REQUEST FOR BIDS (RFB)

Off-Site Warehouse Storage for USDA Foods

VALDEZ CITY SCHOOLS

RFB Issue Date: 07/06/2026
Bid Due Date & Time: 08/20/2026 @ 3:00PM
Contract Start Date: 08/24/2026
Contract Term: 08/24/2026 – 05/31/2026

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1. INVITATION TO BID

Valdez City Schools invites sealed bids from qualified vendors to provide **off-site warehouse storage and handling services** for USDA Foods (commodities) utilized in the district's Child Nutrition Programs.

Services must comply with USDA Foods storage and handling requirements and all applicable federal, state, and local regulations.

Applicable regulations are 7 CFR 210 (National School Lunch Program), 7 CFR 250 (Food Distribution Program), and applicable procurement and contracting regulations in 2 CFR Part 200.

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2. DISTRICT BACKGROUND

Valdez City School District operates three schools—Hermon Hutchens Elementary School, Gilson Middle School, and Valdez High School, which servs 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.

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3. SCOPE OF SERVICES

The contractor shall provide:

A. Storage Services

• Frozen Storage
• Receiving and storing USDA Foods deliveries
• Inventory tracking and reporting
• Proper temperature control
• Product protection from damage or contamination
• Assistance with recalls if necessary
• Access for district/state inspections

B. Receiving Services

• Accept deliveries from Valdez City Schools
• Inspect shipments for damage and shortages
• Document receipt and notify district of discrepancies
• Proper product Handling by facility personnel

C. Inventory Management

• Maintain inventory records by product and lot
• Provide monthly inventory reports
• Track withdrawals and balances
• Support USDA Foods reconciliation requirements

D. Distribution Services

• Load district pickup vehicles or coordinate delivery if requested
• Provide appointment scheduling for product withdrawal

E. Compliance Requirements

Vendor must comply with:
• USDA Foods storage requirements per 7 CFR 250 Food Distribution Program
• Local health and safety regulations
• Food safety standards
• Recall procedures and product traceability

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4. ESTIMATED STORAGE VOLUME

District estimates:

Storage Type	Estimated Volume
Frozen	150-250 cases/month

Volumes are estimates only and not guaranteed.

5. CONTRACT TERM

Contract period:

Start Date: 08/24/2026
End Date: 05/31/2027

May include up to 2 annual renewal options subject to district approval.

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6. PRICING FORMAT

Bidders must submit pricing as follows:

Service	Unit Price
Frozen Storage	$_____ per case/pallet per month
Receiving Fee	$_____ per case/pallet per month
Handling Fee	$_____ per case/pallet per month
Delivery (optional)	$_____ per mile or delivery

All pricing must include all fees.

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7. VENDOR QUALIFICATIONS

Vendor must provide:

• Years in operation
• Experience storing food products
• Experience with school districts or USDA Foods preferred
• Facility location and size
• References (minimum two)

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8. REQUIRED DOCUMENTATION

Bidders must submit:

☐ Bid Form
☐ Proof of insurance
☐ Business license
☐ Food safety certifications
☐ Warehouse inspection reports (if available)
☐ References

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9. EVALUATION CRITERIA

Award will be given based on:

• Cost
• Facility suitability and capacity
• Vendor experience
• Service capability and reliability
• Compliance with requirements

District reserves right to reject any or all bids.

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10. BID SUBMISSION INSTRUCTIONS

Submit sealed bids to:

Susan Love
Director of Business Services
Valdez City Schools
1009 W Klutina St, Valdez, AK 99686
slove@valdezcityschools.org
907-834-4700

Deadline: 08/20/2026

Late submissions will not be accepted.

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11. TERMS & CONDITIONS

• Contract subject to federal procurement standards (2 CFR Part 200).
• District reserves right to terminate for convenience or nonperformance.

• Contractor must comply with all food safety and handling regulations.
• Contract contingent upon funding availability.

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12. CONTACT INFORMATION

All questions regarding this RFB must be directed to:

Name: Susan Love
Title: Director of Business Services
Email: slove@valdezcityschools.org
Phone: 907-834-4700