

# Invitation to Bid

**Invitation includes – DRY/CANNED/FROZEN/FRESH/NON-FOOD PRODUCTS  
July 2024 to June 2025**

## **Galena City School District Food Service Program**

**Issued on: March 29, 2024  
Bid Due Date: April 30, 2024, 2:00 PM**

Sealed bids must be submitted to: Galena City School District  
Attn: **Jason Johnson – Superintendent**  
**GCS D Food Product Bid**  
**P.O. Box 299**  
**Galena, AK 99741**

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, and disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

## **Terms, Conditions & Specifications**

Galena City School District (GCS D) is soliciting bids for DRY/CANNED /FROZEN/FRESH /NON – FOOD PRODUCT to be used in the School Nutrition Program (SNP) for the 2023-2024 school year. **The term for this award is July 2024 through June 2025.**

Please complete the attached **Product Bid Sheet** for the Galena City School District.

### **Bid Specifications:**

- Galena City School District is not responsible for any costs to the bidders for preparation of this bid.
- The deadline for this bid is **April 30, 2024, at 2:00 pm with the sealed bid having been received at the superintendent’s office in Galena.**
- Submit your sealed bids to Jason Johnson via **certified mail** to:  
**Jason Johnson – Superintendent**  
**GCS D Food Product Bid**  
**P.O. Box 299**  
**Galena, AK 99741**
- Bids will be selected based on price, product quality and availability, and customer service.
- The selected bidder will be notified of Intent to Award.
- No award is final until approved by the GCS D School Board.

The Product Bid Sheet is to be filled in by each bidder. Differences in product being bid and specifications stated on product sheets must be noted. Specifications that need to be noted may include but are not limited to: CN labeling, sodium content, WGR, and nutritional standards meeting child nutrition program requirements.

PLEASE NOTE: Quantities listed are projections only and will vary. There is no guarantee that all items listed will be purchased; menus will be finalized based on cost of food, student enrollment, and the GCSD FY 2024 budget. It is projected that GCSD will develop a four (4) week lunch and breakfast menu cycle, for a student population of approximately 300.

**Terms and Conditions:**

- The pricing shall include prepaid shipping to Galena assuming the USPS bypass mail rate. All shipping costs must be calculated into price quoted on specifications sheets. Shipping requirements must be specified by bidder.
- If shipping goes by another method that is not bypass, vendor may invoice GCSD for the actual shipping cost, less the bypass rate, with prior approval from GCSD.
- The vendor shall be responsible for any and all lost or damaged merchandise until receipt by representative of the stated destination.
- All food is subject to inspection upon arrival. Any product failing to meet the bid specifications or found otherwise unsatisfactory may be returned at the vendor's expense.

The successful bidder will be required to label each piece of freight separately with a label to include the following:

- The name of the school
- The school's complete address as supplied below.
- Purchase Order Number
- Attention: KITCHEN

The products will be shipped directly to each of GCSD's two (2) schools at various times during the school year. Galena City School District's schools are:

Galena Interior Learning Academy  
PO Box 359  
Galena, AK 99741

Sidney C Huntington School  
PO Box 299  
Galena, AK 99741

**HAZMAT items- for bid price, all offerors should bid the price including the freight to get the HAZMAT materials from their location to the air carriers in Anchorage. Do not include in your bid the cost of delivery from Anchorage to Galena.** During the school year, the offeror can invoice GCSD for the HAZMAT freight cost from Anchorage to Galena.

Orders will be placed for individual schools approximately every week.

**SPECIFY LEAD TIME:** In your bid, please specify your lead time in days from receipt of order until the food is released to the air carriers in Anchorage.

**CN LABELS:** For all foods on the lists with the identifier 'CN label,' Child Nutrition (CN) labels will be required. In the absence of a CN label, a 'Manufacturer's Analysis' may be accepted. However, products with CN Labels are preferred over products with a Manufacturer's Analysis.

**NUTRITIONAL SPECIFICATION /MATERIAL SAFETY DATA SHEETS:** Successful bidder will be required to provide Nutritional Specification Sheets and Material Safety Data Sheets for each item bid and purchased.

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For general inquiries, contact Lynn Betterton at 907-656-1883 x 103 at the GCSD District Office or email: [lynn.betterton@galenanet.com](mailto:lynn.betterton@galenanet.com)