

Pulaski County Board of Education
501 University Drive
Somerset, KY 42503

WAREWASHING CHEMICALS AND SERVICE 2016-2017
REQUEST FOR PROPOSAL

Issued by: Lucille Hudson, Food Service Director
Pulaski County Schools
501 University Drive
Somerset, KY 42503
Phone: 606-679-1123/Fax: 606-451-8610

Overview:

The Pulaski County School District is seeking proposals from experienced and qualified vendors to supply the schools with a complete line of ware-washing products and dispensing systems for all necessary service and support in operations.

This Request of Proposal is part of a competitive procurement process, which helps to serve the best interest of the school district. The Request for Proposal format is being used in this request rather than the "Request for Quotation". The "Request for Quotation" (bid) format is used when goods or services being procured can be precisely described. Price is generally the determining factor in the award. However, with a Request of Proposal, price may or may not be the determining factor if evidence of performance and/or with poor service history. The award whose proposal is determined to be the most advantageous to the school district will be made to the vendor.

INSTRUCTIONS AND CONDITIONS

Invitation: The Pulaski County Board of Education will accept bids in the Pulaski County Schools Central Office, 501 University Drive, Somerset, KY 42503.

Time and Date of Opening:

Proposals will be received until 4:00 p.m. Eastern Time, Wednesday, June 15, 2016. All proposals must be received by the time and date designated in this proposal and none will be considered thereafter. Proposals are subject to rejection in whole if they limit or modify any of the terms and conditions and/or specifications of the RFP. The Board of Education cannot assume the responsibility for any delay as a result of failure of the mails or delivery services to deliver proposals on time.

The Request for Proposal (RFP) and specifications may be viewed on line at www.pulaski.net under the Community tab, select Vendor Information where you will find Current Bids and RFP's. The RFP will be posted on Monday, May 16, by 5:00pm.

The board reserves the right to reject any or all bids. The award shall be made on the basis of price and performance/service history.

It's anticipated that the total products purchased will be approximately \$30,000 per year.

Pulaski County School District has a total of 13 schools and a student enrollment of 8700.

Pulaski County High School

511 University Drive
Somerset, Ky. 42503

Southwestern High School

1765 WTLO Road
Somerset, Ky. 42503

Northern Middle School

650 Oak Leaf Lane
Somerset, Ky. 42503

Southern Middle School

200 Enterprise Drive
Somerset, Ky. 42501

Pulaski Elementary School

107 West University Drive
Somerset, Ky. 42503

Shopville Elementary School

10 Shopville Rd.
Somerset, Ky. 42503

Eubank Elementary School

285 W Hwy 70
Eubank, Ky. 42567

Northern Elementary

6155 Hwy. 39
Somerset, Ky. 42503

Burnside Elementary

435 East Lakeshore Dr. P.O. Box 39
Burnside, Ky. 42519

Nancy Elementary

240 Hwy 196
Nancy, Ky. 42544

Oakhill Elementary

1755 WTLO Road
Somerset, Ky. 42503

Southern Elementary

198 Enterprise Drive
Somerset, Ky. 42501

Pulaski County Day Treatment

500 Chandler ST.
Somerset, Ky. 42501

Dish machine Chemical Specifications

- Machine Liquid Detergent for a high temperature commercial dish machine- All Temperature product, super-concentrated, non-chlorinated and suitable for all water conditions. 5 gallon super concentrate liquid preferred
 - Machine Warewash Commercial Rinse - super concentrated for spot-free dishware in all water conditions and suitable for high temp dish machines. Leaves no film or residue, and shall not stain or discolor equipment when used at recommended proportions; 5 gallon super concentrate liquid preferred.
 - Delimer- Non-foaming institutional strength acid, non-abrasive phosphate free formula, high efficiency in lime removal, environmentally friendly. 4/1 gallon preferred.
 - Pot n Pan Dish Detergent- Heavy-duty, high performance, non-phosphate, long lasting suds, grease cutting formula and pH balanced. Professional, commercial-grade dish detergent, self-dispenser unit preferred.
 - Machine Sanitizer Rinse- for low temp machines; 5 gallon liquid preferred.
* (Northern Middle School and Shopville Elementary School are the only schools that use this product.)
 - Floor Cleaner- Super concentrated, high performance solution and grease cutting floor cleaner that cuts through dirty grout on quarry tile floors. 4/1 gallon concentrate
- Equipment shall include, but not be limited to, automatic electronic programmable dispensing equipment compatible with the end user's ware washing machines in 14 different school sites.

Safety Data Sheets are provided on all products.

Periodic testing of dispensing systems for proper dilution rates must be performed.

Awarded vendor shall ensure all bottles, containers, dispensing equipment has OSHA compliant labeling.

Product Yield and Cost

Vendor must identify the unit of measure (i.e. ounce, tablespoon, etc.) required to run one cycle of the machine.

Submit cost per unit of measure of concentrate.

Any product which doesn't require dilution shall be priced as a cost per ounce.

Pricing

All prices shall remain fixed for a minimum of one (year) from award date. Price increases thereafter must be approved by School Food Authority. Contract renewals will be at School Food Authority's discretion.

The local board of education reserves the right to reject any proposal response that doesn't comply with the State's contractual requirements.

KRS 45A.455 prohibits conflicts of interest, gratuities, and kickbacks to employees of the Cooperative or its member districts in connection with contracts for supplies or services whether such gratuities or kickbacks are direct or indirect.

(Frequency of service visits will be monthly per school site; reports submitted to food service manager). Response to service calls must be within 12 hours. Service must be provided Monday-Friday and may require on site visitation within 24 hours. Emergency service shall include provision of any repairs, parts labor necessary for the dispensing equipment.

In addition to emergency service calls, monthly visits are required. Bidders shall provide a complete listing of the tasks which will be performed on a typical monthly visit.

Initial training must provide for correct usage of chemicals and maintenance of equipment including, but not limited to dispensers. Training sessions will be scheduled based on school district requirements mutually agreed upon.

References

Proposals should include three references whereby your company is currently providing Ware-washing Chemicals and Service and of a type proposing for the Pulaski County Board of Education. Please include name, email address and telephone number of a contact person of each reference.

Reference #1 _____
Company _____ Phone Number _____
_____ Contact/ Title _____ Email _____
Length of relationship with vendor _____

Reference #2 _____
Company _____ Phone Number _____
_____ Contact/ Title _____ Email _____
Length of relationship with vendor _____

Reference #3 _____
Company _____ Phone Number _____
_____ Contact/ Title _____ Email _____
Length of relationship with vendor _____

RFP Evaluation Criteria:

The award of a Ware washing Chemicals and Service agreement will be based upon a comprehensive review, analysis and negotiation of the proposal, which best meets the needs of the School District. The contract award will be based on a points-earned matrix derived from a technical and financial evaluation.

The award shall be made to the most responsive bidder offering the best value and with the highest total matrix scores as determined by the School District. All vendors submitting proposals concur with this method of award and will not, under any circumstances or in any manner, dispute any award made using this method.

All proposals will be evaluated using the specific evaluation criteria listed below. The importance given to each element is represented proportionately by the respective weight assignments. Proposals will be evaluated as to the vendor's response to the following criteria:

1. Price (40 points maximum) Total program costs
2. Product Quality (30 points maximum) Method of dispensing/packaging; product effectiveness and service support
3. References (20 points maximum) Quality of references and contacts
4. Green Factor (10 points maximum) Sustainability and Environmental Friendly

Total Maximum Points Available: 100

Any contract with an approved vendor may be mutually terminated by either party for just cause with a thirty day written notice. Services may be terminated if the contract of the successful vendor fails to perform at any level specified in the contract document and the successful contractor may terminate the contract if the school district fails to meet the specified payment terms.

Each party shall follow the procedure outlines below if a contract is to be terminated.

Step 1: Issue warning letter and outline violations and length of time to correct the problem.

Step 2: Issue letter of intent to cancel contract if problem is not resolved by given date.

Step 3: Issue letter to cancel contract.

Upon receipt of said determination the contractor shall make all good faith efforts to comply with all terms and conditions of the contract and to cure the breach. Alternatively, the contractor may submit a written statement admitting default in breach of the contract. At such time the contract shall be deemed immediately terminated and all rights and obligations there under shall be terminated.

Upon receipt of the contractor's admission of default and breach or upon the contractor's failure to cure said breach within five (5) working days of the written determination, the Wayne County School System shall procure a substitute contractor which shall operate under the remainder of the existing contract breached by the contractor. The original contractor shall be liable for any and all excess costs incurred in the procurement of the substitute contractor.

The successful bidder will maintain public liability insurance on all vehicles used in deliveries and be responsible for all damage done while vehicles are on school property.

The designated supplier reciprocally agrees to provide total requirements as listed herein, thereby minimizing occurrences when a school district may have to seek other interim product sources.

A successful bidder must have a proven (or believable) record of service, particularly with respect to product quality and delivering all items on a regularly scheduled basis, at favorable prices. A distributor may be designated as unacceptable if the requirements listed herein have been previously violated and / or poor communications exist between the seller and the school district.

Modifications, additions, or changes to the terms and conditions of this Invitation to Bid may be a cause for rejection of a bid. Bidders are requested to submit all bids on the school district's official forms. Bids submitted on company forms may be rejected.

Parties to this agreement are solely responsible for costs incurred in fulfilling obligations under this agreement unless otherwise provided in this agreement. No party shall have any claim against the other party for reimbursement of such costs, unless said costs are attributable to enforcing compliance under this agreement or seeking redress from the other party's default under this agreement.

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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish).

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