

REQUEST FOR PROPOSALS (RFP)

Commercial Refrigeration and Freezer Maintenance Services

National School Lunch Program

KASHUNAMIUT SCHOOL DISTRICT

RFP No.: 2027-001

Issue Date: September 11, 2026

Proposal Due Date: October 16, 2026, 4 PM

Contract Period: January 1, 2027, through December 31, 2027

Optional Renewal: 3 additional one-year periods

I. PURPOSE OF THE RFP

Kashunamiut School District ("District") is soliciting competitive proposals from qualified and experienced refrigeration contractors to provide **ongoing and periodic preventive maintenance, inspection, servicing, troubleshooting, and repair of commercial refrigeration and freezer equipment** used in the District's National School Lunch Program (NSLP) food service operations.

The purpose of this contract is to ensure that all commercial refrigeration and freezer equipment is maintained in a safe, sanitary, reliable, and operational condition so that the District can maintain appropriate food temperatures, protect food inventories, minimize equipment downtime, and comply with applicable food service, health, safety, and regulatory requirements.

The District intends to establish a continuing service relationship with a qualified contractor capable of responding to both **scheduled maintenance needs and unscheduled/emergency refrigeration failures**.

II. DISTRICT BACKGROUND

Kashunamiut School District operates the National School Lunch Program at one school site and maintains commercial refrigeration and freezer equipment necessary for the safe storage and preparation of food.

Equipment is located at:

School/Site	Location	Approx. Equipment
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Chevak School	Chevak, AK	
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III. SCOPE OF SERVICES

The selected contractor shall provide all labor, supervision, tools, equipment, transportation, diagnostic equipment, and incidental materials necessary to perform the services described in this RFP.

Services shall include, but are not limited to, the following:

A. Preventive Maintenance

The contractor shall provide periodic preventive maintenance for commercial refrigeration and freezer equipment, including:

1. Inspection of refrigeration/freezer systems.
2. Inspection and cleaning of condenser coils.
3. Inspection and cleaning of evaporator coils, where appropriate.
4. Inspection and cleaning of condenser and evaporator fans.
5. Inspection of fan motors and bearings.
6. Inspection of belts, pulleys, and other mechanical components.
7. Inspection of compressors.
8. Inspection of refrigerant lines and connections.
9. Inspection for refrigerant leaks.
10. Verification of operating pressures and temperatures.
11. Verification of thermostat and temperature-control operation.
12. Inspection and testing of door gaskets and seals.
13. Inspection of door hinges, closers, latches, and hardware.
14. Inspection of drain lines and condensate systems.
15. Clearing and cleaning of drains as necessary.
16. Inspection of defrost systems.
17. Inspection of electrical connections and components.
18. Inspection of controls, relays, contactors, and related components.
19. Verification of proper equipment cycling.
20. Verification of temperature performance.

21. Identification of worn, damaged, or failing components.

22. Recommendations for repairs or replacement when appropriate.

The contractor shall advise the District of conditions that could result in equipment failure or food loss if not corrected.

IV. SCHEDULED MAINTENANCE

The contractor shall provide regularly scheduled preventive maintenance visits at intervals recommended by the equipment manufacturer and agreed upon by the District.

At a minimum, the contractor shall propose a maintenance schedule identifying recommended service intervals for each category of equipment.

The District anticipates that maintenance may include:

- **Quarterly inspections/service**
- **Semiannual service**
- **Annual comprehensive service**
- Additional service as recommended based upon equipment condition and use

The District reserves the right to modify the maintenance schedule based upon equipment needs, school schedules, seasonal demands, and available funding.

V. EMERGENCY AND UNSCHEDULED SERVICE

Because refrigeration and freezer equipment is essential to the District's food service operation, the contractor must provide responsive service when equipment malfunctions.

The proposer shall identify:

- Normal business hours;
- Emergency service hours;
- Emergency contact telephone number;
- Expected response time;
- Availability of weekend/holiday service;
- Availability of after-hours service;
- Procedures for emergency calls.

Required Response Times

The District's desired response times are:

Priority	Example	Desired Response
Emergency	Freezer/refrigerator failure resulting in potential food loss	Within 24 hours
Urgent	Equipment operating outside acceptable temperature range	Within 3 business days
Routine	Preventive maintenance/minor repair	Within 7 business days
Scheduled	Planned maintenance	By mutually agreed schedule

Proposers may offer different response times but must clearly identify their proposed standards.

Emergency service shall be available when reasonably necessary to protect food inventory, food safety, and District operations.

VI. FOOD SAFETY AND TEMPERATURE CONTROL

The contractor shall recognize that refrigeration and freezer equipment directly affects the District's ability to maintain safe food temperatures.

Contractors shall:

1. Perform work in a manner that protects food and food-contact areas.
2. Avoid contamination of food, food preparation areas, and food storage areas.
3. Follow applicable health and sanitation requirements.
4. Notify the District food service personnel immediately if equipment is operating outside acceptable temperature parameters.
5. Document temperatures when performing service.
6. Identify equipment conditions that could compromise food safety.
7. Provide recommendations for immediate corrective action when necessary.

Contractors shall coordinate with District food service personnel regarding equipment that is currently holding food products.

VII. REFRIGERANT AND ENVIRONMENTAL REQUIREMENTS

The contractor shall comply with all applicable federal, state, and local requirements governing the handling, recovery, recycling, storage, transportation, and disposal of refrigerants.

All personnel performing refrigerant-related work shall possess any licenses, certifications, or credentials required by applicable law.

The contractor shall provide documentation of refrigerant added, recovered, or removed from District equipment when requested.

The contractor shall not intentionally release refrigerants into the atmosphere.

VIII. REPAIRS AND REPLACEMENT PARTS

Routine maintenance covered by the contract shall be performed without additional authorization when included within the contractor's proposed maintenance price.

Repairs requiring additional parts, materials, labor, or equipment shall require **prior District authorization**, except where immediate action is necessary to prevent imminent equipment damage or food loss and the District has authorized emergency work.

Before performing non-routine repair work, the contractor shall provide, when practicable:

- Description of the problem;
- Recommended repair;
- Parts/materials required;
- Labor estimate;
- Estimated total cost;
- Expected equipment downtime;
- Alternative repair or replacement options, when appropriate.

No repair exceeding **\$5,000.00** shall be performed without written approval from the District's authorized representative.

IX. SERVICE REPORTS

A written service report shall be provided following each maintenance or service visit.

The report shall include, at minimum:

- Date and time of service;

- School/site;
- Equipment identification;
- Manufacturer and model, when available;
- Description of work performed;
- Temperatures observed;
- Operating conditions;
- Parts/materials used;
- Refrigerant added or recovered, if applicable;
- Deficiencies identified;
- Repairs recommended;
- Priority of recommended repairs;
- Estimated cost of recommended repairs;
- Technician name;
- Date of next recommended service.

Service reports shall be provided to the District within **[3] business days** following service.

X. EQUIPMENT INVENTORY

The contractor shall assist the District in maintaining an accurate refrigeration/freezer equipment inventory.

The inventory includes, when available:

- COOLER A inside building, Heatcraft Model#MC0010MBAZA0000, Unit Serial #T24L04484
- COOLER B inside building, Heatcraft Model# MCH0010MBACZA000, Unit Serial# T25A10825
- FREEZER inside building, Heatcraft Model# MCH0045LBBCAC0003, Unit Serial# T24D13765
- FREEZER outside building, Heatcraft Model# MCH0035LBAZC0311, Unit Serial# T23D15779
- FREEZER outside building, Heatcraft Model# BZT030L6B, Serial# T17F09462

The contractor shall notify the District when equipment is identified and that is not included in the current inventory.

XI. PREVENTIVE MAINTENANCE RECORDS

The contractor shall maintain service records for District equipment throughout the contract period.

The District shall have access to all records relating to maintenance and repair of District equipment.

Records shall be retained for the period required by the District and applicable federal, state, and program requirements.

XII. CONTRACTOR QUALIFICATIONS

Proposers shall demonstrate experience providing commercial refrigeration services for institutional, commercial, school, food service, restaurant, healthcare, or similar facilities.

At a minimum, the proposer shall provide:

1. Company name and address.
2. Years in business.
3. Description of relevant experience.
4. Number and qualifications of refrigeration technicians.
5. Applicable licenses and certifications.
6. Refrigerant handling certifications, as applicable.
7. Insurance coverage.
8. Three references for similar work.
9. Description of emergency service capabilities.
10. Geographic service area.
11. List of subcontractors, if any.
12. Description of experience servicing commercial food service equipment.

Preference may be given to contractors with demonstrated experience maintaining refrigeration equipment in **school food service environments**.

XIII. STAFFING AND TECHNICIANS

The contractor shall provide qualified personnel capable of properly diagnosing and servicing commercial refrigeration and freezer systems.

Technicians shall:

- Be properly trained;
- Possess required licenses/certifications;
- Follow manufacturer recommendations;
- Follow applicable safety requirements;
- Maintain professional conduct while on District property;
- Follow District visitor and site-access requirements.

The District reserves the right to request removal of a contractor employee whose conduct is inappropriate, unsafe, or inconsistent with District requirements.

XIV. BACKGROUND CHECKS AND SCHOOL ACCESS

Because contractor personnel may be working on school campuses, the contractor shall comply with all District requirements regarding access to school facilities.

The District may require background checks, identification, visitor registration, escort requirements, or other security procedures as permitted or required by applicable law.

XV. PARTS AND MATERIALS

Proposers shall clearly identify how parts and materials will be priced.

The proposal shall state:

- Whether parts are billed at cost or marked up;
- Maximum allowable markup, if any;
- Whether freight/shipping is charged separately;
- Warranty period on parts & labor;
- Whether manufacturer-authorized parts will be used;
- Procedures for obtaining approval for major components.

The District may require documentation supporting parts costs.

XVI. PRICING PROPOSAL

Proposers shall submit pricing using the following format:

A. Preventive Maintenance

Service	Price
Quarterly maintenance visit – Site 1	\$_____
Annual comprehensive maintenance	\$_____
Other: _____	\$_____

B. Labor Rates

Service	Regular Rate	Overtime Rate	Emergency Rate
Refrigeration Technician	\$_____	\$_____	\$_____
Senior/Lead Technician	\$_____	\$_____	\$_____

C. Travel/Service Charges

Charge	Cost
Trip/Service Call	\$_____
Mileage	\$_____
After-hours call	\$_____
Weekend/holiday call	\$_____
Other	\$_____

The District prefers a pricing structure that provides predictable costs and minimizes unnecessary service-call charges.

XVII. CONTRACT TERM

The anticipated contract term is:

Initial Term: January 1, 2027, through December 31, 2027

The District may, at its discretion, renew the contract for up to **3 additional one-year periods**, subject to satisfactory contractor performance, availability of funding, and any required District approval. Any renewal shall be documented in writing.

XVIII. FUNDING

Payment under this contract will be made from funds available to the District, including funds associated with its food service operations and the National School Lunch Program, as allowable.

This RFP and resulting contract shall not be construed as a guarantee of a specific expenditure or minimum quantity of services.

The District's obligation to make payments is subject to the availability and appropriation of funds.

XIX. PROCUREMENT REQUIREMENTS

The District intends to conduct this procurement in accordance with applicable federal, state, and local procurement requirements and District procurement policies.

To the extent applicable to the use of federal funds, the resulting contract shall incorporate all required federal contract provisions.

The contractor shall comply with applicable federal requirements associated with federally funded procurements, including requirements relating to:

- Debarment and suspension;
- Equal employment opportunity;
- Applicable federal labor requirements;
- Drug-free workplace requirements;
- Conflict of interest;
- Records retention;
- Access to records;
- Applicable environmental requirements;
- Applicable federal procurement standards.

The District reserves the right to include additional federally required contract provisions in the final agreement.

XX. PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall include the following:

1. Cover Letter

A signed letter confirming the proposer's intent to provide the requested services.

2. Company Information

- Legal business name;
- Address;
- Telephone;
- Email;
- Primary contact;
- Years in business.

3. Qualifications and Experience

Describe the firm's experience with commercial refrigeration/freezer maintenance, particularly for schools or institutional food service operations.

4. Staffing

Identify personnel who will perform the work and provide relevant qualifications and certifications.

5. Service Approach

Describe the proposer's approach to:

- Preventive maintenance;
- Emergency service;
- Temperature control;
- Documentation;
- Equipment troubleshooting;
- Parts procurement;
- Communication with District personnel.

6. Response Times

Provide proposed response times for emergency, urgent, and routine service.

7. References

Provide at least three references for comparable services.

8. Pricing

Complete the pricing schedule included in this RFP.

9. Insurance

Provide evidence of required insurance coverage.

10. Exceptions

Identify any exceptions to the requirements of this RFP.

Failure to identify an exception may be interpreted as acceptance of the requirement.

XXI. EVALUATION OF PROPOSALS

The District intends to evaluate proposals based upon the **best value** to the District rather than solely upon the lowest price.

Proposals may be evaluated using the following criteria:

Evaluation Criteria	Points
Qualifications and relevant experience	20
Preventive maintenance/service approach	20
Emergency response capability	20
Pricing and overall value	25
Technician qualifications	10
References/past performance	<u>5</u>
TOTAL	100

The District reserves the right to modify the evaluation methodology as necessary to comply with applicable procurement requirements.

XXII. BEST VALUE

The District may consider factors including, but not limited to:

- Total cost;

- Quality of proposed services;
- Contractor experience;
- Reliability;
- Emergency response capability;
- Qualifications of technicians;
- Availability of parts;
- Warranty provisions;
- References;
- Prior performance;
- Ability to service District locations;
- Ability to minimize equipment downtime;
- Ability to prevent food loss;
- Overall value to the District.

The District is not obligated to select the lowest-priced proposal.

XXIII. DISTRICT RIGHTS

The District reserves the right to:

1. Reject any or all proposals.
 2. Waive minor informalities or irregularities.
 3. Request clarification of proposals.
 4. Request additional information.
 5. Conduct interviews or discussions with proposers.
 6. Negotiate terms with the selected proposer, where permitted.
 7. Cancel or modify the RFP.
 8. Award all or a portion of the services.
 9. Award a contract to the proposer determined to provide the best value.
 10. Reissue the RFP if deemed necessary.
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XXIV. NO GUARANTEE OF WORK

The District makes no guarantee regarding the number of maintenance visits, emergency calls, repairs, parts, or other services that will be required during the contract term.

The District may obtain emergency or specialized services from another contractor when the selected contractor is unable to provide timely service or when circumstances warrant.

XXV. INVOICING AND PAYMENT

Invoices shall identify:

- School/site;
- Date of service;
- Equipment serviced;
- Work performed;
- Technician;
- Labor hours;
- Labor rate;
- Parts/materials;
- Applicable travel charges;
- Other approved charges;
- Total amount due.

Invoices must reference the applicable purchase order or contract number.

The District will make payment in accordance with applicable District payment procedures and funding requirements.

XXVI. WARRANTY

The contractor shall identify all warranties applicable to:

- Labor;
- Parts;
- Repairs;
- Replacement equipment.

Warranty information shall be included on the service invoice or service report.

XXVII. INSURANCE

Prior to execution of a contract, the successful proposer shall provide certificates of insurance demonstrating coverage appropriate for the services provided.

At a minimum, the District may require:

- Commercial General Liability;
- Automobile Liability;
- Workers' Compensation;
- Employer's Liability;
- Professional/technical coverage, if applicable.

Insurance requirements shall be established by the District based upon its applicable policies and risk requirements.

XXVIII. INDEPENDENT CONTRACTOR

The successful proposer shall be an independent contractor and shall be solely responsible for its employees, payroll, taxes, insurance, licenses, certifications, tools, equipment, and business expenses.

Nothing in the resulting contract shall be construed to create an employer-employee relationship between the District and contractor personnel.

XXIX. CONFLICT OF INTEREST

The proposer shall disclose any actual or potential conflict of interest involving the District, its Board of Education, employees, agents, or representatives.

The contractor shall comply with all applicable District and governmental conflict-of-interest requirements.

XXX. TERMINATION

The District may terminate the contract for cause if the contractor:

- Fails to perform required services;

- Fails to meet agreed response times;
- Provides inadequate or unsafe services;
- Fails to maintain required licenses or insurance;
- Violates applicable law or regulation;
- Repeatedly fails to correct deficiencies;
- Materially breaches the contract.

The District may also terminate the contract without cause upon **30 days written notice**, subject to the final contract terms and applicable procurement requirements.

XXXI. RFP SCHEDULE

Event	Date
RFP Issued	September 11, 2026
Questions Due	September 25, 2026
District Responses to Questions	September 30, 2026
Proposal Due	October 16, 2026 4 PM
Evaluation	October 20-22, 2026
Notice of Intent to Award	October 23, 2026
Board Approval, if required	November 18, 2026
Contract Begins	January 1, 2027

XXXII. QUESTIONS AND PROPOSAL DELIVERY

All questions concerning this RFP shall be submitted in writing to:

Antonia Moses

KASHUNAMIUT SCHOOL DISTRICT

126 AURORA STREET, PO BOX 345 CHEVAK, AK 99563-0345

amoses@chevakschool.org

907.858.6193

Proposal Delivery Proposals shall be submitted by: **Friday, October 16, 2026 at 4 PM**

To:

ANTONIA MOSES

1026 AURORA STREET, PO BOX 345, CHEVAK, AK 99563-0345

amoses@chevakschool.org

Late proposals will be rejected.

XXXIII. PROPOSAL CERTIFICATION

The undersigned certifies that:

1. The information contained in this proposal is true and accurate.
2. The proposer has reviewed and understands the requirements of this RFP.
3. The proposer agrees to provide the services described in accordance with the terms of the resulting contract.
4. The proposer is authorized to submit this proposal.
5. The proposer has disclosed all exceptions to the RFP requirements.
6. The proposer has disclosed any actual or potential conflicts of interest.

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Telephone: _____

Email: _____

ATTACHMENT A

COMMERCIAL REFRIGERATION/FREEZER EQUIPMENT INVENTORY

- COOLER A inside building, Heatcraft Model#MC0010MBAZA0000, Unit Serial #T24L04484
- COOLER B inside building, Heatcraft Model# MCH0010MBACZA000, Unit Serial# T25A10825
- FREEZER inside building, Heatcraft Model# MCH0045LBBCAC0003, Unit Serial# T24D13765
- FREEZER outside building, walk-in, Heatcraft Model# MCH0035LBAZC0311, Unit Serial# T23D15779
- FREEZER outside building, walk-in, Heatcraft Model# BZT030L6B, Serial# T17F09462

ATTACHMENT B

PRICING FORM

Company Name: _____

Preventive Maintenance

Item	Unit Price
Scheduled preventive maintenance – per visit	\$_____
Annual comprehensive inspection	\$_____
Additional scheduled inspection	\$_____

Labor

Classification	Regular	Overtime	Emergency
Technician	\$_____	\$_____	\$_____
Senior Technician	\$_____	\$_____	\$_____

Other Charges

Item	Cost
Service Call	\$_____
Mileage/Travel	\$_____
After-hours charge	\$_____
Weekend/Holiday charge	\$_____

Item**Cost**

Parts markup

____%

Refrigerant

\$____ per lb.

Other

\$____