

# **REQUEST FOR PROPOSAL**

**PUTNAM PUBLIC SCHOOLS  
152 WOODSTOCK AVENUE  
PUTNAM, CONNECTICUT 06260**

## **PUTNAM MIDDLE SCHOOL CAFETERIA SERVING LINE**

**OWNER:**

**PUTNAM PUBLIC SCHOOLS  
ADMINISTRATIVE OFFICES  
152 WOODSTOCK AVENUE  
PUTNAM, CONNECTICUT 06260**

**OWNER CONTACT:**

**NANCY T. COLE  
BUSINESS ADMINISTRATOR  
TEL: 860-963-6900  
E-MAIL: COLEN@PUTNAM.K12.CT.US**

**FEBRUARY 2018**

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**INVITATION TO REQUEST FOR PROPOSAL**

ISSUING OFFICE: PUTNAM PUBLIC SCHOOLS  
ADMINISTRATIVE OFFICES  
152 WOODSTOCK AVENUE  
PUTNAM, CONNECTICUT 06260-1432

PROJECT: **Cafeteria Serving Line**

Vendors are invited to submit a sealed request for proposal on the RFP Form provided in accordance with the requirements of this request for proposal and the following instructions. The work comprises installation of a cafeteria serving line for Putnam Middle School.

The Putnam School District will receive responses until **11:00 AM on March 15, 2018**, at the Putnam Public Schools Administrative Offices. Interested parties are invited to attend. Responses will be opened publicly and read aloud immediately after the specified closing time.

Proposals are to be submitted on the enclosed RFP Form in a sealed envelope and addressed as follows:

Putnam Public Schools  
RFP – Cafeteria Serving Line  
152 Woodstock Avenue  
Putnam CT 06260

Refer to the "Specifications" of this Request for Proposal for other requirements. No vendor may withdraw their proposal within three (3) calendar days after the actual date of opening thereof without the consent of the Putnam School District.

This Request for Proposal may be requested or picked up from the Putnam Public Schools Administrative Offices on or after **February 14, 2018**. (Saturdays, Sundays and Legal Holidays excluded) between the hours of 9:00 AM and 4:00 PM. Contact Nancy Cole by calling 860-963-6900 Ext 5003 or via e-mail at: colen@putnam.k12.ct.us.

**A mandatory pre-bid conference will be held at Putnam Middle School, 35 Wicker Street, Putnam, CT on February 21, 2018 at 9:00 AM.** Contact Jeanette LaPlume, Food Service Director at 860-963-6925 if you have any questions.

Prospective vendors' attention is referred to the State requirements pertaining to conditions of employment to be observed, including Workmen's Compensation and Equal Employment Opportunities.

The Putnam School District reserves the right to waive irregularities and to reject any or all responses, wholly or in part, to waive any informalities or defects in any or all responses and to make awards deemed in the best interest of the Putnam Public Schools, which may not be the lowest cost proposal.

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## SPECIFICATIONS

### 1. PURPOSE

The purpose of this request for proposal is to solicit prices for the installation of a new cafeteria serving line at Putnam Middle School. The school was built in 1992 and contains the original serving line. The school population is approximately 275 students in Grades 6 through 8.

### 2. SCOPE

Work for this project is to include the following:

- a. Vendor is to furnish and install a new cafeteria serving line at the middle school.
- b. The school district will be responsible for the removal of the existing line.
- b. Vendor will be responsible for measuring all final dimensions for the serving line.
- c. If required, the school district will be responsible for handling and coordinating any plumbing or electrical work.
- d. Vendor will be responsible to coordinate all work with the Food Service Director and the School Facilities Director.
- e. Price is to include installation and setup.
- f. Vendor will test any heating and/or cooling components to ensure they are working properly.

### 3. COMPONENTS

The serving line will consist of seven (7) separate pieces that lock together. The pieces include the following: one (1) Cashier Station, three (3) Utility Counters, one (1) Cold Food Counter, one (1) Hot Food Serving Counter and one (1) Refrigeration Display Case. ***All pieces are to be mobile.*** Please quote one price for the entire serving line which is approximately 35 total linear feet.

#### ***L1. Refrigerated Display Case, Air Screen Drop In Cabinet or Equivalent***

- 48"W air screen merchandiser, open front refrigeration
- 3-shelf display case
- Fluorescent slim line lighting hidden below each shelf
- Rear loading doors, sliding, locking doors
- Adjustable shelves, tilt 3 positions
- On/off power switch
- 5" diameter swivel casters, 2 with brakes
- Electrical distribution system or 6 foot cord and plug
- 48" cabinet base
- Color laminate panel on customer side

**L2. Serving Counter, Hot Food, Electric**

- Hot food unit, mobile, 72"W x 30"D x 35"H, (5) stainless steel heat wells, drains, copper manifolds, 1 valve, individual thermostats
- Open base-sliding doors
- 14 gauge stainless steel body or equivalent
- 5" diameter swivel casters, 2 with brakes
- Electrical distribution system or 6 foot cord and plug
- 72" Adjustable Dual Sided Buffet Shield, Stainless steel top, enclosed ends with laminate trim to match body panels, and glass insert
- 72" Inverted Round Stainless Steel Solid Tray slide, 12" wide stainless steel tray slide with fold-down bracket - 14 gauge or equivalent
- Color laminate panel on customer side

**L3. Serving Counter, Utility**

- Solid top unit, 60"W x 30"D x 35"H
- Open Base
- 3-drawer cabinet built in base
- 14 gauge stainless steel top
- 5" diameter swivel casters, 2 with brakes
- 60" Double Tier Glass Over Shelf Assembly with sneeze guards, stainless steel frame and sneeze guards
- 60" Inverted Round Stainless Steel Solid Tray slide, 12" wide stainless steel tray slide with fold-down bracket - 14 gauge or equivalent
- Color laminate panel on customer side

**L4. Refrigerated Cold Pan**

- Cold food unit 60"W x 30" D x 35"H outside dimensions, to hold 4 hotel pans
- 1" drain with drain nipple supplied with ball valve, copper manifold
- Open Base
- 14 gauge stainless steel or equivalent
- 5" diameter swivel casters, 2 with brakes
- Electrical distribution system or 6 foot cord and plug
- 1/4 hp compressor
- 60" long, single-sided self-service style, 2-tier sneeze guard, stainless steel frame, 30" width
- 60" Inverted Round Stainless Steel Solid Tray slide, 12" wide stainless steel tray slide with fold-down bracket - 14 gauge or equivalent
- Color laminate panel on customer side

**L5. Utility Table**

- Solid top unit, 48"W x 30"D x 35"H,
- Open Base
- 14 gauge stainless steel top
- 5" diameter swivel casters, 2 with brakes
- 48" Inverted Round Stainless Steel Solid Tray slide, 12" wide stainless steel tray slide with fold-down bracket - 14 gauge or equivalent.
- Color laminate panel on customer side

**L6. Cashier Station**

- Solid 14 gauge stainless steel top, mobile utility cart, 30"W x 30"D x 35"H
- 1 locking cash drawer
- 2" ferruled holes for point-of-sale and electrical wires
- 5" casters, 2 with brakes

**L7. Utility Table**

- Solid top unit, 30"W x 30"D x 35"H
- Open Base
- 14 gauge stainless steel top
- 5" diameter swivel casters, 2 with brakes
- Color laminate panel on customer side

**4. DOCUMENTATION**

Vendor must provide details or specification sheets on the items provided for in their respective proposal. *Please refer to Appendix A for a diagram.*

**5. WARRANTY**

Proposal is to provide warranty details.

**6. INSURANCE**

Vendors shall obtain and maintain, at the Vendor's expense, such insurance as will protect the Vendor from claims under Workers' Compensation and Comprehensive General Liability Insurance that will protect the Putnam School District from all claims of bodily injury, death or property damage which may arise from the performance by the Vendor or the Vendor's employees in their functions and services to the Putnam School District.

Limits of insurance shall be \$1,000,000 per occurrence, \$2,000,000 aggregate. Workers' Compensation shall be in accordance with Connecticut Statutes. The selected vendor shall, within five (5) business days of the award, provide proof of this insurance.

**7. VENDOR INFORMATION**

- a. Describe the experience of your firm in providing and supporting the type of solution being proposed. Include the length of time your company has been in business.
- b. Include the most relevant (installed) project(s) of the this type of similar size and scope as is proposed.
- c. Provide a list of the school district clients, preferably in Connecticut, you have installed or are in the process of installing.
- d. Include the biographies of the individuals who will be involved in this project.

**8. REFERENCES**

Vendors must provide references of at least three (3) clients in schools for whom they have completed a similar project. Preference is for references which are similar in size and scope. Please provide the following information for each reference:

Name of Organization:

Contact Person:

Phone Number:

E-Mail Address:

Date of implementation (e.g. November 2017):

**9. EVALUATION CRITERIA**

Responses to the Request for Proposal will be evaluated according to the following criteria:

- Background and experience in providing this type of solution;
- Length of time in business;
- The company's client references and demonstrated record of successful implementations in at least three (3) school clients;
- Quality, clarity, responsiveness and completeness of proposal in conformance with instructions;
- Cost of project.

All evaluations and judgments about the proposals shall be made solely by Putnam School District representatives. All selection decisions shall be made by the Putnam School District in its complete and sole discretion. The Putnam School District will select the Request for Proposal it deems as the best possible solution and value for the Putnam School District, which may not be the lowest priced option.

**RFP FORM**

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

SUBMITTED BY: \_\_\_\_\_

Firm Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City/State/Zip

TELEPHONE: (\_\_\_\_) \_\_\_\_\_

FAX: (\_\_\_\_) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

CONTACT: \_\_\_\_\_

Name/Title

**1. PROPOSAL**

The undersigned hereby attests-by-signature, having examined the details in the Request for Proposal, and proposes to meet the specifications and perform the work for the sum as indicated below:

	Description	Price per each	Total Price
	Serving Line Components	\$	\$
	Labor for installation	\$	\$
	Shipping and Handling (if required)	\$	\$
	<b>TOTAL</b>		<b>\$</b>

The undersigned certifies under penalty of perjury that this response is in all respects bonafide, fair and made without collusion or fraud with any other person. As used in this Section, the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.



**2. ACCEPTANCE**

This offer shall be open to acceptance and is irrevocable for three (3) calendar days from the closing date. The successful vendor will be required to furnish a Certificate of Insurance meeting or exceeding the minimum coverage as indicated in the Specifications within five (5) business days of the award.

**3. HOURS FOR WORK**

The undersigned certifies that he/she will schedule the work to conform with the school system's operations and that the work will be performed during mutually agreed upon hours.

**4. COMPLETION TIME**

The school district would like to complete this project by ***August 1, 2018***. The undersigned agrees that if this proposal is accepted, he/she will complete the project no later than the agreed upon completion date.

**5. SIGNATURE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name/Title

**END OF DOCUMENT**

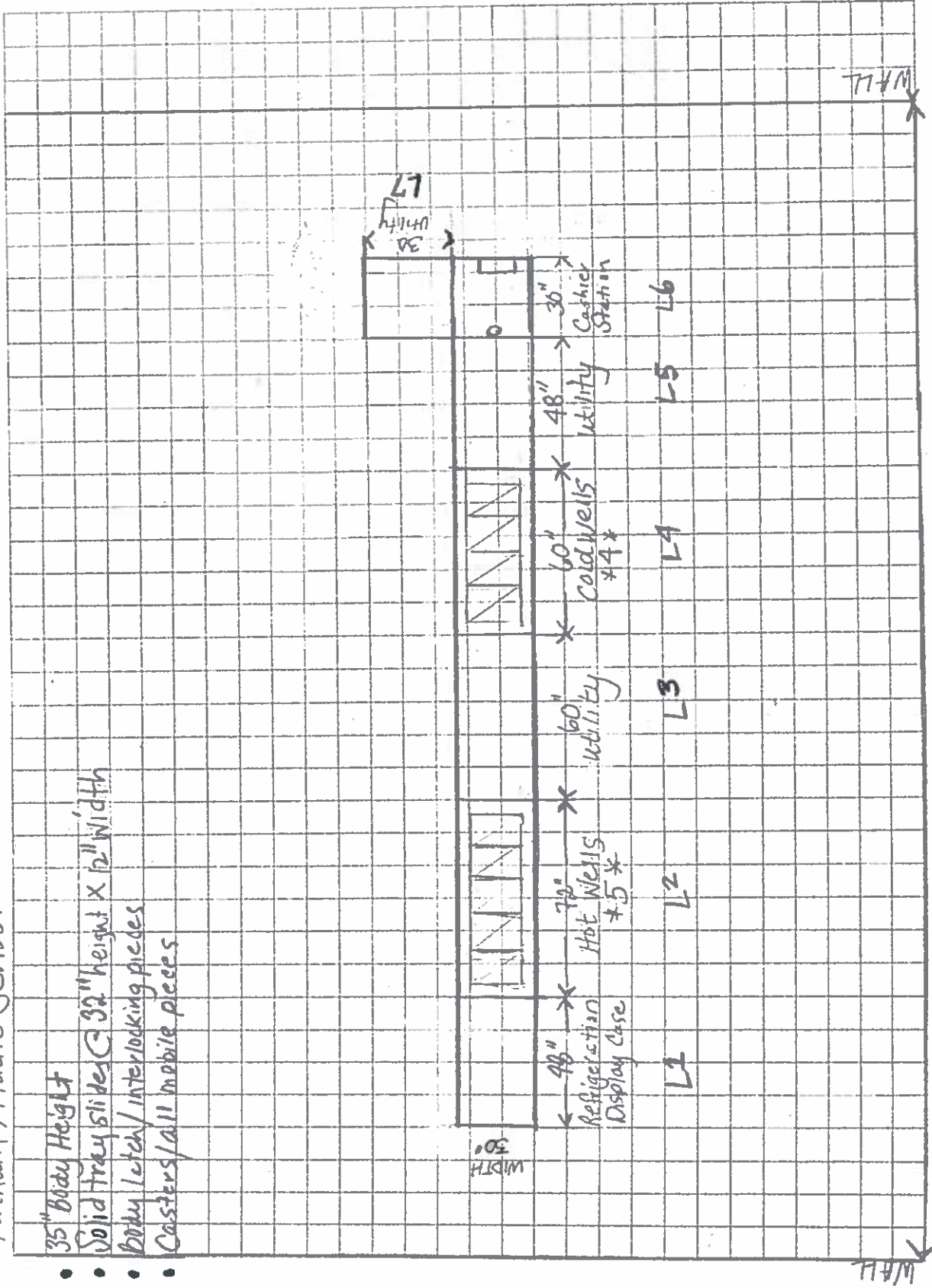
Date: 02.14.18  
Bids/RFP PMS Cafeteria Serving Line

# APPENDIX A

## Putnam Middle School

1 Block = 1 ft.

- 35" Body Height
- Solid tray slides 32" height x 12" width
- Body Latch/interlocking pieces
- Casters/all mobile pieces



35' Wall to Wall measurement