



KODIAK ISLAND BOROUGH SCHOOL DISTRICT  
722 Mill Bay Road, Kodiak, AK 99615  
Phone: 907-486-7592 - Fax: 907-481-6108  
E-mail: [purchasing@kibsd.org](mailto:purchasing@kibsd.org)

**Request for Quotation (RFQ)**  
**KIBSD-FY22-13-MILK SUPPLIES-RFQ**  
**July 19, 2021**

The Kodiak Island Borough School District (KIBSD) is seeking quotations for the provision of milk supplies as described below.

This Request for Quotation (RFQ) states the instructions for submitting quotations, the procedure and criteria by which a vendor may be selected, and the contractual terms by which KIBSD intends to govern the relationship between it and the selected vendor.

You are invited to submit quotations for any or all of the milk supplies listed in Attachment # 3.

All quotations must be received at the Kodiak Island Borough School District (KIBSD) Shipping and Receiving Office, 722 Mill Bay Road, Kodiak, Alaska 99615, **by 12 p.m. August 10, 2021** to be considered. Quotations will be opened at 1:00 p.m. August 10, 2021 in the KIBSD Finance Department located at 722 Mill Bay Road, Kodiak, Alaska 99615 RM F145.

Vendors should familiarize themselves with the entire packet. Upon receipt of the RFQ, all vendors who intend to submit a response to this RFQ should complete the attachment titled (Acknowledgement of RFQ and Intent to Respond) and return to [purchasing@kibsd.org](mailto:purchasing@kibsd.org).

If you have any questions regarding this RFQ please contact Ferlene C Fuentes (Purchasing Supervisor).

Please mark your quotations envelope, fax or electronic (email) quotations as follows:

**KIBSD-FY22-13-MILK SUPPLIES-RFQ**  
**Kodiak Island Borough School District**  
**722 Mill Bay Road**  
**Kodiak, AK 99615**  
**Attention: Purchasing Department**

**This is not an order.**

Sincerely,  
*Ferlenefuentes*  
Ferlene Fuentes  
Purchasing Supervisor

## GENERAL TERMS AND CONDITIONS

### A. QUOTATIONS

1. **Quotations must be received by 12 pm August 10, 2021** at the KIBSD Shipping and Receiving Office, 722 Mill Bay Road, Kodiak, Alaska. They will be opened on August 10, 2021 at 1:00 p.m. in the KIBSD Finance Department RM F145.
2. Quotations, if mailed, faxed, or e-mailed must be clearly marked as follows:

**KIBSD-FY22-13-MILK SUPPLIES-RFQ  
Kodiak Island Borough School District  
722 Mill Bay Road  
Kodiak, AK 99615  
Attention: Purchasing Department**

3. Vendors must submit quotations on the enclosed attachments.
4. The KIBSD Shipping and Receiving Office is open for business from 7 a.m. to 3:30 p.m., Monday through Friday. Acceptance of Special Delivery mail is not available Saturday, Sunday, or holidays. The ultimate responsibility for the delivery of the quotation document lies with the vendor. The School District shall make no concession regarding postal service or any other form of conveyance of the quotation document even when timely delivery of the quotation fails through no fault of the vendor. **Late quotations will not be considered and will be returned to the vendor unopened after the award.**

Vendors are encouraged to mail quotations at least five (5) working days prior to the quotation opening

### B. RECEIPT AND OPENING OF QUOTATIONS

1. Quotations received prior to the advertised hour of opening will be kept securely sealed until the date and time of the opening of quotations. All faxed or electronic quotations will be placed in a sealed envelope until the bid opening.
2. No responsibility will attach to the District or its representatives for the premature opening of, or the failure to open, a quotation not properly addressed and identified in accordance with the instructions contained herein.
3. On the date and at the time and place fixed for the opening of Quotations, the District's representative will open and recorded all responsive bids. Vendors and other persons properly interested may be present, in person or in representative.

**C. PRICES/DELIVERY SCHEDULE**

1. Please pick one of the following options:

**Option A:** Quotations shall be net, **F.O.B. to the KODIAK SCHOOL DISTRICT Warehouse, 722 Mill Bay Road, Kodiak, AK 99615.**

**Option B:** Quotations shall be net, **F.O.B. to SPAN ALASKA 3815 W Valley Highway N Auburn WA 98001**  
All shipments must be clearly marked **ATTENTION KIBSD**

2. All quotations must be exclusive of federal, state, and local taxes. An Exemption Certificate will be furnished when required.

3. All quotations must be firm for ninety (90) days after the quotation opening date.

**D. QUANTITY**

The District desires delivery of all items in quantity and unit of issue specified in Attachment # 2. Any change of quantities, due to manufacturer's unit pack etc., must be so stated. In the event quantities and/or issue pack are NOT specified, the District will assume that exact quantity as specified in the quotation is being quoted and we will require delivery of the exact quantity specified.

**E. BRAND**

Brand names and numbers as specified. Substitutions to brand names and numbers may be submitted on those items not marked "No subs". Substitutions will only be considered if your bid includes complete descriptive literature and/or samples of the alternate brand or part number and the substitution is determined to be an approved equal. **Failure to included complete descriptive literature of alternate brands offered may be cause for rejection of the quotation.**

**F. MODIFICATION, CORRECTION, OR WITHDRAWAL OF QUOTATIONS**

Quotations may be modified, corrected, or withdrawn prior to the closing time and date by written or FAX request. Quotations may not be modified or corrected verbally. The vendor bears the same responsibility for delivery of quotation modifications, corrections, or withdrawals as for the original document. All modifications, corrections, or requests for withdrawal must be clearly marked as such. Any attempt to make additions, deletions, corrections, or withdrawals of the quotation not in compliance with these provisions, may be construed as a lack of "Good faith" hereby making cause for the rejection of the quotation.

## **G. EVALUATION OF QUOTATIONS**

All quotations will be evaluated based on the following factors:

1. Price
2. Quality of Proposal
4. Proposed delivery date
5. Past Vendor Performance
6. Appropriate Sample Products
7. Vendor Support

A local vendor preference of up to 10% may be given to vendors maintaining offices in Kodiak if all other factors are equal.

We reserve the right to select and purchase any or all of the quoted items. If prices are based on total quantity only, please indicate.

## **H. CONTRACT DOCUMENTS**

The final agreement shall include:

1. This RFQ, including attachments # 2 and #3.

Attachment # 2 Vendor Information  
Attachment # 3 Cafeteria Supplies Bid Items with Vendor Quotations  
US Department of Agriculture Certification  
**Product Specifications and Nutritional Facts of food items**

2. The Purchase Order awarded to the successful Vendor.

## **I. AWARD OF CONTRACT (Purchase Order)**

1. The resulting contract will be awarded to the responsible vendor submitting the most attractive quotation as determined by the evaluation factors and complying with the requirements of this solicitation, provided the quotation is reasonable and it is in the best interest of the District to accept it. The District, however, reserves the right to consider all features of the quotation, reject any and all quotations, consider alternates, and waive any informality or irregularity in quotations received whenever such rejection or waiver is in the District's best interest.
2. The District reserves the right to reject the offer of any vendor who has previously failed to perform properly or complete on time, contracts of a similar nature; to reject the offer of a vendor who is not, in the opinion of the District, in a position or qualified to perform the Contract; and any or all offers when such rejection is in the interest of the District.
3. The KIBSD School Board during a regular scheduled meeting will review the contract documents and make award of the contracts if approved.

**J. COMPLIANCE WITH LAWS**

The vendor shall comply with all applicable Federal and State laws and local ordinances, including but not limited to, the Federal Occupational Safety and Health Act of 1970 and Health Act of 1973 and amendments thereto and all regulations issued thereunder by the Federal and State governments.

**K. CONFLICTING TERMS**

Whenever there is an apparent conflict between the General Terms and Conditions and the Specifications, the Specifications shall prevail.

**L. PAYMENT**

Payment of invoices will be made within thirty to forty-five (30 to 45) days after delivery and inspection of merchandise.

**M. TERMINATION**

If the vendor refuses or fails to deliver supplies within 30 days of their proposed delivery date stated on Attachment # 1 the District may, by written notice to the vendor, terminate the contract and award those items that have not been delivered to the next lowest responsive vendor.

**N. SALES**

The items listed in Attachment # 3 are for the use of the Kodiak Island Borough School District



**KIBSD Milk Supplies RFQ - Attachment # 2**

**Vendor Information**

Business Name: \_\_\_\_\_

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

Contact Phone Number: \_\_\_\_\_

Contact FAX Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location (Street address): \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Proposed delivery Date:** \_\_\_\_\_ **Option A:** \_\_\_\_\_

**Option B:** \_\_\_\_\_

- I have reviewed the requirements of this RFQ and intend to respond.
- I have reviewed the requirements of this RFQ and do not intend to respond but desire to remain on the District's vendor list.
- I have reviewed the requirements of the RFQ and do not intent to respond, please remove my company's name from your vendor list.

\_\_\_\_\_  
Signature/Title/Date

## **Instructions for Certification**

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this quotation is submitted if at any time the prospective lower tier participant learns that its certification was airiness when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, person, “primary covered transaction”, “principal”, “quotations”, and “voluntarily excluded” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this quotation is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-Procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

# U.S. Department of Agriculture

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## Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants responsibilities. The regulations were published as Part IV of the January 30, 1989 Federal Register (pages 4722 - 4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

### (BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS)

1. The prospective lower tier participant certifies, by submission of this quotations, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this quotation.

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Organization Name

PR/Award Number or Project Name

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Name(s) and Title(s) of Authorized Representative

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Signature(s)

Date





KIBSD-FY22-13-MILK SUPPLIES-RFQ

Acknowledgement of RFQ and Intent to Respond

All vendors who intend to submit a response to this RFQ must complete this form and fax/email it to:

Ferlene C Fuentes, Purchasing Supervisor  
Kodiak Island Borough School District  
[ffuentes01@kibsd.org](mailto:ffuentes01@kibsd.org)  
(907)486-7592 phone  
(907)481-6108 fax

Any vendor, who fails to notify the District of their intent to respond via this form, assumes complete responsibility in the event that such vendor does not receive all related communication prior to submission of their response.

Business Name and Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Name and phone number(s) \_\_\_\_\_

Contact Fax Number: \_\_\_\_\_

Contact Email address: \_\_\_\_\_

Alaska Business License Number \_\_\_\_\_

I have reviewed the requirements of this RFQ and intend to respond.

I have reviewed the requirements of this RFQ and do not intend to respond but desire to remain on the District's vendor list.

\_\_\_\_\_  
Signature/Title/Date

\_\_\_\_\_  
PRINT NAME AND TITLE

DAIRY/MILK/CHEESE						
Kodiak #	Cases	Item #	DESCRIPTION	BRAND NAME	Vendor #	PACK-SIZE
61500	4000	658961	MILK WHITE FF, UHT	Moo Mates	9935	8 oz serving
61505	6500	658038	MILK, CHOCOLATE FF, UHT (aseptic)	Moo Mates	9936	8 oz serving
61511	40	401275	SOY MILK, VANILLA	PACIFIC FOODS	83119	24/8oz
61512	40	775082	SOY MILK, CHOCOLATE	PACIFIC FOODS	775082	24/8OZ