

**Request for Quote**

**For**

**Warehouse Freezer**

**For**

**Raytown School District**

**Raytown Quality Schools**

**Raytown, Missouri**

**June 11, 2018**

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**Information:**

Raytown Quality Schools is seeking quotes for freezer purchase and full installation.

All submitted proposals should be labeled "Sealed Freezer Proposal" on the outside of the envelope containing your company name and will be considered the property of Raytown Quality Schools. The request for proposal does not commit the District to any specific course of action.

**School District:**

Raytown C-2 School District

6608 Raytown Road

Raytown, Missouri 64133

**District Contact:**

Tim Young, Director of Food Services

Raytown Quality Schools- Food Service Department

6608 Raytown Rd

Raytown, MO 64133

816-268-7076

816-268-7075 (FAX)

[Tim.Young@raytownschools.org](mailto:Tim.Young@raytownschools.org)

**Submit Sealed Proposal:**

Tim Young, Director of Food Services

Raytown School District-Food Service Department

6608 Raytown Rd

Raytown, MO 64133

**Bid Opening Date:** July 12, 2018, 1:00pm

**An informal public opening will take place at this time. Attendance is NOT required.**

### **Overview**

Proposals are now being solicited by the Raytown School District for freezer purchase and installation in accordance with Raytown School District Board of Education Policy and Missouri State Statutes. Bidders for this project will be referred to as kitchen equipment contractor (KEC) in this document. KEC to furnish one pre-fabricated walk-in freezer manufactured by Kolpak per engineering drawing number A069728R1. Freezer Refrigeration system to also be provided by Kolpak. The refrigeration system provided will be a matching and balanced system for this freezer and maintain -10 degrees with extra capacity. The refrigeration system package shall include (2) each complete PC refrigeration systems both with model PC344LOP-3.

### **Proposal Due Date and Time**

In order to be considered, one (1) sealed copy of the proposal must be received by RSD by personal delivery or by U.S. Mail by the following date and time:

**July 12, 2018 by 1:00pm**

### **District Terms**

Proposals will be date and time stamped upon receipt by the Raytown C-2 School District.

The District reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, advertise for new bids, or make the purchase on the open market if the product or service can be obtained at a better price.

The District reserves the right to design the evaluation criteria to be used in selecting the best bid.

The District reserves the right to provide the final contract for mutual consideration and agreement.

Should any differences arise as to the meaning or intent of the specifications, the District's decision shall be final and conclusive.

If the scope of the purchase changes substantially, the district will rebid the product or service unless otherwise provided in this procedure.

The District reserves the right to reduce or increase numbers of items or services for the original request for bid/proposal/quote.

Proposals including any additional information other than what is requested may be rejected.

Proposals not following indicated format and/or incomplete may be rejected.

The District reserves the right, after opening the Proposals, to reject any of all or the Proposals, or to accept the Proposal that in its sole judgment may be in the best interest of the District.

Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

The Raytown District will select the lowest, best bid according to Board Policy.

Federal and State laws, Local ordinances and Board policies apply to contracted services. No portion of any master service agreement or contract may defy these laws, ordinances, and policies. Any such portion of a master service agreement or contract that does defy these laws, ordinances, and polices will be considered null and void.

### **Payment and Retainage**

The District is exempt from sales tax and use taxes. Taxes shall not be listed in a bid/proposal/quote or on invoices. A copy of the letter exempting the District from paying these taxes is available from the District upon request by the contractor/vendor.

A payment schedule shall be decided on with the chosen contractor/vendor. Said schedule shall be part of the contract between the contractor/vendor and District. The District will likely make one payment.

There shall be no hidden costs associated with this bid/proposal/quote. If the contractor/vendor foresees any additional or unexpected costs or charges to be made, these charges need to be explained in the bid/proposal/quote.

Purchasing and payments shall be in accordance with Board policy DJF as outlined in administrative procedure DJF-AP1. This procedure can be found on the District website.

### **Contact Person and Address for Submission of Proposals**

Interested, qualified company and persons are invited to submit proposals to the following contact person and address:

Tim Young

6608 Raytown Rd

Raytown, MO 64133

## **Selection Process and Minimum Requirements**

Each company must meet the following minimum qualifications (company may not use sub-contractors to fulfill any obligations within its contract).

Firm shall conform to the requirements listed in this request.

The selected firm shall have the responsibility to ensure that the products and services that are delivered to the District match the request and the specifications listed.

The firm shall have responsibility for any damage incurred during transit.

The selected firm shall not increase pricing after submitting their bid.

***Notice that the contractor must follow all provisions of the prevailing wage law and pay at least the prevailing wage law and pay at least the prevailing hourly rate of wages, as set out in the wage order, to all workers performing work under the contract. Contractors who do not comply with the law will forfeit a penalty to the district of \$100 per calendar day (or portion of a day) for each worker who is paid less than the prevailing rate for any work done under the contract by the contractor or by any subcontractor. Contractors and subcontractors will be required to complete an affidavit of compliance prior to final payment.***

***All contractor employees must have had a successful background check performed. The contractor is to supply the school district with a list of these employees. If the contractor hires an employee during the project or after they have been awarded the contract they are to give the school district an updated list of employees once the new employee(s) have successfully passed a background check.***

If necessary, firm must be licensed with the necessary legal entities such as the State of Missouri, County of Jackson, and the City of Raytown to perform the above mentioned services.

Firm must be located within 25 miles of the Raytown School District.

Firm must provide a minimum of 8 references (3 financial references and 5 client references).

## **Required Proposal Format and Content**

1. Bid/Proposal/Qualification Submitted By
2. Quote
3. References (3 financial, 5 client)

### **1. Bid/Proposal/Qualification Submitted By**

The last page of this document contains a form to be filled out and placed on the top of your bid package.

## **2. Quote**

Provide an itemized quote addressing each equipment item and overall final cost for a turnkey end result for the District upon project completion.

## **3. References**

List 3 financial references as well as 8 client references. Client references should be of similar scope as this project and should be able to answer questions about durability of equipment, maintenance and warranty.

## **Requests for Information**

The Scope of Work or need for additional data or information must be submitted in writing by email no less than five (5) working days prior to proposal due date to: Mr. Tim Young  
[tim.young@raytownschools.org](mailto:tim.young@raytownschools.org)

## **Scope of Services**

Bidders for this project will be referred to as kitchen equipment contractor (KEC) in this document.

KEC to furnish one pre-fabricated walk-in freezer manufactured by Kolpak per engineering drawing number A069728R1. A copy of this drawing is included in this bid. Walk in freezer to have specific overall exterior dimensions of 50' 0" Wide x 20' 0" Deep x 9' 6.25" high, complete. All ceiling and wall panels to be 4" thick panels and to have a double 90-degree turn, tongue and groove with locking assemblies. Panels must be fabricated using foamed in place polyurethane insulation providing a minimum R value of 32. Flexible vinyl gaskets to be foamed (not stapled) in place along the tongue rail of each panel must be provided. Exterior finish of walk-in panels to be 26 gauge embossed standard galvalume finish. Interior wall panels will have the same 26 gauge embossed standard galvalume finish except for the interior ceiling panels. All interior ceiling panels to have a 26 gauge Pre Painted White galvalume finish. Ceiling to be manufactured with Kolpak Super Ceiling Design to span 20' with single panels. Each Super Ceiling to be reinforced with 20-gauge galvalume skin and metal channels every 11.5" to support the 20' span.

Walk in must be provided with Kolpak pre manufactured structural floor panel system. Structural floor to be premanufactured by Kolpak with all floor panels to have bottom metal skin, urethane foamed in place insulation, schedule 40 PVC reinforced pipe foam filled, ¾" thick plywood underlayment and smooth aluminum floor surface. Kolpak will also provide 3/16" thick aluminum textured diamond treadplate to field install on top of Kolpak Structural Floor Panels. The Kolpak Structural Floor and Treadplate Overlay will provide a 15,000 psf stationary load rating and 5,000 psf mobile load and is rated for medium duty pallet jack traffic.

Walk-in Freezer shall be provided with (1) 54" wide X 78" high flush installed swing door with: heavy duty brushed chrome handle, heavy duty hydraulic brushed chrome door closer, (3) each heavy duty hinges, pressure relief vent, steel reinforced jamb to support 54" wide door, 10 gauge stainless steel door threshold and door heater wire.

Freezer Refrigeration system to also be provided by Kolpak. The refrigeration system provided will be a matching and balanced system for this freezer and maintain -10 degrees with extra capacity. The refrigeration system package shall include (2) each complete PC refrigeration systems both with model PC344LOP-3. Each PC344LOP-3 system will have refrigeration components mounted at the factory and provided with a factory refrigerant charge. Both refrigeration systems will be manufactured with all necessary controls for an outdoor installation on top of building roof. Both systems to have a 3 horsepower semi hermetic compressor with R404a refrigerant. System will include condensing unit with refrigerant charge, pre assembled evaporator, all necessary controls for proper operation of condensing unit and evaporator, time clock, thermostatic expansion valve, solenoid valve, temperature control, drier, sight glass, base valve and pressure controls. Freezer refrigeration must hold and maintain -10 degrees.

Each freezer refrigeration system provided with (1) each EL46-185-2EC-PR-4 evaporator coils sized to match the condensing unit above.

Wire: 208 volt / 3 phase for freezer condensing unit. Also provide 120-volt power at door section and 208 volt / 1 phase power for each freezer evaporator.

Walk-In Freezer to include the following accessories:

- (10) each 1808 LED light fixture and bulb to be installed to ceiling panels.
- (1) 1808 LED light centered above entrance door.
- (2) each motion sensors for LED lights above.
- 36" high door kickplate factory installed on the interior and exterior of the entrance door.
- 54" wide X 38" deep interior ramp for the entrance door.
- 1.25" X 4.25" 26-gauge galvalume base cove to be field installed around entire perimeter of structural floor overlay.
- Matching angle trim at each end of the walk in to cover gaps.

Awarding Contractor Requirements:

- KEC will be responsible to receive this walk in freezer, unload all panels, refrigeration and accessories. Delivery must be coordinated in advance with Raytown Schools.
- KEC will need to offload all items, uncrate and inspect shipment for any freight damage. KEC to handle any freight claims if required.
- Assemble new Kolpak freezer walk-in panels, accessories and refrigeration system per Kolpak supplied drawing. KEC will set both condensing units on building roof, hang both evaporator coils, run and connect refrigeration and drain lines as required.
- KEC to install 3/16" treadplate overlay on top of Kolpak floor panels. Treadplate overlay and hardware provided by Kolpak.
- KEC will be responsible to get condensing units on building roof and supply lift / crane if required.
- KEC must wrap all existing refrigeration lines for this system with new insulation.
- New drain line must be run from freezer evaporators outside of the walk-in.
- Install all LED fixtures and bulbs in walk in freezer.
- KEC must start up freezer refrigeration system and verify freezer maintains -10 degrees.
- Installing contractor to take all necessary precautions to prevent damage to job sight.
- KEC to seal up all penetrations made through the walk in for refrigeration lines, electrical and ansul system. Electrical and ansul work provided by others but KEC will seal these penetrations.
- All bidding KEC companies must coordinate with owner and visit the jobsite for installation conditions.

KEC must provide separate, optional pricing for the following items that Raytown Schools may choose in lieu of or in addition to the items specified above:

1. Provide optional price for (1) each 54" wide X 78" high manual sliding door from Kolpak.
2. Provide optional price for 282 square feet of .063 thick aluminum treadplate to cover interior wall panels to protect against pallets.

Raytown Schools will be responsible for the electrical connections to the condensing units, evaporator coils and at the entrance door. Raytown Schools will also be responsible for any ansul system required for this walk in freezer.

Upon bid award, KEC will make a site visit to take final field measurements and verify electrical requirements and inspect jobsite. Any deviation from these specifications or installation requirements must be stated during the bid process.



**Bid/Proposal/Qualification Submitted By**

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Company Name

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Authorized Name/Title (printed)

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Authorized Signature

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Contact Person for the Bid/Quote/Proposal process

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Date

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Telephone

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Fax

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Email