

**DOUGHERTY COUNTY SCHOOL SYSTEM  
ALBANY, GEORGIA**

**INVITATION FOR BIDS (PRICE QUOTES)**

**FOR**

**CHILD NUTRITION EQUIPMENT**

**DOUGHERTY COUNTY SCHOOLS**

**BID NO. PUR- 222-1011**

**Document Date: AUGUST 17, 2010**

**Purchasing Department  
Dougherty County School System  
601 Flint Ave.  
Albany, GA 31701**

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# DOUGHERTY COUNTY SCHOOL SYSTEM

SUPPLY SERVICES  
601 FLINT AVE.  
ALBANY, GA 31702/31701

BID ID# PUR-222-1011

## PART 1

### SECTION 1: INVITATION TO BID (PRICE QUOTES)

Sealed, written bids will be received by the Dougherty County School System at the time and place specified on the invitation at which time they will be publicly opened and read. Neither dating of bid form nor placing in mail by this date will meet requirements. Bid form must be received on or before date and time stated. While it is the intention of the Dougherty County School System to purchase all items listed, the right is reserved to omit any item necessary to bring the total cost within budget provisions. The right is further reserved to increase or decrease the quantities specified at the unit price as conditions may require.

The Dougherty County School System, at its discretion and at no fee to the Dougherty County School System, may invite any vendor to appear for questioning during evaluation of bids for the purpose of clarifying statements in the bid. The Dougherty County School System reserves the right to reject any or all bids; any part or parts of a bid, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or all of the contract in a manner that is in the best interest of the Dougherty County School System.

ITEMS: CHILD NUTRITION EQUIPMENT  
PERIOD: SEPTEMBER 2, 2010 through DECEMBER 31, 2010  
OPENING: SEPTEMBER 2, 2010, 2:30 pm

MAIL BIDS TO: Hand deliver all sections to the above address or mail to:

*Mr. Jason Renfro, Assistant Director of Purchasing  
Dougherty County School System  
601 Flint Ave.  
Albany, GA 31702*

**ENVELOPES SHOULD BE PLAINLY MARKED  
"INVITATION TO BID" WITH DATE AND TIME OF OPENING**

**CONTACTS:** If you have any questions concerning this Invitation to Bid, please phone Jason Renfro, (229) 431-1272 or FAX (229) 431-1814.

## SECTION 2: GENERAL TERMS AND CONDITIONS

1. **VENDOR'S ACCESS TO BID INFORMATION:** Due to the large number of vendors listed in certain categories of the DCSS vendor's list, not all vendors will necessarily be sent an Invitation to Bid each time one is issued. Invitations to Bid issued by the DCSS are posted on the DCSS web site at [www.docoschools.org](http://www.docoschools.org) . **Vendors are advised to view the DCSS web site on a weekly basis for a listing of Invitations to Bid.**
2. **CORRECTION OF MISTAKES:** All quotations must be ink or typewritten. No erasures permitted. Mistakes may be crossed out and correction inserted adjacent. Corrections must be initialed in ink by person signing bid.
3. **FACSIMILE OR TELEGRAPHIC OFFERS:** An offer shall be submitted on the forms provided. *A facsimile, telegraphic, or mailgram offer shall be rejected.*
4. **SIGNATURE ON BID REQUIRED:** Invitation for Bid must be signed with the firm or corporate name and by a responsible officer.
5. **DELIVERY OF PRICE REQUEST:** Offers received after the time and date stated on the Bid will be returned, unopened to the appropriate bidder. Post marks or dating of documents will be given no consideration in the case of late Bids. If, however, a deliverer (UPS, Federal Express, US Air, etc.) can provide documented proof as evidenced by the signature of a school district employee that substantiates the claim the Bid was delivered to the proper place prior to the time and date set for Bid opening and, through fault of school district personnel, the Bid did not get to the proper authority, the Bid will be considered.
6. **RETURN INSTRUCTIONS:** Vendors must use the bid form without alterations. The vendor is to return the copy and keep a copy for file. For every item bid, the "Unit Price," "How Packed," and "Brand & Code Quoting" lines must be completed. Bids should be sealed in an envelope with the following on the outside: The school system's name and address, the company name, the Bid number, the Bid opening date and time as they appear on the cover sheet. This is to assure that the Bid can be accurately registered upon receipt.
7. **UNIT PRICE PREVAILS:** Unit price will prevail in case of conflict between unit and total price. All prices to be firm for the period specified in the "Invitation," unless covered by an escalation clause.
8. **INVOICES:** All items listed are to be charged to the Dougherty County School System, P. O. Box 1470, Albany, GA 31702. Invoice date to be determined by the date of delivery unless otherwise agreed.
9. **ACCESS TO PRICING INFORMATION:** Price files may be examined by offerers during normal working hours. Non-offerers may have access to the files only after the award has been made *No files will be removed from the school district offices. An offerer who wishes to obtain a copy of the Bid tally sheet, should continue to check the DCSS web site for posting. The web address is <http://www.docoschools.org>.*
10. **CORRECTNESS OF QUOTATIONS:** Quotations shall be verified before submission, as quotations cannot be withdrawn after public opening. No Bid can be corrected after being opened. The Dougherty County School System will not be responsible for errors or omissions on any Bid or to waive any informality in Bids and to accept or reject any items thereon.
11. **DUTY TO EXAMINE:** It is the responsibility of each offerer to examine the entire solicitation, seek clarification in writing, and check its offer for accuracy before submitting the offer. Lack of care in preparing an offer shall not be grounds for withdrawing the offer after the offer due date and time nor shall it give rise to any contract claim.
12. **ADDENDA:** If clarification of the specifications/instructions is required the request shall be made in writing not later than seven working days prior to the time and date set for the bid opening. The school district will respond to the request in the form of an addendum. All

efforts will be made to provide any required addenda on the DCSS on-line web site located at [www.docoschools.org](http://www.docoschools.org), at least five days prior to bid opening. However, in some rare cases it may be necessary to issue an addendum as late as the bid opening date. It is a vendor's responsibility to monitor the Dougherty County School Purchasing Department web site for addenda to solicitations, to incorporate the necessary actions into their bid, and to acknowledge in their bid submission of the receipt of the addenda. DCSS shall bear neither responsibility nor obligation for bidders failure to take into account a posted addendum. A bid submitted without taking into account addenda that have been issued maybe rejected as non-responsive.

13. **RIGHTS AND REMEDIES:** In lieu of canceling the purchase order, the DCSS may levy a charge for each day beyond the required completion date that the successful vendor fails to complete the services. Such charge is not a penalty, rather it is the agreed upon liquidated damages representing the estimated damages that will be incurred by the DCSS as a result of the vendor's failure to complete the services as required. Partial completion on a purchase order will not exempt a vendor from this charge. DCSS further has the right after assessing such charge, after the continuing failure of the vendor to make complete, to terminate the purchase order.
14. **MATERIAL SAFETY DATA SHEETS AND TECHNICAL DOCUMENTATION:** The successful bidder shall submit copies of MSDS's on all chemicals that may be utilized to perform the work associated with this Bid. The Dougherty County School System must approve the MSDS's for each product, prior to its use within the DCSS.
15. **DELIVERY PREPAID:** It is understood that the bidder agrees to deliver prepaid, to an inside point or points of receipt, all items on which bids are accepted, as indicated on the proposal form. All costs for delivery, drayage or freight are to be borne by the bidder.
16. **AWARDS:** The DCSS reserves the right to award by line item, to more than one vendor, and/or to award by group or any combination thereof, whichever is in the best interest of the DCSS. A condition of the bid award is the vendor's agreement to extend all pricing, terms and conditions quoted to any Dougherty County governmental entity.

TIE BIDS: In case of a tie bid, the award will be made in the order as follows:

- a. The bid will be awarded to the in-county vendor.
- b. The bid will be awarded to the in-state vendor.
- c. The bid will be awarded to the vendor with the lesser total dollar volume.
- d. If these preferences are insufficient for resolution, drawing lots in a public forum will resolve the tie.

17. **LOCAL PREFERENCE:** Definition - *Dougherty County* supplier shall mean a supplier who, at the date of the purchase or bid for supplies acquired under this policy, and for a period of 90 days or more prior thereto, maintains and has maintained an office and place of business physically located within Dougherty County, Georgia, who has at least two full time employees working at or out of said office and business location, and who holds a current City of Albany or Dougherty County business license.

Where purchases are made by obtaining competitive quotations, or by a bidding process, whenever a Dougherty County supplier submits a quotation or a bid that is responsive and is within two percent or \$2,500.00, whichever is less, of the lowest responsive bid or quote, the Dougherty County supplier shall be afforded the opportunity to match the bid or quote. Should the Dougherty County supplier agree to match the lowest responsible bid or quote, then the purchase shall be made from the Dougherty County supplier, provided such supplier is otherwise qualified.

### **SECTION 3: BIDDER QUALIFICATIONS/OBLIGATIONS**

1. Before any bid can be accepted, a bidder must be deemed qualified in the judgment of Dougherty County School System officials to perform as required herein. A bid may be rejected if a bidder fails to meet any one of the following qualifications:
  - A. **RELIABILITY:** A successful bidder must have a proven (or believable) record of service, particularly with respect to delivering all items on a regularly scheduled basis at favorable prices. A distributor may be designated as unacceptable if the requirements listed herein have been previously violated and/or poor communications exist between the seller and the Dougherty County School System.
  - B. **ACCOUNTING PRACTICES:** A successful bidder must clearly demonstrate to Dougherty County School System officials his capability to provide accurate, reliable, and timely reports, in terms of invoices, statements, and credits.
  - C. **DEBARMENT DISCLOSURE:** If an offerer has been debarred, suspended, or otherwise lawfully prohibited from participating in any public procurement activity, the offerer shall disclose that information in its offer. Failure to do so shall result in rejection of its offer.

### **2. STANDARD CONTRACT CONDITIONS**

- A. This contract shall be governed in all respects as to validity, construction, capacity, performance, or otherwise by the laws of the State of Georgia.
- B. Contractors providing services under this Request for Proposal herewith assure the school system that they are conforming to the provisions of the Civil Rights Acts of 1964, as amended.
- C. State Sales and Use Tax Certificate of exemption form will be issued upon request.
- D. Deliveries against this contract must be free of excise or transportation taxes except when such a tax is part of a price and Dougherty County School System is not exempt from such levies. Excise tax exemption registration number may be used when required.
- E. The contractor agrees to retain all books, records, and other documents relative to this agreement for three (3) years after final payment. The Dougherty County School System, its authorized agents, and/or State/Federal auditors shall have full access to and the right to examine any of said materials during said period.
- F. By his signature on the face of this document, a bidder certifies that his proposal is made without prior understanding agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. The bidder certifies that he understands collusive bidding is a violation of Federal law and can result in fines, prison sentences, and civil damage awards. He further agrees to abide by all conditions of this proposal and certifies that he/she is authorized to sign this proposal for the bidder.
- G. Prohibition against conflicts of interest, gratuities, and kickbacks. Any employee or any official of the Dougherty County School System, elective or appointed, who shall take, receive any rebate, percentage of contract, money or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to, or from, any person, partnership, firm or corporation offering, bidding for, or in open market seeking to make sales to the Dougherty County School System shall be deemed guilty of a felony and upon conviction such person or persons shall be subject to punishment or a fine in accord with State and/or Federal laws.

**3. BID LISTING - Due to the large number of vendors listed in certain categories of the DCSS vendor's list, not all vendors will necessarily be sent an Invitation to Bid each time one is issued. Invitations to Bid issued by the DCSS are advertised in Albany local newspapers and DCSS Internet site: <http://www.docoschools.org>. Vendors are advised to review the local newspaper weekly for a listing of Invitations to Bid.**

#### **4. BACKGROUND CHECKS**

The Board of Education shall require contractor and/or subcontractor who undertakes construction work or otherwise provides services on any Dougherty County School System campus to conduct a criminal background check on all employees who will be performing work on any Dougherty County School System campus. The background checks shall be reviewed by the Dougherty County Chief of Police, who shall have authority of refusal to allow any employee of any contractor to be on any campus of the Dougherty County School System until such time as the Superintendent or the Board acts.

No employee whose background check reveals conviction or pending charges for any of the following offenses at any time shall be allowed on any campus of the Dougherty County school System for any reason unless a waiver is obtained from the Board of Education Safety and Security Committee who will review such waivers on a case-by-case basis. The waivers must be filed within ten (10) days of any refusal to be allowed on campus.

Murder, Felony Murder, Voluntary or involuntary Manslaughter, Kidnapping, Cruelty to Children in the 1st Degree, Rape, aggravated Sodomy, Child Molestation or Aggravated Sexual Battery, Armed Robbery, Robbery by Force, Theft By Snatching or Theft by Intimidation, Bestiality, Necrophilia, Prostitution, Keeping a Place of Prostitution, Pimping, or Pandering, Statutory Rape, Arson, Aggravated Assault, Aggravated Battery.

In all other cases, the Chief of Police of the Dougherty County School System upon consultation with Superintendent shall have discretionary authority to prohibit an employee from being on any Dougherty County School System campus based on conviction(s) for offenses not listed above. Each matter shall be reviewed on a case-by-case basis.

Should any employee of a contractor or subcontractor who is currently engaged in construction work or providing any other service on a Dougherty County School campus be arrested for any of the above referenced charges he/she shall be suspended from working on any campus of the Dougherty County School System. He or she shall only be permitted to return to work on a Dougherty County School System campus if such charges are dismissed or result in an acquittal.

A copy of this policy should be provided to each contractor and subcontractor upon award of contract. Failure to comply may result in contract termination, ineligibility to bid on future contracts, and any other legal action the Board deems appropriate.

**SECTION 4: SPECIAL INSTRUCTIONS**

1. **DELIVERY FREQUENCY:** Deliveries and installation shall be made directly to the schools locations, MONDAY THROUGH FRIDAY, except school holidays and closing days (due to inclement weather). Deliveries shall be made between the hours of 8:00 a.m. and 2:00 p.m. Contact Vanessa Hayes – 431-1818 to schedule delivery.
2. **BID COPIES:** Bidder should supply two copies when submitting.

\*\*\*\*\*

**THE FOLLOWING PAGES OF THIS DOCUMENT MUST BE SIGNED AND RETURNED WITH YOUR BID:**

- Page 11 “DJE AND STATEMENT OF ASSURANCE”
- Page 12 “DEBARMENT FORM”
- Page 14 “VENDOR INFORMATION FORM”
- Page 15 “VENDOR REFERENCE SHEET”
- Page 16 “ACKNOWLEDGEMENT”
- Pages 17-22 “QUOTATIONS”

**FAILURE TO SUBMIT THESE SIGNED DOCUMENTS MAY RESULT IN DISQUALIFICATION OF YOUR BID.**

# ATTACHMENT – A

## DJEA POLICY AND STATEMENT OF ASSURANCE

**DOUGHERTY COUNTY SCHOOL SYSTEM  
PURCHASING DEPARTMENT  
601 FLINT AVE.  
P. O. BOX 1470  
ALBANY, GA 31702-1470**

**(229) 431-1272**

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**TO:** Bidders

**FROM:** Jason Renfroe, Purchasing Agent

**SUBJECT:** Attached “DJEA POLICY” and “STATEMENT OF ASSURANCE”

The Dougherty County Board of Education has adopted a policy of Equal Opportunity for Competitively Bid Purchases, including Construction.

Attached is a copy of this DJEA Policy.

Prior to award of any bid, vendors/contractors MUST provide assurance that their business will be conducted in accordance with this nondiscrimination policy.

Attached is a “Statement of Assurance” form, which MUST be signed and returned with your Bid.

Please note: FAILURE TO RETURN THE COMPLETED “STATEMENT OF ASSURANCE” MAY CONSTITUTE REJECTION OF YOUR BID.

If you have questions regarding this requirement, please contact me at 229-431-1272.

**EQUAL OPPORTUNITY FOR COMPETITIVELY BID PURCHASES, INCLUDING CONSTRUCTION**

1. It shall be the policy of the Dougherty County Board of Education to promote and insure equal opportunity for all persons, without regard to race, color, religion, sex, handicap, or national origin, employed by or seeking employment with vendors and/or contractors doing business with the Board. As a condition of doing business with the Board, each vendor and/or contractor shall furnish assurance that its business will be operated in accordance with the policy attached hereto and identified as Competitively Bid Contracts, Policy DJEA.
2. The following equal opportunity clause shall be deemed incorporated into every contract and agreement between the Board and any of its vendors and/or contractors:

The vendor/contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap, or national origin. The vendor/ contractor shall take appropriate action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, handicap, or national origin. Such action shall include, but shall not be limited to, the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, and training.

In the event of the vendor/contractors noncompliance with the nondiscrimination policy of the Board, any contract or purchase order may be canceled, terminated, or suspended, in whole or in part, and the vendor/contractor may be declared ineligible to transact further business with the Board.

3. All vendors and persons desiring to transact business with the Board are to provide assurance that their business will be conducted in accordance with this nondiscrimination policy and that such vendors and/or contractors agree to and shall abide by the equal opportunity clause set forth in this policy.
4. It is the further policy of the Board to insure equal opportunity for minority/women owned businesses and minority/women professionals with regard to all work, services, and supplies purchased by the Board and all construction projects undertaken by the Board which are competitively bid by the Board.

DOUGHERTY COUNTY BOARD OF EDUCATION

**DOUGHERTY COUNTY SCHOOL SYSTEM**  
**COMPETITIVELY BID CONTRACTS**  
**POLICY DJEA**  
**STATEMENT OF ASSURANCE**

The undersigned Vendor/Contractor provides this Statement of Assurance to the Dougherty County School System wherein the undersigned acknowledges receipt and awareness of the above-captioned policy and agrees to observe and be bound by all applicable provisions contained therein. The undersigned submits this Statement of Assurance understanding that a failure to submit said Statement of Assurance may constitute a basis for rejecting the undersigneds bid.

This \_\_\_\_ day of \_\_\_\_\_, 201\_

VENDOR/CONTRACTOR

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

**ATTACHMENT B**

**DEBARMENT FORM  
U. S. DEPARTMENT OF AGRICULTURE**

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Certification regarding Debarment, Suspension, Ineligibility  
and Voluntary Exclusion – Lower Tier Covered Transactions

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7CFR Part 3017, Section 3017-510. Participants' Responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-1733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

**(BEFORE COMPLETING CERTIFICATION, PLEASE READ INSTRUCTION ON NEXT PAGE)**

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

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(Organization Name)

PR/Award # or Project Name

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Name(s) and Title(s) or Authorized Representatives

---

Signature(s)

Date

Form AD-100-18(1/92)

**Return with Proposal**

## **ATTACHMENT B cont'd.**

### **Instructions for Certification**

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. 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.
3. The prospective lower tier participant shall provide immediately written notice to the person to whom 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.
4. 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 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.
5. The prospective lower tier participant agrees by submitting this form 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.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Document, 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.
7. 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.
8. 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.
9. 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.

**ATTACHMENT C**

**DOUGHERTY COUNTY SCHOOL SYSTEM  
VENDOR INFORMATION FORM**

**Mailing Address (Please type or print. Complete all items)**

Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Remittance Address (if different)**

Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Other Vendor Information**

Federal Business ID: \_\_\_\_\_ or Social Security # \_\_\_\_\_

**Vendor Indicator (Please check as many as apply)**

Dealer	<input type="checkbox"/>	Manufacturer	<input type="checkbox"/>	Factory Rep	<input type="checkbox"/>
Jobber	<input type="checkbox"/>	Retailer	<input type="checkbox"/>	Commodity	<input type="checkbox"/>
Individual	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Incorporated	<input type="checkbox"/>
Small Business	<input type="checkbox"/>				

**Certification**

Under penalty of perjury, I certify that:

1. The information stated in this application is factual and true, **and**
2. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
3. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

**Certification Instructions:** You must cross out Item 3 above if you have been notified by the IRS that you are currently subject to backup withholding because of under reporting interest or dividends on your tax return. For real estate transactions, Item 3 does not apply. For mortgage interest paid, the acquisition or abandonment of secured property, contributions to an individual retirement account (IRA), and generally payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

\_\_\_\_\_  
(Representative's Signature) Date

\_\_\_\_\_  
Please type or print representative's name

**Return with Proposal**

**ATTACHMENT D**

**DOUGHERTY COUNTY SCHOOL SYSTEM  
REFERENCE SHEET**

**(Please list businesses that you provide services.)**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

**Return with Proposal**

ATTACHMENT E

**ACKNOWLEDGEMENT**

I (WE) PROPOSE TO FURNISH AND DELIVER THE ITEMS AS LISTED IN THE PROPOSAL FORM ACCORDING TO YOUR SPECIFICATIONS AND QUANTITIES AT THE INDICATED PRICES.

THIS PROPOSAL FORM CONSISTS OF INVITATION, GENERAL AND SPECIAL INSTRUCTIONS, AND SPECIFICATIONS. WE UNDERSTAND THAT A COMPANY OFFICER'S SIGNATURE IS REQUIRED AND, UNLESS THIS HAS BEEN DONE, OUR "REQUEST FOR PROPOSAL" MAY BE CONSIDERED INCOMPLETE AND REJECTED THEREFORE.

I (WE), THE UNDERSIGNED, DO HEREBY UNDERSTAND AND ACCEPT THE INSTRUCTIONS AND CONDITIONS UNDER WHICH THIS QUOTATION IS BEING SUBMITTED.

NAME OF COMPANY: \_\_\_\_\_

\_\_\_\_\_  
(COMPANY FEDERAL ID NUMBER) (E-MAIL ADDRESS)

\_\_\_\_\_  
(STREET ADDRESS)

\_\_\_\_\_  
(CITY) (STATE) (ZIP)

PHONE: ( ) \_\_\_\_\_, FAX: \_\_\_\_\_

IF YOU ARE A CERTIFIED MINORITY BUSINESS ENTERPRISE, STATE CERTIFYING AGENCY:  
\_\_\_\_\_ (PLEASE ATTACH COPY OF CERTIFICATION)

This acknowledgment must be properly signed and firmly attached to your bid. The acknowledgment becomes a part of your Bid and without it your Bid is not complete and will be subject to rejection.

Bidder acknowledges addendum(s): No 1 \_\_\_\_, No 2 \_\_\_\_, No 3 \_\_ (If Applicable) Bid No. \_\_\_\_\_

IF NOT BIDDING, PLEASE COMPLETE ABOVE, CHECK APPLICABLE BOX BELOW AND RETURN THIS PAGE ONLY: (Please indicate No Bid with Bid Number on outside of envelope.)

VENDORS WHO DO NOT RESPOND IN ANY WAY (BY EITHER SUBMITTING A BID OR BY RETURNING THE FORM BELOW) OVER A PERIOD OF ONE YEAR WILL BE REMOVED FROM THE CURRENT LIST.

- (A) \_\_\_ NO BID – Unable to bid at this time. Would like to receive future bids.
- (B) \_\_\_ NO BID – Remove from this product/service category.
- (C) \_\_\_ NO BID – Remove from Bidder's List.

BY: \_\_\_\_\_  
(Officer's Printed Name) (Title)

\_\_\_\_\_  
(Signature) (Date)

**Return with Proposal**

**BID SPECIFICATIONS: TO INCLUDE DELIVERY AND INSTALLTION**

**1. COMBI OVEN RATIONAL SELF COOKING CENTER  
Model No. Rational SCC-102G with Scale Control**

**Furnish with standard features as follows:**

- A. Seven (7) Cooking modes: Moist heat (85 degree F. to 265 degree F.) Dry Heat (85 degree F. to 575 degree F.) and Combination of Moist Heat and Dry heat (85 degree F. to 575 degree F.) to include combi-fry.
- B. Unit shall be constructed entirely of stainless steel : cooking cabinet shall be CNS 316 s/s #7 finish.
- C. LCD touch screen with self-explanatory symbols for maximum ease of control.
- D. ClimaPlus controls for humidity measurement and ongoing regulation throughout the cooking process.
- E. 350 cooking programs with up to 12 steps each, freely selectable by product name. Cooking programs may be uploaded into the unit via USB interface.
- F. Core temperature probe with 6-point measurement.
- G. 5 programmable air speeds.
- H. HACCP data memory and output via USB interface.
- I. Automatic pre-selected starting time adjustable for date and time.
- J. Digital temperature displays and digital timer ranging from 0-24 hours.
- K. Time settings in hours/minutes or minutes/seconds.
- L. CalcDiagnosis System
- M. Automatic SelfClean for steam generator.
- N. Service diagnostic system with automatic service notices display.
- O. Menu-guide descaling program.
- P. CleanJet automatic cleaning system.
- Q. Integral hand shower with automatic rewind, integral water shut-off function and infinitely variable jet strength.
- R. Centrifugal grease separation with no additional grease filter required.
- S. Seamless, trough shaped hygienic stainless steel cooking cavity with rounded corners.
- T. Service door with front access.
- U. Unit to be splash and hose proof to Standard IPX5.
- V. Five stainless steel wire grid shelves.
- W. Capacity for either (10) 18"x 26" pans or up to (20) 12"x 20" pans
- X. Demonstration/Training as provided by Rational Certified Chef.

**OPTIONS FOR UNIT:**

- A. UGII stainless steel stand with pan storage for 12 x 20 and 18 x 26 pans
- B. Four (4) each boxes of cleaner tablets
- C. Four (4) each boxes of rinse tablets
- D. Five each 2/1 GN stainless steel grid racks (EXTRA)
- E. Extra ½ day Certified Chef Training
- F. Fifteen (15) each 1/1 Fry baskets #6019.1150

**SERVICE REQUIREMENTS:**

- A. Gas shall be natural or L.P. with 115 volts controls
- B. Water: ¾" C.W.
- C. Drain 2" open floor drain

QTY. 5 EA.                      PRICE \_\_\_\_\_                      EXTENDED PRICE \_\_\_\_\_

**2. COMBI-OVEN RATIONAL SELF COOKING CENTER**  
**Model No. Rational SCC-62 with Scale Control**

**Furnish with standard features as follows:**

- A. Seven (7) Cooking modes: Moist heat (85 degree F. to 265 degree F.) Dry Heat (85 degree F. to 575 degree F.) and Combination of Moist Heat and Dry heat (85 degree F. to 575 degree F.) to include combi-fry.
- B. Unit shall be constructed entirely of stainless steel : cooking cabinet shall be CNS 316 s/s #7 finish.
- C. LCD touch screen with self-explanatory symbols for maximum ease of control.
- D. ClimaPlus controls for humidity measurement and ongoing regulation throughout the cooking process.
- E. 350 cooking programs with up to 12 steps each, freely selectable by product name. Cooking programs may be uploaded into the unit via USB interface.
- F. Core temperature probe with 6-point measurement.
- G. 5 programmable air speeds.
- H. HACCP data memory and output via USB interface.
- I. Automatic pre-selected starting time adjustable for date and time.
- J. Digital temperature displays and digital timer ranging from 0-24 hours.
- K. Time settings in hours/minutes or minutes/seconds.
- L. CalcDiagnosis System
- M. Automatic SelfClean for steam generator.
- N. Service diagnostic system with automatic service notices display.
- O. Menu-guide descaling program.
- P. CleanJet automatic cleaning system.
- Q. Integral hand shower with automatic rewind, integral water shut-off function and infinitely variable jet strength.
- R. Centrifugal grease separation with no additional grease filter required.
- S. Seamless, trough shaped hygienic stainless steel cooking cavity with rounded corners.
- T. Service door with front access.
- U. Unit to be splash and hose proof to Standard IPX5.
- V. Five stainless steel wire grid shelves.
- W. Capacity for either (10) 18"x 26" pans or up to (20) 12"x 20" pans
- X. Demonstration/Training as provided by Rational Certified Chef.

**OPTIONS FOR UNIT:**

- A. UGII stainless steel stand with pan storage for 12 x 20 and 18 x 26 pans
- B. Four (4) each boxes of cleaner tablets
- C. Four (4) each boxes of rinse tablets
- D. Three each 2/1 GN stainless steel grid racks
- E. Extra ½ day Certified Chef Training
- F. Twelve (12) each 1/1 Fry baskets #6019.1150

**SERVICE REQUIREMENTS:**

- A. Electrical 208/3ph., 240/3 ph.,480/3ph., **VERIFY VOLTAGE/PHASE**
- B. Water: ¾" C.W.
- C. Drain 2" open floor drain

**WARRANTY:**

- A. 1 year parts and labor.

QTY: 1 EA.                      PRICE \_\_\_\_\_                      EXTENDED PRICE \_\_\_\_\_

**3. WARMING CABINET Holding/Proofing Cabinet**  
**Model No. Winston HA-4522-HR-5**

**Furnish with the standard features as follows:**

- A. Half doors with magnetic door latch.
- B. Separate controls for accurate control of food temperature and food texture.
- C. Food temperature control variable from 85 degrees F. to 180 degrees F. to control vapor generator temperature and to force foods into a vapor and temperature equilibrium with it.
- D. Food texture control to allow texture including VERY MOIST, SOFT MOIST, FIRM MOIST AND CRISPY and to control air temperature at values to produce indicated textures.
- E. High-speed fan to assure rapid recovery and heat distribution.
- F. Solid state temperature sensors and controls.
- G. Capacity for either of the following:
  - (14) 18" x 26" Pans
  - (28) 12" x 20" x 2 1/2" Pans
- H. Pan slides are adjustable without the use of tools.
- I. 5" high heavy duty casters, two with brakes

**Service requirements:**

- A. 120V/60/1PH 2.17 kw. 18.1 amps

**Warranty:**

- A. 1 year parts and labor
- B. Lifetime warranty on all stainless steel components

QTY.. 2 EA.

PRICE \_\_\_\_\_ EXTENDED PRICE \_\_\_\_\_

**4. CONVECTION OVEN**  
**MODEL NOS: South Bend GB/20SC**

- EXTERIOR FINISH:** Stainless steel front, top, sides and rear jacket
- DOORS:** Dependent doors with windows. Stainless steel construction, heavy duty welded Steel frame and 5/8" diameter full-length hinge pin.
- GAS HEATING SYS:** 90,000 BTU (NAT or LP). Oven heating is regulated by and adjustable solid state thermostat control. Jet stream style burners direct flame towards rear of combustion chamber. Combustion products are drawn into oven interior and recirculated prior to venting
- RACKS & RACK GUIDES:** Heavy duty removable wire rack guides spaced on 1-5/8" centers offer 11 different rack positions. 5 wire racks per unit are standard
- BLOWER FAN & MOTOR:** ½ HP., 2 speed motor, 1725/1140.
- OVEN HEATING:** Oven heating is regulated by an adjustable solid state thermostat control. Blower fan circulates air within the cavity "scrubbing" heat to the oven interior for even heat distribution within the cavity. Manual reset high limit temperature control protects the oven from overheat condition.
- CONTROL PANEL:** Located on the front, at right side of the oven, away from heat zone. Removable panel open downward for easy servicing.
- LEGS:** 6" stainless steel legs standard
- WARRANTY:** 1 year parts and labor warranty

QTY. 2 EA.                      PRICE \_\_\_\_\_                      EXTENDED PRICE \_\_\_\_\_

**5. REFRIGERATOR: Victory Model Nos. RSA-1D-S7 with the following options:**

**Warranty:** 1 year parts and labor

QTY. 1 EA.                      PRICE \_\_\_\_\_                      EXTENDED PRICE \_\_\_\_\_

**6. MILK COOLER: True Food Service Equipment Model No. TMC-49-S**

**Standard Features:** FORCED-AIR, (12) crates, s/s drop front/hold-open flip-up lids, lock, 33-38°F, stainless exterior, white aluminum interior with 300 series s/s floor, (3) heavy duty floor racks, digital therm., 4" casters, 1/3Hp, 115v/60/1-ph, NEMA 5-15P, 8.2 amps, 4" Castors, Self-contained refrigeration standard.

**Warranty:** 5 year compressor

**Warranty:** 1 year parts and labor

QTY. 1 EA.                      PRICE \_\_\_\_\_                      EXTENDED PRICE \_\_\_\_\_

**7. MILK COOLER: Beverage Air Model No. SMF49Y-1-S**

**Standard Features:** FORCED AIR, Single access, Exterior digital thermometer, (12) 13" x 13" x 11" case capacities, Stainless steel interior and exterior, 7" heavy duty casters, (2) with brakes, 1/5 hp115v/60/1-ph, 4.2 amps.

**Warranty:** 1 year parts and labor

**Warranty:** 4 year compressor

QTY. 1 EA.                      PRICE \_\_\_\_\_                      EXTENDED PRICE \_\_\_\_\_

**8. MILK COOLER: True Food Service Equipment, Inc. Model No. TMC-34-S**

**Standard Features:** FORCED-AIR, (8) crates, S/S drop front/hold-open flip-up lids, lock, 33-38°F, Stainless exterior, White aluminum interior with 300 series s/s floor, (2) Heavy duty floor racks, Digital thermometer, 4" casters, 1/3Hp, 115v/60/1-ph, NEMA 5-15P, 8.3 amps, Self-contained refrigeration.

**Warranty:** 5 year compressor

**Warranty:** 1 year parts and labor

QTY. 1 EA.                      PRICE \_\_\_\_\_                      EXTENDED PRICE \_\_\_\_\_

9. **MILK COOLER: Beverage Air Model No. SMF-34Y-1-S**

**Standard Features:** FORCED AIR, 34" W, 33-1/2" D, 13.35 cu. ft., single access, Exterior digital thermometer, (8) 13" x 13" x 11" case capacities, Stainless steel interior and exterior, 7" heavy duty casters (2) with brakes, 1/5 hp.

**Warranty:** 1 year parts and labor

**Warranty:** 4 year compressor

QTY. 1 EA.                      PRICE \_\_\_\_\_      EXTENDED PRICE \_\_\_\_\_