



# MERRILLVILLE COMMUNITY SCHOOL CORPORATION

6701 Delaware Street, Merrillville, IN 46410  
(219) 650-5300 FAX (219) 650-5320  
www.mvsc.k12.in.us

Dexter Suggs, Ph.D.  
Superintendent of Schools

**"Once a Pirate, Always a Pirate"**

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## Request for Proposal

### Preventative Maintenance Program

The Merrillville Community School Corporation Department of School Nutrition Services invites you to submit a proposal for a bi-annual kitchen preventive maintenance program and weekly-as-needed technical assistant for equipment repairs.

#### **Scope of Work:**

MCSC is seeking a contractor to provide preventive maintenance on a bi-annual basis for the year commencing July 1, 2026 and ending June 30, 2027 with options to renew for one (1) year periods for up to four (4) additional years. The contractor must also possess the ability to send a technician on a weekly-as-needed basis for equipment repairs with MCSC purchasing the parts in addition to the contract. The pricing submitted for the initial term of the contract will remain fixed until June 30, 2027. The winning contractor may petition for price increases upon contract renewal and pricing agreed to for subsequent renewals will remain fixed throughout each contract period extension.

MCSC consists of 9 kitchens (5 elementary schools, 1 intermediate school, 1 middle school and 2 high school kitchens, 1 storage freezer) throughout Merrillville Indiana.

MCSC is seeking preventative maintenance for the following equipment throughout the Department of School Nutrition Services kitchens:

- 9 ice machines
- 12 walk in freezers (schools, storage barn freezer)
- 11 walk in coolers
- 9 dishmachines
- 22 Convection ovens
- 21 pass through warmers
- 21 pass through coolers
- 19 steam tables
- 19 cold wells
- 5 merchandisers

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#### BOARD OF SCHOOL TRUSTEES

Judy C. Dunlap  
President

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Member

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Member

**Quote Must Include:**

- Your company name, address, phone number, fax number, and email address
- Contact name, phone number, and email address of the person in your company who has detailed knowledge of the contents of the quote and can answer questions regarding the quote
- All proposals must contain adequate detail describing the preventative maintenance steps for all the different types of equipment (ice makers, combis, etc).
- Completion of a Form W-9 (attached) will be required with the first invoice
- Proposals from corporations residing outside of the State of Indiana must include a Certificate of Authority to transact business in the State of Indiana with their quote per Indiana Code IC 23-1-49
- Certificate of Liability Insurance will be required of the Contractor awarded this proposal prior to working on site
- Contractor must be registered with [Sam.gov](http://Sam.gov) and sign procurement documents upon award of contract including but not limited to the following:
  - Anti-Collusion Affidavit
  - Clean Air and Water Certification
  - Debarment Suspension Certification
  - Lobbying Certification

**Payment Terms:**

Net 45-60 days once an itemized invoice is submitted to and received by:  
Angelica Claiborne, SNS, CFPM- Director of School Nutrition Services  
Biljana Mizimakoska- School Nutrition Bookkeeper  
Sherrie Stupic- School Nutrition Administrative Assistant

Either by email at:

[aclaiborne@mvs.k12.in.us](mailto:aclaiborne@mvs.k12.in.us), [bmizimakoska@mvs.k12.in.us](mailto:bmizimakoska@mvs.k12.in.us) or [stupic@mvs.k12.in.us](mailto:stupic@mvs.k12.in.us)

or US mail:

276 E 68th Place  
Merrillville, IN 46410

**Responses must be received by May 1, 2026. References must be made available upon request.**

The Board of School Trustees reserves the right to accept or reject any and all quotes, waive any contract technicalities, and award the contract in the best interest of the school district.