

# **SECOND MESA DAY SCHOOL FOOD SERVICE**

P.O. Box 98

Second Mesa Day School, Arizona 86043

Phone: (928)737-2571 | Fax: (928)737-2565

[Newman.Albert@secondmesa.org](mailto:Newman.Albert@secondmesa.org)



**REQUEST FOR PROPOSAL (RFP)**

**Delivery of Food Product, (Fresh, Dry, Frozen) Milk, Cleaning/Chemical Product  
Twice a Week (Tuesday and Thursday) For School Year 2024-2025**

REQUEST FOR PROPOSAL  
SMDS FOOD SERVICE  
Second Mesa Day School – Arizona

**PROPOSAL SUBMISSION DEADLINE:** MAY 17, 2024, 4:00 PM (MST)

Questions may be submitted in written form to:

**Contact Name:** Alice Snyder  
**Contact Address:** P.O. Box 98, Second Mesa, Arizona 86043  
**Physical Address:** Highway 264 at Texaco Junction, Second Mesa, Arizona 86043  
**Telephone Number:** (928)737-2571 Ext: 4208  
**Email Address:** [Alice.Snyder@secondmesa.org](mailto:Alice.Snyder@secondmesa.org)

### INTRODUCTION

Second Mesa Day School invites and welcomes proposals for their SMDS Food Service. Based on your work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

### LOCATION

100 Main School Rd, Second Mesa, Arizona 86043

### CONTACT INFORMATION

The following individual(s) are the assigned contact for the following:

For questions or information regarding Finances, contact:

**Name:** Kristy Honie  
**Title:** Business Consultant  
**Phone:** (928) 737-2571 Ext: 4214  
**Fax:** (928) 737-2565 Attn: Kristy Honie  
**Email:** [Kristy.Honie@secondmesa.org](mailto:Kristy.Honie@secondmesa.org)

For questions or information regarding Accounts payable/procurement, contact:

**Name:** Alice Snyder  
**Title:** Procurement Technician  
**Phone:** (928) 737-2571 Ext: 4208  
**Fax:** (928) 737-2565 Attn: Alice Snyder  
**Email:** [Alice.Snyder@secondmesa.org](mailto:Alice.Snyder@secondmesa.org)

For questions or information regarding principal, contact

**Name:** Kimberly Thomas  
**Title:** Principal  
**Phone:** (928) 7337-2571 Ext: 4204  
**Fax:** (928) 737-2565 Attn: Kim Thomas  
**Email:** [Kim.Thomas@secondmesa.org](mailto:Kim.Thomas@secondmesa.org)

For questions or information regarding Food Service, contact

**Name:** Newman Albert  
**Title:** Food Service Manager  
**Phone:** (928) 737-2571 Ext: 4113  
**Fax:** (928) 737-2565 Attn: Newman Albert  
**Email:** [Newman.Albert@secondmesa.org](mailto:Newman.Albert@secondmesa.org)

## **OBJECTIVE**

The objective and ultimate goal is to safeguard the health and well-being of the Hopi Nation's children by establishing good eating habits and providing adequate food for the children and community of Second Mesa Day School.

## **SCOPE AND SPECIFICATIONS**

The Scope and Specifications are:

1. Delivery of food at proper temperatures two times a week on Tuesdays and Thursday, depending on enrollment, to deliver the best possible product fresh, dry, frozen, and to ensure proper loading/pick up all crates/pallets on delivery site.
2. All documentation needed for school lunch food program. (Menu, portion, food facts labels, production record on menus, Daily-weekly nutrition documentation, etc.) Recipes for on-site cooking with documentation.
3. Offer free/paid training in all areas of a school kitchen, healthy eating classes for students, and direct contact with nutritionists for guidance when needed.
4. Must be flexible in all areas above and in helping in the health and well-being of the children of Second Mesa Day School Food Service Program and Hopi Nation.

## **SCHEDULE TIMELINE**

The following timeline has been established to ensure our objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

**CONTRACT YEAR:** July 1, 2024-June 30, 2025

## **PROPOSAL BIDDING REQUIREMENTS**

### **PROJECT PROPOSAL EXPECTATIONS**

Second Mesa Day School shall award the contract to the proposal that best accommodates the various requirements. Second Mesa Day School reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by Second Mesa Day School no later than 4:00pm (MST) on May 17, 2024, for consideration in the proposal selection process.

### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

Second Mesa Day School reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

### **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

## **Summary of Bidder Background**

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidders' Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operative Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Arizona (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
11. Organization chart showing key personnel that would provide services to Second Mesa Day School.

## **Financial Information**

- Provide a copy of the most recent audited financial statement, or an annual report by a certified public accountant.
- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

## **Propose Outcome**

- Summary of timeline and work to be completed.

## **Equipment or Service**

- List any and all equipment or services required for this proposal and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any or equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from Second Mesa Day School, along with a brief explanation.

**Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposal.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

**Licensing and Bonding**

- Provided details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this proposal.

**Insurance**

- Details of any liability or other insurances provided with regard to the staff or project.

**References**

- Provide 3 references

By submitting a proposal, Bidder agrees that Second Mesa Day School may contact all submitted references to obtain any and all information regarding Bidder's performances.