

REQUEST FOR PROPOSAL

ALLAMAKEE COMMUNITY SCHOOL DISTRICT



West Elementary Kitchen Equipment RFP #2020-01

It is the policy of the Allamakee Community School District (ACSD) not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. Nor in any of the CTE programs offered (Business, Agriculture, Information Services, Applied Sciences, Health Sciences, and Human Services) There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator: Luke Steege, Equity Coordinator 563-568-3409 or lsteege@allamakee.k12.ia.us Allamakee Community School District, 1059 3rd Ave. NW, Waukon, Iowa.

I. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit competitive proposals from qualified suppliers (herein after referred to as “bidder” or “vendor”) for Kitchen Equipment located at West Elementary.

The Allamakee Community School District (ACSD) intends to award a contract to the most responsive and responsible vendor whose proposal conforms to meeting the minimum requirements of the proposal in accordance to the specifications in this RFP. The winning bidder must agree that their prices will remain as quoted (or less) until at least May 31, 2020 and that orders will be honored through that date.

II. ADMINISTRATIVE INFORMATION

A. ISSUING OFFICER

The Issuing Officer, identified below, is the sole point of contact regarding this proposal from the date of issuance until selection of the successful vendor(s):

Jaime Curtin, Issuing Officer
1059 3rd Ave NW
Waukon, IA 52172
Email: jcurtin@allamakee.k12.ia.us
Fax: 563-568-2677

B. PROCUREMENT TIMETABLE

The following dates are for informational and planning purposes; however, ACSD reserves the right to change the dates:

Event	Date/Time
Issue Request for Proposal (RFP)	Tuesday, March 17, 2020
Deadline for submission of vendor questions to the Issuing Officer	Monday, April 6, 2020 at 1:00 PM
Due date for proposals	Tuesday, April 7, 2020 at 1:00 PM
Notice of Intent to Award	Monday, April 20, 2020

C. RESERVATION OF RIGHTS

The ACSD Board of Education reserves the following rights:

1. To reject any or all proposals, in whole or in part, received in response to this RFP, and at its discretion, may withdraw or amend the RFP at any time prior to the execution of a written contract. Issuance of the RFP in no way constitutes a commitment by ACSD to award a contract.
2. To waive any deviations or errors that are not material, do not invalidate the legitimacy of the bid, and do not improve a vendor's competitive position.
3. To contact a vendor for the purpose of clarifying price/package information to ensure mutual understanding. ACSD will not consider information if the information materially changes the RFP the vendor submitted to ACSD. Failure to comply with requests for additional information may result in rejection of the RFP as non-responsive; and
4. To re-award the solicitation to another vendor in the event the awarded contractor defaults in executing the formal agreement.

D. PUBLIC DISCLOSURE OF RFP CONTENTS

Before the Notice of Intent to Award is issued, all details of the RFP will remain confidential. Upon issuance of the Notice of Intent to Award, all RFPs become public information. The release of information by ACSD is subject to Iowa Code Chapter 22 or other applicable laws. Vendors are encouraged to familiarize themselves with Chapter 22 before submitting a RFP. ACSD will treat all information submitted by a vendor as public information unless the vendor properly requests that information be treated as confidential at the time of submission.

Any request for confidential treatment of information must be included with the vendor's proposal. In addition, the vendor must enumerate the specific grounds in Iowa Code Chapter 22 or other applicable law, which support treatment of the material as confidential and must explain why disclosure is not in the best interest of the public. The request must include: the name, address, and telephone number of the person authorized by the vendor to respond to any inquiries by ACSD concerning the confidential status of the materials. An entire RFP cannot be marked confidential. Only those sections that meet the criteria in Iowa Chapter 22 or other applicable laws for confidentiality may be marked and treated as confidential information.

E. REGULATIONS

All vendors submitting a RFP, agree to comply with all required contract provisions identified in Child Nutrition Program procurement regulations for those programs operated (7 CFR Parts 210, 215, 220, 225, 226, as applicable), USDA Foods (7 CFR Part 250), and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), respectively.

F. BUSINESS ETHICS

The vendor must have a satisfactory record of performances, and must not have been notified by any local, state, or federal agency with competent jurisdiction that vendor's standing in any matters whatsoever would preclude it from participating in a contract. The vendor shall provide information on any litigation, arbitration, mediation, administrative proceeding, investigation, or like matter, related to their business activities in which they are currently a party to or in which they were a party within the last four (4) years.

The vendor shall comply with any reasonable requests for information. The vendor shall not include, without prior approval; ACSD's name in a published list of customers. The vendor agrees not to publish or cite in any form any comments or quotes from ACSD without prior approval. The vendor agrees not to refer to the contract award in commercial advertising in such manner as to state or imply that the vendor products or services provided are in any way endorsed or preferred by ACSD. The vendor must note any and all matters that might constitute a conflict of interest, real or apparent.

G. TARGETED SMALL BUSINESS CERTIFICATION

Vendors owned, operated, and managed by women, minority persons, and individuals with disabilities or service-connected disabled veterans are encouraged to respond to this RFP. Please attach a copy of the Targeted Small Business (TSB) certification issued by the Iowa Department of Economic Development. If the business is not TSB-certified in Iowa, then business must provide documentation to meet the following minimum requirements:

- Be located in the State of Iowa;
- Be operated for a profit;
- Have a gross income of less than \$4.0 million computed as an average of the preceding three fiscal years, and
- Be owned, operated, and actively managed by a female, a minority person, and a person with disability or a service-connected disable veteran.

III. INSTRUCTIONS FOR PROPOSAL

A. COMPLIANCE WITH RFP

All submitted responses should adhere to the instructions and format requests outlined in this RFP. The instructions are designed to facilitate a uniform review process. Vendors are asked to be brief and to respond only with the information sought. Proposals must provide all information noted in this RFP, per issued forms, or on vendor's letterhead, when appropriate and have required signatures. All information requested in the RFP must be received at the time of submission.

B. SUBMISSION FORMAT

Bidders must submit the following by Tuesday, April 7, 2020 at 1:00 PM via postal mail to the address listed below:

1. Proposal Cover Sheet
2. Equipment Pricing Table
3. Attachments listing detailed specifications of equipment as defined (Spec Sheets)

Allamakee Community School District
1059 3rd Ave NW
Waukon, IA 52172

“West Elementary Kitchen Equipment RFP # 2020-01” should be clearly marked on the outside of the sealed envelope. It is the sole responsibility of the respondents to ensure their responses arrive in a timely manner. Late arrivals will be rejected. ACSD is not responsible for delays of any commercial carrier or delays incurred by the respondents. Telephone, FAX, or E-Mail Proposals will not be considered. Signatures on the proposals must be executed by a representative duly authorized by the vendor to make a contract.

C. PROPOSAL EVALUATION

Proposals that are submitted prior to or on the due date and time and are not subject to disqualification will be reviewed in accordance with the evaluation criteria set forth in this RFP. The evaluation process is developed to award the contract to the lowest responsive and responsible vendor.

Proposals will be evaluated using the following evaluation criteria, based on a hundred (100) possible points. Factors without points assigned will not be used in computing the total score but will instead be used to determine completeness of the proposal and possible disqualification.

Requirements	
Signed Proposal Cover Sheet	Mandatory
Signed Equipment Pricing Table	Mandatory
Equipment Cut Sheets	Mandatory
Technical Evaluation Criteria	Maximum Score
Product Conformity to Specifications	20 points
Vendor Qualifications and Experience (references, business experience, etc.)	20 points
Pricing Evaluation Criteria	
Total Extended Costs (including handling charges)	60 points
Total Possible Score	100 points

D. NOTICE OF INTENT TO AWARD

ACSD will issue a Notice of Intent to Award letter to the selected vendor whose proposal will be recommended to the School Board of Education for award of a contract. The contract will be final when approved by the ACSD Board of Education.

E. VENDOR RESPONSIBILITY

The awarded vendor is solely responsible for fulfilling the contract, with responsibility for all services offered and products to be delivered as stated in this RFP, the vendor's response to the RFP, and the resulting contract. Following execution of the contract, the vendor shall proceed diligently with all services and shall perform such services with qualified personnel in accordance with the contract.

The Bidder shall be responsible for all licenses, fees, and permits required for the performance of the contract resulting from this RFP. All work to be performed under this contract shall be provided at times convenient to ACSD.

F. CONTRACT TERMINATION

Except as otherwise provided within this RFP and per Child Nutrition Program procurement regulations, the resulting contract may be terminated in whole, or in part, by either ACSD or the vendor for any reason including in the event of substantial failure by the other party to fulfill its obligations under the contract through no fault of the terminating party; provided that: (1) a written notification of intent to terminate is given at least thirty (30) days prior to the effective date of such action and (2) the party terminating the contract provides the party to be terminated a reasonable opportunity to rectify the defects in products or performance, prior to termination.

G. INSURANCE

The vendor awarded the contract shall maintain all necessary and proper insurance for the duration of the work to be performed, including Comprehensive General Liability Insurance, Property Damage Insurance, Workers Compensation Insurance, Employer's Liability Insurance, and Automobile Liability Insurance. Should any required insurance be cancelled before the expiration date, the issuing company will mail 30-days written notice to ACSD. The awarded vendor shall meet the statutory requirements of the State of Iowa for workers' compensation coverage and employer's liability insurance.

H. INDEMNIFICATION

Awarded vendor shall indemnify ACSD from and against any and all claims, demands lawsuits, liabilities, judgments, and expenses (including attorney fees and other costs of litigation) arising out of or relating to injuries, disease, or death of persons or damages to or loss of property resulting from or in connection with the negligent performance of this contract by the vendor, its agents, employees, or one for whom the vendor is responsible. The vendor liability shall not be limited by any provisions or limits of insurance set forth in this contract. The obligations, indemnities, and liabilities are assumed by the vendor under this paragraph shall not extend to any liability caused by negligence of ACSD or its employees.

IV. SPECIAL INSTRUCTIONS

A. START-UP

The bidder shall attach to proposal the name of company, agent, address, and phone number of the party responsible for checking operation of equipment after final installation. If installation by party other than bidder, the school district shall be responsible for notifying specified agent that equipment is ready for start-up inspection. All start-up inspections should be completed within 10 working days of notification. Failure to provide this information will be considered reason for rejection of proposal. A written report of results of start-up check shall be provided to the school district by agent listed in this RFP. Final installation and start-up to be completed prior to August 1, 2020.

B. DEMONSTRATION

All equipment with moveable parts shall be demonstrated to school district staff responsible for operation and care of equipment. Bidder shall attach to proposal the name of company, agent, address, and phone number of party responsible for demonstration. If the agent is not an employee of the bidder, a letter shall be attached indicating willingness to provide demonstration. The school district shall be responsible for notifying agent that equipment has been installed and start-up check has been completed. Demonstration shall be provided within 10 working days of notification. Demonstration shall be conducted at a time agreeable to the school district at the site of actual equipment installation. Failure to provide this information will be considered reason for rejection of proposal.

C. DEALER WARRANTY

In addition to the manufacturers' warranty the successful bidder shall guarantee for a period of one (1) year all items and equipment furnished under the proposal. The warranty shall begin on the date the owner has accepted the start-up report or the owner has notified the successful bidder that start-up is complete. The conditions of the warranty shall be as follows:

1. Non-Refrigerated Equipment

- a. Start-up and calibration
- b. All parts that are integral with the equipment when purchased and all loose parts furnished with the equipment
- c. All labor and mileage
- d. If at any time during the warranty period, the equipment fails to function due to problems not related to the equipment, the dealer will charge the owner for the service call
- e. Any parts or function of the equipment that fails to perform due to misuse or abuse voids the warranty and the dealer will charge the owner; owner must perform routine cleaning procedures

2. Refrigerated Equipment

- a. All of the above, plus: five (5) year compressor warranty.

D. FACTORY AUTHORIZED SERVICE AGENTS

The bidder shall attach to proposal the name, address, and phone number of a factory authorized service agency for each item specified. The factory authorized service agency shall be located within 250 miles of installation site. Providing this information is in addition to the dealer service required in C. above. A written statement from the manufacturer shall be attached to the proposal indicating that this agent "is authorized to service its equipment". Factory authorized service agents shall abide by the code of ethics of the Commercial Food Equipment Service Association (CFESA). Failure to provide this information will be considered reason for rejection of proposal.

E. CODES

All equipment must be constructed and installed in accordance with the National Sanitation Foundation International Code. All equipment must be listed and approved, where applicable, for UL, AGA, and ASME requirements and all other requirements as specified by local building codes, plumbing codes, fire codes, and all other state and local codes. All foodservice equipment must bear the applicable seals.

F. MANUALS

ACSD shall be provided two (2) copies of use/care manuals and illustrated parts list for all equipment with moveable parts. These manuals shall be provided within 10 days of installation.

G. REMOVAL OF EXISTING EQUIPMENT

ACSD will be responsible for disconnection and removal of existing equipment prior to scheduled installation date for new equipment.

H. ASSEMBLY

All equipment is to be uncrated, assembled, set in place, and made ready for final connections. All debris accumulated with the delivery of equipment shall be removed. Food service equipment is to be cleaned and turned over in first class condition.

I. INSTALLATION

Bidder shall be responsible for all electrical, gas, and plumbing connections. All installations shall be completed by an appropriate professional. ACSD will provide appropriate utilities within six feet of installation location.

J. PRE-APPROVED BRAND

If bidder proposes an "or equivalent" brand, proof of equality must be submitted 10 days prior to proposal opening. Any and all variances in construction, design, performance, and accessories from the item specified must be submitted in writing to contact person listed in this RFP. This information shall be submitted in addition to manufacturer's spec sheet. Failure to obtain prior approval will result in rejection of proposal.

K. SPECIFICATIONS

Written description in the specification will prevail in case of conflict between written description and model number.

L. ALTERNATE PROPOSALS

Bidders shall submit only one (1) proposal per item specified.

M. ON-SITE VISITS AND FIELD MEASUREMENTS

The successful bidder shall be responsible for taking all field dimensions which affect the equipment and installation thereof. An appointment to take such measurements can be set up in advance with the contact person named in this RFP. At the time of taking field measurements, the successful bidder shall report to the contact person named in this RFP any conditions which will prevent him/her from the execution of his/her work as outlined in specifications and installation instructions.

N. CUSTOM FABRICATED EQUIPMENT

Equipment shall be fabricated by a foodservice equipment fabricator who has the plan, personnel, and engineering facilities to properly design, detail, and manufacture high quality equipment. The bidder shall, by his signature on RFP, indicate the equipment is to be fabricated by bidder personnel. If fabrication is to be subcontracted, bidder shall attach to proposal giving name and address of fabrication subcontractor.

Successful bidder shall submit shop drawings for custom fabricated equipment. Drawings shall be at a minimum 1/8" scale and include a plan view and front, rear, and side elevations. All drawing shall be fully dimensioned and all parts labeled as to materials and methods of construction. Shop drawings shall be approved by contact person listed in this RFP prior to start of fabrication.

PROPOSAL COVER SHEET

BIDDER CONTACT INFO

Company Name	
Contact Person (Name/Title)	
Direct Telephone	
Email Address	

REFERENCES

Company Name		
Contact Person (Name/Title)		
Direct Telephone		
Email Address		

I, the undersigned, certify that the contents of this proposal submitted on behalf of the bidder in response to Request for Proposal # 2020-01 "West Elementary Kitchen Equipment", are true and accurate. I accept all of the terms of RFP # 2020-01.

I also certify that this proposal is not affected by, contingent on, or dependent on any other agreements, conditions or requests with ACSD. Also, that this Proposal is genuine and not collusive or sham; that the Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any Bidder or person to submit a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought, by agreement or collusion, or communication or conference, with any person to fix the bid price of the bidder or of any other Bidder; and that all statements in this Proposal are true and that the individual(s) executing this Proposal has the authority to execute this Proposal on behalf of the bidder.

Authorized Name/Title: _____

Authorized Signature: _____ Date: _____

EQUIPMENT PRICING TABLE

ITEM	SPEC SHEET ATTACHED (Y/N)	PRICE
Convection Oven, Gas		
Dishwasher, Conveyor Type		
Soil Side Dishtable		
Disposer		
Clean Side Dishtable		
Three (3) Tank Sink		
36" Wall Mount Cabinet		
60" Wall Mount Cabinet		
30" x 60" Counter Cabinet		
Hand Sink		
Installation		
Delivery		

Additional Comments:

Authorized Name/Title: _____

Authorized Signature: _____ Date: _____

EQUIPMENT SPECIFICATIONS

CONVECTION OVEN, GAS

Blodgett Model No. ZEPH-100-G DBL, OR EQUIVALENT

Zephaire (OR EQUIVALENT) Convection Oven, gas, double-deck, standard depth, capacity

(5) 18" x 26" pans per compartment, (SSI-D) solid state infinite controls with digital timer, two speed fan, flue connector, dependent glass doors, interior light, stainless steel front, sides & top, 6" stainless steel legs, 100,000 BTU, ETL, NSF 2 year parts, 2 year labor and 1 additional year door warranty (parts only), standard
Natural gas

(2) 115v/60/1-ph, 6.0 amps, 2-wire with ground, cord & plug, 1/2 hp, standard

SSI-D Top Oven: Solid State infinite with digital timer, standard

SSI-D Bottom Oven: Solid State infinite with digital timer, standard 1 ea Draft diverter, stainless steel, standard

6" legs, adjustable, stainless steel (set), standard 1 ea Gas manifold for double ovens

48" flexible gas hose with quick disconnect & restraining device

DISHWASHER, CONVEYOR TYPE

Hobart Model No. CL44EN-BAS+BUILDUP, OR EQUIVALENT

Conveyor Dishwasher, single tank, (202) racks/hour, insulated hinged doors, .62 gallon/rack, stainless steel enclosure panels, microprocessor controls with low temperature & dirty water indicators, NSF Pot & Pan mode, programable de-lime notification, ENERGY STAR®, Free factory startup for installations within a 100 mile radius of a Hobart service office; installation beyond 50 miles will be charged at the quoted rate by the local Hobart service office

Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA

CL44EN-BASELE0BX 240v/60/3-ph, electric heat only

CL44EN-BASHT15K Electric tank heat 15kW

CL44EN-BASERH0NO Without internal booster

CL44EN-BASDIR0LR Left to right operation

CL44EN-BASHGTSTD Standard height

CL44EN-BASFETSTD Standard feet

NOTE: For water over 3-grains of hardness, Hobart suggests adding a water softener.

PRESREG-1/20BR 1/2" brass pressure regulator (is standard with built- in booster heater models)

1/2INSHK-ABSRBR Water Shock Absorber Kit

CLE/TBL-SWITCH Table limit switch CLE-Series

SOIL SIDE DISHTABLE

CUSTOM FABRICATED, 14 GAGE, 300 SERIES S/S, "L" SHAPED SOIL SIDE DISHTABLE

MATCHES CURRENT DESIGN WITH RIGHT SIDE LEG SHORTENED APPROX 26" TO MOVE DISHWASHER CLOSER TO PASS THRU AREA. 20 X 20 X 8 DEEP SCRAP SINK, AND UNDERSHELF UNDER LEFT LEG.

FITTED FOR PRE-RINSE ASSEMBLY AND DISPOSER

Fisher 13390 (OR EQUIVALENT) Pre-Rinse Unit, spring style, backsplash mount, 8" centers, 21" riser, 36" hose, 1.15 GPM

Ultra-Spray™ PLUS spray valve with built-in spray handle clip & dish guard bumper, lever handles with color coded

indexes, includes wall bracket, 1/2" NPT male inlets, brass, ADA Compliant

DISPOSER

InSinkErator Model No. SS-200-5-MRS, OR EQUIVALENT

SS-200™ Complete Disposer Package, sink mount system, with #5 adaptor for 3.5" to 4" sink opening, 2 HP motor, stainless steel construction, includes syphon breaker, solenoid valve, flow control valve, manual reverse switch, adjustable leg kit (1) year parts & labor warranty from date of installation (standard)

Standard height disposer body

Voltage to be determined later

SYPHON 45DEG Syphon breaker upgrade, chrome, 45° fittings (replace with 13412)

CLEAN SIDE DISHTABLE

CLEAN SIDE DISHTABLE, 14 GAGE, 300 SERIES S/S, 114" LONG WITH UNDERSHELF

EQUIPMENT SPECIFICATIONS, CONT.

THREE (3) TANK SINK

SPECIAL FAB 3 TANK SINK, 28 X 28 TUBS, 87" LONG X 32" FRONT TO BACK, FITTED WITH TWIST LEVER DRAINS AND FAUCET

Fisher 13218 Faucet, backsplash mount, 8" centers, 16" swing spout, lever handles with color coded indexes, 1/2" NPT male inlets, brass, CSA, ADA Compliant

Fisher (OR EQUIVALENT) 1 year warranty against defects in materials or workmanship, standard

Fisher 3000-0003 (OR EQUIVALENT) Double-Jointed Sub Assembly, 7", brass

Fisher 10006 (OR EQUIVALENT) Supply Line, 1/2" F x 1/2" M, 36" long, stainless steel

Fisher 2400-2103 (OR EQUIVALENT) Elbow, 1/2" F x 1/2" F, 90°, brass

36" WALL MOUNT CABINET

36" WALL MOUNT CABINET WITH HINGED DOORS AND 2 SHELVES, 14 GAGE S/S

60" WALL MOUNT CABINET

60" WALL MOUNT CABINET WITH HINGED DOORS AND 2 SHELVES, 14 GAGE S/S

30" X 60" COUNTER CABINET

30" X 60" BACK COUNTER CABINET WITH HINGED DOORS AND 2 SHELVES, 14 GAGE S/S

HAND SINK

Eagle Group Model No. HSA-10-FA-PE, OR EQUIVALENT

Hand Sink, pedestal mounted base, 13-1/2" wide x 9-3/4" front-to- back x 6-3/4" deep bowl, 304 stainless steel construction, electronic eye gooseneck spout, P-trap, tail piece, basket drain, soap dispenser, deep-drawn positive drain sink bowl, 7-1/2" High backsplash, all welded, includes mounting brackets, inverted "V" edge, NSF

12-volt adaptor, 120/60/1, standard

MG MicroGard™ antimicrobial finish on bowl only- add suffix "-MG" to end of hand sink model number

318496 Paper Towel Dispenser, wall mounted, folded towel dispenser, 304 stainless steel construction

606396 Side Mount Wall Brackets, (1) pair, fits standard HSA models only