



**ROCKFORD BOARD OF EDUCATION  
INVITATION FOR BID ON SUPPLIES, MATERIALS, EQUIPMENT OR SERVICES  
FOR SCHOOL DISTRICT NO. 205  
ROCKFORD, ILLINOIS**

IFB No. 21-37 Refrigeration Services

DATE: April 16, 2021

RE: **ADDENDUM NO. 1**

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To All Bidders:

Included are modifications, clarifications and/or corrections for the Project Manual and are hereby made a part of the contract documents. Please attach this addendum to the Project Manual(s) in your possession. Please note the receipt of this addendum on the bid form. Bidders shall review changes to all portions of this work as changes to one portion may affect the work of another.

**If you plan to hand deliver your IFB submission on the due date, please note you must check in on the 2nd floor prior to coming to the bid opening. Please allow time for this as late submission will not be accepted.**

Refer all questions relative to the business aspect, Instructions to Bidders, Special Conditions, and questions concerning the technical aspect of the documents to the Director of Purchasing by email at [purchasingdeptstaff@rps205.com](mailto:purchasingdeptstaff@rps205.com).

**Modifications**

Please find attached a revised bid offer form. Also attached are revised specifications with changes highlighted in red.

ROCKFORD BOARD OF EDUCATION

By: Dane Youngblood  
Director of Purchasing

**SPECIFICATIONS**  
**IFB No. 21-37 FOODSERVICE AND REFRIGERATION SERVICE AND REPAIR**

**1. Organizational Overview**

Rockford Public School District #205 (RPS 205) located in northern Illinois, is one of the state's largest school districts. The District covers approximately 165 square miles and serves 27,000 students with four early childhood centers, 23 elementary schools, two K-8 schools, seven middle schools, five high schools, and three administrative buildings.

**2. Purpose**

The Rockford Public School District (herein the "District") is interested in contracting with a reliable vendor/s (Contractor) who will provide Nutrition Services equipment repair, maintenance, and preventive maintenance as specified herein from a source of supply that will give prompt and efficient service to the District.

**3. Estimated Time Line**

04/13/2021	Distribute IFB/Publish via Rock River Times and DemandStar
05/04/2021	IFB Opening – 2:00 pm (CDST) Tuesday, May 4, 2021
05/11/2021	Board of Education Anticipated Approval
05/12/2021	Anticipated Award of Contract Letter
07/01/2021	Contract Start Date

**4. Term of Contract**

This contract shall be effective from July 1, 2021 through June 30, 2022 plus four (4) potential one-year option periods. The District reserves the unilateral right to exercise or not exercise the option year periods under this contract. The exercise of the option year periods under this contract will be subject to the needs of the District and budget adoption by the District. The District's obligation under this contract is contingent upon the availability of budgeted funds from which payment for contract purposes can be made. No legal liability on the part of the District for any payment may arise until funds are made available for this contract.

**Period of Performance:**

Initial Year:	July 1, 2021 to June 30, 2022
Option Year 1:	July 1, 2022 to June 30, 2023
Option Year 2:	July 1, 2023 to June 30, 2024
Option Year 3:	July 1, 2024 to June 30, 2025
Option Year 4:	July 1, 2025 to June 30, 2026

**5. Scope of Work**

The scope of work will include three parts which will be priced separately (Survey), (Repair), (Refrigeration Preventative Maintenance) and (Foodservice Equipment Repair):

- a. **SURVEY:** The Contractor will be responsible for a comprehensive survey and inventory of all schools to complete the following equipment survey, condition report and budgeting support for all District school kitchens (totaling 43 sites). This portion of the work will be proposed as a lump sum.

Equipment Survey and Inventory:

Provide an inventory for each of school sites including description with manufacturer, model number, size and description, utility requirements as applicable and any special notations. The inventory shall be categorized between storage, preparation, cooking, warewashing and serving. The inventory shall be formatted in Microsoft Excel to allow sorting and totaling of costs in the budgeting support portion of the effort.

Condition Report:

For each of the inventoried sites, provide description of the age, condition and potential length of useful life. This part of the study shall include notations of potential for early replacement due to potential for changes due to revised program needs and facility upgrades. Special attention will be noted of safety and reliability concerns.

Budgeting Support:

For each piece of inventoried piece of equipment, the Consultant shall provide an itemized estimate based on the current budget year. The estimate will include the manufacturer for the recommended piece of equipment the estimate is based.

b. **REFRIGERATION PREVENTATIVE MAINTENANCE**

The successful Contractor shall make arrangements for an annual Preventative Maintenance check on all cafeteria refrigeration equipment beginning in the month of July each year and continuing if needed into the first two weeks of August. This yearly work must be completed no later than approximately August 15<sup>th</sup> of each year of the option-year contract. Exceptions to this schedule are the requirements to be followed by the Original Equipment Manufacturers (OEM), specifications, and the need for some equipment to have condensers cleaned more regularly due to special circumstances. A minimum of the items listed below shall be checked:

a. EVAPORATOR

- i. Check and clean coil
- ii. Check drip pan/drain condition
- iii. Check filter condition
- iv. Check evaporator drain line heaters
- v. Check evaporator fan motors

- b. CONDENSER-WATER COOLED
  - i. Check water regulating valve
  - ii. Check for non-condensable in the system
  - iii. Check for scaling or corrosion condition
  - iv. Check condition of all other water valves
  - v. Check head pressure/clean (de-lime)
  
- c. CONDENSER-AIR COOLED
  - i. Check condenser coil condition
  - ii. Clean condenser coil
  
- d. COMPRESSOR
  - i. Check general operation and condition
  - ii. Check oil pump operation/oil level
  - iii. Check head pressure/suction pressure
  - iv. Check noise/vibration
  - v. Check pump-down capacity
  - vi. Clean compressor/grill
  - vii. Check voltage/amperage draw on compressor
  
- e. REFRIGERANT CIRCUIT
  - i. Check system for oil/refrigerant leaks by visual inspection/torch test
  - ii. Check oil supply/refrigerant charge per service instructions for specific equipment
  - iii. Check operation of refrigerant controls
  - iv. Check insulation, vibration, noise
  - v. Check systems pressure and refrigerant type
  
- f. FAN/FAN DRIVES
  - i. Check fan/motor bearings
  - ii. Check motor housings/commentators
  - iii. Check belt condition/tension
  - iv. Check drives/pulleys for tightness/alignment

g. OTHER

- i. Check defrost time clock for proper operation and settings, adjust if necessary
- ii. Verify defrost termination operation
- iii. Check temperature gauge reading and adjust if necessary
- iv. Check voltage/amperage draw on the entire unit
- v. Check voltage/amperage draw on defrost heaters
- vi. Check low ambient controls and crankcase heater
- vii. Check door (s), seal (s), handle (s), and hardware

h. REACH-IN REFRIGERATION AND FREEZERS

- i. Note noise, vibration, signs of leaks
- ii. Clean condenser wipe down area
- iii. Clean the evaporator and condenser drain pan, if evaporator is iced diagnose cause
- iv. Check evaporator for leaks, fit and drain tube problems
- v. Check temperature gauge reading and adjust if necessary
- vi. Check temperature control setting (cycling properly), adjust if necessary
- vii. Check defrost time clock for proper operation and settings, adjust if necessary
- viii. Verify defrost termination operation
- ix. Check door (s), seal (s), handle (s), and hardware
- x. Do a general inspection of the visible wiring and connections
- xi. Check voltage/amperage draw on the compressor
- xii. Check voltage/amperage draw on the entire unit
- xiii. Check voltage/amperage draw on defrost heaters
- xiv. Note any deficiencies found

An annual schedule for all kitchens should be developed prior to the start of the contract date. The District requires that a service report be left at each kitchen location showing the date of service, length of the visit and comments about preventative maintenance performed at that site. A District signature is also required.

- e. **FOODSERVICE EQUIPMENT REPAIR:** The Contractor will be responsible for repairing and maintaining all Nutrition Services equipment in various sites. The work will be performed during normal school working hours (6:30 a.m. – 3:00 p.m.), whenever possible. All Contractors must be able to supply 24 hours a day, 7 days a week. Contractors must be prepared to accept repair calls and dispatch technicians by 7:00 a.m. Emergency work outside of normal school working hours

will be kept to work necessary to resume reliable safe operation of that equipment. Extended work hours may be arranged on a school-by-school basis. Return for more extensive work will be scheduled for the next working day during normal school working hours.

## **6. Work Procedure**

Upon arrival at the job site, the Contractor shall contact the building day porter (Outside Custodial Service person), and/or the Nutrition Services Coordinator/Manager at the building, or call downtown to the Nutrition Services department (815) 966-3033 and explain the circumstances of your visit, and review the nature of the problem; and upon completion of said project, the Contractor shall then contact the Building day porter or Nutrition Service Coordinator/Manager or other District employee to verify completion. The Contractor shall leave a copy of the service report at the building kitchen location showing the work performed. An effort should be made to obtain a District signature before leaving the service report at the site.

## **7. Approval**

Approval of work performed in accordance with these specifications shall ultimately be made by the Administrative staff of the Nutrition Services department at the Administration building or their designee prior to any payment being made to the Contractor. The Contractor should make every effort to obtain a District signature on the service report receipt that is left at the building kitchen. The successful Contractor should understand that any invoice is subject to being held up due to any concerns with the quality of the repairs that were performed. Any refrigerated item that is lost due to faulty repairs WILL be replaced by the Contractor and proper payment for reimbursement for loss made to the Nutrition Services department.

## **8. Contractor Responsibilities**

- A. The Contractor must notify all proper personnel before turning off any power.
- B. All furnishings and equipment shall be placed back in the original locations. All spaces must be cleaned and left in acceptable condition.
- C. The Contractor shall be responsible for the provision of adequate and proper safety precautions for both the workmen and all persons in or around the work.
- D. The Contractor shall take all necessary precautions to protect the buildings.
- E. The District reserves the right to question any job when the hours performed by the Contractor seem excessive for the work completed.
- F. **The District is committed to obtaining its products and services at the lowest price possible without compromising quality.** The Contractor shall be expected to negotiate and obtain the lowest prices possible when purchasing parts/materials for sale to the District.
- G. On occasion, the use of rental special rental equipment may be required. This is for equipment that is used on occasion, not in the regular course of Nutrition Services repairs. The cost of special rental equipment will be allowed based on the Contractors' cost from the rental company.

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- H. The Contractor shall leave the all work sites in a neat and orderly fashion at the end of each work day. At the completion of work, the Contractor shall remove all work materials, tools, machinery, debris, and surplus materials from the work site and shall leave the project in ready to use condition. The Contractor assumes all liability for accidents that may occur due to any debris, equipment, tools and work site hazards.
- I. The Contractor shall (at their expense), repair or replace any inferior workmanship or material. The Contractor shall be responsible for their staff, material, and equipment while in pursuance of these projects under the scope of this contract. The Contractor shall repair or replace any damage done to District property/equipment while performing the services required under this contract.

### **9. Local Offices**

Due to service level requirements in conjunction with this solicitation, the Contractor shall maintain an office within the Metro Rockford area. This office shall be staffed by a competent company representative who can be contacted during normal working hours and who is authorized to discuss issues pertaining to the contract. In addition, the Contractor must have a minimum of at least two service technicians on staff. A certified Food Service Technician must be on each job site at all times.

### **10. License Required for Trades**

Professional Contractors performing services in/for the District must show that they have been duly licensed by the municipality where the work is being performed; this will be required prior to being awarded a contract by the District. Repair technicians must have all appropriate local and state licensures, a copy of which must be submitted with the bid.

### **11. Materials Supplied by Contractor**

The Contractor hereby agrees that all materials supplied by the Contractor in conjunction with this solicitation shall be new, warranted for their merchantability, and fit for a particular purpose. In the event any of the materials supplied by the Contractor are found to be defective or do not conform to specifications, the District reserves the right to either cancel the order and return such materials to the Contractor at Contractor's expense or requires the Contractor to replace the materials at the Contractors expense.

### **12. Warranty for Repairs and Parts**

All replacement parts and repairs supplied by the Contractor shall be warranted for a minimum period of 120 calendar days after the repair and or parts have been received and inspected by the District.

In addition to all other warranties that may be supplied by the Contractor, the Contractor shall warrant its product and or service against any faulty labor and or defective materials for a minimum of one year after the date of acceptance of the labor, materials and or equipment by the District. This warranty

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requirement shall remain in force for the full period of time identified above, regardless of whether the Contractor is under contract with the District at the time of the defect. Any payment by the District on behalf of goods and services received from the Contractor does not constitute a waiver of these warranty provisions.

**13. Pricing**

Survey

The Contractor shall provide a lump sum price based on the scope listed above.

Refrigeration Equipment Repair

The Contractor shall bid his hourly rate based on the estimated man hours, and material price on the material listed herein. The hourly rates will be based on the following estimates:

Straight Time -----	220 hours
Time and one half -----	35 hours
Sundays and Holidays -----	15 hours

Preventative Maintenance

The Contractor shall bid his hourly rate based on the scope listed above.

Foodservice Equipment Repair

The Contractor shall bid his hourly rate based on the estimated man hours, and material price on the material listed herein.

Materials and Parts (not specifically listed on Bid Offeror Form)

The Contractor shall propose a percentage markup over cost for materials and parts not specifically listed on bid offeror.



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Prices must be based upon invoiced prices paid by vendors. A Contractor's invoiced cost will reflect promotion allowances, i.e., one free with 10, or allowances, the benefits of which will accrue to the District. Volume rebates and target allowances must be passed on to the District. Cash discounts, allowances, and group allowances will accrue to the benefit of the Contractor. NOTE: Contractor product breakage fees or waste fees are not allowable under this contract. Copies of invoices confirming Contractor's prices may be required to verify compliance.

#### **14. Hourly Rate Defined**

The hourly rate quoted by the Contractor shall include full compensation for labor, equipment use, travel time, and any other costs incurred by the Contractor. This rate is assumed to be a straight-time for all labor. If overtime is allowable under this solicitation, it will be covered as a separate line item.

In bidding the hourly rate, the per hour cost is to be an "on the job" – NOT a "portal to portal" rate. The quantities as listed in this bid are estimates only, but will be used in determining the low bidder, but it is to be understood that the District will be responsible for only those actual labor and material costs as may be requested and approved. The District will be responsible for paying only for actual time on the job. No call-out, trip charges, or call backs for the same service will be honored. The hours taken to perform any repair **must** be listed on each invoice that is presented for payment.

#### **15. Invoicing**

The Contractor shall present the District with a separate invoice for each building visited in the performance of the preventative maintenance program. Invoices shall also be presented for each separate service call, as may be requested by the District. All invoices are to be prepared in sufficient numbers that would permit two (2) for the District, and the balance for the Contractor as may be needed. Each invoice must show the District's purchase order number, itemized labor and materials, time on site, model number, description of the problem, equipment manufacturer, school location and number, list of materials used, kind and amount of refrigerant used, (it will be the Contractor's responsibility to recover, recycle, dispose, track and store all refrigerants needed to install, repair or retrofit the equipment), and other information normally found on the Contractor's invoices. The District requires that a service report be left at each kitchen location showing the specific service performed. It is required that the Contractor obtain a signature on the service report as well.

#### **16. Government Standards and Requirements**

All items or service to be purchased or supplied in conjunction with this solicitation shall be in accordance with all federal, state and local government standards to include, but not be limited to, those issued by the Office of Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazard (NIOSH), and the National Fire Protection Association (NFPA), the National Electric Code (NEC).

**17. Use of Sub-Contractors**

The Contractor shall perform the work with its own employees under its immediate supervision and shall not subcontract any portion of the work unless approved by an authorized representative from the Nutrition Services department. If a subcontractor is used, the subcontractor must be approved by the District. Subcontractor repair services are to be billed at net cost and documented through the Contractor's invoice.

**18. Follow-up and Repeat Repairs**

Repeat calls on the same equipment or return trips for the same reporting issue shall be addressed as warranty for the original call if the repeat call or return trip occurs within 30 days from the original call.

**END OF SPECIFICATION**

Board of Education  
Rockford Public School District 205  
Rockford, IL 61104  
IFB 21-37 Refrigeration Services

**BID OFFER FORM**  
**IFB No. 21-37 Refrigeration Services**

Contractor agrees to hold firm the prices offered throughout the first contract period ending June 30, 2022. For each subsequent twelve (12) month period thereafter, and upon a minimum of sixty (60) days advance written notice to the District, Contractor may increase the price no more than the Consumer Price Index (CPI) of the price in effect during the previous twelve (12) month period. In the event of any price decrease during the term of this contract, Contractor will reduce the contract price by the same percentage reduction as such price decrease. Any change in price must be submitted to the District by the contractor at least 60 days prior to the anniversary date of the contract. If no price changes are submitted, the District will assume prices are firm for the next twelve (12) months.

The undersigned bidder declares he/she has clearly examined the attached General Terms and Conditions, Supplemental Terms and Conditions, Specifications, and Bid Form for the Rockford Public School District's request for Refrigeration Services.

**BID OFFER FORM**  
**IFB No. 21-37 Refrigeration Services**

**BASE PRICING:**

The hourly rate quoted by the contractor shall include full compensation for materials, equipment use, labor and travel time, and any other costs incurred by the contractor. This rate is assumed to be a straight-time for all labor. If overtime is allowable under this solicitation, it will be covered as a separate item. These are estimated quantities as well as hours.

<u>SURVEY</u>		
Item No.	Description	LUMP SUM COST
1	Equipment Survey and Inventory	
	Condition Report	
	Budgeting Support	
<b>TOTAL COST OF SURVEY</b>		\$ -

<u>MATERIALS</u>						
Item No.	Est. Qty	UOM	Description	Brand/Catalog No.	Unit Cost	Extended Cost
2	150	lb.	Freon #22, per lb. estimate or comparable replacement			\$ -
3	100	lb.	Freon #R402A/HP80, per lb. estimate or comparable replacement			\$ -
4	100	lb.	Freon #404A/MP 39, per lb. estimate or comparable replacement			\$ -
5	8	ea.	One ton Sporlan expansion valve estimate			\$ -
6	12	ea.	1/2 ton Sporlan expansion valve estimate			\$ -
7	20	ea.	8 cubic inch Sporlan drier estimate			\$ -
<b>TOTAL COST OF MATERIALS</b>						\$ -

**BID OFFER FORM**  
**IFB No. 21-37 Refrigeration Services**

<b>LABOR</b>					
<b>Item No.</b>	<b>Est. Hours</b>	<b>UOM</b>	<b>Description</b>	<b>Unit Cost</b>	<b>Extended Cost</b>
8	220	Hrs.	Straight-Time - normal hours worked		
9	35	Hrs.	Over time - nights and Saturdays		
10	15	Hrs.	Overtime - Sundays and Holidays		
11	100	ea.	Scheduled Preventative Maintenance Program		
<b>TOTAL LABOR COSTS</b>					
<b>TOTAL COSTS FOR REFRIGERATION SERVICES</b>					\$ -

<b>Materials and Parts not Listed Above</b>		
<b>Item No.</b>	<b>Description</b>	<b>Percentage Markup</b>
12	Percentage markup for materials and parts not listed above.	

**BID SUBMITTED BY:**

\_\_\_\_\_  
 Company Signature of Company Officer (required)

\_\_\_\_\_  
 Address Typed Name & Title

\_\_\_\_\_  
 City, State & Zip Code Date

\_\_\_\_\_  
 Phone No. Fax No.

\_\_\_\_\_  
 E-mail FEIN

**REFERENCES:**

Offeror to provide three references of similar type work that would qualify your firm for this project

\_\_\_\_\_  
 Company Name/Address/Phone Number

\_\_\_\_\_  
 Company Name/Address/Phone Number

\_\_\_\_\_  
 Company Name/Address/Phone Number