



Request for Proposal # 2425-021

Cooking Equipment

Burbank Unified School District

Food Services Department

Issue Date: December 20, 2024

Bids due: January 15, 2025

Contact:

Food Services Department

818-729-4539

Bid #2425-021 Cooking Equipment at Various Sites
Burbank Unified School District - Food Services Department

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Request for Proposal #2425-021 - Cooking Equipment at Various Sites

Burbank Unified School District - Food Services Department

1. Overview

Burbank Unified School District (“District”) intends to enter into an agreement for the supply and installation of various cooking equipment at multiple sites within the District. Bid(s) will be awarded upon acceptance by the BUSD Board of Education at the regularly scheduled meeting on or about February 6, 2025.

2. General Instructions

Request for Proposal (Bid) Number:2425-021
Announcement Date:December 20, 2024
Advertisement DatesDecember 21 and 28, 2024
Request For Information Due Date:January 8, 2025
Information request after the above date will not receive a response.
Last Date to Issue AddendaJanuary 10, 2025
Bids/Proposals Due:January 15, 2025, 2:00 pm
Estimated Recommendation for Board ApprovalFebruary 6, 2025

3. Project Timeline

To be completed by June 15, 2025. See item detail pages for estimated schedule per site.

4. Modifications

The District reserves the right to modify this bid as needed through issuance of addenda.

5. Bid Submission

Submit 1 copy in a **sealed** envelope to:
Burbank Unified School District
Purchasing Department, 2nd Floor
1900 West Olive Avenue
Burbank, CA 91506
Attn: RFP #2425-021

6. Requests for Information

All questions must be directed via email to the Food Service Department at FoodServiceContact@burbankusd.org and submitted referencing RFP #2425-021.

- a. Responses to all questions received prior to the deadline will be provided via addendum posted to our website at www.burbankusd.org/departments/purchasing-services/contractor-info-and-bids/bid-2425-021

7. Additional Instructions / Format

All submittals shall be limited to the information outlined in Section 2 and be organized with a “Table of Contents” and presented in 8 1/2" X 11" size. Submittals should be brief and concise but provide sufficient clarity to meet the criteria to be used in the evaluation process.

- a. Contract Documents are available as of December 20, 2024, and may be downloaded from the District’s website at www.burbankusd.org/departments/purchasing-services/contractor-info-and-bids/bid-2425-021 .
- b. Any bid submitted after the date and time of closing shall be deemed nonresponsive. Each bidder is solely responsible for timely submission of its bid. District is not responsible for any technological issues in a bidder’s ability to timely submit its bid or portion thereof. Any claim by a bidder of error in its bid must be made in compliance with section 5100 et seq. of the Public Contract Code. All bids shall be on the form(s) provided by the District.
- c. District reserves the right to reject any or all proposals, to waive any discrepancy or technicality, and to award the contract for goods and services. The award of contract will be to the qualified firm which best complies with all the requirements set forth in the proposal documents and whose proposal, in the sole opinion of the District while complying with all legal requirements, is in the best interest of the District, taking into consideration all aspects of the bidder’s response, including total net cost.

Burbank Unified School District
1900 W Olive Avenue, Burbank, CA 91506

Cooking Equipment at Various Sites
Request for Proposal # 2425-021

RFP due by January 15, 2025, at 2:00 p.m.

Request for Proposal Signature Page

This Request for Proposal (RFP) is for the purchase and installation of cooking equipment for Burbank Unified School District Food Services Department.

Before bidding, please read and thoroughly acquaint yourself with the entire bid package. Submit all proposals in a sealed envelope showing the Company Name, RFP Name & Number, and Due Date and Time, according to the RFP Instructions. Bids must be delivered to Burbank Unified School District Purchasing Department, at the address listed above by the time and date listed above. Follow the Required Bid Documents Checklist to assist with ensuring a complete bid package.

If further clarification is needed, call Food Services Department at the Burbank Unified School District at (818) 729-4539.

The undersigned hereby proposes and agrees to furnish and deliver the goods or services as quoted in accordance with the terms, conditions, specifications, and prices herein quoted.

Signed: _____

Printed Name: _____

Title: _____ Date: _____

Company Name: _____

Mailing Address: _____

City _____ State _____ Zip _____

Phone Number _____ Fax Number _____

E-Mail Address: _____

() Evidence of authority to bind corporation is attached. (Please check and provide documentation)

INSTRUCTIONS TO BIDDERS

PURPOSE OF THIS RFP

Burbank Unified School District – Food Services Department, hereinafter referred to as **District**, is seeking proposals from qualified bidders, herein referred to as **Bidder**, to procure, deliver and install Cooking Equipment to 5 sites within Burbank Unified School District. The contract will be awarded to one (1) winning Bidder. Bids must include all taxes, fees, shipping costs, and installation fees in the Total Amount of the items provided.

LIMITATIONS

The District shall not be obligated to accept the lowest priced proposal, but will be evaluating proposals with the intent of awarding to one responsible bidder as described on page 9 under Bid Evaluation. District reserves the right in its absolute discretion to accept proposals, or any part of proposals, as deemed necessary for the best interest of the District.

District may consider the performance of the bidder with respect to any recent contract(s) with other school districts. District however, reserves the right to reject any one or all proposals, to waive any informality in the proposals, to judge the merit and qualification of the materials, equipment, and services offered, and to accept whatever proposal is deemed to be the lowest responsible proposal meeting all the criteria specified in the proposal **and** is in the best interest of the District. This RFP is not an offer by the District to contract with any bidder responding to this RFP. District makes no guarantee that participation in the RFP process will lead to an award of contract, or any consideration whatsoever. District shall, in no event, be responsible for the cost of preparing any proposal in response to this RFP. Award of the contract, if at all, is at the sole discretion of the District.

RESTRICTIONS ON LOBBYING AND CONTACT

From the period beginning with the date of the issuance of this RFP and ending on the date of the award of the contract, no person, or entity submitting a response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact, through any means, or engage in any discussion regarding this RFP, the evaluation or selection process and/or the award of the contract with any member of the District, Board of Education, selection members, other than the named contact herein. Any such contact shall be grounds for disqualification of the bidder submitting a response.

SUBMITTING PROPOSALS

1. Proposal Format and Required Information.

Bidders responding to this RFP must include all the documents listed in the Required Bid Documents found on page 10. Proposals must be properly and legibly completed in ink or typewritten, include responses to all questions, and are to be verified before submission, as they may not be corrected after proposals are opened. Bidders shall fully inform themselves as to all existing conditions and limitations. No allowance will be made because of lack of such examination, inquiry, or knowledge. It is the sole responsibility of the bidder to see that their proposal is received in proper time. Any proposals received after the scheduled closing time for receipt of proposals will be labeled with date and time stamp and stored with remaining RFP Documents. No oral or telephonic modification of any proposal will be considered. You may include a link to your company's web site to reference supplemental or additional information.

- a. Each proposal must have an original signature in ink of only one (1) responsible officer or employee fully authorized to bind the organization to the terms and conditions herein. When requested by the District, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished. Failure to sign properly may result in rejection of the proposal. Obligations assumed by such signature must be fulfilled.
- b. Corrections made of entries on the proposal must be initialed in ink by the same person who signs the form for the Vendor.
- c. Proposals should be verified before submission, as they cannot be corrected after opening. All proposals shall be submitted in sealed envelopes bearing on the outside **the name of the vendor, the name and RFP number, and due date and time**. It is the sole responsibility of the bidder to see that his/her proposal is received in proper time. Any proposals received after the scheduled closing time for receipt of proposals will remain unopened. No modification of any proposal will be considered after the opening of bids.
- d. Bidder shall fully answer each question on the Bidder Questionnaire of this request for proposal. A proposal shall be deemed non-responsive if a bidder fails to answer every question on the above-mentioned documents.

2. Withdrawal of Proposals.

A distributor may only withdraw a proposal in writing or in person prior to submission deadline. Proposals may not be withdrawn after January 15, 2025, at 2:00 p.m.

3. Award.

District reserves the right to reject any and all proposals without explanation or recourse and to negotiate with any company submitting a proposal.

Proposals submitted in response to this RFP will be evaluated in the following manner:

- a. After the opening of the bids, the District committee will score the each bidder's submission based on the evaluation criteria provided herein. Bidders with a score of 70 or higher will be deemed Responsible & Responsive.

- b. District may investigate the qualifications of any bidder under consideration, require confirmation of information furnished by a bidder, and require additional information and/or evidence of qualifications to perform the services described in the RFP.
 - c. Only bidders that are deemed Responsible & Responsive will be subsequently evaluated on Price; Total bid amount will then be ranked to determine a final score, with the bid awarded to the bidder with the highest score. District will issue Intent to Award letter to the successful bidder within 5 business days.
- 4. Protest by Bidders.** A bidder may protest a bid award if he/she believes that the award is inconsistent with Burbank Unified School District (BUSD) Board policy, the bid's specifications, or is not in compliance with law. A protest must be filed in writing with the BUSD Superintendent or designee by the protest deadline. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract. The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within thirty days. The Superintendent or designee may also convene a meeting with the bidder to address the protest. The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the time for Board consideration of the protest. The Board's decision shall be final.
- 5. Execution of Contract.** District requires a contract to be executed by the bidder upon award. In the event a bidder to whom an award is made fails or refuses to execute such contract within 14 days of the date of the Award, the District may award such contract to an alternate bidder or may reject all proposals and issue a new Request for Proposal.

BID EVALUATION

District will first evaluate bidder's qualifications and experience based on the following criteria to determine if they are Responsible & Responsive.

If all items listed on the Required Bid Document Checklist are not submitted completely, the bid will be deemed **not** Responsible & Responsive and will not be evaluated on price.

Proposals will be evaluated against the evaluation criteria shown below. Each proposal will be scored on a scale of 1 to 100 and require a minimum score of 70 to be deemed Responsible & Responsive. RFP Scoring Form Sample may be found on pages 23-25.

1. Customer Service (30 points)

Bidder's customer service staff should be easily accessible for inquiries or issues and updates on delivery of items. Describe the procedure for communicating with your company.

2. RFP Pricing Worksheet Items (20 points)

Pricing provided for all items in the Section(s). 20 points for all items, 0 points for not all items.

3. Reference List (10 points)

Completeness and accuracy of bidder provided reference list.

4. Experience (30 points)

Bidder should demonstrate substantial and recent experience in providing comparable products to California public schools. Bidder should provide an efficient supply-chain management system to ensure timely and accurate delivery and flexibility to address changes.

5. Small Business Minority, Woman and Disabled Veterans Business Enterprise (10 points)

District, in order to support minority, woman and disabled veterans owned businesses enterprises (based up their capacity to perform and be successful), encourages the participation of such bidders. MWDVBE bidders must submit documentation of qualification as outlined in Public Contract Code (PCC) Division 2., Part 1., Chapter 2., Responsive Bidders. Bidders must provide Certification of such status prior to award of contract.

- a. Further information can be found at the following PCC web sites.

http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=PCC&division=2.&title=&part=1.&chapter=2.&article

- b. Certification for Small Business and Disabled Veteran Business Enterprise Services is located at the following California website, www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise

PRICING EVALUATION

Proposals will be then evaluated based on **lowest total bid amount**, only considering bidders that are deemed Responsible & Responsive with a score of 70 or higher per the above criteria.

1. Bidders will be ranked in order of lowest to highest bid amount. Bidders will be awarded points based on their ranking among all responsive bidders, with 50 points awarded to the lowest bidder and 0 points awarded to the highest bidder.

Bidders should complete the Pricing Worksheet thoroughly and, in a manner to ensure transparency of the elements of the cost structure so that it can be easily understood, explained, and audited.

Required Bid Documents Checklist

Bidders responding to this RFP must follow the format in the section of Required Bid Documents (page 11). The following must be completed and submitted with the proposal package:

1. Cover Letter (Provide your own document.)	
2. Request for Proposal Signature Page, page 5	
3. Evidence of authority to bind corporation (Provide your own document.)	
4. Request for Proposal Page Verification Acknowledgement, page 12	
5. Quote for Equipment (Provide your own document(s))	
6. Bidder Questionnaire, page 13	
7. Reference List (Provide your own document.)	
8. Public Liability and Property Insurance (Provide your own document.)	
9. Non-Collusion Declaration, page 14	
10. Alcoholic Beverage and Tobacco-Free Campus Policy, page 15	
11. Drug-Free Workplace Certification, page 16	
12. Fingerprinting Notice and Acknowledgment, page 17	
13. Suspension & Debarment Certification, page 18	
14. Disclosure of Lobbying Activities, page 20	
15. List of Items, pages 21-24 (Provide your own document)	
16. Required Bid Documents Checklist (this form)	

Completed by: _____ Title: _____

Signature: _____ Date: _____

REQUIRED BID DOCUMENTS

Submit the following documents with your proposal.

1. Cover Letter (three single sided pages maximum)
Include the following components in the cover letter:
 - RFP number in the beginning of the letter.
 - A brief statement of interest and summary of relevant qualifications to engage in a professional relationship with Burbank Unified School District.
2. Request for Proposal Signature Page
An authorized officer or person must sign the proposal.
3. Request for Proposal Page Verification Acknowledgement
This form must be completed and submitted with your proposal. Proposals received without these forms/certifications will not be considered.
4. Quote for Cooking Equipment
The Quote for the Cooking equipment, for which the successful bidder will provide and install. **No proposals shall receive consideration by the District unless all prices, fees, taxes, shipping and installation costs are clearly defined.**
5. Bidder Questionnaire
No bids shall receive consideration by the District unless responses are completed for every required question in the Questionnaire. Bidders are encouraged to respond in detail to each of the questions listed. Provide your answers on the Bidder Questionnaire included with this RFP.
6. Reference List
Please supply the contact information for not less than three (3) nor more than five (5) Public K-12 School Districts' Food & Nutrition Services Department. List must include the following information for each contact:
 - a. District name
 - b. Address
 - c. Contact name and telephone number
 - d. Approximate Date of Purchase
 - e. Description of items delivered and/or services performed
7. Public Liability and Property Insurance
Bidder shall provide evidence of Commercial General Liability, Property Damage and Worker's Compensation Insurance. The minimum amounts of such insurance shall be as hereinafter set forth. Winning bidder(s) must furnish certificates of insurance prior to start of work.
 - a. Amounts of Insurance: Bodily Injury and Accidental Death Liability Insurance including auto (both owned and non-owned): Not Less Than \$1,000,000/\$2,000,000 Aggregate.
 - b. Property Damage Liability Insurance including auto (both owned and non-owned): Not Less Than \$1,000,000 Aggregate.
 - c. Workers' Compensation Insurance as required by the State of California: Not less than \$1,000,000 per accident.
 - d. Insurance certificate must name the District(s) as additional insured.
 - e. Certificate(s) must be submitted before Notice to Proceed may be issued.

Page Verification Acknowledgement

Burbank Unified School District – Food Services Department
Request for Proposal #2425-021

Bidder Name: _____

No proposals shall receive consideration by District unless acknowledgement by initial that all pages listed below have been read and understood. By initialing, bidder acknowledges all the information provided on each page of this Document has been read and understood.

- | | | |
|----------|-----------|-----------|
| 1. _____ | 10. _____ | 18. _____ |
| 2. _____ | 11. _____ | 19. _____ |
| 3. _____ | 12. _____ | 20. _____ |
| 4. _____ | 13. _____ | 21. _____ |
| 5. _____ | 14. _____ | 22. _____ |
| 6. _____ | 15. _____ | 23. _____ |
| 7. _____ | 16. _____ | 24. _____ |
| 8. _____ | 17. _____ | 25. _____ |
| 9. _____ | | |

Submitted by: _____ Title: _____

Signature: _____ Date: _____

BIDDER QUESTIONNAIRE

**Burbank Unified School District
Request for Proposal #2425-021**

Please complete this questionnaire and include with your bid. Attach additional sheets if needed.

1. What is the estimated lead time you require for order fulfillment?
2. How long has your company been in the K-12 food service business? How would you describe your company's financial stability?
3. Has your firm resigned or been replaced at the will of a district(s) during the school year within the last 18 months? If so, explain.
4. What is the procedure for any warranty service call for any equipment being quoted?
5. Please describe your ability to deliver, uncrate and install the cooking equipment to be ready for District employees to hook up utilities and then return to complete the testing and installation and provide training on the operation of the equipment. What is your process?

Signed: _____

Printed Name: _____

Company Name: _____

Title: _____

Date: _____

NONCOLLUSION DECLARATION

To be executed by bidder and submitted with bid

The undersigned declares:

This bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signed: _____

Printed Name: _____

Company Name: _____

Title: _____

Date: _____

CONTRACTOR'S CERTIFICATE REGARDING

ALCOHOLIC BEVERAGE and TOBACCO-FREE CAMPUS POLICY

To Be Executed by Bidder and Submitted with Bid

Contractor agrees that it will abide by and implement the District's Alcoholic Beverage and Tobacco-Free Campus Policy, which prohibits the use of alcoholic beverages and tobacco products, at any time, on District-owned or leased buildings, on District property and in District vehicles. Contractor shall procure signs stating "ALCOHOLIC BEVERAGE AND TOBACCO USE IS PROHIBITED" and shall ensure that these signs are prominently displayed at all work sites.

Signed: _____

Printed Name: _____

Company Name: _____

Title: _____

Date: _____

CONTRACTOR’S CERTIFICATE REGARDING
DRUG-FREE WORKPLACE

To Be Executed by Bidder and Submitted with Bid

This Drug-Free Workplace Certification is required pursuant to Government Code Sections 8350 *et seq.*, the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract or grant for the procurement of any property or services from any State agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract awarded by a State agency may be subject to suspension of payments or termination of the contract, or both, and the contractor may be subject to debarment from future contracting if the state agency determines that specified acts have occurred.

Pursuant to Government Code Section 8355, every person or organization awarded a contract or grant from a State agency shall certify that it will provide a drug-free workplace by doing all of the following:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions which will be taken against employees for violations of the prohibition;
- (b) Establishing a drug-free awareness program to inform employees about all of the following:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The person's or organization's policy of maintaining a drug-free workplace;
 - (3) The availability of drug counseling, rehabilitation and employee-assistance programs;
 - (4) The penalties that may be imposed upon employees for drug abuse violations;
- (c) Requiring that each employee engaged in the performance of the contract or grant be given a copy of the statement required by subdivision (a) and that, as a condition of employment on the contract or grant, the employee agrees to abide by the terms of the statement.

I, the undersigned, agree to fulfill the terms and requirements of Government Code Section 8355 listed above and will publish a statement notifying employees concerning (a) the prohibition of controlled substance at the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the contract or grant be given a copy of the statement required by Section 8355(a) and requiring that the employee agree to abide by the terms of that statement.

I also understand that if the Owner determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of Section 8355, that the contract or grant awarded herein is subject to suspension of payments, termination, or both. I further understand that should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of Section 8350 *et seq.*

I acknowledge that I am aware of the provisions of Government Code Section 8350 *et seq.* and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

Signed: _____

Printed Name: _____

Company Name: _____

Title: _____

Date: _____

FINGERPRINTING NOTICE AND ACKNOWLEDGMENT

(Education Code Section 45125.2)

To Be Executed by Bidder and Submitted with Bid

Business entities contracting with the Owner for the maintenance, construction, reconstruction, rehabilitation, or repair of a facility must comply with Education Code sections 45125.1 and 45125.2. Such entities are responsible for ensuring full compliance with the law and should therefore review all applicable statutes and regulations. The following information is provided simply to assist such entities with compliance with the law.

1. If the District determines your employee(s) will have more than limited contact with students, then you must take one or more of the following steps:
 - a. Install a physical barrier at the worksite to limit contact with pupils.
 - b. Have an employee, who the Department of Justice has ascertained has not been convicted of a violent or serious felony, continually monitor and supervise employees. The entity shall verify in the Independent Contractor Student Contact Form to the Owner that the employee charged with monitoring and supervising its employees has no such convictions.
 - c. Arrange for surveillance by personnel, with Owner approval.

If one or more of these steps is taken, you are not required to comply with Education Code section 45125.1.

2. If you are providing the services in an emergency or exceptional situation, you are not required to comply with Education Code section 45125.2. An “emergency or exceptional” situation is one in which pupil health or safety is endangered or when repairs are needed to make a facility safe and habitable. Owner shall determine whether an emergency or exceptional situation exists.

I have read the foregoing and agree to comply with the requirements of Education Code §45125.1 and §45125.2 as applicable.

Signed: _____

Printed Name: _____

Company Name: _____

Title: _____

Date: _____

**SUSPENSION AND DEBARMENT CERTIFICATION
U.S. DEPARTMENT OF AGRICULTURE**

INSTRUCTIONS: SFA to obtain from any potential vendor or existing contractor for all contracts in excess of \$100,000. This form is required each time a bid for goods/services over \$100,000 is solicited or when renewing/extending an existing contract exceeding \$100,000 per year (Includes Food Service Management and Food Service Consulting Contracts).

**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.

Burbank Unified School District
Name of School Food Authority

2425-021
Agreement Number

Potential Vendor or Existing Contractor (Lower Tier Participant):

Signed: _____

Printed Name: _____

Company Name: _____

Title: _____

Date: _____

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the prospective lower tier participant (one whose contract for goods or services exceeds the Federal procurement small purchase threshold fixed at \$100,000) 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 whom 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.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “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.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered 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, 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.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered 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.

CERTIFICATION REGARDING LOBBYING

INSTRUCTIONS: To be completed and submitted ANNUALLY by any child nutrition entity receiving Federal reimbursement in excess of \$100,000 per year and potential or existing contractors/vendors as part of an original bid, contract renewal or extension when the contract exceeds \$100,000.

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds

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 a 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 or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or 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 grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," 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 subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Name of School Food Authority Receiving Child Nutrition Reimbursement In Excess of \$100,000:		Agreement Number:
Address of School Food Authority:		
Printed Name and Title of Submitting Official:	Signature:	Date:

(4) OR

Name of Food Service Management or Food Service Consulting Company:		
Printed Name and Title:	Signature:	Date:
Name of School Food Authority:		Agreement Number:

RFP ITEM DETAILS

Include for all Items: Cost of item(s), including all taxes, fees, and delivery to school sites; costs for uncrating and preparation (District personnel will make utility connections); costs for final installation, testing and employee training on the safe operation of the equipment. See specifications documents for additional detail.

NOTE: Plumbing repairs/upgrades are in progress at all sites, this equipment may not be installed until that work is complete. Tentative schedule for completion is as follows:

- Luther Middle School: December 2024 (COMPLETE)
- Burbank High School: January 2025
- Burroughs High School: February 2025
- John Muir Middle School: March 2025
- Dolores Huerta Middle School: April 2025

SECTION #1 – *Luther Braising Pan & Accessories*

Qty 1 - Vulcan – Precipan 40-Gallon Electric Tilting Braising Pan Model # V1BPT15E-36 or equivalent, must include the following features:

- Lid stops in place for vented cooking
- Temperature-controlled multizone cooking - 3 heat zones
- Accurate water metering
- Pre-programmed recipes
- Auto Lift – Baskets and Auto Tilt, Fill and Drain
- (1) VPP-Strainer40 and (3) VPP-Basket Wire Mesh baskets included

Qty 2 - VPP-Scraper – Food Scraper

Qty 3 - VPP-Baseplate – Base Plate

Deliver, uncrate, set up & install at the following site:

Luther Middle School
Attn: Kitchen/Cafeteria
3700 W Jeffries Avenue
Burbank, CA 91505

SECTION #2 – *Huerta Braising Pan & Accessories*

Qty 1 - Vulcan – Precipan 40-Gallon Electric Tilting Braising Pan Model # V1BPT15E-86 or equivalent, must include the following features:

- Lid stops in place for vented cooking
- Temperature-controlled multizone cooking - 3 heat zones
- Accurate water metering
- Pre-programmed recipes
- Auto Lift – Baskets and Auto Tilt, Fill and Drain
- (1) VPP-Strainer40 and (3) VPP-Basket Wire Mesh baskets included

Qty 2 - VPP-Scraper – Food Scraper

Qty 3 - VPP-Baseplate – Base Plate (wire rack) used for steam cooking

Deliver, uncrate, set up & install at the following site:

Huerta Middle School
Attn: Kitchen/Cafeteria
420 S Mariposa Street
Burbank, CA 91506

SECTION #3 – Muir & Burbank High Braising Pans & Accessories

Qty 2 - Vulcan – Precipan 28-Gallon Electric Tilting Braising Pan Model # V1BPT10E-86 or equivalent, must include the following features: (one to each site)

- Lid stops in place for vented cooking
- Temperature-controlled multizone cooking - 2 heat zones
- Accurate water metering
- Pre-programmed recipes
- Auto Lift – Baskets and Auto Tilt, Fill and Drain
- (1) VPP-Strainer28 and (2) VPP-Basket Wire Mesh baskets included

Qty 4 - VPP-Scraper – Food Scraper (2 to each site)

Qty 4 - VPP-Baseplate – Base Plate (2 to each site)

Deliver, uncrate, set up & install at the following sites:

Muir Middle School

Attn: Kitchen/Cafeteria

1111 Kenneth Road

Burbank, CA 91504

Burbank High School

Attn: Kitchen/Cafeteria

902 N Third Street

Burbank, CA 91502

SECTION #4 – Burroughs Braising Pan & Accessories

Qty 1 - Vulcan – Precipan 28-Gallon Electric Tilting Braising Pan Model # V1BPT10E-36 or equivalent, must include the following features:

- Lid stops in place for vented cooking
- Temperature-controlled multizone cooking - 2 heat zones
- Accurate water metering
- Pre-programmed recipes
- Auto Lift – Baskets and Auto Tilt, Fill and Drain
- (1) VPP-Strainer28 and (2) VPP-Basket Wire Mesh baskets included

Qty 2 - VPP-Scraper – Food Scraper

Qty 2 - VPP-Baseplate – Base Plate

Deliver, uncrate, set up & install at the following site:

Burroughs High School

Attn: Kitchen/Cafeteria

1920 W Clark Avenue

Burbank, CA 91506

SECTION #5 – *Luther Mixer Kettle & Accessory*

Qty 1 - Cleveland Mixer Kettle, Gas-Fired Vertical Agitator Tilting, 2/3 Steam Jacketed

Model MKGL-40-T-480/3/NAT or equivalent, must include the following features:

- High Efficiency Forced Air Double Pass Heating System
- 140M BTU
- Enclosed hydraulically operated mixer-bridge
- Permanently filled with treated distilled water
- Infinitely variable ration control between scraper and agitator
- Hot & Cold Faucet

Qty 1 - Kettle Accessory Kit (KAK), includes 6 pieces (3 brushes, whip, ladle & paddle)

Deliver, uncrate, set up & install at the following site:

Luther Middle School
Attn: Kitchen/Cafeteria
3700 W Jeffries Avenue
Burbank, CA 91505

SECTION #6 – *Huerta Mixer Kettle & Accessory*

Qty 1 - Cleveland Mixer Kettle, Gas-Fired Vertical Agitator Tilting, 2/3 Steam Jacketed

Model MKGL-40-T-208/3/NAT or equivalent, must include the following features:

- High Efficiency Forced Air Double Pass Heating System
- 140M BTU
- Enclosed hydraulically operated mixer-bridge
- Permanently filled with treated distilled water
- Infinitely variable ration control between scraper and agitator
- Hot & Cold Faucet

Qty 1 - Kettle Accessory Kit (KAK), includes 6 pieces (3 brushes, whip, ladle & paddle)

Deliver, uncrate, set up & install at the following site:

Huerta Middle School
Attn: Kitchen/Cafeteria
420 S Mariposa Street
Burbank, CA 91506

SECTION #7 – *Muir & Burbank High Mixer Kettle & Accessory*

Qty 2 - Cleveland Mixer Kettle, Electric Vertical Agitator Tilting, 2/3 Steam Jacketed

Model MKET-20-T-S-208/3 or equivalent, must include the following features: (one to each site)

- Enclosed hydraulically operated mixer-bridge
- Permanently filled with treated distilled water
- Infinitely variable ration control between scraper and agitator
- Hot & Cold Faucet

Qty 2 - Kettle Accessory Kit (KAK), includes 6 pieces (3 brushes, whip, ladle & paddle), one to each site

Deliver, uncrate, set up & install at the following sites:

Muir Middle School

Attn: Kitchen/Cafeteria

1111 Kenneth Road

Burbank, CA 91504

Burbank High School

Attn: Kitchen/Cafeteria

902 N Third Street

Burbank, CA 91502

SECTION #8 – *Burroughs Mixer Kettle & Accessory*

Qty 1 - Cleveland Mixer Kettle, Electric Vertical Agitator Tilting, 2/3 Steam Jacketed

Model MKET-20-T-S-480/3 or equivalent, must include the following features:

- Enclosed hydraulically operated mixer-bridge
- Permanently filled with treated distilled water
- Infinitely variable ration control between scraper and agitator
- Hot & Cold Faucet

Qty 1 - Kettle Accessory Kit (KAK), includes 6 pieces (3 brushes, whip, ladle & paddle)

Deliver, uncrate, set up & install at the following site:

Burroughs High School

Attn: Kitchen/Cafeteria

1920 W Clark Avenue

Burbank, CA 91506

RFP SCORING FORM Bid 2425-021 – Bidder Evaluation

Evaluation Criteria	Max Pts	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5
1. Customer Service 24-30 = excellent 19-24 = good 13-18 = fair 7-12 = below standard 0-6 = not qualified	30					
2. RFP Worksheets 16-20 = excellent 11-15 = good 6-10 = ok 1-5 = below standard 0 = not qualified	20					
3. References 9-10= excellent 7-8= good 5-6= ok 3-4 = below standard 1-2 = not qualified	10					
4. Experience 24-30 = excellent 19-24 = good 13-18= ok 7-12=below standard 0-6 = not qualified	30					
8. Small Business, etc. 10 = Qualified 0 = not qualified	10					
Subtotal Points	100					
Continue to RFP Pricing Section for bidders with a Subtotal of 70 or more						

Evaluation Criteria	Max Pts	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5
Price Distribute points evenly based on total number of bidders: lowest price = 50, highest price =0	50					
General Score	100					
Total Points	150					

Evaluated by _____

Signed _____

Date _____