

**NOTICE TO PROPOSERS**  
**REQUEST FOR PROPOSALS (RFP) – NO. 6-2324**  
Dairy Products (2024/2025)

Capistrano Unified School District (“CUSD”) has 58 school sites in which they would like to ensure that students are receiving high quality dairy products. CUSD desires to solicit proposals for dairy products for all applicable CUSD sites.

Awarded agreement(s) for dairy products is expected to span a one-year term with a possibility of two (2) one-year extensions.

CUSD reserves the right to reject any and all proposals and to waive informalities and minor irregularities in any proposal reviewed. CUSD may reject any proposal that does not conform to the instructions herewith. Additionally, CUSD reserves the right to negotiate all final terms and conditions of any preliminary agreements. CUSD makes no representations that any contract will be awarded to any respondent.

The selection process will include a screening review and evaluation of proposals by District staff. District may award to a single or multiple responsive and responsible bidder who meet the terms and conditions of the RFP. All costs associated with any proposal shall be the sole responsibility of the proposer. District’s records will be presumptive evidence of receipt.

**SUBMITTAL INFORMATION**

All responses must be received by:

July 22, 2024, 2:00 p.m., PST

c/o Kristin Hilleman

Director II, Food and Nutrition Services

32972 Calle Perfecto, San Juan Capistrano, CA 92675

**CONTACT WITH ANYONE OTHER THAN THE INDIVIDUALS NAMED HEREIN IS STRICTLY PROHIBITED.**

All questions regarding this RFP must be submitted in writing by July 11, 2024, 2:00 p.m., PST, to: Kristin Hilleman at [KLHilleman@capousd.org](mailto:KLHilleman@capousd.org) and Shannon Illingworth at [STillingworth@capousd.org](mailto:STillingworth@capousd.org). Both individuals must be copied on all email communication regarding this RFP.

To obtain the RFP documents, please visit:

<https://www.capousd.org/subsites/Purchasing/index.html> Click on Doing Business - Active Procurements