

# Harrison County School District

11072 Highway 49  
Gulfport, MS 39503  
Ph. (228)539-6500

Office of Child Nutrition  
Bradley C. Barlow  
Director

## HARRISON COUNTY SCHOOL DISTRICT INVITATION FOR BID 11072 HWY 49 GULFPORT, MS 39503

The Harrison County School District will receive proposals for the purchase of Cafeteria Equipment in the following manner:

Reverse Auction: CN22.1

Project: HCSD Equipment Assistance Grant

Locations:	North Gulfport Middle School Cafeteria Building 4715 Illinois Ave. Gulfport, MS 39501	Harrison County School District Central Warehouse 11072 Hwy. 49 Gulfport, MS 39503
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The Harrison County School District will accept un-priced proposals until **2:00 P.M. October 13, 2021**, online at [www.centralauctionhouse.com](http://www.centralauctionhouse.com). Submissions will be evaluated, and qualified vendors will be invited to submit priced proposals via reverse auction. The Electronic Reverse Auction will be held **October 21, 2021 from 10:00 – 10:30 A.M.**

Official project documents may be obtained at the following web address: [http://www.harrison.k12.ms.us/departments/child\\_nutrition](http://www.harrison.k12.ms.us/departments/child_nutrition), then selecting Public Bid Information beneath the “Healthy Links” section. You may also download the documents from Central Bidding at [www.centralauctionhouse.com](http://www.centralauctionhouse.com) for a fee.

The Harrison County School District reserves the right to reject any and/or all proposals or any groups thereof and waive any defect or informality in any bid or bidding procedure. For any questions relating to the reverse auction process, please call Central Bidding at 225-810-4814 or toll free at 1-833-412-5717. Inquiries regarding the project specifications should be directed to: Bradley Barlow, Director of Child Nutrition Programs, at the following email: [bbarlow@harrison.k12.ms.us](mailto:bbarlow@harrison.k12.ms.us)

### INTRODUCTION

The Harrison County School District seeks to purchase Cafeteria Equipment with complete installation by the vendor. The acceptable manufacturers are listed in the following equipment schedules or prior approved equal.

To assure high and satisfactory quality, design and operation of products, reference has been made to brand names; however, it is not the intention of the Harrison County School District to limit competition and items of brands that are equal in quality, design and operation of the stated items will be given full consideration. The use of said brand names is to establish the minimum acceptable quality. Determination of equality is solely the responsibility of the Harrison County School District.

Please note the School District will be utilizing the reverse auction process for this purchase. The process now requires two steps. If you qualify after the first step, you will be invited to take part in the Reverse Auction on **October 21, 2021 from 10:00 – 10:30 A.M.** All cost associated with this project SHALL BE included in the Reverse Auction. All instructions are provided within this project packet. If you have any questions during the proposal process, please direct them to the Director of Child Nutrition Programs. If you have questions on the reverse auction process, please direct those to Central Bidding.

Thank you for your time and effort and we look forward to this being a positive experience.

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## REVERSE AUCTION: CN22.1

### CALENDAR

Bid Publication #1 – Project & documents available at <a href="http://www.centrauctionhouse.com">www.centrauctionhouse.com</a>	September 24, 2021
Bid Publication #2	October 1, 2021
Un-Priced Sealed Proposals Due (2 PM) at <a href="http://www.centrauctionhouse.com">www.centrauctionhouse.com</a>	October 13, 2021
Notification of Invitation to Bid Online (automated email invite)	October 15, 2021
Reverse Auction (10 AM – 10:30 AM) at <a href="http://www.centrauctionhouse.com">www.centrauctionhouse.com</a>	October 21, 2021
Recommendation to Harrison County School Board	November 1, 2021

### INSTRUCTIONS

#### B-1 - DELIVERY OF PROPOSALS:

1. The Harrison County School District will accept un-priced sealed proposals until **2:00 P.M. October 13, 2021**, online at [www.centrauctionhouse.com](http://www.centrauctionhouse.com). Submissions will be evaluated, and qualified vendors will then be invited to submit priced proposals via reverse auction. The Electronic Reverse Auction will be held **October 21, 2021 from 10:00 – 10:30 A.M.**
2. Proposals or alterations by paper, fax, telephone or email **WILL NOT** be accepted.
3. If the Harrison County School District Administrative Office Building is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods or other natural disasters (the “Force Majeure Events”), which closure prevents the review of proposals at the advertised date and time, all proposals received shall be reviewed the next business day that the district shall be open and at the previously advertised time. The new date and time of the proposal viewing, as determined in accordance with this paragraph, shall not be advertised, and all Vendors/Contractors, upon submission of a proposal shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. The district shall not be held responsible for the receipt of any proposals for which the delivery was attempted and failed due to the closure of the district offices because of a Force Majeure Event. Each Vendor/Contractor shall be required to ensure the delivery and receipt of its proposal by CENTRAL BIDDING at the new date and time.

#### B-2 - PRICES:

1. Only one bidder will be awarded for all items listed in the following equipment schedules.
2. Proposal prices, unless otherwise specified, shall be net, including transportation and handling charges fully prepaid by the Bidder.
3. All proposals must be firm prices, free of any escalator clauses.
4. Prices should include all applicable taxes, as Harrison County School District is a tax-exempt governing authority, tax exemption letter furnished upon request.
5. While it is the intention of the Harrison County School District to purchase the specified quantities, the right is reserved to accept proposals based on individual line item or by total price whichever is deemed to provide the maximum benefit to the district. The right is also reserved to omit any item or reduce quantities as necessary to bring the total cost within budgetary provisions.

#### B-3 - PROPOSAL ADDENDUM:

1. Any interpretation of the documents will be made by written addendum only issued by the office of the Director of Child Nutrition and a copy of such addendum will be posted on the district website and on [www.centrauctionhouse.com](http://www.centrauctionhouse.com). The district will not be responsible for any other explanation of the proposed document.

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2. As per Mississippi Code of 1972, as amended; SEC. 31-7-13. Bid requirements and exceptions; (iv) No addendum to bid specifications may be issued within two (2) working days unless such addendum also amends the bid opening date to a date not less than five (5) working days after the date of the addendum.

## **B-4 - PROPER EXECUTION**

1. All proposals must be submitted in accordance with Section 31-7-13 of Mississippi Code of 1972 as amended and must be properly executed and signed by a responsible officer or employee of the Bidder.
2. Proposals should be checked before submission for accuracy and correctness since the Harrison County School District **WILL NOT** be responsible for any errors for which the Bidder is responsible.
3. The district reserves the right to reject bids from Bidders who submit incomplete bids that do not specifically adhere to the bid instructions herein.

## **B-5 - CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:**

By signing the PROPOSAL FORM the Bidder certifies, in connection with procurement, that to the best of their knowledge and belief:

- A. The prices in their proposal have been arrived at independently, without consultation, communication, or agreement, for restricting competition; as to any matter relating to such prices with any other Vendor or Bidder.
- B. Unless otherwise required by law, the prices have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to the Reverse Auction specified on page 1 of the BID INSTRUCTIONS, directly or indirectly with any other Vendor or Bidder.
- C. No attempt has been made or will be made by the Bidder to induce any other Person or Bidder to submit or not to submit a proposal for restricting competition.

## **B-6 - PROPOSAL WITHDRAWAL and MODIFICATION:**

1. No proposal withdrawals will be accepted by telephone, fax or email.
2. If a Bidder withdraws his proposal, all documents shall remain in the possession of the Harrison County Board of Education, marked as withdrawn, and included in the permanent file for the project.
3. No proposal shall be withdrawn for a period of thirty (30) days following the bid opening date, unless otherwise provided for by law.

## **B-7 – REVERSE AUCTION:**

1. The Reverse Auction process is open to the public for viewing at [www.centralauctionhouse.com](http://www.centralauctionhouse.com). The Harrison County School District contracted vendor, CENTRAL BIDDING, will document a summary of each bidder's proposals. Harrison County School District staff will answer questions to the extent possible prior to the reverse auction process. Any information provided in the proposal which contains trade secrets, or confidential commercial or financial information and which bidder does not wish to be disclosed other than for purposes of evaluating it must be clearly labeled on each sheet as confidential.
2. All disclosures of proposal information to interested parties will be made in compliance with Harrison County School District policies and procedures established in accordance with the Mississippi Public Records Act of 1983 defined in Section 25-61 of the Mississippi Code.

## **B-8 - RIGHT TO REJECT PROPOSALS:**

The Harrison County Board of Education reserves the right to reject any and/or all proposals or any groups thereof and waive any defect or informality in any proposal or procedure.

## **B-9 - PROPOSAL ACCEPTANCE:**

1. If Harrison County School District accepts a proposal in response to this request, it will accept the proposal of and award the proposal to the lowest and best responsive bidder meeting specifications, price and other factors considered. The lowest proposal may not always be the best. Other factors to be considered include but are not limited to: conformity to the specifications; quality; bidder's ability to provide service, maintenance, and training; past performance of bidder; financial standing and status of the bidder.

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2. Unless otherwise stated in the PROJECT SPECIFICATIONS all proposals shall be binding for a minimum of thirty (30) days following the acceptance of the proposal by the Harrison County Board of Education.

## **B-10 - BILLING/ORDERING**

1. All items or services shall be billed to the individual department(s) to which they are delivered or performed, unless otherwise specified in the PROJECT SPECIFICATIONS.
2. All invoices are due in the Administrative Office Building of the Harrison County School District, 11072 Hwy. 49 Gulfport, Mississippi 39503, on or before the last day of each month. If they are not received by that date payment will not be made until the following month.
3. Payment of above described invoices shall follow regularly scheduled meetings of the Harrison County School Board which meet two times per month.
4. No negotiations, decisions or actions shall be executed by any bidder because of any discussions with any District employee. Only transactions that are on a Harrison County School District purchase order may be considered official.

## **B-11 - DAMAGE OR LOSS:**

1. Any damage or loss to Harrison County School District property because of any action by the successful Bidder in the execution or performance of any item or service in this proposal, shall be repaired to the satisfaction of the Harrison County Board of Education designee, at the Bidder's expense, within a reasonable time set forth by the Harrison County Board of Education designee.
2. The successful Bidder shall hold the Harrison County Board of Education, Harrison County School District, its Officers, Agents and Employees harmless from liability of any nature or kind whatsoever, because of use of by publisher or author, manufacturer or agent of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article, environment-sensitive material, or appliance furnished or used under this proposal.

## **B-12 - DELIVERY:**

1. Delivery is to be made to one (1) location in the District.
2. It is understood that the Bidder agrees to deliver all items prepaid (F.O.B. Destination) to points of receipt. All related cost for delivery is to be borne by the Bidder and should be included in their bid.
3. Any items requiring unpacking and/or assembly and/or installation WILL BE UNPACKED, ASSEMBLED, INSTALLED AND SET IN PLACE AND MADE FULLY OPERATIONAL BY THE SUCCESSFUL BIDDER AT THEIR OWN EXPENSE, at the time and place designated by the Harrison County School District, unless otherwise stated in the bid specifications.
4. Under no circumstances will the Harrison County School District assume any responsibility in connection with deliveries of the bid items.
5. If the successful Bidder fails to deliver by the specified delivery date or a reasonable time thereafter, giving acceptable reasons for delay, the Harrison County School District reserves the right to cancel the portion which he has failed to deliver within the specified time and/or to purchase it elsewhere, charging the increase in price and cost of handling, if any, to the Bidder.

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## REVERSE AUCTION: CN22.1

## PROJECT SPECIFICATIONS

**CHECKLIST: (\*By checking "ALT", bidder offers an Alternate Item and must attach specification/cut sheet of item offered)**

### C-1 – Custom Fabricated Equipment

YES	ALT*	QTY	MINIMUM PROJECT SPECIFICATIONS
		1	<b>ITEM EA1 – COLD SERVING LINE, NORTH GULFPORT MIDDLE</b> To measure 66"L x 34"W x 34"H. Stainless-steel counter top, front panel, side panels, and standard feet. Must include accommodations for ganging or connecting to adjacent serving line(s). Front panel vent louvers. Operator-side doors. All exterior sheeting, bracketry and hardware shall be of stainless-steel construction (no galvanized metals will be accepted). Furnish and install Hatco FTB-3 3 Sheet Pan Frost Top, 12" Solid stainless steel customer side tray slide w/V-Ridge Runners, and Versa Gard VG7-1T food shield with satin clear anodized aluminum finish with soft white (3500) LED lighting. Mount tray slide below lip of countertop on stationary brackets. All electrical to be wired to a load center with final electrical connection by others. <b>Preferred Brand: MULTITERIA or approved equal</b>
		1	<b>ITEM EA2 – HOT FOOD SERVING LINE, NORTH GULFPORT MIDDLE</b> To measure 78"L x 34"W x 34"H. Stainless-steel counter top, front panel, side panels, and standard feet. Must include accommodations for ganging or connecting to adjacent serving line(s). Operator-side open base. All exterior sheeting, bracketry and hardware shall be of stainless-steel construction (no galvanized metals will be accepted). Furnish & install Hatco HWBI-5MA hot food wells with autofill and manifold drains, 12" Solid stainless steel customer side tray slide w/V-Ridge Runners, and Versa Guard VG7-1T food shields with satin clear anodized aluminum finish with soft white (3500) LED lighting. Mount tray slide below lip of countertop on stationary brackets. All electrical to be wired to a load center with final electrical connection by others. <b>Preferred Brand: MULTITERIA or approved equal</b>
		1	<b>ITEM EA3 – STAINLESS-STEEL WORKTABLE, NORTH GULFPORT MIDDLE</b> To measure 36"L x 24"W. 14-Gauge 304-Stainless flat top with bullnose edging. Stainless-steel posts and undershelf. <b>Preferred Brand: Advance Tabco or approved equal</b>
		1	<b>ITEM EA4 – REFRIGERATED SELF-SERVE HIGH PROFILE MERCHANDISER, NORTH GULFPORT MIDDLE:</b> To measure 36"W x 30"D x 78"H. Welded powder coated steel base fabrication. Available black exterior color and stainless-steel interior deck. Front intake and rear discharge. Energy saving night curtain included. Adjustable legs. Condenser air filter. Electronic temperature control for 36-40 degree Fahrenheit forced air with on-demand defrost. Thermometer and a minimum of four tiers of adjustable shelves included. 3500K LED top lighting. Required options: Stainless-steel interior shelves; sliding or hinged rear access doors. <b>Preferred Brand: Federal RSSM378SC</b>
		1	<b>ITEM EA5 – REFRIGERATED SELF-SERVE HIGH PROFILE MERCHANDISER, NORTH GULFPORT MIDDLE:</b> To measure 47-48"W x 30"D x 78"H. Welded powder coated steel base fabrication. Available black exterior color and stainless-steel interior deck. Front intake and rear discharge. Energy saving night curtain included. Adjustable legs. Condenser air filter. Electronic temperature control for 36-40 degree Fahrenheit forced air with on-demand defrost. Thermometer and a minimum of four tiers of adjustable shelves included. 3500K LED top lighting. Required options: Stainless-steel interior shelves; sliding or hinged rear access doors. <b>Preferred Brand: Federal RSSM478SC</b>
		2	<b>ITEM EA6 – TRAY SLIDE (2-SECTION), NORTH GULFPORT ELEMENTARY</b> Furnish and install 124"L x 12"W Solid stainless-steel tray slide with V-Ridge runners. Stationary brackets. All bracketry and hardware shall be of stainless-steel construction (no galvanized metals will be accepted). <b>Preferred Brand: MULTITERIA or approved equal</b>
		11	<b>ITEM FTE1 – MOBILE CASH REGISTER STANDS, CENTAL WAREHOUSE</b>

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			To measure 30"W x 24"D x 36"H with stainless steel top and cabinet base. 30"W x 12"D inverted "V" ridge tray slide mounted at height determined by owner, open rear base with locking stainless cash drawer and knee cubby, welded stainless undershelf, 2" holes in top and undershelf w/grommets for wire management, (4)5" casters (2 w/brake). <b>Preferred Brand Atlanta Custom Fabricators</b>
		<b>60</b>	<b>ITEM FTE2 – CABINET, INSULATED BUN/FOOD PAN, CENTRAL WAREHOUSE</b> Double Cavity for standard food trays and 18"x26" sheet pans. Dimensions: 33-35"W x 21-23"D x 63-65"H. Minimum of 24 tray support rails on 1 15/16" centers, composite or polyethylene foam construction, integrated grabs and handles, (4)6" Casters (1-2 w/brake). <b>Preferred Brand Cambro-Camcart #1826DTC131</b>
		<b>60</b>	<b>ITEM FTE3 – THERMAL DISK FOR FOOD CARRIER, CENTRAL WAREHOUSE</b> Heat retentive pellet enclosed within hear resistant top & bottom tray, for use in mobile food carriers. <b>Preferred Brand Cambro-Camwarmer #1210PW191</b>
		<b>12</b>	<b>ITEM FTE4 – NESTING PAN RACK, CENTRAL WAREHOUSE</b> Mobile sheet pan rack, full height, nesting "Z-Frame" design, open sides w/angle tray guides on 3" centers; Capacity (20)18"x26" sheet pans or (40)half-sized sheet pans, all welded aluminum construction, front loading. Dimensions 69-70"H x 20-22"W x 26-27"D <b>Preferred Brand Advance Tabco #NR-20-X</b>

## C-2 – Dealer Required Materials & Services

YES	NO	BY DEALER
		Schedule and attend a site visit with the Director of Child Nutrition prior to Reverse Auction.
		Deliver, Uncrate, Assemble, and Set-In-Place all items
		Must include all necessary supplies, equipment, permits & fees.
		Haul away and disposal of all packaging & crating materials.
		Haul away of existing equipment to HCSD Warehouse at 11072 Hwy. 49 Gulfport, MS 39503
		Coordinating commissioned/controlled start-up w/manufacture rep of all equipment within <u>120</u> calendar days of Purchase Order issuance.
		Warranty: 1 Year on Labor & Installation

Provided by Owner:      Electrical Supply Per Listed Specifications  
   Mechanical Connections Per Listed Specifications

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## REVERSE AUCTION: CN22.1

### PROPOSAL FORM

**BID ITEM: Provide all equipment, materials & services as listed in Schedules C-1, C-2, and C-3**

**D-1** I/We propose to provide the services according to the specifications as listed in this bid.

**D-2** I/We understand that this PROPOSAL FORM is to be signed and returned by the listed deadline, and unless this has been done, our invitation to participate in the REVERSE AUCTION shall be rejected.

**D-3** I/We, the undersigned, do hereby understand, accept, & comply with the conditions outlined in the INSTRUCTIONS:

Firm / Bidders Name \_\_\_\_\_ :  
(Type or Print)

Signed : \_\_\_\_\_

Title : \_\_\_\_\_

Contact : \_\_\_\_\_

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

Telephone : \_\_\_\_\_

Date : \_\_\_\_\_

Initial: \_\_\_\_\_