



**INVITATION TO BID  
BID NO. 9786  
FOOD SERVICES EQUIPMENT AND INSTALLATION  
ATHENS AND TROY HIGH SCHOOLS  
TROY SCHOOL DISTRICT**

The Troy School District will receive firm, sealed bids for furnishing, delivering and installing new Food Service Equipment and removing existing equipment at Athens and Troy High Schools, for Troy Schools.

Specifications and proposal forms can be obtained online at <http://www.troy.k12.mi.us>. From the main page click the “Business Services” tab listed under “Departments”, then click “Purchasing” and go into the “Current Bids” tab, scroll down to locate and access the bid document.

Your proposal, and one copy marked ‘**Food Service Equipment and Installation**’ must be delivered no later than 10 a.m., Friday, June 6, 2014, Purchasing Department, Troy School District, 4400 Livernois, Troy, Michigan 48098, at which time all bids will be publicly opened and read aloud immediately thereafter. Bid proposals received after this time will not be considered or accepted.

All questions regarding the bid specified, or the bid terms and conditions will be accepted in writing ONLY and subsequently answered through an addendum to all interested parties. Any questions must be received no later than noon, Tuesday, June, 3, 2014, at no other time prior to the bid opening will questions/concerns be addressed or accepted and may be faxed to: 248.823.4013, or emailed as a Word document to: [PurchasingOffice@troy.k12.mi.us](mailto:PurchasingOffice@troy.k12.mi.us).

The Troy Board of Education reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and in general to make awards in any manner deemed to be in the best interest of the owner.

Purchasing Department  
Troy School District  
4400 Livernois  
Troy, MI 48098

## INSTRUCTIONS TO BIDDERS

### PROPOSALS

1. The Troy The Troy School District will receive firm, sealed bids for furnishing, delivering and installing new Food Service Equipment and removing existing equipment at Athens and Troy High Schools, in accordance with the attached specifications.
2. Proposals will be submitted only on the forms provided, will be enclosed in a sealed envelope marked with the name of the bidder, the title of the work and must be delivered to the Purchasing Department, Troy School District, 4400 Livernois, Troy, Michigan 48098, no later than 10 a.m., Friday, June 6, 2014, at which time all bids will be publicly opened and read aloud immediately thereafter. Bid proposals received after this time will not be considered or accepted. Oral, telephone, fax or electronic mail bids are invalid and will not receive consideration. Submit one original and one copy.
3. Proposals will be made in conformity with all the conditions set forth in the specifications. All items of furniture and equipment must conform to the specifications.
4. All questions regarding the bid specified, or the bid terms and conditions will be accepted in writing ONLY and subsequently answered through an addendum to all interested parties. Any questions must be received no later than noon, Tuesday, June 3, 2014, at no other time prior to the bid opening will questions/concerns be addressed or accepted and may be faxed to: 248.823.4013, or emailed as a Word document to: [PurchasingOffice@troy.k12.mi.us](mailto:PurchasingOffice@troy.k12.mi.us).
5. References in the specifications to any article, product, material, fixture, form or type of construction, etc., by proprietary name, manufacturer, make or catalog number will be interpreted as establishing a standard quality of design and will not be construed as limiting proposals.
6. The Troy Board of Education reserves the right to accept or reject any or all proposals either in whole or in part; to waive any irregularities and/or informalities; and in general to make awards or cancel this proposal, if deemed to be in the best interests of the owner.
7. A completed Familial Disclosure and an Iran Economic Sanctions form must be included with each proposal submitted or the proposal will not be accepted, please note these forms must be notarized.

### SCOPE

This specification includes furnishing, delivering and installing new Food Service Equipment, specifically four new Combi Ovens and several oven accessories for each, at both Athens and Troy High Schools. The awarded vendor must install, test and provide training for new products.

### CONTRACT AWARD

The contract will be awarded in the form of PURCHASE ORDERS mailed to the Vendor(s) selected. It is the intent to award the bid on June 17, 2014 at the regular monthly meeting of the Board of Education.

### WITHDRAWAL OF BIDS

Any bidder may withdraw their bid at any time prior to the scheduled time for receipt of bids. No proposal may be withdrawn until after 45 days after bid opening

INSURANCE

Satisfactory Workers' Compensation coverage of at least \$2,000,000.00 and General Liability and Property Damage Insurance of at least \$2,000,000.00 per occurrence and \$3,000,000.00 in Aggregate must be carried and paid for by the contractor(s) who undertakes the work on this contract. Insurance coverage must also include automobile insurance of at least \$2,000,000.00. Bid number and Troy School District as additional insured must be noted on the insurance certificate. Certificate holder will be Troy Schools.

BID GUARANTEE

Bidders must submit with their proposal a bid bond or certified check for not less than five percent of the bid. Failure to include a five percent bid guarantee will result in the rejection of your bid.

GUARANTEE BONDS

Prior to the issuance of a purchase order authorizing commencement of this project, and in all cases before beginning work under the contract, the Vendor/Contractor(s) selected will qualify for, sign and deliver to the Purchasing Office, an executed performance bond and executed labor and materials payment bond secured by the surety company. Each bond will be in the amount of 100 percent of the contract. Troy Schools requires that the bonding companies be limited to those listed on the U.S. Department of Treasury Circular 570, and must be licensed in the State of Michigan. The U.S. Department of Treasury Circular 570 can be viewed at the following web site: <http://www.fms.treas.gov/c570/c570.html>. Certificates of such insurance and bonds will be filed with the Purchasing Office within five working days of notification of bid award and before any work begins.

DELIVERY

All shipments will be F.O.B. delivered, Troy School District, Athens High School, 4333 John R Road, Troy, MI 48085 and Troy High School, 4777 Northfield Pkwy, Troy, MI 48098.

TIMING

Company must begin approximately June 18, 2014 and must have the project completed August 10, 2014.

WARRANTY

All material and equipment will be guaranteed to be free from defects in both workmanship and materials for no less than one year from date of receipt/installation. If manufacturer warranty exceeds this minimum requirement, the manufacturer warranty will prevail. Any item(s) found to be defective will be replaced or repaired within seven working days at Vendor(s) expense.

PERMITS

All necessary permits, tests, inspections and approvals will be procured by the contractor(s) and will be included in the proposal.

PAYMENTS

Payment in full will be due and payable within thirty days after delivery, providing all goods are approved and accepted by the Board of Education and the contract having been fully performed.

MSDS

COPIES OF MATERIAL SAFETY DATA SHEETS FOR ALL HAZARDOUS MATERIALS MUST BE INCLUDED WITH YOUR INVOICE.

MATERIAL SAFETY DATA SHEETS  
Troy Schools expects MATERIAL SAFETY DATA SHEETS for all appropriate materials ATTACHED TO THE INVOICE and to appropriately label all products delivered according to Section 14 of Act 154, of the Public Acts of 1974 as amended. Any appropriate products not labeled will be refused and the vendor will be responsible for additional freight charges. Payment may be withheld until MSDSs are received by the school district.



**DUE:** 10:00 a.m., Friday, June 6, 2014

**PROPOSAL:** BID 9786 Food Service Equipment and Installation

We propose to furnish and all labor, materials, equipment for installing new Food Service Equipment at both Athens and Troy High Schools, in accordance with the attached specifications;

**Athens High School Specifications**

Quantity	Description	Unit Cost	Extended Total
2	Unox model XAV 1605PL-480 Combi Ovens, ChefTop™ Combi Oven, floor model, programmable menu, electric, 73.13" H, capacity (16) 18" x 26" full sheet pans, 3" shelf spacing, s/s interior and exterior with glass door, 38.5 kW, 480v/60/3-ph, left-to-right door opening, trolley included, NSF, cMETus UNOX, or Equivalent.		
2	Combi Oven accessory XCB 1601 Roll-In Pan Cart Trolleys, 66-5/8" H, 3-1/8" spacing, pan support rails, wire shelves, capacity (16) 18" x 26" full sheet pans or Equivalent.		
2	Combi Oven accessory Buzzer Kits XC 706, or Equivalent.		
64	Combi Oven accessory GRP 575 "NO FRY" Baskets, 18"x26", stainless steel, or Equivalent.		
2	Combi Oven accessory UNOX Pure filtering systems and cartridge replacement XC 215, or Equivalent.		
2	Combi Oven accessory UNOX Pure Replacement filters XC 216 or Equivalent.		
4	Combi Oven accessory UNOX clean chemical Rotor.Klean™ DB1011A0 or Equivalent.		

# Troy High School Specifications

Quantity	Description	Unit Cost	Extended Total
2	Unox model XAV 1015GL Combi Ovens, ChefTop™ Combi Oven, floor model, programmable menu, 81-9/16" H, gas, capacity (16) 18" x 26" full sheet pans, 3-3/16" shelf spacing, s/s interior and exterior with glass door, left-to-right door opening, trolley included, 120v/60/1-ph, NEMA 5-20P, 129,800 BTU, natural gas, 3/4" NPT, NSF, UNOX, or Equivalent.		
2	Combi Oven accessory XCB 1601 Roll-In Pan Cart Trolleys, 66-5/8" H, 3-1/8" spacing, pan support rails, wire shelves, capacity (16) 18" x 26" full sheet pans or Equivalent.		
2	Combi Oven accessory Buzzer Kits XC 706, or Equivalent.		
64	Combi Oven accessory GRP 575 "NO FRY" Baskets, 18"x26", stainless steel, or Equivalent.		
2	Combi Oven accessory UNOX Pure filtering systems and cartridge replacement XC 215, or Equivalent.		
2	Combi Oven accessory UNOX.Pure Replacement filters XC 216 or Equivalent.		
4	Combi Oven accessory UNOX clean chemical Rotor.Klean™ DB1011A0 or Equivalent.		

BIDDER'S FIRM NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ FAX # \_\_\_\_\_

SIGNED BY \_\_\_\_\_ TITLE \_\_\_\_\_

TYPED NAME \_\_\_\_\_ DATE \_\_\_\_\_

**SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT**

All Vendor/Contractor(s) submitting proposals must provide familial disclosure and attach this information to the proposal. The proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or key employee of the vendor submitting a proposal and any member of the Troy School Board or the Troy School Superintendent. The District will not accept a proposal that does not include this sworn and notarized disclosure statement.

The members of Troy School Board are: Nancy Philippart, Todd Miletti, Paula Fleming, Ida Edmunds, Wendy Underwood, Gary Hauff and Karl Schmidt. The Troy Schools Superintendent is Dr. Barbara Fowler.

**The following are the familial relationship(s):**

	<u>Owner/Employee Name</u>	<u>Related to:</u>	<u>Relationship</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Attach additional pages if necessary to disclose familial relationships.

**There is no familial relationship that exists** between the owner or key employee of the Vendor/Contractor(s) submitting a proposal and any member of the Troy School Board, or the Troy Schools Superintendent.

INDIVIDUAL/FIRM NAME \_\_\_\_\_

BY (SIGNATURE) \_\_\_\_\_

PRINTED NAME AND TITLE \_\_\_\_\_

Subscribed and sworn before me, this \_\_\_\_\_

Seal:

day of \_\_\_\_\_, 20 \_\_\_\_, a Notary Public

in and for \_\_\_\_\_ County, \_\_\_\_\_

\_\_\_\_\_  
 (Signature)  
 NOTARY PUBLIC

My Commission expires \_\_\_\_\_

**CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT**

Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named Company, pursuant to the compliance certification requirement provided in Troy School District’s Request For Proposal, the “RFP”, hereby certifies, represents, and warrants that the Company and its officers, directors and employees, is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by Troy School District as a result of the aforementioned RFP, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of Troy School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

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NAME OF COMPANY

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NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

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SIGNATURE

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DATE

Acceptance of Proposal

The undersigned agrees to execute a Contract for work covered by this Proposal provided that he is notified of its acceptance within thirty days after the opening of the Proposal.

It is agreed that this bid will not be withdrawn until after forty-five (45) days after receipt of bids.

The undersigned affirms that the bid was developed without any collusion, undertaking, or agreement, either directly or indirectly, with any other bidder(s) to maintain the prices of indicated work or prevent any other bidder(s) from bidding the work.

BIDDER'S FIRM NAME \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

BY (SIGNATURE) \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

TITLE \_\_\_\_\_

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_