

**NORTHSHORE SCHOOL DISTRICT NO. 417
REQUEST FOR PROPOSALS
FOOD SERVICE EQUIPMENT INVENTORY**

Notice is hereby given that proposals will be received by the Northshore School District No. 417 (District), Bothell, WA, from qualified Bidders, up to, but not later than 3:00 P.M., October 10, 2018 for Food Service Equipment Inventory services. Each proposal shall be submitted in accordance with the specifications below. Small businesses, minority-owned firms, and women's business enterprises are encouraged to apply.

Proposals must be delivered to:

Northshore School District No. 417
ATTN: Ashley Clericus, Contracts & Procurement Manager
3330 Monte Villa Parkway
Bothell, WA 98021

Or

ACLERICUS@NSD.ORG

Any proposal not received by the due date/time may not be accepted.

The Northshore School District reserves the right to reject any or all proposals, and to waive any informalities or irregularities in the RFP process.

1. Bidding Instructions

Interested Bidders shall submit the proposal form included as Appendix A along with any attachments indicated on the form as "required". Attachments listed as "optional" may be submitted at Bidders' discretion. The proposal form must be signed by a person duly authorized to enter into a contract on behalf of Bidder. If the proposal forms are submitted in person or by mail, the envelope should be clearly labeled "PROPOSAL FOR FOOD SERVICE EQUIPMENT INVENTORY". For electronic submissions by email, the subject line of the email should be "PROPOSAL FOR FOOD SERVICE EQUIPMENT INVENTORY". By submitting a proposal, Bidder certifies that it is able to provide all services described in the Scope of Work section below for the price indicated on the proposal form, and that it has reviewed and will comply with all requirements of this RFP and all Appendices. Any Bidder may withdraw a proposal, either personally or by written request, at any time prior to the scheduled closing time for receipt of proposals. Should Bidder have any questions about the requirements of this document or completing the proposal form, Bidder may submit questions to the email address listed above at least two business days prior to the date proposals are due. Questions will be answered in writing and answers or Addenda may be provided to all potential Bidders.

2. Scope of Work

District is interested in awarding a contract to a qualified Bidder who can develop a comprehensive inventory of Food Service equipment, create an equipment inventory spreadsheet/database, and provide consultation to assist District in developing a five-year replacement plan for equipment. All work under this agreement shall be completed by January 4, 2019.

The selected Contractor will perform the following work:

- A. Visit each school location included in Appendix B to inventory all large kitchen equipment. District must agree to the timing/hours of visits. Some equipment may be attached to the building and it may be difficult to access the back of some units where the information required below may be located. The equipment includes:

- i. Ovens
- ii. Walk-in refrigerators
- iii. Walk-in freezers
- iv. Reach-in refrigerators
- v. Reach-in freezers
- vi. Any other reach-in units
- vii. All serving units (built-in, portable, cold & hot)
- viii. All warming units (built-in & portable)
- ix. Dishwashers
- x. Booster heaters
- xi. Garbage disposals
- xii. Steamers
- xiii. Kettles
- xiv. Mixers
- xv. Milk coolers/refrigerators

For each piece of equipment, the following information shall be collected:

- i. Location/school
- ii. Manufacturer
- iii. Model number
- iv. Approx. year of manufacture/install
- v. District ID tag (if any)
- vi. Type of power (gas or electric)
- vii. Voltage used
- viii. Total life expectancy of each piece of equipment

- B. Create an inventory spreadsheet or database to compile the information above. This tool should allow District to easily locate and sort information.

- C. Provide consultation services for the District to assist in developing a five-year replacement plan for commercial equipment. Contractor shall use its expertise in maintenance and repair of equipment to identify any urgent needs for replacement. This service shall NOT include assistance with specification development for future purchases of equipment. NO EQUIPMENT WILL BE PURCHASED THROUGH THIS CONTRACT.

3. Proposal Scoring

Each proposal received will be evaluated based on the following criteria and assigned a numerical score. District intends to award a contract to the responsible Bidder's proposal that receives the highest numerical score. Responsibility will be determined through a debarment check through the System for Award Management and the Washington State Department of Revenue, and by ensuring that Bidder has properly completed and submitted the Information and Certification Section and Required Attachments.

Evaluation Criteria	Determination
Information and Certification	Pass/Fail
References	3
Approach	3
Price	4
Required and Optional Attachments	Pass/Fail
TOTAL	10

Points will be awarded at the District's sole discretion. Points for pricing will be distributed as follows: Lowest price will be awarded the full 4 points, second lowest price will receive 3 points, third lowest price will receive 2 points, fourth lowest price will receive 1 point, and all other prices will receive 0 points.

4. Terms and Conditions

District intends to use federal funding to pay for services provided under this agreement. As such, the following Terms and Conditions apply. Additional conditions can be found in the Sample Contract which is available online at <https://www1.nsd.org/our-district/departments/business-services/purchasing/current-bids-quote-opportunities>.

- A. The Bidder shall not assign this contract nor any part thereof, nor any moneys due or to become due there under, without the prior written approval of Northshore School District.
- B. The District reserves the right to terminate services under this contract at the convenience of the District. Vendor shall be paid for any work completed up to the written cancellation of the District.

- C. RCW 28A.210.310 prohibits the use of tobacco, alcohol, and marijuana in any form on school district property.
- D. The Bidder assures the District that it will comply with all state and federal guidelines and/or regulations. Therefore, all applicants seeking employment opportunities and all contracts for goods and services will be considered and will not be discriminated against on the basis of race, color, national origin, sexual orientation, gender, or disability. This is in accordance with Title VI of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act, 1973, as amended; Americans with Disabilities Act, July 26, 1990, P.L. 101-336; and Title IX/Chapter 28A.640 RCW of the Education Amendments of 1972, as amended.
- E. The Bidder certifies that it is in compliance with compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874).
- F. Bidders shall provide services that meet or exceed all applicable requirements of the Washington Industrial Safety and Health Standard and the State Board of Health Standard for Primary and Secondary Schools.
- G. Bidder certifies by submission of a proposal that to the best of their knowledge/belief that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for the award of contracts by any Federal governmental agency or department. Further, Bidder certifies that they are not presently indicted for or have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract.

If a Bidder is unable to certify such information, the Bidder shall submit an explanation of why it cannot provide the certification. Such information will be used to determine whether the bid shall be deemed responsive.

If it is later determined that the Bidder knowingly rendered an erroneous certification, in addition to any other remedies available to the District, the District may terminate this transaction for default.

Further, it is the responsibility of the Bidder to verify that lower-tier parties to this transaction are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for the award of contracts by any Federal governmental agency or department.

- L. The District understands that Bidders may include within their proposal information that which is deemed confidential in the opinion of the Bidder. The Bidder must understand that the District is subject to clear legislation governing open records and public information requests within the State of Washington. Bidders must clearly mark portions of their proposal that they feel are exempt from disclosure pursuant to RCW 42.17.210 and include an explanation as to why they believe the indicated documents are exempt. The District will not be bound by any blanket confidentiality agreements, and the District makes no assurances that confidential materials will be held in confidence if they are not deemed qualified for exemption under the laws of the State of Washington.

5. Protest Procedure

- A. Any actual or prospective Bidder who is aggrieved in connection with the solicitation or award of this contract may protest to the Northshore School District in accordance with the procedures set forth herein. Protests based on the specifications or other terms in this solicitation document, which are apparent prior to the date established for submittal of proposals, shall be submitted to the contact listed above before the due date and time for proposals. Protests based on other circumstances shall be submitted within five (5) days after the aggrieved person knows or should have known of the facts and circumstances upon which the protest is based; provided, however, that in no event shall a protest be considered if all proposals are rejected or if received more than five (5) days after the award of this contract.
- B. In order to be considered, a protest shall be in writing and shall include: (1) the name and address of the aggrieved person; (2) the contract under which the protest is submitted; (3) a detailed description of the specific grounds for protest and any supporting documentation; and (4) the specific ruling or relief requested. The written protest shall be addressed and delivered to the contact listed above.
- C. Upon receipt of a written protest, the District shall promptly consider the protest. Northshore School District may give notice of the protest and its basis to other persons, including other Bidders involved in or affected by the protest. Such other persons may be given an opportunity to submit their views and relevant information. If the protest is not resolved by mutual agreement of the aggrieved person and Northshore School District, Northshore School District will promptly issue a decision in writing stating the reasons for the action taken. A copy of the decision will be mailed by certified mail, return receipt requested, or otherwise promptly furnished to the aggrieved person and any other interested parties. Northshore School District's decision shall be final and conclusive.
- D. Failure to comply with these protest procedures will render a protest untimely or inadequate and may result in rejection thereof by Northshore School District.

**APPENDIX A
PROPOSAL FORM**

Section 1: Information and Certification

Pursuant to and in compliance with this Request for Proposal and all documents relating thereto, the undersigned hereby offers to furnish and deliver any or all of the services included at the prices quoted herein.

Bidder Information:

Legal Company Name: _____

Printed Name & Title

Authorized Signature

Address

City, State, Zip Code

Telephone

Fax

Email Address

Dated

UBI Number

Federal Tax ID Number

Section 2: References

Please provide Reference Information for similar work completed within the last 7 years. You may include up to 3 references. Make sure that the contact information for your references is current, as references will be contacted.

REFERENCE 1

Client Name:	
Client Contact Name and Title:	
Contact Email Address and Phone Number:	
Briefly Describe Work Performed:	
Dates Work Was Performed:	
Contract Amount:	

REFERENCE 2

Client Name:	
Client Contact Name and Title:	
Contact Email Address and Phone Number:	
Briefly Describe Work Performed:	
Dates Work Was Performed:	
Contract Amount:	

REFERENCE 3

Client Name:	
Client Contact Name and Title:	
Contact Email Address and Phone Number:	
Briefly Describe Work Performed:	
Dates Work Was Performed:	
Contract Amount:	

Section 3: Approach

In the space below, provide a brief description of your approach to each part of the scope of work. If you need additional space, you may include your responses as an optional attachment.

Describe your approach to visiting each school location and collecting the required information:

--

Describe how you intend to create the inventory spreadsheet/database:

Describe how you will utilize your experience with maintenance and repair of Food Service equipment to advise the District during development of the 5-year replacement plan:

Section 4: Price

In the table below, provide line item charges for all labor and materials required to complete this work. As a reminder, the TOTAL PRICE listed in this section should be the total amount of compensation agreed to for this scope of work and should include all elements of cost (transportation, profit, overhead, etc.). If you need additional space, you may include your response to this section as an optional attachment.

Line Item Description	Price	Quantity	Total
TOTAL PRICE:			

Section 5: Required and Optional Attachments

The following is the only required attachment:

- Required Attachment 1: Debarment Certification

The following are optional attachments that may be included at the Bidder's discretion:

- Responses to Section 3 Approach
- Response to Section 4 Price
- Any additional information that Bidder would like to provide for consideration. District reserves the right to review and consider this information at its discretion.

REQUIRED ATTACHMENT 1

DEBARMENT CERTIFICATION

_____ certifies that to the best of their knowledge/belief that neither _____ as an individual and/or the company and its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for the award of contracts by any Federal governmental agency or department.

“Principals”, for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager, plant manager, head of subsidiary, division, or business segment, and similar positions).

_____ shall provide immediate written notice to Northshore School District if at any time during the term of this Agreement, including any renewals hereof, if such certification was erroneous when made or has become erroneous by reason of changed circumstances. Based on such notification, or if Northshore School District should determine at any time that this certification is false, Northshore School District reserves the right to review the status of the organization and if necessary, terminate this agreement.

Should individual/company enter into a covered transaction with another person at the next lower tier, we agree by signing this agreement that we will verify that the person with whom we intend to do business is not excluded or disqualified. We will do this by:

- (a) Checking the federal System for Award Management (SAM); or
- (b) Collecting a certification from that person if allowed by this rule; or
- (c) Adding a clause or condition to the covered transaction with that person.

Individual and/or company agree by signing this agreement that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous.

The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Authorized Signature

Date

Printed Name

Company

Appendix B

—SENIOR HIGH SCHOOLS

Bothell Sr. High
(425) 408-7000 FAX 408-7002
9130 NE 180 ST
Bothell, WA 98011-3360

Inglemoor Sr. High
(425) 408-7200 FAX 408-7202
15500 Simonds RD NE
Kenmore, WA 98028-4430

North Creek Sr. High
(425) 408-8800 FAX 408.8802
3613 191st Place SE
Bothell, WA 98012

Woodinville Sr. High
(425) 408-7400 FAX 408-7402
19819 136 AVE NE
Woodinville, WA 98072-8775

Secondary Academy for Success
(425) 408-6600 FAX 408-6602
22107 23 DR SE
Bothell, WA 98021-4409

—MIDDLE SCHOOLS

Canyon Park Middle School
(425) 408-6300 FAX 408-6302
23723 23 AVE SE
Bothell, WA 98021-9644

Kenmore Middle School
(425) 408-6400 FAX 408-6402
20323 66 AVE NE
Kenmore, WA 98028-2052

Leota Middle School
(425) 408-6500 FAX 408-6502
19301 168 AVE NE
Woodinville, WA 98072-8426

Northshore Middle School
(425) 408-6700 FAX 408-6702
12101 NE 160 ST
Bothell, WA 98011-4141

Skyview Middle School
(425) 408-6800 FAX 408-6802
21404 35 AVE SE
Bothell, WA 98021-7832

Timbercrest Middle School
(425) 408-6900 FAX 408-6902
19115 215 Way NE
Woodinville, WA 98077-7191

—ELEMENTARY SCHOOLS

Arrowhead Elementary
(425) 408-4000 FAX 408-4002
6725 NE Arrowhead Drive
Kenmore, WA 98028-4343

Bear Creek Elementary
(425) 408-4100 FAX 408-4102
18101 Avondale RD NE
Woodinville, WA 98077-9183

Canyon Creek Elementary
(425) 408-5700 FAX 408-5702
21400 35 AVE SE
Bothell, WA 98021-7832

Cottage Lake Elementary
(425) 408-4200 FAX 408-4202
15940 Avondale RD NE
Woodinville, WA 98077-9167

Crystal Springs Elementary
(425) 408-4300 FAX 408-4302
21615 9 AVE SE
Bothell, WA 98021-7609

East Ridge Elementary
(425) 408-4400 FAX 408-4402
22150 NE 156 PL
Woodinville, WA 98077-7489

Fernwood Elementary
(425) 408-4500 FAX 408-4502
3933 Jewell RD
Bothell, WA 98012-7331

Frank Love Elementary
(425) 408-4600 FAX 408-4602
303 224 ST SW
Bothell, WA 98021-8335

Hollywood Hill Elementary
(425) 408-4700 FAX 408-4702
17110 148 AVE NE
Woodinville, WA 98072-9053

Kenmore Elementary
(425) 408-4800 FAX 408-4802
19121 71 AVE NE
Kenmore, WA 98028-2618

Kokanee Elementary
(425) 408-4900 FAX 408-4902
23710 57 AVE SE
Woodinville, WA 98072-8625

Lockwood Elementary
(425) 408-5800 FAX 408-5802
24118 Lockwood RD
Bothell, WA 98021-9419

Maywood Hills Elementary
(425) 408-5000 FAX 408-5002
19510 104 AVE NE
Bothell, WA 98011-2401

Moorlands Elementary
(425) 408-5100 FAX 408-5102
15115 84 AVE NE
Kenmore, WA 98028-4709

Shelton View Elementary
(425) 408-5200 FAX 408-5202
23400 5 AVE W
Bothell, WA 98021-8529

Sunrise Elementary
(425) 408-5300 FAX 408-5302
14075 172 AVE NE
Redmond, WA 98052-2197

Wellington Elementary
(425) 408-5900 FAX 408-5902
16501 NE 195 ST
Woodinville, WA 98072-8414

Westhill Elementary
(425) 408-5500 FAX 408-5502
19515 88 AVE NE
Bothell, WA 98011-2137

Woodin Elementary
(425) 408-5400 FAX 408-5402
12950 NE 195 ST
Bothell, WA 98011-2537

Woodmoor Elementary
(425) 408-5600 FAX 408-5602
12225 NE 160 ST
Bothell, WA 98011-4167