

Garden City Child Nutrition and Wellness Department Request for Proposal
1205 Fleming
Garden City, KS 67846
620-805-7080

Sealed Bid due Monday, April 27, 2020 @ 10:00 AM

Description of Proposal

Items:	Tow Behind Grill
Mail or Deliver bids to:	Garden City School District Child Nutrition and Wellness Dept. 1205 Fleming Garden City, KS 67846
Contact:	Tracy Johnson, Director at trjohnson@gckschools.com
Bid Timeline:	RFP Opening – April 27, 2020, 10:00 AM Award Notification – May 5, 2020

Garden City School District will be accepting proposal for tow behind grill. Only proposals received by the date and time specified will be considered. Bidders are invited to be present at the opening of the proposals to be held at Child Nutrition and Wellness Office, 1205 Fleming, Garden City, KS 67846, on the date and time above.

Per attached specifications listed in this invitation to bid. Bidders must specify manufacturer/model number/delivery days, and unit price on each item or bid may be determined to be non-responsive.

- Pricing shall be FOB Garden City, KS (freight and fuel expenses included).
- Line item. Award will go to most qualified bidder on each line item.
- The District reserves the right to reject any or all bids, to waive any informalities, irregularities or technical defects in bids, and unless otherwise specified by the District to accept any item or groups of items in the bid, as may be in the best interest of the District.
- Time (days, weeks, etc.) required for delivery is a significant consideration with respect to this award process. The time required for delivery must be indicated in the space provided or your bid may be found non-responsive and may not be considered.
- Bid shall include copies of pertinent warranty information pertaining to the product offered. The bidder agrees that equipment furnished under any resultant purchase order issued by Garden City Public Schools shall be covered by commercial warranties the contractor gives to any customer for such supplies. All warranty information and certificates shall be furnished and become the property of the District upon delivery and acceptance of said items and/or the contractor must honor services and all rights and remedies stated in the warranties.
- All items are new manufacture unless otherwise specifically stated in this bid.
- All products must have passed the first line quality standard as set by the manufacturer and no seconds, blemished articles or items having defective workmanship are included.
- Bidder shall notify the District immediately of any changes to specifications made by the manufacturer for the equipment listed.
- Bid may not be considered if a service charge, minimum dollar or minimum quantity order is applied.
- Bidder shall acknowledge all addenda for this bid and include the form acknowledgements with their bid.

Reference Attachment A for further Bid Conditions and Instructions

RFP IDENTIFICATION LABEL

Notice to all Respondents

For your convenience, the label below has been provided to properly identify your proposal submittal. Proposal must include Bid Specification Sheets as presented in this RFP. Place your proposal in sealed envelope, type or print company name and address in area provided below and affix the label on the outer surface of the envelope or package.

PLEASE FILL OUT THE LABEL BELOW AND ATTACH IT TO THE OUTSIDE OF YOUR REPLY ENVELOPE.

DO NOT OPEN – SEALED RFP – DO NOT OPEN

TITLE: Vendor Tow Behind Bid

PROPOSAL TO BE OPENED ON: April 27, 2020 AT 10:00 am

FROM:

DELIVER TO:

**Garden City Public School District
Child Nutrition and Wellness Department
1205 Fleming
Garden City, KS 67846
Attn: Tracy Johnson**

Specifications:

The following specifications are to serve as the minimum requirements for this solicitation, and should not be construed to exclude any other make or model of comparably equipped item of the same class designation. Any substitute must be approved in advance by the District.

ITEM 1

Quantity: 1 each

Specification Example: Tow behind Gas Grill

Product Details:

Minimum Cooking Surface: 14.6 square foot
Stainless Steel Grate
Slide out grease pan
Hood Mounted Thermometer
2 Steel burner tubes rated at minimum 150,00 BTU's
Minimum 300,000 BTU output
(2) 40# Propane Tank
Twin Stage Regulator
Adjustable Ball Hitch Receiver
Steel Body
13" Wheel and Tire
Mounted Shelf

USD 457, Garden City Public Schools

Tow Behind Grill Bid

Due: 4/27/2020 by 10:00 am

The District reserves the right to accept or reject all or any part of any quote, to waive technicalities, and to accept the offer that the District considers to be the most advantageous.

Requirement	Tow Behind Grill– Quantity 1
Manufacturer:	
Model	
Price (unit Cost)	
Price (total)	
Estimated Delivery Date	

WE HEREBY AGREE TO FURNISH THE ITEMS ON WHICH PRICES ARE QUOTED ABOVE IN ACCORDANCE WITH ALL TERMS AND CONDITIONS PREVIOUSLY LISTED AND ANY ATTACHED SPECIFICATOINS.

BY: _____

DATE: _____

TITLE: _____

FIRM: _____

PHONE: _____

EMAIL: _____

ATTACHMENT A – USD 457 STANDARD TERMS AND CONDITIONS

1. **SCOPE:** The following terms and conditions shall prevail unless otherwise modified by U.S.D. 457 within this bid document. U.S.D. 457 reserves the right to reject any bid which takes exception to these terms and conditions.
2. **DEFINITIONS AS USED HEREIN:**
 - a. The term “bid request” means a solicitation of a formal sealed bid.
 - b. The term “bid” means the price offered by the bidder.
 - c. The term “bidder” means the offeror or Contractor.
 - d. The term “U.S.D. 457” means Unified School District No.457.
 - e. The term “Board of Education” or “BOE” means the governing body of Unified School District No.457
3. **COMPLETING BID:** Bids must be submitted ONLY on the form provided in this bid document. All information must be legible. Any and all corrections and /or erasures must be initialed. Each bid sheet must be signed by the authorized bidder and required information must be provided.
4. **CONFIDENTIALITY OF BID INFORMATION:** Each bid must be sealed and submitted in or under cover of the enclosed envelope to provide confidentiality of the bid information prior to the bid opening. Supporting documents and/or descriptive literature may be submitted with the bid or in a separate envelope marked “Literature for Bid (Number).” Do NOT indicate bid prices on literature. All bids and supporting bid documents become public information after the bid opening and are available for inspection by the general public in accordance with the Kansas Open Records Act.
5. **ACCURACY OF BID:** Each bid is publicly opened and is made part of the public record of U.S.D. 457. Therefore, it is necessary that any and all information presented is accurate and/or will be that by which the bidder will complete the contract. If there is a discrepancy between the unit price and extended total, the unit price will prevail.
6. **SUBMISSION OF BID:** Bids are to be sealed and submitted to the Child Nutrition and Wellness Department, 1205 Fleming, Garden City, KS, 67846 prior to the date and time indicated on the cover sheet.
7. **ADDENDA:** All changes in connection with this bid will be issued by the Child Nutrition and Wellness Department in the form of a written addendum. Signed acknowledgement of receipt of each addendum must be submitted with the bid.
8. **LATE BIDS AND MODIFICATION OR WITHDRAWALS:** Bids received after the deadline designated in this bid document shall not be considered and shall be returned unopened.
9. **BIDS BINDING:** All bids submitted shall be binding upon the bidder if accepted by U.S.D. 457 within sixty (60) calendar days after the bid opening.
10. **EQUIVALENT BIDS:** When brand or trade names are used in the bid invitation, it is for the purpose of item identification and to establish standards for quality, style and features. Bids on equivalent items of substantially the same quality, style and features are invited unless items are marked “No Substitute.” Equivalent bids must be accompanied by descriptive literature and/ or samples may be required and shall be supplied at no charge to the school district.
11. **NEW MATERIALS, SUPPLIES AND EQUIPMENT:** Unless otherwise specified, all materials, supplies or equipment offered by a bidder shall be new, unused, of recent manufacture, first class in every respect, and suitable for their intended purpose. All equipment shall be assembled and fully serviced, ready for operation when delivered.
12. **WARRANTY:** Supplies or services furnished as a result of this bid shall be covered by the most favorable commercial warranties, expressed or implied, that the bidder and/or manufacturer gives to any customer. The rights and remedies provided herein are in addition to and do not limit any rights afforded to U.S.D. 457 by any other clause of this bid reserves the right to request from bidders a separate manufacturer certification of all statements made in the Proposal.
13. **METHOD OF AWARD AND NOTIFICATION:** Bids will be analyzed and the award made to the lowest and best, responsive and responsible bidder(s) whose bid conforms to the specifications and whose bid is considered to be the best value in the opinion of U.S.D.457.

14. U.S.D. 457 reserves the right to reject any or all bids and any part of a bid: to waive informalities, technical defects, and minor irregularities in bids received: and to award the bid on an item by item basis by specified groups of items or to consider bids submitted on an "all or nothing" basis if the bid is clearly designed as such or when it is determined to be in the best interest of U.S.D. 457.

15. The signed bid shall be considered an offer on the part of the bidder: such offer shall be deemed accepted upon the issuance by U.S.D. 457 of a Purchase Order or other contractual document.

16. **DELIVERY TERMS:** All deliveries shall be F.O.B. Destination and all freight charges shall be included in the bid price.

17. **DAMAGED AND/OR LATE SHIPMENTS:** U.S.D 457 has no obligation to accept damaged shipments and reserves the right to return at the Contractor's expense damaged merchandise even though the damage was not apparent or discovered until after receipt of the items. The Contractor is responsible to notify U.S.D. 457 Nutrition Service Office of any late or delayed shipments. U.S.D. 457 reserves the right to cancel all or any part of an order if the shipment is not made as promised.

18. **CREDIT TERMS:** Bidder shall indicate all discounts for full and/or prompt payment. Discounts shall be considered as a cost factor in the determination of award, except discounts offered for payment within less than ten (10) calendar days. Discounts offered shall be computed from date of receipt of correct invoice or receipt and acceptance of products, whichever is later.

19. **SELLER'S INVOICE:** Invoices shall be prepared and submitted in duplicate to address shown on the Purchase Order. Invoices shall contain the following information: Purchase Order number, contract number, item number, description of supplies or services, sizes, unit of measure, quantity, unit price and extended totals.

20. **TAX EXEMPT:** U.S.D. 457 is exempt from Federal, State and local taxes by KS-FZLEKBLQ. Sites of all transactions under the order(s) that shall be derived from this bid request shall be deemed to have been accomplished within the State of Kansas

21. **SAFETY:** All practices, materials, supplies and equipment shall comply with the federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental codes.

22. **DISCLAIMER OR LIABILITY:** U.S.D. 457 will not hold harmless or indemnify any bidder for any liability whatsoever.

23. DISQUALIFICATION:

A. The Director of Nutrition Services may, at her/his sole discretion, disqualify a bidder for one or any combination of the following reasons:

1. Bidder's product does not meet the specifications or bid conditions of the solicitation;
2. Bidder's tendered bid is not received on the District's bid form;
3. Bidder's tendered bid is not signed;
4. Required bid bond is not furnished at time of bid opening;
5. Failure to comply with bid instructions, terms and conditions that are judged to be essential to the competitive process and in the best interests of the District.

B. Disqualification of bidders on future bids may be considered for any one or combination of the following reasons:

1. Refusal of the bidder to complete a contract or bid;
2. Bidder's past history of late deliveries or partial/incomplete shipments,
3. Bidder's products or services have proven unreliable, unworkable or have not accomplished the result requested in the District's specifications.

24. **SUPPLIER DIVERSITY:** The Garden City Public Schools encourages supplier diversity and participation of MBE/WBE/DBE designated businesses. However, such participation will not result in any selection or scoring advantage in the bid evaluation process.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

BYRD ANTI-LOBBYING AMENDMENT

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.