



**Flagstaff Bordertown Dormitory Board, Inc.**

**REQUEST FOR PROPOSAL**

**FOOD DISTRIBUTION**

**PROJECT NAME: Flagstaff Bordertown Dormitory Food Service  
School Year 2025-2026**

**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 2025-2026 with possible renewals for 2027 and 2028. 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 2025-2026 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](mailto: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](mailto: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 9<sup>th</sup> through 12<sup>th</sup> 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: July 28, 2025 through May 22, 2026 with possible renewals for 2027 and 2028, 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 2025-2026. There are 132 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 19, 2025. The senior class and academic achievement banquet is on or about Thursday, May 15, 2025. 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.
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### **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 22, 2025
Letter of Intent or No-Bid Letters Sent In	June 20, 2025
Deadline for Proposals	June 20, 2025
Project Start Date	July 28, 2025
Project Completion Date	June 30, 2026

## **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 02, 2025 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 12, 2025 to be considered for their contribution to Flagstaff Bordertown Dormitory Food Service School Year 2025-2026.

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

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 2024-2025 on a competitive basis with possible renewals for 2025 and 2027 – 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 30, 2025 at 5:00 P.M. (MST). RFP(s) must be hand delivered or mailed via USPS to the above address.

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

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

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