

REQUEST FOR PROPOSAL (RFP)

Lafayette School Corporation

2026 Foodservice Projects:

Miller Elementary School Serving & Tecumseh
Junior High School Cafeteria Furniture

SECTION 1 – ISSUE AND TIMELINE INFORMATION

Project Overview

Lafayette School Corporation (“District”) is issuing this Request for Proposal (RFP) to solicit qualified vendors for the replacement of aged foodservice serving lines and related improvements at designated school facilities.

The District intends to modernize serving environments, improve operational efficiency, and provide updated equipment and furnishings that support long-term durability and performance.

This RFP will result in one (1) combined award covering all project locations outlined below.

Miller Elementary School

Miller Elementary School
700 S 4th Street
Lafayette, IN 47905

Scope includes:

Removal and replacement of existing serving lines

Light construction work necessary to support installation, including:

- Removal of existing knee wall
- Electrical updates and modifications
- Replacement or upgrade of roll-down security gate
- Any incidental work required to complete installation and ensure operational readiness

Tecumseh Junior High School

Tecumseh Junior High School
2101 S 18th Street
Lafayette, IN 47905

Scope includes:

- Replacement of cafeteria furniture
- Layout coordination and installation as required

Project Intent

The purpose of this project is to:

- Improve serving line functionality and student flow
- Update aging infrastructure and equipment
- Enhance safety and code compliance
- Provide durable, high-quality foodservice environments

A mandatory pre-bid walkthrough will not be required for this project.

IMPORTANT DATES

1. Request for Proposals Issued: March 23, 2026
2. Mandatory Walk-Thru – For any Installer or Contractor not specified in the RFP – March 27, 2026
 - Note: Respondents wish to provide alternate contractors to notify the below no later than March 25, 2026, of intent of walk-thru.
 - Note: If no walk-thrus are requested no further on-site visits will be available.
 - Note: Final walk-thru schedule to be delivered to each corresponding respondent.
 - Requests made via email to:
Troy Cloum (Chief Financial Officer) tcloum@lsc.k12.in.us
3. Deadline for Clarification Requests: March 30, 2026
4. Due Date for Responses and Opening: April 10, 2026
5. Contract Award: ASAP following RFP Review following April board meeting.
6. Installation: Completion by -See below detailed schedule

INSTALLATION SCHEDULE – PROJECTED TIMING – FINISH GOALS

1. General Timeline:
 - a. Last day of school is May 21, 2026.
 - b. Construction can begin on May 25, 2026.
 - c. Completed Prior to July 15, 2026: (As much as possible. Owner realizes timing may not allow for this and is prepared to make necessary arrangements for work to continue during school hours and open dates.
 - d. Completed ASAP – Estimated included in RFP responses.
2. Miller Elementary
 - a. Construction schedule applicable above
3. Tecumseh Junior High School
 - a. No construction needed

SUMMARY OF SERVICES REQUESTED

The following information is provided with the best information available. Any omissions or deficiencies should be brought to the attention of the School District. Clarifications and amendments will be shared with all known bidders.

The school district is seeking proposals for the purchase and installation of the enclosed equipment and services. The intent of the RFP is to award a sole source agreement to one of the participating proposers. Please see detailed timeline for responses below.

PROCESS INSTRUCTIONS FOR FORMS REQUIRED WITH SUBMITTALS:

All the below forms must be submitted with the RFP packet to school all notarized and delivered in sealed envelope per guidelines above.

1. Form 1 – Vendor Experience and References – DEALER/KEC
2. Form 1A – Vendor Experience and References – SUBCONTRACTORS - INSTALLERS
3. Form 1B – Vendor Experience and References – SUBCONTRACTORS – GENERAL CONSTRUCTION
4. Form 2 – Project Scope and Timeline
5. Form 3 – Project Specifications/Bid Tabulation Form
 - ***NOTE: THIS IS THE SEPARATE EXCEL FILE ATTACHED TO BID DOCUMENTS TO BE FILLED OUT AS OFFICIAL RESPONSE ON COSTS FOR RFP RESPONSE.(BID TABULATION FORM SUBMITTED)***
6. Form 4 – Acknowledgement
7. Form 5 – Non-Collusion Affidavit
8. Form 6 – Historically, Underutilized Business (HUB) Certification
9. Form 7: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
10. Form 8: Certification Required for Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds.
11. Form 9: Compliance Certification to EPA Regulations Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds

PROPOSALS SENT TO:

Sealed Proposals are to be submitted to the School District (Delivered in Sealed Envelope)
by 2:00 PM EST on April 10, 2026, to:

Troy Cloum
Chief Financial Officer
Lafayette School Corporation
2300 Cason Street
Lafayette, IN 47904

RFP responses will not be opened publicly; however, proposals will be reviewed by the owner after this date and reviewed per scoring matrix within as directed within the RFP and formal award after school board meeting dependent on timeline for submission to board.

Each respondent is to respond to all required items as directed in the RFP.

Any respondent may withdraw their proposal at any time prior to the scheduled time for receipt and opening of proposals. No proposals shall be withdrawn after the opening of the proposals without the written consent of the owner.

REQUEST FOR ADDITIONAL INFORMATION

Direct any request for additional information contact via the email address given below. Any information that the school district deems appropriate to provide in response to the Proposer's request for additional information will be shared with all proposers.

Deadline for clarification requests is March 30, 2026, via email to:

Troy Cloum (Chief Financial Officer) tcloum@lsc.k12.in.us

TIMELINE FOR PROPOSAL AWARD

If the school district decides to award a contract as a result of the RFP, the award will be made:

ASAP following RFP Review **Acceptance of RFP**

TERMS AND CONDITIONS

A proposal submitted in response to the RFP shall constitute a binding offer. Acknowledgement of this condition shall be indicated by the autographic signature of the offeror, or an officer of the offeror legally authorized to execute contractual obligations. It is assumed by the offeror's response that it acknowledges all terms and conditions of this invitation for an offer. An offeror shall identify clearly and thoroughly any variations between its proposal and the School District RFP. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP.

INCURRING COSTS

The School District is not liable for any cost incurred by offerors prior to issuance of a procurement document.

PROPOSAL REJECTION

The School District reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items proposed if deemed in the best interest of the School District. The competency, responsibility, experience, and reputation of the bidders will be considered in making the award. Bidders shall bid on the specifications, and any exceptions must be noted.

ALTERNATES STATEMENT

1. Equipment

To ensure operational consistency, simplified maintenance protocols, and long-term cost efficiency, no alternate manufacturers or models will be accepted for the equipment specified within this RFP. The School District has adopted a district-wide standardization policy based on extensive evaluation of equipment performance, training compatibility, and parts/service support. This policy ensures that all kitchen operations remain uniform across multiple buildings and that staff are trained in consistent equipment interfaces and procedures.

The following key reasons form the basis for this sole-source specification:

- Operational Consistency – Standardized equipment ensures uniform menu execution, controls, and operating procedures across all school kitchens, regardless of location.
- Maintenance and Repair Efficiency – All specified equipment aligns with existing district-wide service contracts, spare parts inventory, and maintenance protocols. Allowing alternates would increase downtime, require additional training for maintenance staff, and jeopardize repair timelines.
- Parts Interchangeability – Specified manufacturers align with existing parts stock held by the district and its contracted service providers. Alternate brands would require sourcing and stocking unique parts, which is cost prohibitive and logistically inefficient.
- Staff Training and Safety – Kitchen personnel and foodservice staff are already trained on the operation, cleaning, and safety protocols of the specified equipment. Introducing unfamiliar models would necessitate retraining and increase the risk of user error or improper maintenance.
- Warranty and Support Continuity – The equipment specified is supported by existing factory service channels that have proven reliable in the district's prior installations. Alternates may not meet the same service response times or warranty fulfillment standards.
- Integration with Existing Infrastructure – Many specified models are selected based on known fit within existing electrical, utility, and spatial configurations within the district's facilities. Alternate options may not conform to these parameters without additional cost or construction modification.
- This restriction is in place not to limit competition, but to ensure long-term public value, safety, and efficient operation consistent with both the district's fiduciary responsibility and the expectations of Indiana public procurement guidelines.

For these reasons, only the manufacturers and models listed in the specification documents will be considered. No substitutions will be reviewed, evaluated, or accepted.

2. Contractors – General Laborers and Subcontractors

The contractors listed in this RFP are included as the **basis of design** and represent firms familiar with the scope, site conditions, and performance expectations of the District. These contractors have a proven history of completing similar school projects within the required timelines, safety protocols, and quality standards.

However, bidders may propose **alternate general laborers or subcontractors** provided that all of the following conditions are met:

1. **Mandatory Site Visit Requirement:** Any bidder proposing alternate contractors must attend the Mandatory Site Visit Walk-Through with all proposed subcontractors and labor crews who will be involved in the work. This includes electricians, refrigeration installers, concrete crews, and any specialty subcontractors. Attendance is required for all team members being considered for the work. Failure of any contractor or subcontractor to attend and sign in will result in automatic rejection of that bid.
2. **Subcontractor Identification and Qualification:** Any alternate contractors or subcontractors must be clearly identified by name in the bid response. Bidders must submit:
 - Three (3) references for each subcontractor, demonstrating successful completion of projects of similar size, type, and scope (preferably within school or institutional settings).
 - A brief qualifications statement for each subcontractor outlining relevant experience, safety record, and any applicable licenses or certifications.
 - Confirmation that each subcontractor has reviewed the project scope and will comply with all district safety, security, and schedule requirements.
3. **District Right to Review and Reject:** The District reserves the right to review, evaluate, and approve or reject any proposed alternate contractors or subcontractors at its sole discretion. Approval will be based on qualifications, experience, safety record, prior school project history, and staffing capacity.
4. **Responsibility for Schedule and Coordination:** The awarded bidder will be solely responsible for the performance, coordination, and conduct of any approved alternate subcontractors. Delays, errors, or deficiencies resulting from unapproved or unqualified crews will be the responsibility of the prime contractor and may result in corrective action or disqualification from future bids.

This policy is designed to preserve project integrity, ensure consistent quality, and protect the operational needs of the School District. Alternate contractors are permitted, but only when fully vetted, qualified, and present for the site walkthrough to demonstrate familiarity with the scope.

3. Contractors – Factory-Provided Service

For any items or scope of work specifically requiring factory-authorized service or installation — including but not limited to Item LD3 (Hobart Service) — the use of alternate contractors will not be permitted.

This requirement is based on the nature of specialty commercial kitchen equipment that demands installation, commissioning, and servicing by factory-trained personnel to ensure safe, compliant, and fully warrantied operation. The School District mandates the use of factory-provided service teams for the following reasons:

- **Specialty Equipment Requiring Manufacturer Expertise** – The equipment specified in this project includes advanced systems such as commercial dishmachines, mixers, slicers, and high-efficiency cooking equipment that require precise calibration and specialized tools. These units must be installed and tested by technicians trained and certified by the manufacturer, with direct access to the latest factory protocols, software, and diagnostic procedures.
- **Warranty Protection and Compliance** – Factory-authorized service is required to preserve the full manufacturer warranty. Use of non-authorized personnel may compromise warranty coverage on parts, labor, and performance guarantees.
- **Access to OEM Parts and Diagnostic Tools** – Factory service providers have exclusive access to proprietary parts, specialized calibration equipment, and factory-level troubleshooting resources — all critical to ensuring optimal performance and long-term reliability.
- **Commissioning and Certification Requirements** – Several equipment types require certified installation/start-up by a factory-authorized service agent to activate warranties and submit performance documentation. Hobart Service is the sole regional provider with the authority to perform these services for Hobart equipment.
- **District-Wide Standardization and Support Continuity** – The District has implemented a consistent service standard across all facilities using Hobart Service to ensure seamless warranty support, spare parts access, and predictable service coordination for both current and future installations.
- **Factory-Level Training and Coverage** – Hobart Service technicians maintain current factory training and certifications

and carry appropriate insurance and safety credentials to work on specialized foodservice systems in school environments.

As such, for any scope involving factory-service equipment — particularly specialty systems that require factory-trained personnel — the District requires that installation and service be performed by the specified factory-authorized provider. This approach is essential to ensure proper commissioning, maintain warranty coverage, and uphold the long-term performance and support standards established throughout the District.

SECTION 2
GENERAL TERMS AND CONDITIONS

Response Forms

Supplied with the RFP is a Service Providers Response Form. The form provides the format for the Response and must be completed and submitted for your response to be considered. Please follow the directions in Section 4 to complete the Response Form.

Officer of Firm

Responses shall address all items completely and thoroughly in accordance with the format provided and shall be signed by an officer of the Firm with the authority to commit the Firm's resources.

Withdraw

The content and commitments in the Responses shall remain firm for sixty (60) calendar days from the due date of such Responses.

Right to Request Additional Information

The school corporation reserves the right to request any additional information that might be deemed necessary after opening the responses.

Post-Response Presentations

The school corporation, in its sole discretion, reserves the right to request post-response presentations from all, some, or none of the Service Providers.

Costs Incurred

The school corporation is not responsible for any costs incurred by any Service Provider for any work performed relative to the preparation of a Response to the RFP or negotiation of a contract for service, including the costs for the preparation of the information solicited herein.

Schedule Dates

The following is an anticipated schedule for the selection process. The school corporation reserves the right to modify any part of this schedule:

IMPORTANT DATES

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3. Tecumseh Junior High School
 - a. No construction needed

TERMS OF PAYMENT

The successful bidder will invoice the School District at completion, terms net forty-five. The School District shall pay the successful bidder at the completion of the project. Bid tabulation (FORM 3) will have each project section broken down. Awarded dealer is allowed to bill owner for each section at completion net forty-five for the following:

In the event of unforeseen lead times by manufacturers, and/or, delays not caused by awarded RFP respondent, owner reserves the right to release partial funds upon inspection of work on site and establish % of completion of said work. This is at the SOLE discretion of the owner.

LICENSURE

Before a contract pursuant to the RFP is executed, the selected Firm must hold all applicable business and professional licenses, permits, etc. The school district may require any or all Service Providers to submit evidence of proper licensure.

DISCLOSURE OF PROPOSAL CONTENTS

All Responses and materials submitted in response to the RFP shall become the property of the school corporation. Selection or rejection of a Response does not affect this right. All response information shall be held in confidence during the evaluation process, to the extent permitted by law. Upon the completion of the evaluation of Responses, the Responses and associated materials shall be open for review by the public. By submitting a Response, the Service Provider acknowledges and accepts that the full contents of the Response and associated documents may become open to public inspection.

CONTRACT REQUIREMENTS

The school corporation considers the RFP legally binding and will require that this RFP and the resulting Firm's Response be incorporated by reference into any subsequent contracts between the Firm and the school corporation. It should be understood by the Firm that this means the school corporation expects the Firm to satisfy all requirements listed herein. Exceptions should be explicitly noted in your Response.

APPLICABLE AND GOVERNING LAW CLAUSE

This Agreement shall be subject to all laws of the Federal Government of the United States of America and to the laws of the State of Indiana. All duties of either party shall be legally performable in Indiana. The applicable law for any legal disputes arising out of this contract shall be the law of (and all actions hereunder shall be brought in) the State of Indiana.

GENERAL INDEMNIFICATION

The Firm agrees to indemnify, defend and hold harmless the school corporation, its Participants, successors, employees and agents from and against any and all claims, costs, expenses, damages, and liabilities, including reasonable attorney's fees, arising out of (i) the negligent acts or willful misconduct of the Firm and/or its officers, directors and employees, agents or subcontractors; (ii) any breach of the terms of this Agreement by the Firm; (iii) any violation of applicable State and/or Federal law, regulation, or requirement; or (iv) any breach of any representation or warranty by the Firm under this Agreement. The Firm agrees to notify the school corporation by certified mail, return receipt requested, immediately upon knowledge of any claim, suit, action or proceeding for which it may be entitled to indemnification under this Agreement.

RIGHT TO TERMINATE FOR BREACH

Each party shall have, in addition to all other remedies available to it, the right to terminate this Agreement immediately upon written notice to the other party that the other party has committed a material breach of any of its obligations herein and such material breach shall not have been cured or corrected within ten (10) days following written notice of the same. Upon termination of this Agreement by either party for breach or default of the other party, each party shall be entitled to exercise any other right, remedy, or privilege which may be available to it under applicable law or proceed by the appropriate court action to enforce the terms of this Agreement or to recover damages for the breach of this Agreement.

PROTEST PROCEDURES

The offeror whose proposal has been timely filed and who is aggrieved by the award of a contract to another offeror may appeal the decision by filing a written notice of appeal. The notice must be filed within five (5) business days of the date of the award of Contract, exclusive of Saturdays, Sundays, and legal state holidays. The notice of appeal must clearly and fully identify all issues being contested by reference to the page, and section of the solicitation document and/or award of Contract.

An appeal will be heard by the designated school administration unless the petitioner is not an aggrieved party, or a prior request by the same petitioner relating to the same contract award has been granted, or the request is capricious, frivolous, or without merit. The burden of proof lies with the petitioner. The evidence presented must specifically address and be limited to one or more of the following:

- Violation of State or Federal law.

- Irregularities creating fundamental unfairness; or
- Arbitrary or capricious award.

The appeal will be reviewed by the designated school administration who will provide a written response within ten (10) business days after hearing the appeal. If the appealing party is not satisfied with the response, the petitioner may appeal to the designated school's Board of Education for further review. Further review must be requested in writing and must be received by the Board of Education within five (5) business days after the date of the administration's response. The request for further review must state the reasons for the administration's response being rejected. The designated school's Board of Education will review the original appeal and supporting documentation; response and supporting documentation; and the request for review and supporting documentation. The Board of Education will meet to rule on the appeal no later than ten (20) business days after receipt for further review. The decision of the Board of Education shall be in writing and shall be the final decision on the matter.

SECTION 3 CONTRACT REQUIREMENTS

This contract shall be governed in all respects --as to validity, construction, capacity, performance, or otherwise -- by the laws of the State of Indiana.

CIVIL RIGHTS ACT

Contractors providing services under the Request for Proposal herewith assure the school district that they are conforming to the provisions of the Civil Rights Act of 1964 as amended.

NON-COLLUSION AFFIDAVIT

Bidders shall submit a non-collusion affidavit as prescribed by the Indiana Board of Accounts with the official bid forms attached. This form must be notarized.

SAFETY WARRANTY

Seller warrants that the product sold to Buyer shall conform to the standards promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970. In the event the product does not conform to OSHA standards, Buyer may return the product for correction or replacement at the Seller's expense. In the event Seller fails to make appropriate correction within a reasonable time or 30 days whichever is shorter, correction may be made by the buyer at Seller's expense.

FORCE MAJEURE

If by any reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this agreement then such party shall give notice and full particulars of Force Majeure in writing to the other part within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as herein provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

The term Force Majeure as employed herein, shall mean acts of God, strikes, lockout, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Indiana or any civil or military authority, insurrections, riots, epidemics, arrests, restraint of government and people, civil disturbances, explosions, acts of war, or any other causes no reasonably in the control of the party claiming such inability.

MODIFICATIONS

This contract can be modified or rescinded only by a writing signed by both parties or their duly authorized agents.

PUBLIC INFORMATION

This RFP and all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure under the Indiana Access to Public Records Act, after a contract is awarded. Respondents are hereby notified that the school district strictly adheres to all statutes, court decisions, and opinions of the Indiana Attorney General with respect to disclosure of bid information. Any information deemed to be confidential by Respondent should be clearly noted on the page(s) where confidential information is contained; however, the school corporation cannot guarantee that it will not be compelled to disclose all or part of any public record under the Indiana Access to Public Records Act, since information deemed to be confidential by Respondent may not be considered confidential under Indiana law.

BUY AMERICAN PROVISION

The school district participates in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and are required by law to use nonprofit School Nutrition Program (SNP) funds, to the maximum extent practicable, to buy domestic commodities or products for meals served under the NSLP and SBP. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. The term substantially means that over fifty-one percent (51%) of the final processed product consists of agricultural commodities that were grown domestically.

HUB POLICY STATEMENT

The school corporation is wholly committed to developing, establishing, maintaining, and enhancing minority involvement in the total procurement process. It is the policy of the school corporation to involve qualified HUB and minority/women owned businesses to the greatest extent feasible in the food service department's procurement of goods, equipment, and services.

The school corporation contractors, suppliers and subcontractors, and vendors of goods, equipment services, and professional services shall not discriminate on the basis of race, color, religion, national origin, handicap, or sex in the award and/or performance of contracts. However, competition and quality of work remains the ultimate "yardstick" in contractor, subcontractor, vendor, service, professional service, and supplier utilization. All vendors, suppliers, professionals, and contractors doing business or anticipating doing business with the school corporation shall support, encourage, and implement affirmative steps toward our common goal of establishing equal opportunity in procurement process.

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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, 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), 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: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all 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:

mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410.
fax: (202) 690-7442; or
email: program.intake@usda.gov.

This institution is an equal opportunity provider.

LUNSFORD ACT REQUIREMENT

The Jessica Lunsford Act requires all contracted vendors who are permitted access on school grounds when students are present, who have direct contact with students, or have access to or control of school funds, to undergo a background check.

ASSURANCE OF ETHICAL PRACTICES

All bidders must have a company policy of maintaining the highest level of professional and ethical standards in the conduct of its business. Bidders must place the highest importance on its reputation for honesty, integrity, and high ethical standards. This Policy should serve as a reaffirmation of the importance of the highest level of ethical conduct and standards for all employees within the company. Each employee who is materially involved in any of the company's documentation, billing, or competitive practices has an obligation to familiarize himself or herself with all such applicable laws and regulations and to always adhere to the requirements thereof. Where any question or uncertainty regarding these requirements exists, it is incumbent on, and the obligation of, each employee to seek guidance from a knowledgeable officer of, or attorney for, the company.

OTHER REQUIRED CONTRACT PROVISIONS: All bidders (contractors and subcontractors) shall be in compliance with the following applicable provisions or conditions as mandated by the Office of Federal Procurement Policy, United States Department of Agriculture (USDA) and/or the State of Indiana Department:

- Executive Order 11246 of September 24, 1965, entitled "**Equal Employment Opportunity**" as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor Regulations (41 CFR, Part 60). 16.2
- Copeland "**Anti-Kickback**" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3).
- Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708), as supplemented by the Department of Labor regulations (29 CFR Part 5).
- **Clean Air Act** (42 U.S.C. 7401-7671q.), and the Federal Water Pollution Contract Act (33 U.S.C. 1251-1387), as amended for all contracts, subcontracts and subgrants of amounts in excess of \$100,000.
- **Energy efficiency** standards and policies contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C 6201).
- **Solid Waste Disposal Act** (Section 6002), as amended by the Resource Conservation and Recovery Act, procuring only items designated in guidelines of the Environmental Protection Agency (EPA) (40 CFR Part 247), that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- Executive Orders 12549 and 12689, a contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM), in accordance with OMB

guidelines at 2 CFR 180, "**Debarment and Suspension.**" CNP-STC members are prohibited from contracting with a company or individual that has been debarred, suspended, or otherwise excluded, or declared ineligible for all contracts, and subcontracts. Excluded Parties List can be reviewed at <http://www.sam.gov>

- **Byrd Anti-Lobbying Amendment** (31 U.S.C. 1352), contractors must certify that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352

**SECTION 4
RFP RESPONSE FORMS**

Proposals must be submitted as a response form. The form provides the format for the Proposal and must be completed and submitted for the proposal to be considered.

Selection Criteria

Proposals will be evaluated based upon the following selection criteria:

Category	Form Number	Points Possible out of 100
Step 1: Pass/Fail	Basis of Design Met	Pass/Fail
Step 2: Vendor/ Manufacturer Experience and References	Form 1	15
Ability to meet Project Scope and Timeline	Form 2	20
Fulfillment of and Quality of Equipment Specifications -Specs held	Form 3: Bid Tabulation Form	30
Contract Charges, Fees, and Payments (PRICE)	Form 3: Bid Tabulation Form	35

Forms 1-9 (*see Note below on Form3) must be completed and signed along with Bid Tabulation Form with the RFP.

NOTE: FORM #3 IS FOR REFERENCE ONLY AND NO SIGNATURES REQUIRED. INPUT COSTS FROM FORM #3 ON BID TABULATION FORM.

PROCESS INSTRUCTIONS FOR FORMS REQUIRED WITH SUBMITTALS:

All the below forms must be submitted with the RFP packet to school all notarized and delivered in sealed envelope per guidelines above.

1. Form 1 – Vendor Experience and References – DEALER/KEC
2. Form 1A – Vendor Experience and References – SUBCONTRACTORS - ELECTRICAL
3. Form 1B – Vendor Experience and References – SUBCONTRACTORS – GENERAL CONSTRUCTION
4. Form 2 – Project Scope and Timeline
5. Form 3 – Project Specifications/Bid Tabulation Form (*BID TABULATION FORM SUBMITTED*)
6. Form 4 – Acknowledgement
7. Form 5 – Non-Collusion Affidavit
8. Form 6 – Historically, Underutilized Business (HUB) Certification
9. Form 7: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
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FORM 1A: VENDOR EXPERIENCE AND REFERENCES

ELECTRICAL CONTRACTOR – ITEMS M9

In detail, answer the questions below. All value-added statements must be true and will be used during the contract if the Proposal is selected.

Subcontractor Identification and Qualification – Required Response Questions

1. Subcontractor Name and Contact Information -**NAME OF SUBCONTRACTOR USED FOR SCOPE OF WORK PER ITEMS LISTED ABOVE**
Please list the full legal name, address, primary contact, phone number, and email for each subcontractor proposed to perform any portion of this work.

2. Prior Experience and References

Provide three (3) project references for each subcontractor. For each reference, include:

Note: Preference will be given to references from school districts or similar institutional environments.

- Project name
- Location
- Year completed
- Brief description of scope
- Name, title, and contact information of the client or project manager

Project #1:

Project #2:

Project #2:

3. Subcontractor Qualifications Statement

Attach or provide a brief written statement for each subcontractor that includes:

- Years in business
- Relevant experience related to this scope of work
- Certifications or manufacturer authorizations (if applicable)

4. Licensing and Compliance

List any licenses, certifications, or regulatory registrations required for your subcontractor to complete their assigned work in the state of Indiana.

Confirm that all licenses are current and in good standing.

5. Review of Project Scope and Compliance Requirements

Please confirm in writing that each subcontractor:

- Has received and reviewed the full scope of work for their trade
- Will adhere to all project schedule milestones
- Will comply with all district safety policies and background check requirements
- Understands and accepts site access/security protocols as defined by the School District

6. Warranty and Responsibility Acknowledgment

Does the subcontractor acknowledge that they are responsible for meeting all installation and performance standards associated with their trade, including any required startup, commissioning, or testing procedures?

Yes No

If no, please explain.

7. Compliance with "Alternate Subcontractor Statement" if using non-listed contractor:

Did contractor fill out mandatory sign in form for Mandatory Walk-Thru

Yes No

If no, Alternate Contractor will be rejected

FORM 1B: VENDOR EXPERIENCE AND REFERENCES

GENERAL TRADES CONSTRUCTION – ITEM M7

In detail, answer the questions below. All value-added statements must be true and will be used during the contract if the Proposal is selected.

Subcontractor Identification and Qualification – Required Response Questions

2. Subcontractor Name and Contact Information - **NAME OF SUBCONTRACTOR USED FOR SCOPE OF WORK PER ITEMS LISTED ABOVE**
Please list the full legal name, address, primary contact, phone number, and email for each subcontractor proposed to perform any portion of this work.

2. Prior Experience and References

Provide three (3) project references for each subcontractor. For each reference, include:

Note: Preference will be given to references from school districts or similar institutional environments.

- Project name
- Location
- Year completed
- Brief description of scope
- Name, title, and contact information of the client or project manager

Project #1:

Project #2:

Project #2:

3. Subcontractor Qualifications Statement

Attach or provide a brief written statement for each subcontractor that includes:

- Years in business
- Relevant experience related to this scope of work
- Certifications or manufacturer authorizations (if applicable)

8. Licensing and Compliance

List any licenses, certifications, or regulatory registrations required for your subcontractor to complete their assigned work in the state of Indiana.

Confirm that all licenses are current and in good standing.

9. Review of Project Scope and Compliance Requirements

Please confirm in writing that each subcontractor:

- Has received and reviewed the full scope of work for their trade
- Will adhere to all project schedule milestones
- Understands and accepts site access/security protocols as defined by the School District

10. Warranty and Responsibility Acknowledgment

Does the subcontractor acknowledge that they are responsible for meeting all installation and performance standards associated with their trade, including any required startup, commissioning, or testing procedures?

Yes No

If no, please explain.

11. Compliance with "Alternate Subcontractor Statement" if using non-listed contractor:

Did contractor fill out mandatory sign in form for Mandatory Walk-Thru

Yes No

If no, Alternate Contractor will be rejected

FORM 3: PROJECT SPECIFICATIONS

ITEMS M1-M9 FOR MILLER ELEMENTARY

ITEM # M1 **SERVING COUNTER, HOT & COLD**
Quantity: **One (1)**
Manufacturer: **Multiteria**
Model: **ULS84**

One (1) Model ULS84 Multiteria Essence Utility Counter
ULS84, 84 L x 34 W x 34 H w/

- Solid Surface Top
- Laminated Wood Panels with Standard Essence
Corners Front Panel
- 1 Side Panel
Standard Feet
Tightlink
- Polished Toe Kicks
Operator Side Doors
- DUKE HCF-5 HOT/COLD/FREEZE DROP-IN WELL, (5) 12"X20"
- 84" FS Food Shield with Polished Finish and LED Lights
12" Solid Surface Customer Side Tray Slide
- 8" Stainless Steel Flat Operator Side Tray Slide
Wiring To Load Center
- Tray Slides Mounted At 30"

ITEM # M2 **SERVING COUNTER, UTILITY**
Quantity: **One (1)**
Manufacturer: **Multiteria**
Model: **ULS66**

One (1) Model ULS66 Multiteria Essence Utility Counter
ULS66, 64 L x 34 W x 34 H w/

- Solid Surface Top
- Laminated Wood Panels with Standard Essence
Corners Front Panel
- Standard Feet
Polished Toe Kicks
Operator Side Doors
- 8" Stainless Steel Flat Operator Side Tray Slide
Cut Out Area On User Side For Column To Fit Into
- Provisions To Bolt (IN THE FIELD) To Cold Island Counter Around Column
Load Center
- Tray Slides Mounted At 30"

ITEM # M3 **SERVING COUNTER, HOT & COLD**
Quantity: **One (1)**
Manufacturer: **Multiteria**
Model: **ULS84**

One (1) Model ULS84 Multiteria Essence Utility Counter
ULS84, 84 L x 34 W x 34 H w/

- Solid Surface Top
- Laminated Wood Panels with Standard Essence
Corners Front Panel
- 1 Side Panel
Standard Feet
Tightlink
- Polished Toe Kicks
Operator Side Doors
- DUKE HCF-5 HOT/COLD/FREEZE DROP-IN WELL, (5) 12"X20"
- 84" FS Food Shield with Polished Finish and LED Lights
12" Solid Surface Customer Side Tray Slide
- 8" Stainless Steel Flat Operator Side Tray Slide
Wiring To Load Center
- Tray Slides Mounted At 30"

ITEM # M4 **SERVING COUNTER, COLD FOOD**
Quantity: **One (1)**
Manufacturer: **Multiteria**
Model: **CLS84**

One (1) Model CLS84 Multiteria Essence Cold Food Counter CLS84, 84
L x 35 W x 32 H w/

- Solid Surface Top
- Laminated Wood Panels with Standard Essence
Corners Front Panel
- Back Panel
Standard Feet
Tightlink
- Polished Toe Kicks
Operator Side Doors
- Hatco CWB-5 - 5 Well Cold Well
- 84" Island Food Shield with Polished Finish and LED
Lights 12" Solid Surface Customer Side Tray Slide
- 12" Solid Surface Operator Side Tray Slide
Wiring To Load Center
- Tray Slides Mounted At 30"

ITEM # M5 **CASH REGISTER STAND**
Quantity: **One (1)**
Manufacturer: **Multiteria**
Model: **CS30**

One (1) Model CS30 Multiteria Essence Cashier Stand CS30,
30 L x 35 W x 34 H w/

- Solid Surface Top
- Laminated Wood Panels with Standard Essence Corners
- Front Panel
- 2 Side Panels
- Standard Feet
- Polished Toe Kicks
- 12" Solid Surface Customer Side Tray Slide
- 12" Solid Surface Operator Side Tray Slide
- Wiring To Load Center
- Tray Slides Mounted At 30"
- Cashier Counter Includes Nema 5-15R, Empty Data Box, And Grommet Hole

ITEM # M6 **FREIGHT -**
Quantity: **One (1)**
Manufacturer: **Multiteria**
Model: **FREIGHT**

One (1) Model FREIGHT – Factory Direct Shipment

- Equipment shall ship factory-direct via air-ride furniture carrier specifically equipped for transport of commercial foodservice equipment and millwork.
- Manufacturer shall provide blanket-wrapped (pad-wrapped) shipment with additional protective wrapping as required to prevent abrasion, finish damage, racking, or shifting during transit.
- Shipment shall be made on an air-ride suspension truck to minimize vibration and transport-related damage.

Equipment shall ship uncrated. Crating is not required for this project.

- Manufacturer shall assume responsibility for freight damage occurring in transit and shall coordinate repair or replacement of damaged items at no additional cost to Owner.
- Delivery shall be to dock height or ground level at project site.
- Contractor shall provide adequate access for full-size tractor-trailer delivery, including appropriate pavement, turning radius, and overhead clearance.
- Manufacturer shall be responsible for filing and managing any freight claims.
- All equipment shall be inspected at time of delivery, and any visible damage shall be documented upon receipt.

ITEM # M7 **SERVICES: INSTALLATION / TRAINING SERVICES**

Quantity: **One (1)**
Manufacturer: **BlackGold Builders,**
LLC Model: **GENERAL TRADES**

One (1) Model GENERAL TRADES Project Scope of Work – Serving Line Modifications by:

GENERAL TRADES CONSTRUCTION

Installation Services Performed By:
BlackGold Builders, LLC
PO Box 245, Greenfield, IN 46140
(317) 296-5119

Engineering / Structural

Prepare an engineering report addressing required modifications to existing CMU columns impacted by the new serving line layout. Verify structural integrity and document approved modification methods.

General Conditions / Onsite Supervision

Provide overall project coordination, scheduling, and on-site supervision. Manage subcontractor sequencing, site safety, and daily progress oversight. Coordinate with school administration to minimize operational disruption.

Demolition, Saw Cutting & Disposal

Perform selective demolition of existing finishes, substrates, and obstructions required for the revised serving line layout. Include saw cutting of concrete, masonry, and flooring as required, along with proper removal and disposal of debris.

Concrete Patch & Restoration

Patch and restore concrete slabs, curbs, and affected surfaces following demolition and saw cutting. Prepare surfaces to receive new flooring or equipment.

Masonry

Masonry modifications associated with CMU column adjustments to be cut and covered by the stainless steel supplier / kitchen equipment contractor. No additional masonry scope is included under this contract.

Flooring – Tile & VCT

Remove and replace affected tile and VCT flooring in serving line modification areas. Provide proper transitions and finish continuity with adjacent spaces.

Painting

Prepare and paint walls, columns, and surfaces impacted by construction activities. Match existing colors and finishes where applicable.

Fire Protection

No fire protection modifications included under this scope.

Plumbing

Modify existing plumbing as required to support the revised serving line layout. Includes relocation or adjustment of drains, water connections, and related infrastructure.

Exclusions:

1. HVAC
 - o No HVAC modifications included under this scope.
2. Electrical
 - o Electrical work is excluded from this scope and to be provided by others.

ITEM # M8 **INSTALL**
Quantity: **One (1)**
Manufacturer: **Multiteria**
Model: **INSTALL**

One (1) Model INSTALL Serving Line Installation – Multiteria (Factory Install) Factory

Installation to Include:

- Field seaming and mechanical fastening of all serving line sections to create a continuous, level, and aligned installation. Bolt-together assembly of all modular components, bases, and supports in accordance with manufacturer specifications. Installation and secure anchoring of all serving line components in their final layout configuration.
- Factory-authorized electrical interwiring between serving line components, including connection of manufacturer-provided harnesses and internal wiring systems.
- Termination of internal wiring within factory-provided junction boxes or distribution points. Coordination with electrical contractor for final power connections to building-supplied circuits.
- Installation of all shelves, tray slides, sneeze guards, heat lamps, induction units, drop-ins, and accessory components included within the serving line package.
- Leveling and final adjustment of all sections to ensure proper alignment, fit, and finish. Installation of trim pieces, end panels, and closure panels for a complete finished appearance. Verification of factory-wired components prior to energization.
- Startup support and functional check of all factory-installed components once permanent power is provided.

ITEM # M9 **ELECTRICAL CONTACTOR**
Quantity: **One (1)**
Manufacturer: **Brand Electric Inc.**
Model: **ELECTRICAL**

One (1) Model ELECTRICAL UPDATES Electrical Scope of Work – Serving Line Renovation by:

Electrical Updates Performed By:

Brand Electric

Attn: Steve Richard

6274 East 375 South

Lafayette, IN 47905

(765) 296-3437

Data Infrastructure – Demo & Reuse

- Carefully disconnect and remove existing data cabling, terminations, and associated devices serving the existing cashier/serving line area.
- Protect, label, and preserve existing data cabling for reuse where feasible.
- Coordinate with owner’s IT representative for identification of active circuits prior to disconnect. Re-terminate and test reused data drops to ensure proper functionality.

Knee Wall Electrical Modifications

- Disconnect and remove existing branch circuitry, devices, and wiring within the knee wall as required to accommodate new serving line layout.
- Remove abandoned conductors back to the source where accessible, in accordance with code. Re-feed and re-route required knee wall branch circuits to align with new equipment locations. Provide new conduit, wiring, boxes, and device plates as required.
- Verify proper circuit sizing and overcurrent protection for reconnected loads.

Serving Line Circuit Demolition

- Disconnect and remove existing serving line branch circuits from the existing serving line panel. Remove associated breakers if panel reconfiguration is required.
- Identify and label circuits prior to demolition.

- Remove abandoned wiring in compliance with NEC requirements.
- Patch minor wall or panel openings resulting from demolition (finish by others unless noted).

Panel Modifications & Feeder Extension

- Extend existing serving line feeder circuit from source to new serving line panel location.
- Provide and install new serving line distribution panel (if by EC scope), including mounting, anchoring, feeder terminations, grounding, and bonding per code.
- Uncoil, extend, and terminate serving line branch circuits into new panel. Provide new breakers as required to match equipment load schedule.
- Balance panel and update panel directory to reflect new circuiting. Verify voltage and phasing prior to energizing equipment.

Cashier Station Data Installation

- Install and/or extend two (2) data drops to the new cashier station location. Provide new conduit and pull strings where required.
- Terminate data cables with appropriate jacks and faceplates. Coordinate with owner's IT vendor for final connection and certification. Test and label all new data connections.

General Electrical Requirements

- All work shall comply with the latest adopted NEC and local code requirements. Contractor shall verify existing panel capacity prior to extending feeder or branch circuits. All circuits shall be properly labeled at panel and device location.
- Coordinate electrical rough-in with equipment shop drawings. Final terminations shall be made after equipment is set in place. Provide start-up support during initial energization.

ITEMS 1-23 FOR TECUMSEH JUNIOR HIGH SCHOOL

ITEM # 1 **FURNITURE**
Quantity: **Sixteen (16)**
Manufacturer: **Palmer**
Hamilton Model: **59T1229600C-S8**

Sixteen (16) Model 59T1229600C-S8 8 Stool Table 29"H x 60" dia.
Frame: Black Textured
Top: 3/4" EdgeGuard Black (1) Group 1 Laminate 30x60 Pewter Brush 4779-60-335

ITEM # 2 **FURNITURE**
Quantity: **Eight (8)**
Manufacturer: **Palmer**
Hamilton Model: **59T1229600C-S8**

Eight (8) Model 59T1229600C-S8 8 Stool Table 29"H x 60" dia.
Frame: Black Textured
Top: 3/4" EdgeGuard Black (1) Group 1 Laminate 30x60 High Rise 4996-38-335

ITEM # 3 **FURNITURE**
Quantity: **Four (4)**
Manufacturer: **Palmer Hamilton**
Model: **59T12295263-B2S4**

Four (4) Model 59T12295263-B2S4 2 Bench/4 Stool Table 29"H x 52"W x 63"L
Frame: Black Textured
Top: 3/4" EdgeGuard Black (1) Group 1 Laminate 48x96 Forged Steel 4995-38-335

ITEM # 4 **FURNITURE**
Quantity: **Four (4)**
Manufacturer: **Palmer Hamilton**
Model: **59T0829120EL-S12**

Four (4) Model 59T0829120EL-S12 12 Stool Table 29"H x 44"W x 120"L
Frame: Black Textured
Top: 3/4" EdgeGuard Black (1) LOGO Laminate

ITEM # 5 **FURNITURE**
Quantity: **Four (4)**
Manufacturer: **Palmer Hamilton**
Model: **59T125263SQ-**
2BNCH

Four (4) Model 59T125263SQ-2BNCH 59T12 5263SQ (2) END BNCH - CUSTOM
Bench: 3/4" EdgeGuard Black (1) Group 1 Laminate 48x96 Candy Apple 13096-60-335

ITEM # 6 **FURNITURE**
Quantity: **Eight (8)**
Manufacturer: **Palmer**
Hamilton Model: **WR18-32**

Eight (8) Model WR18-32 Waste Receptacle: Single Top-Load Trash Receptacle with 32 Gallon Liner and Casters
Left Side Panel: 3/4" EdgeGuard Black (1) Group 1 Laminate 48x96 Forged Steel 4995-38-335 Right Side Panel: 3/4" EdgeGuard Black (1) Group 1 Laminate 48x96 Forged Steel 4995-38-335 Top Panel: 3/4" EdgeGuard Black (1) Group 1 Laminate 48x96 Forged Steel 4995-38-335 Back Panel: 3/4" EdgeGuard Black (1) Group 1 Laminate 48x96 Forged Steel 4995-38-335 Door Panel: 3/4" EdgeGuard Black (1) LOGO Laminate
*NOTE: Door: Logo #10730-02

ITEM # 7 **FURNITURE**
Quantity: **Four (4)**
Manufacturer: **Palmer**
Hamilton Model: **RR18-32**

Four (4) Model RR18-32 Recycling Receptacle: Single Top-Load Recycle Receptacle with 32 Gallon Liner and Casters
LeftSidePanel: 3/4" EdgeGuard Black (1) Group 1 Laminate 48x96 Forged Steel 4995-38-335 Right Side Panel: 3/4" EdgeGuard Black (1) Group 1 Laminate 48x96 Forged Steel 4995-38-335 Top Panel: 3/4" EdgeGuard Black (1) Group 1 Laminate 48x96 Forged Steel 4995-38-335 Back Panel: 3/4" EdgeGuard Black (1) Group 1 Laminate 48x96 Forged Steel 4995-38-335 Door Panel: 3/4" EdgeGuard Black (1) LOGO Laminate
*NOTE: Door: Logo #10730-03

ITEM # 8 **FURNITURE**
Quantity: **Two (2)**
Manufacturer: **Palmer**
Hamilton Model: **PHLIP20-3060RD**

Two (2) Model PHLIP20-3060RD 30"H X 60" Round, T-Base
Frame: Black Textured
Top: 1-1/8" EdgeGuard Black (1) Group 1 Laminate 60x120 Candy Apple 13096-60-335

ITEM # 9 **FURNITURE**
Quantity: **Three (3)**
Manufacturer: **Palmer**
Hamilton Model: **PHLIP20-4236RD**

Three (3) Model PHLIP20-4236RD 42"H X 36" Round, X-Base Frame:
Black Textured
Top: 1-1/8" EdgeGuard Black (1) Group 1 Laminate 48x96 Forged Steel 4995-38-335

ITEM # 10 **FURNITURE**
Quantity: **Four (4)**
Manufacturer: **Palmer Hamilton**
Model: **RAL23423230EGMEL**

Four (4) Model RAL23423230EGMEL Rally 2 seat, 32" x 30" tabletop 42" height

ITEM # 11 **FURNITURE**
Quantity: **Eight (8)**
Manufacturer: **Palmer Hamilton**
Model: **RAL23303251EGMEL**

Eight (8) Model RAL23303251EGMEL Rally 4 seat, 32" x 51" tabletop 30" height ON
Frame: Black Textured
Top: 1-1/8" EdgeGuard Black (1) LOGO Laminate Stool:
Metal Stool
Stool Color: Black Textured
Shelf/Kickplate: None Power:
None
*NOTE: Logo #10730-04

ITEM # 12 **FURNITURE**
Quantity: **Three (3)**
Manufacturer: **Palmer Hamilton**
Model: **RAL23303251EGMEL**

Three (3) Model RAL23303251EGMEL Rally 4 seat, 32" x 51" tabletop 30" height 1N
Frame: Black Textured
Top: 1-1/8" EdgeGuard Black (1) Group 1 Laminate 48x96 Forged Steel 4995-38-335 Stool:
Metal Stool
Stool Color: Black Textured
Shelf/Kickplate: None Power: None

ITEM # 13 **FURNITURE**
Quantity: **Four (4)**
Manufacturer: **Palmer Hamilton**
Model: **SYNERGY21-423084**

Four (4) Model SYNERGY21-423084 Synergy 42H 30W 84L Frame:
Black Textured
Top: 1-1/8" EdgeGuard Black (1) Group 1 Laminate 30x84 High Rise 4996-38-335 Top Panel: 1-1/8" EdgeGuard Black (1) Group 1 Laminate 30x72 Forged Steel 4995-38-335 Base: Caster
Power: None

ITEM # 14 **FURNITURE**
Quantity: **Sixteen (16)**
Manufacturer: **Palmer Hamilton**
Hamilton Model: **EMSSP12PFF508**

Sixteen (16) Model EMSSP12PFF508 Encore Chair

ITEM # 15 **FURNITURE**
Quantity: **Thirty-Six (36)**
Manufacturer: **Palmer**
Hamilton Model: **EMPHP1PFF508**

Thirty-Six (36) Model EMPHP1PFF508 Encore Chair Frame
Material: M-Metal
Frame Style: PH-Pub height Frame
Color: P1-Red
Back Style: P-Metal Perforated Back
Seat Material: F-Indoor/Outdoor fiberglass Seat
Color: F508-Obsidian

ITEM # 16 **FURNITURE**
Quantity: **One (1)**
Manufacturer: **Palmer**
Hamilton Model: **99F068P7-24**

One (1) Model 99F068P7-24 24 STOOL BLACK W/SCREWS/INSTRUC

ITEM # 17 **FURNITURE**
Quantity: **One (1)**
Manufacturer: **Palmer**
Hamilton Model: **99F068P7-16**

One (1) Model 99F068P7-16 16 STOOL BLACK W/SCREWS/INSTRUC

ITEM # 18 **FURNITURE**
Quantity: **Eight (8)**
Manufacturer: **Palmer**
Hamilton Model: **99F068P11-24**

Eight (8) Model 99F068P11-24 24 STOOL RIO RED W/SCREWS/INSTRUC

ITEM # 19 **FURNITURE**
Quantity: **Twelve (12)**
Manufacturer: **Palmer**
Hamilton Model: **99F050-32GAL**

Twelve (12) Model 99F050-32GAL 32GAL WASTE RECEIVER AND DOLLY

ITEM # 20 **SHIPPING**
Quantity: **One (1)**
Manufacturer: **Palmer Hamilton**

One (1) Freight will be recalculated at time of Shipment.

ITEM # 21 **TARIFF SURCHARGE**
Quantity: **One (1)**
Manufacturer: **Palmer Hamilton**

Provide one (1) tariff surcharge as issued by Palmer Hamilton, reflecting manufacturer-imposed cost adjustments due to applicable import tariffs, material tariffs, or government trade actions in effect at time of order release.

Tariff surcharge shall be applied in accordance with Palmer Hamilton's published pricing policies and shall be documented on the manufacturer's order acknowledgment or invoice.

ITEM # 22 **SERVICES: INSTALLATION / TRAINING SERVICES**

Quantity: **One (1)**

Manufacturer: **Palmer**

Hamilton Model: **INSTALL**

One (1) Model INSTALL by Palmer Hamilton

Manufacturer shall provide factory-directed or factory-authorized installation services including the following:

a. Delivery Coordination

- Coordinate delivery schedule with Owner and General Contractor.
- Coordinate with project construction schedule to ensure site readiness prior to delivery.

b. Receiving & Inspection

- Meet delivery truck on site.
- Inspect all furniture upon arrival for visible damage or shortages.
- Off-load and move all furniture to designated installation areas.

c. Placement & Installation

- Install and place all furniture in accordance with manufacturer-provided layout plans.
- Assemble all knock-down or modular furniture components.
- Level and align all tables, booths, banquettes, and freestanding units.
- Secure furniture to floor or wall where required by manufacturer or code.
- Provide all fasteners, brackets, hardware, and anchoring devices required for proper installation.

d. Coordination

- Coordinate with other trades to ensure proper clearances and final placement.
- Field-verify dimensions prior to furniture release for fabrication.
- Take responsibility for measurement accuracy related to furniture fit and layout.

e. Quality Assurance

- Remove packaging materials and dispose of debris associated with furniture installation.
- Complete final adjustments to ensure proper operation and stability.
- Address and correct punch-list items within an agreed-upon timeframe without disrupting Owner operations.

f. Warranty & Closeout

- Sign off on proper installation to validate manufacturer warranties.
- Provide manufacturer warranties for all furniture items supplied.
- Turn over completed furniture installation ready for Owner use.

ITEM #23	SERVICES: INSTALLATION / TRAINING SERVICES
Quantity:	One (1)
Manufacturer:	BY DEALER/KEC
Model:	INSTALL

The Bidding Dealer shall provide complete coordination, supervision, and execution of installation services as described below. All work shall be coordinated with the General Contractor and all trades in accordance with the project specifications and RFP documents. General trades construction (electrical, plumbing rough-in, wall/floor modification, patching, etc.) shall be provided per project specifications by the responsible trade contractors.

Miller Elementary – Serving Line Project

The Bidding Dealer shall:

- Coordinate all subcontractors required under dealer scope and interface with General Contractor and trades to ensure work proceeds in accordance with project specifications.
- Coordinate installation activities with electrical, plumbing, and other general trades as required under the construction documents.
- Provide final field measurements of serving line area prior to release of equipment into fabrication. Dealer assumes responsibility for dimensional accuracy of equipment fit within finished construction.
- Monitor project schedule to ensure equipment delivery and installation align with RFP timeline and construction sequencing.
- After electrical disconnect by others per specification, remove and properly dispose of existing serving line equipment.
- Receive new serving line components at jobsite, inspect for visible freight damage or shortages, and document findings at time of delivery.
- Off-load, stage, and set serving line sections in designated locations.
- Coordinate directly with Multiteria factory installer for factory-authorized seaming, assembly, and interwiring services.
- Provide and install new copper waste lines from serving line fixtures to existing floor drains where shown in plans. Plumbing connections shall be coordinated with plumbing trade per project specifications.
- Assist with equipment startup and calibration of serving line components once utilities are provided and connected per specification.
- Complete punch-list items associated with dealer scope within an agreed timeframe and without disrupting Owner operations.

Tecumseh Junior High School – Furniture / Tables Scope

The Bidding Dealer shall:

- Remove and dispose of tables identified by the Corporation for disposal or relocate designated tables to the LSC storage facility as directed by Owner.
- Provide field measurements as necessary to confirm layout prior to release of furniture into production.
- Coordinate release of tables with Palmer Hamilton following field verification.
- Coordinate delivery scheduling and site readiness directly with Owner and Palmer Hamilton.
- Coordinate access to the site to allow Palmer Hamilton factory installers to perform full furniture installation.
- Coordinate punch-list communication between Owner and Palmer Hamilton as required.
- Palmer Hamilton factory installers shall be responsible for all receiving, off-loading, assembly, placement, leveling, anchoring (if required), and warranty validation of furniture items.

FORM 4: ACKNOWLEDGEMENT

The undersigned hereby agrees that the Response to the RFP is a legal and binding offer and the undersigned, on behalf of its Firm, agrees to furnish and deliver the services in accordance with the terms, conditions and prices herein quoted.

Firm Name:

Signed By (no electronic):

Print Name:

Title:

Date:

Address:

Phone Number:

E-mail:

FORM 5: NON-COLLUSION AFFIDAVIT

STATE OF _____

_____ COUNTY

The undersigned offeror or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to another offer.

Offeror (Firm)

Signature of Offeror or Agent

Subscribed and sworn to before me this _____ day of _____,

My Commission Expires: _____

Notary Public

County of Residence _____

Source: IC 5-22-16-6

FORM 6: HISTORICALLY, UNDERUTILIZED BUSINESS (HUB) CERTIFICATION

Proposing companies that have been certified as Historically Underutilized Business (HUB) entities are encouraged to indicate their HUB status when responding to this Proposal Invitation. The electronic catalogs will indicate HUB certifications for vendors that properly indicate and document their HUB certification on this form. Please submit a copy of your HUB Certificate with this form, if applicable.

_____ I certify that my company has been certified as a Historically Underutilized Business (HUB) in the following categories: (Please check all that apply)

___ Minority Owned Business

___ Small Business

___ Women Owned Business

___ My company has NOT been certified as a Historically Underutilized Business (HUB)

Company Name

Signature of Authorized Company Official

FORM 7: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTERY EXCLUSION LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, 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 any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name:

Date:

By: _____
Name and Title of Authorized Representative

Signature of Authorized Representative

INSTRUCTIONS FOR CERTIFICATION

By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

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.

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," "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 the 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 (13CFR Part 145).

The prospective lower tier participant agrees by submitting this proposal 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.

The prospective lower tier participant further agrees by submitting this proposal that it will include the 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.

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 Non-procurement List.

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 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.

**FORM 8: CERTIFICATION REQUIRED FOR 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 the 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 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/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid 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.

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.

Business Name:

Date:

By: _____
Name and Title of Authorized Representative

Signature of Authorized Representative

**FORM 9: COMPLIANCE CERTIFICATION TO EPA REGULATIONS APPLICABLE TO GRANTS, SUBGRANTS, COOPERATIVE AGREEMENTS,
AND CONTRACTS EXCEEDING \$100,000 IN FEDERAL FUNDS**

I, _____ the Proposer, in connection the RFP for produce distribution, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as amended (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14(l) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

COMPANY _____

ADDRESS _____

CITY, STATE, ZIP CODE _____

PHONE _____

SIGNATURE

DATE

TITLE

PRINTED NAME OF ABOVE