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**BID DOCUMENTS  
FOR  
Ontario High School Kitchen Equipment and Serving Line  
Remodel  
Submit Bids  
April 28, 2016 – May 13, 2016  
Walk through OHS 5/04/16 2:00p.m.**

**COMPOSITE BID**

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**CONSISTING OF**

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**Pam Suyematsu  
Nutrition Services Director  
BIDS DUE: 4:00 PM, Friday, May 13, 2016  
LOCATION OF SUBMITTING BID:  
Ontario School District  
195 SW 3<sup>rd</sup> Ave.  
Ontario, OR 97914**

*In an effort to conserve, double sided copying will be used where possible. Please check each side of each page carefully. Thank you.*

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Dear Prospective Bidder:

Enclosed you will find copies of the request for proposal document for the Ontario High School kitchen, hood and serving line remodel. Project will start 6/6/16 and will be completed 7/29/16.

Items should be sourced as specified in the attached sheets. Deviations from the requested item that are of equal value will not be considered unless a technical specification sheet of this item is included and approved by Ontario School District.

The Ontario School District will award this entire Equipment bid to one vendor. Award of the General Contractor and all the GC duties listed will be issued to one vendor.

Bidding will be accepted from 4/28/16 until 5/13/16 by 4:00 p.m. All bids will be evaluated on a performance point system and extended bottom line totals as submitted by bidder. District will verify totals before presented to school board for final approval. Vendors will be notified of the results by letter.

If you have questions regarding any item, contact Pam Suyematsu, 541-889-5374 ext.3233.

The Ontario School District would like to thank you for taking the time to submit a bid.

Sincerely,

Pam Suyematsu  
Nutrition Services Director  
Ontario School District  
195 SW 3<sup>rd</sup> St.  
Ontario, OR 97914

## Ontario High School Kitchen and Serving Line Remodel

Ontario School District (OSD) is planning a kitchen remodel for the Ontario High School to start 6/6/2016. OSD will procure the equipment and hood from vendor that wins the bid. The General Contractor (GC) will oversee the entire project as outlined below. Project will start on 6/6/16 and completion date will be 7/29/16.

The scope of the project includes the removal and installation of new floor coverings through the pantry, kitchen, custodial closet, and restroom. New flooring stops at the north doorway going into the commons and the south kitchen door going into the Bistro area. New floor will need to cover up the wall 4 inches and have smooth transitions at all doorways, coolers, and freezers.

OSD would like GC to bid the floor replacement with Altro Stronghold 30. Color to be decided by the district. Old sheet vinyl will have to be removed down to the plywood before laying the new floor. Any damaged, rotted, or delaminated plywood will be replaced.

Fire suppression hoods will be replaced with properly sized hoods meeting necessary fire codes. Ansul system will be moved from the south end of the type 1 hood and installed on the north end of the new hood. The type 2 hood will be shifted north to cover the appropriate equipment. GC is responsible for verifying location of hood exhaust ducts for proper alignment.

Natural Gas supply lines may need to be added or relocated for the kitchen equipment to be connected to. Water supply lines and drains may need to be repositioned for equipment. Systems must pass any required pressure tests. Materials used must meet or exceed all state and local codes. Workmanship must be completed in a professional manner.

Electrical power will need to be run from the main panels to the new serving line. Old outlets on the commons side of the kitchen wall may need to be removed from the wall and also run to the new serving line. Conduits may need to be removed from the wall and run under the floor to allow for the openings for the new pass thru warmers. Floor outlet for the point of sale equipment will need to be split into two circuits to allow for the milk cooler to be plugged in during the lunch hours. 60qt Hobart Mixer will need to be relocated in kitchen and ceiling drop down cord added. Power will need to be disconnected and reconnected for the lights in the new hoods. Serving line will have power to run into it and then each piece of equipment will need to have outlets installed for equipment to plug into. Materials used must meet or exceed all state and local codes. Workmanship must be completed in a professional manner.

GC will be responsible for cutting the openings for the new pass thru warmers and then properly framing and finishing the openings to meet specification and structural code compliance. Any sheetrock or wall repair needed from electrical and plumbing work will be the responsibility of the GC. All walls affected by the project will need to be painted. OSD will provide the name and manufacturer of paint and color. Holes in the floor will also need to be properly filled and repaired.

GC will be responsible for adhering to the guidelines set forth in the packet prepared by RSA Food Service Consulting. This will include the proper storage of both new and existing food service equipment. Arrangements can be made to store equipment in the commons area along the south wall away from the construction area. Protection of the existing floor will be the GC responsibility. If equipment is stored outside of the building then it will be the GC's responsibility to provide secure locking storage that keeps all equipment protected from the weather and vandalism. OSD will be responsible for food service equipment and hood procurement if installation is not available through the equipment vendors the general contractor will arrange installation.

General Contractor will be responsible for adding a wall with retractable roll up door to secure the new serving line. With the addition of the new wall we will need to realign the new doors to maintain access to the kitchen. The new doors are necessary for meeting fire requirements.

GC will be responsible for securing any and all sub-contractors. Verification of Oregon licensure, proof of Workman's Comp insurance and liability insurance will be the responsibility of the general contractor. Proof of this documentation must be given to the owner prior to the start of work. All required inspections will be the general contractor's responsibility. Required permits will be the responsibility of the general contractor or the affiliated sub-contractor. Permits will be reimbursed to the contractors securing them at face value and are not to be included in the base price. GC will also be responsible for ensuring that any and all subcontractors follow Ontario School District policies, including but not limited to background checks.

## **GENERAL BID INSTRUCTIONS**

### **LAWS AND AFFIRMATIVE ACTION**

By submitting this bid, the bidder certifies conformance to all the applicable Federal Acts, Executive Orders and Oregon Statutes and Regulations including these concerning Affirmative Action equal employment opportunities.

### **"APPROVED EQUAL" CLAUSE**

Whenever, in the Specifications, any material, articles, device, product, fixture, form, or process is indicated or specified, by patent or proprietary name, by name of the manufacturer, by catalog number, such Specification shall be deemed to be used for the purpose of establishing a standard of quality and facilitating the description of the material or process desired, and shall be deemed to be followed by the works, "or approved equal," and the bidder may, in such case, **after the District's approval**, purchase and use any item, type or process which shall be substantially equal in every respect to that so indicated or specified. **The District shall be the sole judge as to the**

**quality of the substituted article.** If bidder is allowed to substitute, then each bidder must be allowed to do the same, prior to bid opening.

#### DISQUALIFICATION OF BIDDER

Any one or more of the following causes may be considered sufficient for the disqualification of a bidder and the rejection of his bid or bids:

1. Evidence of collusion among bidders.
2. The bidder does not have sufficient financial ability to perform the contract.
3. The bidder does not have equipment available to perform the contract.
4. The bidder does not have key personnel available of sufficient experience to perform the contract.
5. The bidder has repeatedly breached contractual obligations to public and private contracting agencies.
6. The bidder has failed to sign the bid form.

#### RESERVATIONS

The Board of Directors of the School District reserves the following rights:

1. To reject any bid or all bids not in compliance with all prescribed public bidding procedures and requirements.
2. To reject any or all bids not meeting the specifications set forth herein.
3. To waive any or all irregularities not affecting substantial rights in bids submitted.
4. To reject for good cause any or all bids upon a finding of the District it is in the public interest to do so.
5. To postpone award of the bid for a period not to exceed sixty (60) days from the date of bid opening.
6. To make award to any bidder whose bid, in the opinion of the District, serves the interest of the District.

#### METHOD OF AWARD – BID PERFORMANCE POINT SCHEDULE

1. Each bidder, by the submission of a bid, assents to each and every term and condition set forth anywhere in these instructions and specifications, and agrees to be bound thereby.

- a. Proposers are cautioned to provide in their proposals as much detail as possible pertaining to their capabilities and experience to the goods and/or services requested in this solicitation. The specifications, characteristics, and requirements listed in this solicitation are in no way to be considered to be exhaustive.
- b. Proposers shall present a proposal containing the specific information requested below to provide a uniform basis for evaluation of all proposals received. The relative importance of the categories is indicated by the “Points” shown for each Evaluation Factor – 100 points total. The proposals shall be evaluated in accordance with these point ratings.

Evaluation Factors		Points
a.	Insurance Requirements	Pass/Fail*
b.	Meets Specifications	30 Points
c.	Experience, Capacity and Past Performance (References)	30 Points
d.	Proposed Cost	40 Points
Total Score		100 Points

\*A “Fail” in this area may be cause to reject the offer.

2. **EVALUTION FACTORS:** The District shall apply the following selection criteria when evaluating the above Evaluation Factors and shall score according to the Evaluation Factors scoring structure listed above. To provide a uniform basis for evaluation on all proposals received, each Proposal must provide the information requested below. Responses must be presented by Evaluation Factor as listed and in the same order.
  - a. **Insurance Requirements – Pass/Fail**
    - i. Provide a statement of agreement to the insurance clause in the sample Price Agreement Contract
  - b. **Meets Specification – 30 Points**
    - i. The DETAILED EQUIPMENT, HOOD AND SERVING LINE SPECIFICATION SHEETS provided for each piece of equipment
  - c. **Experience, Capacity and Past Performance (References) – 30 Points**
    - i. A minimum of three (3) references are required
      - A. References shall be from a school district or business with an average daily participation comparable to that of the District. If such references are unavailable, letters of reference may be substituted that address the following components:

- i). Proposer's capacity, experience, customer service, (including fill rate, quality of products, timeliness of deliveries, flexibility/ease to work and communicate with Proposer's staff), and ability to provide reports quickly and easily.
  - B. Failure to provide references as specified shall be grounds for rejection of proposal. Education and governmental agencies are preferred.
  - C. District reserves the right to investigate references including customers other than those listed in Proposer's submission. Investigation may include past performance of any Proposer with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, and its lawful payment of employees and workers.
- ii. Describe in detail the capacity of your firm to perform the proposed work.

d. **Proposed Cost – 40 Points**

- i. Cost of products and services

3. **EVALUATION OF OFFERS.**

- a. Responsiveness and Responsibility. The District will utilize the following objective factors to determine if proposals are Responsive and Proposers as Responsible.
  - i. RESPONSIBILITY OF PROPOSER. Before awarding a Contract, the District must determine that the Proposer submitting the most Advantageous Offer is Responsible. The District must determine if a Proposer is Responsible. In the event the District determines Proposer is not Responsible, it must prepare a written determination of non-responsibility as required by ORS 29B.110 and must reject the Offer.
  - ii. CONTINGENT OFFERS. The Proposer must not make its Offer contingent upon the District's acceptance of any terms or conditions (including Specifications) other than those contained in this Solicitation.
  - iii. CLARIFICATION OF OFFERS. After Opening, the District may conduct Discussions with apparent Responsive Proposer(s) for the purpose of clarification and to assure full understanding of the offer.



- iv. NEGOTIATION. The District may only conduct Discussion or Negotiate with Proposers in accordance with ORS 279B.060(6)(b).
  - v. OBJECTIVE CRITERIA. The District may allow, at its discretion, certain other objective evaluation criteria. Examples of such criteria include but are not limited to conversion costs, transportation cost, volume weighing, trade-in allowances, cash discounts, depreciation allowances, cartage penalties, ownership or lifecycle cost formulas.
- b. Proposal Evaluation, Scoring. The proposal segments shall be evaluated by an Evaluation Committee consisting of not less than three (3) knowledgeable individuals (Evaluators). The District may assign certain Evaluators to evaluate specific proposal categories in keeping with the Evaluators' area of expertise. Evaluators will utilize the criterion (as objectively as possible) to measure the merit of each Proposal received in accordance with the subjective evaluation criteria to determine which proposal(s) will provide the District with the most advantageous and best overall value.
  - c. Working as a Committee or independently (at the discretion of the District) with copies of the written proposals, the Evaluators will independently assign scores to each proposal segment for criterion described under Offer Content and Evaluation Factors
  - d. The recommendations of this committee will be consensus and will be final.

#### PAYMENTS TO BIDDER

Payments shall be made for work performed under this bid according to the Proposal and the Specifications attached. The District agrees to pay 100% of the bid price after formal acceptance of delivery is made.

#### BUDGET FAILURE

The District promises to use reasonable efforts to adopt a valid budget which includes funds to pay the bid price in the time and manner promised in these bid documents. If the District fails to adopt a budget, or adopts a budget which excludes part or all of the funds necessary to pay bidder, the District has the right to stop work by the bidder and to cancel this bid and to pay bidder the reasonable value of all labor expended and all materials identified to the job as of the time of the stop work order. The District shall be the owner of all materials identified to the job for which the District pays. This bid is completely contingent upon the passing of budgetary funds. No work is to start without written authority from the District.

## AUDIT

The District, the Oregon Department of Education, USDA, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, paper and records of the contractor, which are directly pertinent to this specific contract, for the purpose of making audits, examination, excerpts, and transcriptions. The contractors must maintain all required records for three years after the District makes final payment and all other pending matters are closed. (OMB Circular A-102).

## CANCELLATION

Agreements resulting from this bid may be canceled under the following conditions:

- a. By mutual agreement of both parties. Termination under this provision requires 30 days written notice.
- b. By the district for breach by the vendor of vendor's obligations as set forth in this bid. The district shall have five (5) calendar days from the receipt of such notice to respond. Failure to respond may result in cancellation.
- c. By the vendor for failure of payment by the district

**DATE:** \_\_\_\_\_

**PROPOSAL**  
**OHS Kitchen, hood and serving line remodel**  
**FOR**  
**THE NUTRITION SERVICES DEPARTMENT OF**  
**ONTARIO SCHOOL DISTRICT**

**June 6, 2016-July 29, 2016**  
**(REQUIREMENT)**

The undersigned hereby proposed to furnish, within the time specified, the items listed, to be delivered in accordance with foregoing specifications hereto attached, for the amount set opposite each item.

**BIDDER’S EMPLOYER FEDERAL IDENTIFICATION NUMBER:** \_\_\_\_\_

**BIDDER’S EMPLOYER STATE IDENTIFICATION NUMBER:** \_\_\_\_\_

**SIGNATURE FOR CORPORATION**

\_\_\_\_\_  
Name of Corporation

\_\_\_\_\_  
Signature of Officer or Agent

\_\_\_\_\_  
Street/Mailing Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State, Zip

Phone: \_\_\_\_\_

Are you domiciled in or registered to do business in the State of Oregon?

Please check appropriate: YES \_\_\_ NO \_\_\_

Proposals shall be signed by an officer or duly authorized representative of the bidder, enclosed in a sealed envelope marked conspicuously on the outside with the project name. Bids not so marked may be opened by accident, and if so, will not be considered and will be rejected, mark bid as follows: OHS 2016 KITCHEN REMODEL