

Request For Proposal (RFP)
Lake County School District
Milk and Dairy Products

NOTICE TO BIDDERS:

The Lake County School District ("District") invites qualified vendors to submit proposals for providing Milk and Dairy Products for the 2026–2027 school year. The District reserves the right to reject any or all proposals and to waive informalities or irregularities.

PROPOSAL SUBMISSION INSTRUCTIONS:

Submit proposals with the subject “Milk and Dairy Products RFP” to:

- Maria Lizardo, malizardo@lakecountyschools.net
- Jim Mulcey, jmulcey@lakecountyschools.net.

DEADLINE FOR SUBMISSION: June 19, 2026

Questions may be directed to Maria Lizardo, at the above email, or 719-293-1040.

SCOPE:

The District seeks a vendor to provide the following:

1. The vendor shall provide milk and dairy products to the following schools:

School	Address	Delivery Times
Lake County High School	1000 West 4 th Street Leadville, CO 80461	7:00 am
Lake County Elementary School	130 West 12 th Street Leadville, CO 80461	7:15 am

2. The vendor shall deliver twice weekly to each site, maintaining product temperatures between 35–37°F.
3. Provide a delivery schedule with route details and approximate times.
4. Deliveries shall be placed in designated school storage areas with first-in, first-out rotation.
5. The vendor must collect unused products prior to extended breaks.

6. The vendor shall provide credit (not exchange) for damaged, spoiled, or dirty cartons.
7. All deliveries shall meet sanitary standards, including delivery vehicles.
8. Deliveries begin on the first day of school and continue through the last student day.
 - 8.1. The first day of school for the 2026-2027 school year is August 10, 2026.
 - 8.2. The final day of school for the 2026-2027 school year is June 3, 2027.
 - 8.2.1. The final day could be extended due to missed days (snow days).
9. The District reserves the right to cancel the contract at any time due to poor service or quality.
10. Payment will follow the vendor's regular payment cycle.
11. Provide quantity (how many in each case) and pricing (for each case) for the following items:
 - 11.1. Milk Products**
 - 11.1.1. Case of Milk, skim, ½ pint
 - 11.1.2. Case of Milk, Chocolate, ½ pint
 - 11.1.3. Case of Milk, 1% White, ½ pint
 - 11.1.4. Case of Lactose-free Milk, ½ pint
 - 11.1.5. Case of Non-Dairy Milk, ½ pint
 - 11.1.6. Bag of Milk, Skim, 5-gallon
 - 11.2. Juice Products**
 - 11.2.1. Case of Juice, 100% Orange, 4 oz
 - 11.2.2. Case of Juice, 100% Apple, 4 oz
 - 11.3. Other Products**
 - 11.3.1. Case of Yogurt, Low Fat, assorted
 - 11.3.2. Case of Cottage Cheese, Low Fat, 5lb
 - 11.3.3. Case of Sour Cream, 5lb

TERMS AND CONDITIONS:

1. Proposals must be signed by an authorized representative.
2. Prices must remain firm for at least 30 days from bid opening.
3. All freight charges must be included (F.O.B. destination).
4. The District is tax-exempt; do not include sales tax in bid pricing.
5. Bidders must comply with applicable federal, state, and local safety and sanitation laws.
6. All awarded vendors must carry appropriate liability insurance.
7. The District is not responsible for late or misdelivered proposals.

PROPOSAL REQUIREMENTS:

All proposals must include the following:

1. Company Information: Name, address, point of contact, and years in business.
2. Product List and Pricing: Itemized list of offered products and prices.
3. Delivery Plan: Proposed delivery schedule and method.
4. Tax and Legal Forms:
 - 4.1. W-9
 - 4.2. Certificate of Good Standing (state or federal)

EVALUATION CRITERIA

Proposals will be evaluated based on the following weighted criteria:

Criterion	Weight
Product quality and suitability	30%
Cost effectiveness	25%
Delivery reliability	20%
Vendor experience	15%
References and service record	10%

