

CHIPPEWA VALLEY SCHOOLS

INVITATION TO BID

**Purchase of Food Service Equipment
ITB No. 3.1920**

Bid Issue Date: February 25, 2019

Product Substitution Request Due: March 6, 2019

Bid Opening: March 14, 2019 at 2:00 p.m.

Tentative Bid Award: April 15, 2019

Required Product Delivery: May 31, 2019

**CHIPPEWA VALLEY SCHOOLS
19120 CASS AVENUE
CLINTON TOWNSHIP, MI 48038**

Chippewa Valley Schools Invitation to Bid – Purchase of Food Service Equipment ITB 3.1920

Purpose

The Chippewa Valley Schools Board of Education will receive sealed bids for the purchase, delivery, installation and set in place, of various types of equipment for the Food Service Department that best satisfies the needs of the district.

Submission of Bid

Bids shall be submitted in accordance with this ITB. **Sealed bids clearly labeled “Purchase of Food Service Equipment Bid 3.1920” will be received by Chippewa Valley Schools until March 14, 2019 at 2:00 pm EST, at which time all bids will be publicly opened and read.** Bidder shall submit duplicate copies of the Bid Proposal Form. Proposals are to be delivered to the attention of:

Chippewa Valley Schools
ATTN: Purchasing Department
19120 Cass Ave.
Clinton Township, MI 48038

Proposals received after this date and time will not be accepted. Faxed bids will not be accepted. Proposals will be considered firm for 90 days from the bid opening date.

All questions should be directed to Laura Harrington in writing, and emailed to purchasing@cvs.k12.mi.us or faxed to 586-723-2128.

Method of Bidding

Sealed bids shall be accepted with pricing based on firm, fixed unit prices for various types of commercial kitchen equipment as specified in this ITB.

Instructions to Bidders

1. Bidder must clearly state in the bid any exceptions to the listed specifications. The listing of exceptions, if any, is mandatory. Any exceptions found in review but not listed could be a basis for rejection of the bid. Bidder must provide the brand name, relabeled name (if applicable), model number and manufacturer’s number for all equipment proposed.
2. An Acceptable Equal/Approved Substitute bid shall be based on alternate but equivalent machine specifications previously sent to the District in the timeline required and approved by the District in Addendum. The District reserves the sole right to accept or reject any Approved Substitute bid. Voluntary Alternate Bids shall not be accepted.
3. Bidders must clearly indicate extent of warranties, guaranteed response time and ability to provide parts and services for the equipment on which they are bidding. Bidders must provide written confirmation from the original equipment manufacturer that all equipment is fully warrantable.

4. The equipment is to be furnished in accordance with the specifications and deliveries are to be made only upon purchase order issued by Chippewa Valley Schools. The equipment is to be delivered where required and in the time frame determined by the Food Service Department.
5. It is understood that the Chippewa Valley Schools is a governmental unit, and as such, is exempt from the payment of all State and Federal Taxes applying to the products specified in this document. Therefore, the prices quoted by the Bidder should not include any allocation for taxes. The successful bidder shall pay all other taxes required by law.
6. The following items must be included in your base bid price:
 - (a) The equipment offered including manufacturer name, brand name, relabeled name (if applicable), model number, market introduction date and complete specifications sheet, detailing all features and components.
 - (b) Inside delivery, installation and set in place of the equipment.
 - (c) Hard copy manuals included with delivery of equipment.
 - (d) Cost of removal and offsite disposal of any and all packing boxes, materials and unwanted accessories.
7. All equipment should be titled with warrantee in Chippewa Valley Schools' name.
7. The Bidder must submit customer references of other Michigan school districts.
8. The attached Bid Proposal and Pricing Forms must be completed and enclosed as part of the bid proposal. Submit duplicate copies of all documents.
9. Bidder shall complete the Iran Linked Business Disclosure form in the Bid Proposal Form to comply with Public Act 517 of 2012. An "Iran Linked Business" is not eligible to submit a bid on a Request for Proposal with a public entity, including state agencies, school districts, community colleges, intermediate school districts, cities, villages, townships, counties, and public authorities. The Act defines an Iran Linked Business as an individual or any entity, including all successors, parent companies, subsidiaries, and companies under common control, engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, including providing of products used to construct or maintain oil or liquefied natural gas pipelines.
10. Any deviation or voluntary alternates to bid specifications must be submitted in writing with bid response. All specifications sheets and independent evaluations must accompany bid response.
11. Awarded Vendor must provide all workers compensation and general liability insurance coverage for all workers involved in delivery, moving and installation of equipment.
11. Awarded Vendor agrees to accept responsibility for loss or damage to any person or entity, and to defend, indemnify, hold harmless and release the District, its officers, and employees, from actions, claims, damages, disabilities or the cost of litigation that are asserted by any person or entity to the extent arising out of the negligent acts or omissions or willful misconduct in the performance by the Awarded Vendor hereunder, whether or not there is concurrent negligence on the part of the District, but excluding liability due to the active negligence or willful misconduct of the District. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or

for Awarded Vendor or its agents, under workmen's compensation acts, disability benefits acts or other employees' benefits acts.

Addenda

Each bidder shall ascertain prior to submitting his/her bid that he/she has received all addenda issued. Addenda issued during the time of bidding shall become part of the contract documents and receipt thereof shall be acknowledged on the bid proposal.

Addenda will be mailed or delivered to all who are known by the District to have a set of contract documents. Copies of addenda will be made available for inspection wherever contract documents are on file for that purpose.

Right to Reject Bid

Chippewa Valley Schools reserves the right to waive irregularities and to accept and/or reject any or all bids and in its sole discretion to be in the best interest of the school district. District is not required to award to low cost bidder. The bidder, in submitting his/her bid, agrees to accept the decision of the District as final.

The bidder shall provide full disclosure of all existing client relationships that currently or prospectively may give rise to conflicts of interest and disqualification as governed by the codes of rules of professional responsibility and conduct.

Award

It is the intent of Chippewa Valley Schools to award the bid on April 15, 2019 and have all equipment delivered and installed by May 31, 2019. The District reserves the sole right to award none or some of the equipment, award all of the equipment to one vendor or split the bid award by awarding to more than one bidder.

Submission of a bid will be construed as a conclusive presumption that the bidder is thoroughly familiar with the ITB requirements and that bidder understands and agrees to abide by each and all of the stipulations and requirements contained therein.

The following criterion shall be considered in making an award, in no particular order: unit price of equipment, conformity to listed specifications, delivery within the time schedule, warranty provided, references, or any other criteria deemed important by District.

Delivery

Pricing shall be FOB destination, unloaded, installed and set in place into numerous school buildings located in zip codes 48038 and 48044. No additional charges shall incur for unpacking, unboxing, uncrating or delivering new equipment or for removal and offsite disposal of packing supplies and equipment.

Acceptable Equal

Any reference in the specifications and/or bid forms to any article, product, material, fixture, form, etc., by proprietary name, manufacturer, make or catalogue number, shall be interpreted as establishing a standard quality and shall not be construed as limiting competition.

Whenever any such standard material or equipment is specified by patent or proprietary name or by the name of the manufacturer, unless stated differently, such specification shall be considered as if followed by the words "or acceptable equal", whether or not such words appear.

Bidder may offer material or equipment with equal or better qualities and performance in substitution for those specified which he considers would be in the District's interest to accept. Such requests for substitution can only be made prior to the deadline indicated in the bidding documents and prior to the bid opening date.

Bidder must submit a completed Substitution Request Form with substantiating product data/literature a minimum of five (5) business days prior to Bid Date to Chippewa Valley Schools Purchasing Department. Bidder must submit a separate Substitution Request Form for each proposed substitution.

Any such offers shall include sufficient data which, together with any other data the District may require, will enable the District to assess the acceptability of the material or equipment.

Each Substitution Request Form shall be accompanied by the following supporting documentation:

1. A full explanation of the proposed substitution.
2. A clear explanation of which item the proposed item is substituting for.
3. Complete data substantiating compliance of the proposed substitution with the requirements stated in the Bid Documents.
 - a. Product Identification, including manufacturer name and address.
 - b. Manufacturer's literature, identifying:
 - i. Product description and technical information
 - ii. Reference standards
 - iii. Performance and test data.
 - iv. Installation instructions, operating procedures and other like information.
 - c. Samples
 - d. Names and addresses of similar projects on which product has been used, and date of each installation. District is not interested in new installations. References shall be for installations from at least 2 years ago.
 - i. Itemized comparison of the proposed substitution with the product specified, listing all significant variations.
 - ii. Data related to changes in delivery or construction schedule.
 - iii. A list of all effects of the proposed substitution.
 - iv. Accurate cost data comparing the proposed substitution with the product specified, including the amount of any net change to the Base Bids.
 - v. Designation of required license fees or royalties.
 - vi. Designation of availability of maintenance services and sources of replacement materials.

Substitutions will not be considered for acceptance when:

1. They are indicated or implied on shop drawings or product data submittals without a formal prior request from Bidder.
2. In District's judgment, Bidder did not provide adequate information necessary for a complete evaluation.
3. If proposed alternate is deemed to not be equivalent by the District.
4. If requested after deadline indicated for Substitution Request Form submittals.

Bid proposals shall not be based on assumed acceptance of any item which has not been approved by Addendum issued by Chippewa Valley Schools. Substitute products shall not be ordered or installed without written acceptance of the District. The District shall determine acceptability of proposed substitution.

In making formal request for substitution the Bidder represents that:

1. It has investigated the proposed product and determined that it is equivalent to or superior in all respects to the product specified.
2. It will provide same or better warranties for the proposed substitution as required for the product specified.
3. It will coordinate installation of the accepted substitution, and will make such changes as may be required for the Work to be complete in all respects and on time.
4. It waives all claims for additional costs caused by or arising from the substitution which may subsequently become apparent.
5. Any modifications necessary as a result of the use of an approved substitute shall be paid by the Awarded Bidder.

Any such acceptance by the District shall not relieve the Bidder from full responsibility from the efficiency and quality and performance of the substitute material or equipment, in the same manner and degree as the material and equipment specified by name.

The decision as to whether the proposed items are considered an acceptable equal to the standard shall rest solely with the Chippewa Valley Schools. Under no circumstances will the District be required to prove that a product proposed for substitution is or is not equal to the quality of the product specified.

Equipment Specifications

Equipment furnished must include all new parts of standard first grade quality, constructed of 100% new components. District will not accept discontinued, remanufactured, certified remanufactured, newly remanufactured, reconditioned, demonstration models, loaners, previously used equipment, or the like for any reason.

Specified manufacturer and model numbers are shown below. Bidder shall contact manufacturer for full and complete equipment specifications. Bidders' pricing shall include all required components and features.

Base Bid A: Reach-In Freezer with Full Door Hinged Left

Traulsen G12011-032

Quantity: 2

Deliver Quantity 1 to Huron Elementary School, zip code 48038

Deliver Quantity 1 to Miami Elementary School, zip code 48038

Base Bid B: Reach-In Freezer with Two Full Doors, Hinged Left-Right

Traulsen G22010-032

Quantity: 2

Deliver Quantity 1 to Chippewa Valley High School, zip code 48038

Deliver Quantity 1 to Chippewa Valley 9th Grade, zip code 48038

Base Bid C: Reach in Refrigerator, Full-Height Door, Hinged Left/Right

Traulsen G20010

Quantity: 1

Deliver Quantity 1 to Iroquois Middle School, zip code 48044

Base Bid D: Reach in Refrigerator, Full-Height Door, Hinged Right

Traulsen G10010

Quantity: 1

Deliver Quantity 1 to Miami Elementary School, zip code 48038

PRODUCT SUBSTITUTION REQUEST FORM

TO: Chippewa Valley Schools, Purchasing Office
19120 Cass Avenue, Clinton Twp, MI 48038
Phone: (586) 723-2150 Fax: (586) 723-2128
purchasing@cvs.k12.mi.us

DEADLINE: March 7, 2019

Bidder hereby submits for consideration the following product as substitution for equipment specified in bid:

Bid Specified Manufacturer: _____ **Bid Specified Model:** _____

Proposed Manufacturer: _____ **Proposed Model:** _____

Attach complete information on changes to specifications which proposed substitution will require for its proper installation. Submit all necessary samples and substantiating data to prove equal quality and performance to that which is specified. Clearly mark manufacturer's literature to indicate equality or better in every way of its performance.

Each Substitution Request Form shall be accompanied by the following supporting documentation, in the same sequence and labeled as shown below:

1. A full explanation of the proposed substitution.
2. A clear explanation of which item the proposed item is substituting for.
3. Complete data substantiating compliance of the proposed substitution with the Bid requirements.
 - a. Product Identification, including manufacturer name and address.
 - b. Manufacturer's literature, identifying:
 - i. Product description and technical information.
 - ii. Reference standards.
 - iii. Performance and test data.
 - iv. Installation instructions, operating procedures and other like information.
 - c. Names and addresses of similar projects on which product has been used, and date of each installation. References shall be for installations from at least 2 years ago.
4. Itemized comparison of the proposed substitution with the product specified, listing all significant variations.
5. Data related to changes in delivery schedule.
6. A list of all effects of the proposed substitution, including any changes in product dimensions.
7. Warranty guarantee.
8. Availability of maintenance services and sources of replacement materials.

The undersigned states that the function, appearance and quality of substitute product are equivalent or superior to the specified item in every way. Signature shall be by person having authority to legally bind his/her firm to the above terms. Failure to provide legally binding signature will result in retraction of approval.

Name: _____ Title: _____

Firm: _____

Address: _____ City/State/Zip: _____

Telephone: _____ Email: _____ Date: _____

BID PROPOSAL FORM

CHIPPEWA VALLEY SCHOOLS INVITATION TO BID –PURCHASE OF FOOD SERVICE EQUIPMENT 3.1920

The undersigned understands that the District reserves the right to reject any and all bids in whole or in part, and to waive informalities and irregularities in bidding. District also reserves the right to hold bids for 90 days from bid opening date. If in the District’s opinion it is in their best interest, the contract may be awarded to other than the lowest bidder, for reason of establishing uniformity, delivery time, etc.

If award is made to us under this proposal, we agree to enter into an Agreement with Chippewa Valley Schools to furnish products and/or services, in strict accordance with this proposal, bid documents and all pertinent portions of plans, drawings and specifications.

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in this ITB. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to Chippewa Valley Schools, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to Chippewa Valley Schools, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with Chippewa Valley Schools.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Name, title, and signature of individual duly authorized to execute contracts:

Name _____

Title _____

Signature _____

ADDENDA

The undersigned acknowledges receipt of the following addenda:

Addendum # _____ dated _____ Addendum # _____ dated _____

COMPANY CONTACT INFORMATION

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE AND ZIP: _____

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

CONTACT NAME: _____

WARRANTY INFORMATION:

Authorized Distributor of Equipment: **YES**_____ **NO**_____

Bidder shall ensure they have included the following in their Bid Submittal:

- ✓ One (1) copy and One (1) original of signed Bid Proposal Form
- ✓ Affidavit – Iran Sanctions
- ✓ Complete descriptive literature, official specifications, and product warranty

BID EXCEPTIONS:

Bidder must detail any and all exceptions to bid specifications and requirements:

BID PRICING FORM
Purchase of Food Service Equipment ITB 3.1920

Per bid and equipment specifications described in this ITB.

<u>BASE BID</u>	<u>QTY</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>	<u>BID TO SPEC or Approved Equal?</u>
A	2	\$ _____	\$ _____	<input type="checkbox"/> SPECIFIED or <input type="checkbox"/> APPROVED EQUAL
B	2	\$ _____	\$ _____	<input type="checkbox"/> SPECIFIED or <input type="checkbox"/> APPROVED EQUAL
C	1	\$ _____	\$ _____	<input type="checkbox"/> SPECIFIED or <input type="checkbox"/> APPROVED EQUAL
D	1	\$ _____	\$ _____	<input type="checkbox"/> SPECIFIED or <input type="checkbox"/> APPROVED EQUAL

For Approved Equal Bid only:

Base Bid #: _____ Approved Equal Manuf: _____ Model: _____

Base Bid #: _____ Approved Equal Manuf: _____ Model: _____

Base Bid #: _____ Approved Equal Manuf: _____ Model: _____

Base Bid #: _____ Approved Equal Manuf: _____ Model: _____

COMBINATION BID:

TOTAL COST FOR ALL BASE BIDS COMBINED: \$ _____

Note: The combination bid sum may be less than or equal to the sum of the individual base bids.

Lead Time for Delivery of Equipment: _____

COMPANY NAME: _____

AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

All Bidders shall complete this Iran Linked Business Disclosure form in compliance with Public Act 517 of 2012 and attach this information to the Bid Proposal Form.

On December 28, 2012, Governor Snyder signed Public Act 517 of 2012 (“Iran Economic Sanctions Act”). An “Iran Linked Business” is not eligible to submit a bid on a Request for Proposal with a public entity, including state agencies, school districts, community colleges, intermediate school districts, cities, villages, townships, counties, and public authorities.

The Act defines an Iran Linked Business as an individual or any entity, including all successors, parent companies, subsidiaries, and companies under common control, engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, including providing of products used to construct or maintain oil or liquefied natural gas pipelines.

The undersigned, the Owner or authorized officer of _____ (the “Bidder”), pursuant to the Iran Linked Business requirement provided in the _____ (the “School District”) advertisement for bids, hereby represent and warrant that their business is NOT an “Iran Linked Business” as defined in Public Act 517 of 2012.

BIDDER:

By: _____

Its: _____

STATE OF MICHIGAN)

COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, 2019, by _____.

Notary Public

_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____