



Request for Proposal

January 17, 2025

Cedar Springs Public Schools ("District") will accept sealed bids for:

Food Service Serving Equipment – Beach Elementary

soliciting equipment as described in the attached specifications. **Sealed bids are due no later than 1:00 P.M. local time on Friday, January 31, 2025.**

Sealed bids should be submitted to Matti Sullivan, Chief Financial Officer, Cedar Springs Public Schools, 204 E. Muskegon St., Cedar Springs, MI 49319. Bids are to be submitted no later than **1:00 P.M. Friday, January 31, 2025**. Late bids will not be accepted or considered. Bids will be publicly opened shortly following the close of receiving bids. No oral, email, telephonic, or telegraphic proposals shall be considered.

Timeline

1/17/25	Bid release
1/31/25	Sealed bids due no later than 1:00 p.m. local time
1/31/25	Sealed bid openings – shortly after 1:00 p.m. local time
Summer 2025	Delivery date to be coordinated with CSPS Maintenance and Facilities Dept.

The Board of Education reserves the right to accept or reject any or all bids in whole or in part, to waive any informality or irregularity in the bid or in the bid process, or, for reasons of establishing uniformity, delivery time or preference, to award the contract to other than the low bidder.

All prices quoted are to be F.O.B., Cedar Springs, Michigan. All purchases and sales to the school district are exempt from all taxes, including state and federal taxes. Exemption certificates for the school district will be furnished upon request.

The bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board, or the superintendent of the school district.

The bid shall also be accompanied by a sworn and notarized statement disclosing whether the bidder is an Iran Linked Business in compliance with PA 517 of 2012. The Board shall not accept a bid that does not include these sworn and notarized disclosure statements.

Bids are to be submitted on the Bid Proposal Forms included in this invitation to bid, signed by the bidder, in a sealed envelope clearly marked. Two (2) copies of the Bid Proposal Form should be addressed to the attention of:

Matti Sullivan, Chief Financial Officer
Cedar Springs Public Schools
RED HAWK - DISTRICT OFFICES
204 E. Muskegon St.
Cedar Springs, MI 49319

Food Service Serving Equipment RFP

Food Service Serving Equipment – Beach Elementary

One (1) copy of the bid form should be retained for your files.

Questions regarding the bid process should be directed to Matti Sullivan, Chief Financial Officer, in writing via email at matti.sullivan@csredhawks.org.

Questions regarding equipment specifications should be directed to Holly Haywood, Food Service Director, in writing via email at holly.haywood@csredhawks.org.

CONDITIONS:

1. Bids are being solicited for the food service serving equipment as outlined below.
2. Proposals must be made in full conformity with all conditions set forth in the specifications.
3. The Board of Education reserves the right to accept or reject any or all bids in whole or in part, to waive any informality or irregularity in the bid or in the bid process, or, for reasons of establishing uniformity, delivery time or preference, to award the contract to other than the low bidder.
4. Bidders must respond to **all** sections in this bid to be considered.
5. Any bidder may withdraw its bid at any time prior to the scheduled time for opening of bids. All proposals submitted shall remain firm for a period of sixty (60) days.
6. Bid opening will be held in person shortly following the bid deadline. Results will be sent electronically to all parties who submit a bid.

SELECTION OF BIDDER:

1. The School District will inform all bidders in writing if they were successful or not in obtaining the equipment purchase with Cedar Springs Public Schools.
2. Upon completing the bid process the school district will adhere to board policy 6460 "Vendor Relations;" which states "All sales persons, regardless of product, shall clear with the Superintendent's Office before contacting any teachers, students, or other personnel of the School District."

PAYMENTS:

A purchase order for School District purchases and repairs and will be issued by the District to the successful bidder. The successful bidder will invoice the District for amounts due as outlined in the approved bid.

The Board of Education reserves the right to accept or reject any or all bids in whole or in part, to waive any informality or irregularity in the bid or in the bid process, or, for reasons of establishing uniformity, delivery time or preference, to award the contract to other than the low bidder.

Food Service Serving Equipment RFP**SPECIFICATIONS AND BID PROPOSAL FORM**

Please complete the price of each product in the box shown below. Quoted products must be as specified or products of a comparable manufacturer and model.

Item Description	Quantity	Total Price
CASH REGISTER STAND AND ACCESSORIES 1 ea Atlas Metal BLM-1 Cashier Station Serving Counter, 35"H x 24"L x 30-1/2"W, stainless steel key lock cash drawer, stainless steel top, extruded aluminum frame, with laminate front & end panels, mounted on 5" swivel casters, (2) with brakes 1 ea TSF-2-MOD Tray Slide, drop-down design, solid, 10"D, stainless steel, flat. MOUNTED @ 30" AFF 1 ea TSF-3-MOD Tray Slide, drop-down design, solid, 10"D, stainless steel, flat. MOUNTED @ 30" AFF 2 ea MTE Mitered/Chamfered End (each) 1 ea FH Ferruled hole in top, 3" dia. 1 ea CO Convenience Outlet, 120v/60/1-ph, 15 amps, (specify apron mount or base mount) 1 ea PCS Power cord, special, 7 to 10 ft. long 1 ea PCF Powder Coating for frames 1 ea USB-1 Bottom Shelf, stainless steel		

Item Description	Quantity	Total Price
HOT FOOD SERVING COUNTER / TABLE 1 ea. Atlas Metal BLH-4-MOD Hot Food Serving Counter, electric, (4) 12" x 20" hot food wells, 63-3/4"L x 32"H x 30-1/2"W, mobile modular, open base, stainless steel top, extruded aluminum frame, laminate front & end panels, 5" swivel casters, (2) with brakes, UL EPH Classified. 32" HIGH. 1 ea 208v/60/1-ph, 3.4 kW, 850 watt elements, 16.4 amps, NEMA L6- 30P, standard 1 ea NOTE: Drains are optional 1 ea Modify height, under 34" 1 ea DMVE-4 Individual Drain with Valve, for each well with manifold to single valve, for mobile modular units, with rear extension 1 ea VGG6-4 Gardian™ Sneeze Guard, 62-3/4"W, full service protector with 14" top shelf & (2) end glass panels, 3/8" clear tempered glass panels with radius corners, powder coated, NSF. 1 ea LABOR Labor to install special units: Versa Gard sneeze guard 1 ea TSF-4 Tray Slide, drop-down design, solid, 10"D, stainless steel, flat. MOUNTED @ 30" AFF 1 ea SH-4 Work Shelf, 8" wide, stainless steel, for 63-3/4"L units 1 ea PCF Powder Coating for frames 1 ea USB-4 Bottom Shelf, stainless steel, (BL-units)		

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Item Description	Quantity	Total Price
SERVING COUNTER, UTILITY 1 ea. Atlas Metal BLU-3-MOD Utility Unit Serving Counter, 50"L x 32"H x 30-1/2"W, mobile modular design, open cabinet base with apron, solid top unit, stainless steel top, extruded aluminum frame, with laminate panels, stainless steel undershelf, 5" swivel casters, (2) with brakes. 32" HIGH. 1 ea Modify height, under 34" 1 ea TSF-3 Tray Slide, drop-down design, solid, 10"D, stainless steel, flat. MOUNTED @ 30" AFF 1 ea SH-3 Work Shelf, 8" wide, stainless steel, for 50"L units 1 ea PCF Powder Coating for frames		

Item Description	Quantity	Total Price
SERVING COUNTER, COLD FOOD 1 ea Atlas Metal BLC-4-RM-MOD Cold Food Serving Counter, refrigeration cold pan with 3" recessed top, 4-pan size, self-contained refrigeration system 63-3/4"L x 32"H x 30-1/2"W, mobile modular, open rear, stainless steel top, exterior aluminum frame, laminated front/end panels, 53-1/8" x 19-7/8" x 9" cold pan, 5" swivel casters, (2) with brakes, NSF 7. 32" HIGH. 1 ea 5-year compressor warranty (net) 1 ea 120v/60/1-ph, 1/3 HP, 6.5 amps, NEMA 5-15P, standard 1 ea NOTE: Unit furnished with stainless steel adapter bars 1 ea Modify height, under 34" 1 ea TSF-4 Tray Slide, drop-down design, solid, 10"D, stainless steel, flat. MOUNTED @ 30" AFF 1 ea SH-4 Work Shelf, 8" wide, stainless steel, for 63-3/4"L units 1 ea VGG6-4 Gardian™ Sneeze Guard, 62-3/4"W, full service protector with 14" top shelf & (2) end glass panels, 3/8" clear tempered glass panels with radius corners, powder coated, NSF. 1 ea LABOR Labor to install special units: Versa Gard sneeze guard 1 ea USB Bottom Shelf, stainless steel, (BL-units) 1 ea PCF Powder Coating for frames		

Item Description	Quantity	Total Price
HEATED HOLDING CABINET, FULL HEIGHT 1 ea Heated Holding Cabinet, one compartment, full height, insulated, (36) 12" x 20" or (18) 18" x 26" pan capacity, universal pan slides, (1) solid hinged door, mechanical controls, top-mount forced air heating system, aluminum construction, (4) 5" swivel casters (2 with brakes), cULus, UL 1 ea EPH, 120v/60/1-ph, 2100 watts, 17.5 amps, 10 ft cord with NEMA 5-20P 1 ea Solid pass-thru doors		

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Item Description	Quantity	Total Price
SHIPPING AND HANDLING		
INSTALLATION		
Total Quoted Price		

Bids must include the following: Deliver, uncrate and set in place of all units in the school cafeteria, installation of units including leveling and adjoining all units. Removal of crating from jobsite. Serving line area will be vacant and ready for new units to be installed. Items may be unloaded at the back entrance of Beach Elementary, which DOES NOT HAVE A LOADING DOCK.

Removing of all protective plastic film. Assembly of all glass into sneezeguards (glass shipped separately). Any alternates to the above specifications shall be submitted in writing to the food service director 5 days prior to bid opening, with reasons for acceptance of alternates. Project is for Summer 2025 installation.

Food Service Serving Equipment RFP

SPECIFICATIONS AND BID PROPOSAL FORM continued

The undersigned certifies that the bid contained meets or exceeds the attached specifications. Failure to comply with all conditions asked for in this bid document may result in rejection of the bid.

Bidder Information:

COMPANY NAME: _____

ADDRESS: _____

AUTHORIZED SIGNATURE: _____

AUTHORIZED NAME (please print): _____

TITLE: _____ DATE: _____

PHONE #: _____ FAX #: _____

E-MAIL: _____

At least 3 references with contact person:

Company: _____ Contact: _____ Phone: _____

Company: _____ Contact: _____ Phone: _____

Company: _____ Contact: _____ Phone: _____

Do you conduct background checks on your employees? ☐ Yes ☐ No

Familial Relationship Affidavit included? ☐ Yes ☐ No

Iran Linked Business Affidavit included? ☐ Yes ☐ No

Written responses to all requested questions? ☐ Yes ☐ No

Are you on the Excluded Parties List? ☐ Yes ☐ No ⚙️Unknown
(which excludes you from receiving Federal Contracts or certain sub contracts, pursuant to the provisions of 31 U.S.C. 6101, note E.O. 12549, E.O. 12689, 48 C.F.R. 9.404)?

Provide your DUNS number, if you have one: _____

Local (District) Vendor or Taxpayer? ☐ Yes ☐ No ⚙️Unknown
(Documentation, if necessary, will be obtained after the bid opening.)

Do you have employees that live within the District? ☐ Yes ☐ No ⚙️Unknown

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BID DISCLOSURE STATEMENT – FAMILIAL RELATIONSHIP

Bidders must submit a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Cedar Springs Public District School Board or the Cedar Springs Public District Superintendent must be accompanied with the bid. **Bids without this disclosure statement will not be accepted.**

The members of the Cedar Springs School Board are: **Heidi Reed, April Patin, Trent Gilmore, Traci Slager, Matthew Shoffner, Mistie Bowser, and Jason Lund.**

The Cedar Springs Public Schools Superintendent is: **Scott Smith**

☐ The Following are the familial relationships:

☐ There are none.

STATE OF MICHIGAN

COUNTY OF _____)

The undersigned, authorized representative of bidder (insert name) _____

does hereby acknowledge that bidder has read the foregoing disclosure statement and the statements herein contained are true.

Signature of Bidder Representative

Print Name

Title

Subscribed and sworn to before me this ____ day of _____, 2025.

Notary Public, _____ County, Michigan
My commission expires: ____/____/____

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AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of the below named vendor (the “Vendor”), pursuant to the compliance certification requirement provided in the “Cedar Springs Public Schools” (the “District”) Request For Proposals For **Food Service Serving Equipment** (the “RFP”), hereby certifies, represents and warrants that the Vendor (including its officers, directors and employees) is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event Vendor is awarded a contract as a result of the aforementioned RFP, the Vendor will not become an “Iran linked business” at any time during the course of providing any services or selling any items under the contract.

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

CONTRACTOR:

Name of Contractor

By: _____

Its: _____

Date: _____

STATE OF _____)

COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, 2025, by
_____.

, Notary Public

_____ County, _____

My Commission Expires: _____

Acting in the County of : _____