date	August 1, 2022
Project Completion Date	June 30, 2023

Article III. The Proposal

Section 3.01 Summary of Proposal

(a) Expectations

Contracts will be awarded based on the information presented in the proposals received. We will award contracts based on the proposal expected to be the most beneficial to our project based on a variety of factors. Flagstaff Bordertown Dormitory Board, Inc. reserves the right to award more than one contract, accept the lowest price offer, award contracts before the proposal deadline listed in the timeline, award contracts before all proposals are received, and refuse any contract without obligation to Flagstaff Bordertown Dormitory Board, Inc. or to the company offering the proposal.

(b) Response Deadline

Please forward a letter of intent by July 18, 2022 if you intend to submit a proposal. Likewise, if you do not intend to make a proposal, please forward a no-bid letter by the same date.

(c) Proposal Deadline

All proposals must be submitted to Flagstaff Bordertown Dormitory Board, Inc. by July 18, 2022 to be considered for their contribution to Flagstaff Bordertown Dormitory Food Service School Year 2022-2023.

(d) Selection Criteria

All offers submitted will be considered based upon the materials provided in the proposal. Consideration will be given to food quality projections as well as cost requirements. Only those proposals submitted by the deadline above will be considered. The following criteria will be the primary considerations for selecting a proposal:

1. Submission of all proposals in the correct format by the stated deadline.
2. The perceived effectiveness of the proposal's solution for Flagstaff Bordertown Dormitory Board, Inc.'s stated mission.
3. The perceived ability for the proposing company's ability for the proposing company's ability to deliver their services set forth in their proposal.
4. The proposing company's past performance in delivering such services.
5. Availability of sufficient high quality food products with required nutrition values.
6. Overall costs of food and products of the proposal.

(e) Proposal Format: Flagstaff Bordertown Dormitory Board, Inc. suggests that you include the following information in your proposal. Proposals should adequately address the details of the proposed contract, and paying special attention to the prices of the foods and products that are listed.

- (i) Contractor Summary**
- (ii) Capabilities and Methodology**
- (iii) Communication**
- (iv) Food Cost Breakdown – See Appendix I**
- (v) References**

Section 3.02 Proposal Details

(a) Contractor Summary

Include a brief history of your company including your past experience in dealing with similar projects. Also include the owners' names or those persons authorized to sign contracts for your business.

(b) Capabilities and Methodology

Detail you company's capabilities in delivering the requests in this proposal. You should use this section to outline specifically your proposed method for achieving your goal. This should include a detailed timeline of milestones for completing the project.

(c) Communication

Explain how you intend to communicate between executive management, in addition, how you will communicate to the project manager, to ensure the project stays on schedule.

(d) Food Cost Breakdown

Provide the costs of foods listed in appendix I for your proposed contract. You may include additional food list with costs. Include a brief explanation of the contributing costs or savings to the total cost, if necessary.

(e) References

Provide five (3) references for similar past projects.

Appendix I Product list and categories

<ul style="list-style-type: none"> • 1% milk • 24" x 200" film cutter • American cheese • Apple, red • Applesauce • Baby carrots • Bacon • Bagels • Broccoli, cut & frozen • Buttermilk biscuit • Cheddar, mild cheese • Chicken Breast • Chicken Country krisps, 8 PC • Cinnamon roll dough • Coarse kosher salt • Corn Pops, cereal 	<ul style="list-style-type: none"> • Corn, cut • Cut green beans • Eggs, fresh large • Fajita Chicken strips • Flour tortilla, 10" white • Foam cups 12 & 16 oz. • Foil, 18" x 100' heavy duty • Frosted Flakes, cereal • Frosted Mini Wheats, cereal • Garlic toast bread • Graham crackers • Ground beef 81/19 • Hamburger buns • Hoagie buns • Hot dog buns • Meatloaf, beef 	<ul style="list-style-type: none"> • Mozzarella, shredded cheese • Oatmeal, cereal • Pan & grill coating • Potatoes, 100 count • Refried beans • Ripe bananas • Smoked ham • Spring mix lettuce • Stir fry vegetables • Strawberry yogurt • Tomato pasta sauce • Turkey breast • Turkey franks • White bread • White cake mix • Whole kernel corn
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