Bid Form

SUMMARY

Valdez City School District seeks a qualified contractor to provide frozen storage, inventory management, and distribution services for USDA Foods received through the USDA Foods Program. The District operates three schools—Hermon Hutchens Elementary School, Gilson Middle School, and Valdez High School—serving approximately 550 students. The District participates in the National School Lunch Program and School Breakfast Program and receives approximately 5,000 pounds of USDA Foods annually. Quantities are estimates only and do not constitute a guarantee of minimum or maximum volume.

BID DUE DATE

_____

VENDOR INFORMATION

Vendor Name: _____ Address: _____ _____ Contact Person: _____ Phone: _____ Email: _____ Alaska Business License Number: _____

PRICING SCHEDULE

Provide pricing for all services requested. Prices shall remain firm for the contract period specified in the Request for Bids.

Service Description | Unit | Rate Frozen Storage | Per Pound Per Month | $_____ Receiving Fee | Per Delivery | $_____ Delivery Fee to Valdez City School District | Per Delivery | $_____ Emergency/Additional Delivery Fee | Per Delivery | $_____

ADDITIONAL CHARGES

List any additional fees not included above: _____ _____ If no additional fees are listed, the District will assume that all costs necessary to provide the requested services are included in the prices submitted.

BILLING

The awarded vendor shall invoice only for the actual weight of USDA Foods stored during the billing period. Receiving and delivery fees shall be invoiced based on actual services provided.

FACILITY INFORMATION

Facility Location: _____ Total Frozen Storage Capacity Available: _____ Temperature Monitoring System Available: □ Yes □ No Backup Power Available: □ Yes □ No Ability to Segregate USDA Foods Inventory: □ Yes □ No

USDA FOODS EXPERIENCE

Years of experience storing USDA Foods: _____ Currently storing USDA Foods for school districts, government agencies, or other child nutrition programs: □ Yes □ No If yes, please list current or recent clients:

_____
_____

INVENTORY MANAGEMENT

Inventory Management System Utilized: _____
Inventory Reports Available: □ Monthly □ Weekly □ On Demand Electronic Inventory Reports Available: □ Yes □ No Lot Number Tracking Available: □ Yes □ No Ability to Support Product Recalls and Withdrawals: □ Yes □ No Online Inventory Access Available: □ Yes □ No

FOOD SAFETY AND QUALITY ASSURANCE

Describe food safety and quality control procedures:
_____
_____
_____ Facility inspections conducted by regulatory agencies: □ Yes □ No Most Recent Inspection Date: _____ Copies of applicable certifications, inspections, and audit reports attached: □ Yes □ No

INSURANCE

The bidder maintains the following insurance coverage: General Liability: $_____ Warehouse Legal Liability: $_____ Property Insurance: $_____ Workers' Compensation: □ Yes □ No Proof of Insurance Attached: □ Yes □ No

ADDITIONAL SERVICES

Please indicate whether the following services are available: USDA Foods Receiving: □ Yes □ No Frozen Storage: □ Yes □ No Product Delivery: □ Yes □ No Emergency Delivery: □ Yes □ No Inventory Reporting: □ Yes □ No Recall Support: □ Yes □ No Online Inventory Access: □ Yes □ No

REFERENCES

Provide two (2) references from clients for whom the bidder has provided frozen storage, warehousing, inventory management, or food distribution services within the past three (3) years.

Reference 1 Organization: _____ Contact Person: _____ Title: _____ Phone: _____ Email: _____ Services Provided: _____ _____ Dates of Service: _____

Reference 2 Organization: _____ Contact Person: _____ Title: _____ Phone: _____ Email: _____ Services Provided: _____ _____ Dates of Service: _____

The Valdez City School District reserves the right to contact any reference provided and verify information submitted by the bidder.

CERTIFICATION

The undersigned certifies that: 1. The information contained in this bid is true and accurate. 2. The bidder has reviewed the solicitation documents and understands the requirements. 3. Prices submitted are firm and valid for the period specified in the solicitation. 4. The bidder will comply with all applicable federal, state, and local laws and regulations. Authorized Signature: _____ Printed Name: _____ Title: _____ Date: _____