

**BID DOCUMENTS**  
**UTAH CHARTER SCHOOL PURCHASING COOPERATIVE**  
**INVITATION FOR BIDS**  
**SCHOOL KITCHEN EQUIPMENT**

**SECTION I**  
**Selection Schedule**

**Advertisement:** This Invitation for Bids will be published on the Utah Public Notice Website ([www.utah.gov/pmn/index.html](http://www.utah.gov/pmn/index.html)) from May 12, 2014 to May 19, 2014.

**Submission of Bids:** Bids will be accepted from 8:00 a.m. May 13, 2014 until 4:00 p.m. May 19, 2014.

**Bid Opening:** Bids will be opened publicly at 5:00 p.m., May 19, 2014, at 290 N. Flint St., Kaysville, UT 84037.

**Review of Submitted Bids:** May 20, 2014 – May 23, 2014

**Tentative Award Date:** No earlier than May 23, 2014

**Bidder to Provide Equipment and Services:** July/Aug 2014

**SECTION II**  
**Introduction**

- A) The Utah Charter School Purchasing Cooperative (“UCSPC” or the “cooperative”) is a cooperative of Utah charter schools formed to facilitate more efficient procurement of goods and services and to obtain more favorable pricing of such items for members of the cooperative. UCSPC is comprised of seventeen Utah charter schools located in Salt Lake, Tooele, Davis, and Weber Counties, including schools serving grades K-6, K-9, 7-12, and 9-12 with a total enrollment of over 9,000 students.
- B) The cooperative seeks to conduct the procurement process on behalf of its member schools in order to establish contracts that the cooperative’s members may purchase under. Members of the cooperative are not required to purchase under any contract established by the cooperative and may instead choose to conduct their own procurement for any item.
- C) UCSPC is currently requesting bids for kitchen equipment, including storage, delivery, and setup, as described below.
- D) Any contract resulting from this IFB will be for the benefit of any members of UCSPC.

- E) AWARD OF CONTRACT. The contract will be awarded to the lowest responsive and responsible bidder who meets the objective criteria described in *Section V.D* below. UCSPC maintains and reserves the right to award the contract, disqualify bidders, and/or cancel this invitation for bids as set forth in the Utah Procurement Code (the “Code”). In addition, UCSPC reserves any and all rights to waive any informality or technicality in any bid received as permitted by the Code. UCSPC will open bids publicly and identify the names of the bidders. Following the award decision, all bidders will be notified, and all bids become public information.

**SECTION III**  
**Bid Information**

- A) Bids must be submitted in compliance with Section IV of this Invitation for Bids.
- B) The equipment and services required and offered in a bid must meet the specifications described below.
- C) Only one bid may be submitted and considered per bidder.
- D) All questions must be submitted in writing via email to Trent Brown at [trent@academicawest.com](mailto:trent@academicawest.com) before 5:00 pm on May 16, 2014.
- E) Submission of a bid will be construed to mean that the bidder understands the requirements contained herein.
- F) Bids will be opened publicly at 5:00 pm, May 19, 2014, at 290 N. Flint, Suite A, Kaysville, UT 84037.
- G) Selection of the successful bidder will form a contract pursuant to which the successful bidder must honor for members of the cooperative the prices for the equipment and services along with the other terms and conditions outlined in the successful bid. All pricing and other terms must be honored for at least eighteen (18) months following award of the contract.
- H) Acceptance of a bid by the cooperative does not obligate any member of the cooperative to purchase any item from the bidder, and no agreement to purchase will exist on the part of the cooperative or any member school until a purchase is properly approved by the school and communicated to the successful bidder.

**SECTION IV**  
**Bid Requirements**

Potential bidders are hereby invited to submit a bid for the equipment and services described herein.

- A) *Cover Letter Requirement.* It is mandatory that each bid contain a cover letter which includes the following:

A statement of the bidder's intent to provide the goods and services outlined in the bid;  
Acknowledgement that, if the bid is selected, pricing and other terms will be honored for at least eighteen (18) months following award of the contract;  
The legal company name;  
Complete company address;  
Company contact person's name, phone number, and email address;  
Company's Internet Address, if applicable;  
The signature of the company's authorized representative, including position/title; and  
The date of submission.

- B) *Acceptable Forms of Submission.* There are two acceptable forms for the submission of bids.

- 1) If a hard copy is provided, bids must be received in a sealed package containing both the original and electronic copy of the bid in PDF format. The sealed package must be marked "BID FOR SCHOOL KITCHEN EQUIPMENT" and addressed to:

Trent Brown  
Academica West  
290 N. Flint Street, Suite A  
Kaysville, UT 84037

- 2) If providing only an electronic copy, bids must be emailed as an attachment in PDF format and must be sent to Trent Brown at [trent@academicawest.com](mailto:trent@academicawest.com). The email subject line must read: "BID FOR SCHOOL KITCHEN EQUIPMENT."

- C) *Submission Deadline.* All bids, whether hard copy or electronic, must be received on or before 4:00 p.m., May 19, 2014. Bids received after this date and time will be returned unopened to the sender.

- D) Bids must be signed by the bidder.

**SECTION V**  
**BID SPECIFICATIONS & EVALUATION**

UCSPC is seeking to enter into a contract pursuant to which members of the cooperative may purchase an undetermined quantity of the following items of school kitchen equipment, including storage, delivery, and assembly/installation:

<b>Item</b>	<b>Description</b>	<b>Notes</b>	<b>Anticipated qty 2014-2015</b>
Walk in freezer	Master-Bilt Products Model No. 760810RX or similar	Include ample shelving similar to Olympic J2148K Shelf, wire, 21" x 48", green epoxy finish with chromate substrate, NSF	5
Walk in cooler	Master-Bilt Products Model No. 720810QX or similar	Include ample shelving similar to Olympic J2148K Shelf, wire, 21" x 48", green epoxy finish with chromate substrate, NSF	4
Combi oven	Rational Model No. SCC WE 62 E or similar	Must include certified installation, installation kit, oven stand.	4
Combi Oven 10 Pan	Rational Model No. A128106.12 or similar	Must include certified installation, installation kit, oven stand.	1
Convection Oven	Southbend Model No. SLGS/22SC or similar		2
Boilerless Convection Steamer	Accutemp Model No E62083E080 or similar	Please include support stand	1
Cold Serving,	Buffet-style Vollrath Affordable Portable non refrigerated or similar.	Please include Food Bar Tray Rail for each side and hinged sneeze guard (for easier access)	4
Cold Serving,	Cambro Model No. VBRL5110 or similar with	Please include Food Bar Tray Rail for each side	4
Cold Serving,	Buffet-style Vollrath Model 36265 or similar	Please include Food Bar Tray Rail for each side and hinged sneeze guard (for easier access)	
Cold Serving	Vollrath Model 37066 or similar	Please include Food Bar Tray Rail for each side and hinged sneeze guard (for easier access)	
Hot Serving	Vollrath Model 37040 or similar	Please include Food Bar Tray Rail for each side and hinged sneeze guard	

		(for easier access)	
Hot serving	Buffet-style Vollrath Affordable Portable 4 well or similar	Please include Food Bar Tray Rail for each side and hinged sneeze guard (for easier access)	
Hot Serving	Duke Manufacturing Model No. EP303SW or similar	Please include Food Bar Tray Rail for one side and hinged sneeze guard (for easier access)	
Prep Tables	John Boos Model No. ST6-3060GSK-X or similar	Please include DR2015-S30-X Drawer or similar for each table.	
Warmer/proofer/holding cab	Food Warming Equip Model No. MTU-12 or similar	Include 5" Caster standard: EZ Roll Heavy Duty Poly, 2-rigid, 2-swivel with brakes (set)	4
Milk cooler	True Food Service Equipment Model No. TMC-49 or similar		4
Ventless Dishwasher	CMA Dishmachines Model No. CMA-180-VL TALL or similar		2
Ice Machine	Ice-O-Matic Model No. ICE1007HA with 510 lb Storage Bin and water filter or similar		3
Planetary Mixer	Globe Model No. SP20 or similar		2
Reach in Cooler	Model No. T-49 and Model No. T-72 or similar		1
Reach in Freezer	Model No. T-49F and Model No. T-72F or similar		1
Shelving	Wire rack shelving for storage	NSF	

A) *Pricing*. Please provide the cost information for each item listed on the table above. Pricing information must include:

- 1) A “per unit” cost for each item. Because it is not possible to determine at this time the quantity of any item that may be purchased by any member of the cooperative, bidders are encouraged but not required to provide volume-based pricing options for each item (i.e., identifying cost for a single item and also identifying reduced cost if specified numbers of items are purchased).
- 2) Storage costs (if applicable);
- 3) Freight; and
- 4) Delivery, setup, and removal of debris costs

- B) *Time & Manner of Delivery.* Indicate how much time will be required following submission of an order to deliver the equipment listed above and any applicable shipment terms. In addition, please describe what, if any, storage services are available for the equipment.
- C) *Warranty Information.* Indicate what warranties are included with the purchase of the equipment listed above. In addition, identify any additional warranties that are available and the cost to obtain additional warranty protection.
- D) *Other Terms and Conditions.* Identify any other terms and conditions that will apply to a purchase of any of these items, including, for instance, quantity limitations on any item.
- E) *Bid Evaluation.* The cooperative will evaluate each bid based on cost, time and manner of delivery, warranty information, quality of equipment, and acceptability of other terms and conditions.