

# REQUEST FOR PROPOSAL (RFP): SCHOOL MILK SUPPLY

Buckley Schools — 2026-2027 School Year

- **RFP Title:** School Milk Supply Contract
- **Contract Period:** August 1, 2026 – June 30, 2027
- **Proposal Submission Deadline:** Jul 5, 2026

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## 1. Purpose & Scope

Buckley Schools is seeking competitive proposals from qualified dairy distributors to provide and deliver high-quality, fresh milk products for our school meal programs during the 2026-2027 school year. The selected vendor will be expected to maintain strict adherence to federal, state, and local food safety standards while ensuring reliable, timely delivery.

## 2. Volume & Delivery Requirements

Volume estimates are based on historical operational data. These figures do not constitute a guaranteed minimum or maximum purchase volume but represent our standard operational cadence:

Product Type / Description	Estimated Weekly Volume	Delivery Frequency	Special Instructions
<b>Standard 8 oz. (Half-Pint) Cartons</b>	<b>Approximately 4,000 cartons per week</b>	<b>Twice per week</b>	Must be placed directly into designated school milk coolers. Temperature must be maintained below 40°F during transit and delivery.
• Fluid Milk: 1% Low-Fat White	(~2,000 milks per delivery)		

<ul style="list-style-type: none"> <li>• Fat-Free White</li> </ul> <p>800 per delivery</p>			
<ul style="list-style-type: none"> <li>• Fat-Free Chocolate</li> </ul> <p>1200 per delivery</p>			

- **Delivery Window:** Deliveries must be scheduled between the hours of 3:00 PM and 5:00 PM on the designated delivery days.
- **Crate Management:** The vendor is responsible for removing all empty milk crates at the time of each subsequent delivery.

### 3. Product Specifications

All products offered must meet or exceed the regulations established by the United States Department of Agriculture (USDA) for the National School Lunch Program (NSLP) and School Breakfast Program (SBP):

- **Formulation:** All milk must be pasteurized, Grade A, and fortified with Vitamins A and D.
- **Shelf Life:** All products delivered must have a remaining shelf life of at least **10 days** from the actual date of delivery.
- **Packaging:** Sturdy, leak-proof half-pint cartons or plastic bottles with clear, legible "Best By" dating visible.

### 4. Proposal Submission Requirements

Interested vendors must submit a comprehensive proposal including the following components:

1. **Pricing Sheet:** Fixed or escalating/de-escalating pricing per half-pint unit for each variety offered (1% White, Skim White, Skim Chocolate).
2. **Product Nutritional Sheets:** Complete nutritional analysis and ingredient statements for every item bid.
3. **References:** A list of at least three (3) K-12 school districts currently serviced by your firm under a similar volume structure.

4. **Contingency Plan:** A brief description of your supply chain backup plan in the event of extreme weather, vehicle breakdowns, or plant issues.
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## 5. Evaluation Criteria

Buckley Schools will evaluate proposals based on a 100-point matrix broken down as follows:

- **Cost / Pricing Structure:** 40 Points
- **Quality of References & K-12 Experience:** 25 Points
- **Reliability & Delivery Capability Schedule:** 20 Points
- **Product Nutritional Profile & Freshness Standards:** 15 Points