

NOTICE TO PROPOSERS
REQUEST FOR PROPOSALS (RFP) – NO. 2-2526
Kitchen Equipment and Small Wares (2025/2026)

Capistrano Unified School District (“CUSD”) has 56 school sites in which they would like to procure high quality Kitchen Equipment and Small Wares at the best possible price. Utilizing a Kitchen Equipment and Small Wares Vendor who will support the District with training, warranty, installation, and equipment removal and disposal as needed.

Awarded agreement(s) for Kitchen Equipment and Small Wares 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:

November 12, 2025, 10:00 a.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 Tuesday, November 4, 2025, 10:00 a.m., PST, to: Kristin Hilleman at KLHilleman@capousd.org.

To obtain the RFP documents, please visit the <https://www.capousd.org/subsites/Purchasing/index.html>, Click on Doing Business - Active Procurements