

**Gulf Shores City Schools
300 East 16th Avenue
Gulf Shores, Alabama 36542
(251) 968-9873**

November 22, 2021

Invitation to Bid (ITB): # 2022-01
Single Electric Combination Oven/Steamer

The Gulf Shores City Schools is requesting sealed bids for a Single Electric Combination Oven/Steamer oven for Gulf Shores City Middle School as described in the following specifications. The instructions, procedures, and specifications are outlined in this document and must be followed.

All bids must be sealed and delivered to the Gulf Shores City Schools by December 6, 2021 at 10:00 a.m. Central time, at which time the proposals will be opened publicly. Bids not arriving by the deadline will not be considered and will remain unopened. Bids must be **clearly addressed and identified** on the outside packaging with the following information including bid number:

Gulf Shores City Schools
Sealed ITB Response for ITB # CNP 2022-01 Single Electric Combination Oven/Steamer
300 East 16th Avenue
Gulf Shores, AL 36542

The procedure for question resolution is clearly outlined in this Invitation to Bid (ITB) and should be followed accordingly.

The point of contact for this ITB is Tanya Hill. Detailed contact information is available on the *Invitation to Bid Form*.

Sincerely,

Tanya Hill
Child Nutrition Program Director
Gulf Shores City Schools

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. This institution is an equal opportunity provider.

Vendor Initials: _____

SECTION I - GENERAL TERMS AND CONDITIONS

1. Bidder's Responsibility

Bidders are expected to examine the specifications and all special and general conditions, requirements, and instructions. Failure to follow the instructions contained in this document for completion of a bid response is cause for rejection of a bid.

2. Bid Addendums

This ITB is written in a manner to describe the requirements of the Gulf Shores City Schools to interested potential vendors. The Gulf Shores City Schools reserves the right to make corrections and changes to this ITB.

Any addendums for the bid will be posted to the Gulf Shores City Schools web site (<http://www.gsboe.org>). It is the responsibility of the bidder to check for any such addendums **before** submitting their response. Failure to include issues addressed in any such addendum may be cause for rejection of the bid.

3. Submittal of Questions

Questions concerning this bid will be accepted only in writing and only until the date and time specified on the ITB Form. Questions will be accepted via electronic mail or postal mail when submitted to the point of contact for this bid. Responses to questions will be posted to the Gulf Shores City Schools web site (<http://www.gsboe.org>)

4. Submittal of Bids

Bids must be sealed with the bid number and the bid title clearly identified on the outside packaging. Bids and all supporting documentation must be mailed to the following address:

Gulf Shores City Schools
Sealed Bid Response for ITB # 2022-01
300 East 16th Avenue
Gulf Shores, AL 36542

Bids submitted via any method other than mailing or hand delivery will not be accepted. Hand delivery is acceptable but is subject to the same requirements and must include the bid number and title on the outside of a sealed envelope.

5. Receipt of Bids

Bids must be received by the date and time specified. Bids not received by the stated date and time will not be considered in response to this ITB. No consideration for late commercial delivery or extenuating circumstances will be given. The vendor is responsible to allow adequate mailing time, including time for interoffice mail delivery, or to take appropriate alternate steps to assure their bid is delivered by the specified due date and time.

6. Withdrawal of Bids

A vendor may withdraw a bid before the deadline for receipt of the bid. The vendor must submit a written request signed by the vendor's duly authorized representative addressed to: Gulf Shores City Schools, ATTN: Bid Withdrawal Request, 300 East 16th Avenue, Gulf Shores, AL 36542.

7. Required Documents

Vendor Initials: _____

Documents that are required to be submitted in response to this ITB are listed on the *Required Documents Form*.

8. Taxes

Bid prices should not include sales tax. Tax exemption certificates will be furnished upon request.

9. Rejection of Bids

The Gulf Shores City Schools reserves the right to accept or reject any and all bids, any part or parts of a bid, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any part of or the entire bid.

10. Clarification

The Gulf Shores City Schools may contact vendors for clarification of the bid.

11. Press Releases

Press releases pertaining to the award of this bid will not be made without the permission of the Gulf Shores City Schools.

12. Alabama Immigration Law Compliance

E-Verify Memorandum of Understanding

Alabama laws require that, as a condition for the award of a contract by a school board to a business entity or employer with one or more employees working in Alabama, the business entity or employer must provide documentation of enrollment in the E-Verify program. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. The vendor's E-Verify Memorandum of Understanding must be included with the bid. If you do not believe these requirements are applicable to your entity, include an explanation justifying such exemption. ***An entity can obtain the E-Verify Memorandum of Understanding upon completion in the E-Verify enrollment process located at the federal web site www.uscis.gov/everify.*** The Alabama Department of Homeland Security (<http://immigration.alabama.gov>) has also established an E-Verify employer agent account for any business entity or employer with 25 or fewer employees that will provide a participating business entity or employer with the required documentation of enrollment in the E-Verify program. An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is required to enroll in E-Verify or to establish an E-Verify employer agent account.

13. Disclosure of Bid Contents

Bids shall be kept confidential until contracts are awarded. At that time, all bids and documents pertaining to bids will be open to the public. All responses become a matter of public record at award. The Gulf Shores City Schools accepts no responsibility for maintaining confidentiality of any information submitted with response whether labeled confidential or not.

Vendor Initials: _____

SECTION II - BID SPECIFICATIONS

ITB # CNP 2022-01 Single Electric Combination Oven/Steamer

1. **AWARD:** It is the intention of the Board and the Child Nutrition Department to award item bid to the most responsible and responsive bidder providing the best bottom line pricing and meeting all specification requirements.
2. **TIMELINE:** Winning Bidder must be able to deliver the item on or before by 1/14/2022.
3. **TERMINATION FOR CAUSE:** Where a successful bidder violates or breaches any of the terms of the contract resulting from this Invitation to Bid, Gulf Shores City Schools may terminate the contract at any time through delivery of a certified letter providing five (5) days written notice, and require a complete refund of all monies it has expended in accordance with the same.
4. **TERMINATION FOR CONVENIENCE:** The Board may terminate this Agreement at any time in its complete discretion upon thirty (30) days written notice. In the event of a termination for convenience, all finished or unfinished work and materials pursuant to this Agreement shall be turned over to the Board and become its property. If the Agreement is terminated by the Board in accordance with this section, the Board shall only be responsible for paying Contractor for all Work performed and accepted and all materials delivered to the site as of the date of termination.
5. **GRATUITIES:** The Gulf Shores City Schools may terminate this contract if the it is determined, after notice and hearing, that gratuities (in the form of entertainment, gifts or otherwise) were offered or given by the bidder, or any agent or representative of the bidder, to any officer or employee of the Gulf Shores City Schools to secure favorable treatment with respect to the awarding, amending or making of any determination with respect to the performance of the contract.
6. **SINGLE RESPONDENT:** In the event only one bidder responds to the invitation to bid, the awarding authority may reject the bid and negotiate the purchase or contract, providing the negotiated price is lower than the bid price.
7. **CONTRACT PROVISIONS-**Bidders must comply with the following provisions:
 - A. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

Vendor Initials: _____

SECTION III: EQUIPMENT SPECIFICATIONS

MANUFACTURER: Blodgett (or approved equal must meet or exceed below specs.)

MODEL: **BCX-14E SINGL**

UTILITIES: 208VAC/19.0kW/3 phase
53 amp

WARRANTY: One Year Parts and Labor

- Standard control function for steam, combi, hot air and cool down.
- Stainless steel front, top, and sides.
- Glass doors.
- Door mounted condensate trough.
- Top and bottom mount door hinges.
- Pivot out user interface panel for service access.
- Fully welded stainless steel frame and fully insulated cooking chamber.
- Fixed drain bottom in center of cavity.
- Easily removable stainless steel side rails.
- Steam on demand feature.
- Integral door switch
- Open vented system
- Performance Check to be performed by Factory Authorized Service Agency.
- Self contained, self-flushing steam generator separate from cooking compartment for instant steam recovery when switching modes.
- Control prompts user to delime when steam generator require deliming.
- Capacity of (14) 12"x20"x21/2" deep pans at 3-1/4" spacing or (7) 18"x26" deep pans at 3-1/4" spacing.

REQUIRED INCLUDED OPTIONS

Casters

Responsibilities for Gulf Shores City Middle School Single Electric Combination Oven/Steamer:

Bidder Responsibilities:

1. Deliver, uncrate, dispose of packaging, and set in place.
2. Installation
3. Final Utility Connections

Vendor Initials: _____

REQUIRED DOCUMENTS FORM

One paper copy of the submitted bid is required.

All responses must be sealed and be securely bound and labeled/addressed on the outside as described in Section I-3. Items should be clearly identified, ordered and labeled according to the following outline and description:

1. General Documents
 - a. Completed and signed "Invitation to Bid Form" (original signatures)
 - b. Completed "Vendor Bid Response Form"
 - c. Signed and dated E-Verify Memorandum of Understanding or *explanation justifying such exemption*. (see Section I-12)
 - d. Include a copy of this bid document with every page initialed in the bottom left corner indicating the page has been agreed to and understood.
2. Bid Specific Documents
 - a. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

Vendor Initials: _____

INVITATION TO BID FORM

Submit Bid to: Gulf Shores City Schools Sealed ITB Response for ITB # CNP 2022-01 Single Electric Combination Oven/Steamer 300 East 16 th Avenue Gulf Shores, AL 36542		Issued: 11/22/2021 ITB Number: CNP ITB Title: Single Electric Combination Oven/Steamer						
Point of Contact: Tanya Hill, thill@gsboe.org Gulf Shores City Schools ATTN: Bid Dept ITB # CNP 2022-01 300 East 16 th Avenue Gulf Shores, AL 36542	Questions Accepted Through: 12/1/2021 2:00 PM Central Time							
Opening and Due Date and Time: 12/6/2021 10:00 AM Central Time	Bid Opening Location: Gulf Shores City Schools Conference Room 300 East 16 th Avenue Gulf Shores, AL 36542							
[] Please check this box if your company is considered a Minority Owned Business								
Payment Terms:								
Vendor must print or type in all the information listed below and sign where indicated for bid to be considered.								
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Company Name: _____</td> <td style="width: 50%;">Telephone: _____</td> </tr> <tr> <td>Street Address: _____</td> <td>Email: _____</td> </tr> <tr> <td>City, State, ZIP: _____</td> <td>Federal Tax ID Number: _____</td> </tr> </table>			Company Name: _____	Telephone: _____	Street Address: _____	Email: _____	City, State, ZIP: _____	Federal Tax ID Number: _____
Company Name: _____	Telephone: _____							
Street Address: _____	Email: _____							
City, State, ZIP: _____	Federal Tax ID Number: _____							
<p>Non Collusion: The bidder, by affixing its signature to this proposal, certifies that its bid is made without previous understanding, agreement, or connection with any person, firm or corporation making a bid for the same items(s) or services, and is all respect fair, without outside control, collusion, fraud or otherwise illegal action. Furthermore, I certify that I am authorized to sign below and I agree to abide by all terms, conditions and specifications stated in this bid document.</p> <p>Alabama Act No. 2012-491 requires school boards to include the following clause in all contracts or agreements: "By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom." By submitting a response to this bid, the vendor is agreeing to this statement.</p>								
Signature of Owner or Authorized Officer/Agent: _____								
Typed or Printed Name of the Above: _____								

Vendor Initials: _____

Title: _____
Date: _____

Vendor Initials: _____

VENDOR BID RESPONSE FORM

ITB# CNP 2022-01

Single Electric Combination Oven/Steamer

Vendor

Name: _____
(Enter Your Company Name)

Enter your proposal on this sheet

Single Electric Combination Oven/Steamer (Blodgett BCX-14E or Preapproved Equal)	_____

Signature of Owner or Authorized Officer/Agent

Vendor Initials: _____

U.S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

PR/Award Number or Project Name

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date

Vendor Initials: _____

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.

2. 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.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction,"⁴ "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

The prospective lower tier participant agrees by submitting this form that, should the proposed covered⁵ transaction be entered into, 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.

6 The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. 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,

Vendor Initials: _____

or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a

participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered⁹ transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, 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.