



DESOTO COUNTY SCHOOLS

5 East South Street • Hernando, Mississippi 38632
662-429-5271 • fax 662-429-4198 • Website: www.desotocountyschools.org

"EXCELLENCE IS A COMMITMENT"

BID NOTICE

To: Prospective Bidder

From: Grant Roberts
DeSoto County Schools
5 E. South Street
Hernando, MS 38632
662-449-7291

Issue Date: April 4, 2024

Notice of Bid/Reverse Auction

Unpriced Bid Proposals

Date: May 1, 2024
Time: 9:00 am, CST
Location: DeSoto County Schools
Central Services
5 East South Street
Hernando, MS 38632

Bid Opening/Reverse Auction

Date: May 7, 2024
Time: 10:00 am, CST
Location: DeSoto County Schools
Central Services
5 East South Street
Hernando, MS 38632

Bid Items

Bid Number: #229-HSES-DCS24
Description: HOPE SULLIVAN ELEMENTARY KITCHEN EQUIPMENT

Procurement Schedule:

Public Notice to Newspaper	April 2, 2024
Advertisement Publication Dates	April 4 and April 11, 2024
Release of Bid	April 4, 2024
Deadline for Questions/Clarifications	April 25, 2024, 9:00 am, CST
Unpriced Bid Proposals	May 1, 2024, 9:00 am, CST
Reverse Auction for Approved Bidders	May 7, 2024, 10:00 am, CST
Anticipated Board Approval	May 16, 2024



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Instructions and Terms for Reverse Auction Event

Unpriced Proposals will be received by the DeSoto County School Board of Education, 5 East South Street, Hernando, MS 38632 or electronically at www.centralbidding.com, at the date and time specified on the BID NOTICE. Neither dating of the Unpriced Proposal Form, nor placing it in the mail by this date will meet legal requirements. All Unpriced Proposals must be received at the Board of Education or electronically at www.centralbidding.com on or before the date and time specified in the Procurement Schedule. The DeSoto County School Board of Education reserves the right to reject any and/or all Unpriced Proposals received and to waive any and all informalities.

1. If submitting a paper Unpriced Proposal, it shall be typed. Any changes made must be initialed. Changes shall not be allowed after the Unpriced Proposals are opened. The DeSoto County School District (hereafter, the District) shall not be responsible for any errors or omissions. Unpriced Proposals may be hand delivered, mailed, or submitted electronically. Paper Unpriced Proposals must be submitted in a sealed 8" x 10" or larger envelope. Please label the envelope or shipping package as follows or the bid may be rejected:

Attn: Grant Roberts

HSES Kitchen Equipment

#229-HSES-DCS24

May 1, 2023, 9:00 am CST

Name of company or person submitting bid

Any Unpriced Proposal received after the opening date or time shall be refused and marked "Late Unpriced Proposal" and returned to the bidder unopened. For this purpose, the official time for the Unpriced Proposal opening shall be based upon the time as indicated by the Purchasing Department. It is solely the responsibility of the bidder to ensure Unpriced Proposals are received prior to the opening date and time.

2. Unpriced Proposals may be modified or withdrawn by written notice from the bidder, if received by the Purchasing Department prior to the date and time set forth in the BID NOTICE. In order to modify an Unpriced Proposal, the bidder must submit a new Unpriced Proposal with the words "Modified Unpriced Proposal" shown in the lower left corner of the sealed envelope or shipping package. The original Unpriced Proposal remains the property of the District. Telephone modifications or withdrawals will not be accepted. If a bidder withdraws an Unpriced Proposal, all documents shall remain the property of the District.
3. The District shall issue a written addendum if substantial changes, which impact the technical submission of proposals, are required. A copy of the addenda will be given to all vendors that are known to have requested bid documents. In the event of a conflict with the original contract documents and the addenda, the addenda shall govern all other contract documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.
4. All items contained in this Unpriced Proposal are to be per specifications unless otherwise specified.
5. All bids shall be submitted exclusive of all taxes. Documentation of tax exemption will be furnished when necessary.
6. Both paper Unpriced Proposals and electronic Unpriced Proposals shall be submitted on the supplied Unpriced Proposal Form. Electronic Unpriced Proposals shall be submitted online at www.centralbidding.com. Should the bidder's response not be submitted on the supplied Unpriced Proposal Form, the District reserves the right to reject the bid.

7. The District reserves the right to purchase from the next lowest responsible Bidder, or from other sources, if the awarded Bidder cannot deliver the bid items, for whatever reason, within the time specified.
8. If the District's Superintendents Office is closed for any reason, including but not limited to inclement weather, an emergency situation or any other act of nature, for which closure prevents the opening of bids at the originally advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the District's Superintendents Office shall be open for business at the previously advertised time. The new date and time of bid opening, as determined in accordance with this paragraph, shall not be advertised. Any vendors that have been invited to participate in the reverse auction will be notified of such changes. DeSoto County Schools shall not be held responsible if invited vendor fails to comply or misses reverse auction due to no fault of the District.
9. If any Bidder contemplating submitting an Unpriced Proposal under this bid is in doubt as to the meaning of the requirements of the bid or the bid process, the Bidder must submit a written request for clarification by the date and time designated in the Procurement Schedule by email to dcspurchasing@dcsms.org. The District will respond to all inquiries and render an official interpretation of the question in writing via addendum/clarification and will be sent to all bidders requesting bid information. The Bidder shall certify its acknowledgement of the addendum/clarification by noting in space provided on the Vendor Information & Agreement Form and returning it with their Unpriced Proposal. Questions received after the mentioned deadline for Written Questions/Clarifications shall not be considered.

Qualification of Bidders:

Unpriced Proposals will be evaluated by staff of the District. All bidders submitting acceptable required paperwork and alternate specifications (if applicable) will be invited to participate in the electronic reverse auction. The District reserves the right to extend the auction date, if necessary, to complete the pre-qualification process.

New Vendors:

A New Vendor Packet will need to be completed by any bidder that has not previously worked with DeSoto County Schools. This bid packet includes a Vendor Registration Form and a Conflict-of-Interest Disclosure Form. The bidder shall complete the packet and submit along with any other required documents due with the Unpriced Proposal. Only complete and return this packet with your Unpriced Proposal submission if you are new vendor to DeSoto County Schools.

Method of Bidding:

Bids from approved vendors will be accepted during an electronic reverse auction bid event that has a starting date and time of May 7, 2024, 10:00 am, CST. Bids will only be accepted in an Electronic Process hosted by Central Bidding and the approved vendor must complete the free registration at: <https://www.centrauctionhouse.com/registration.php> to participate in this Electronic Reverse Auction Bid Process. For any questions relating to the electronic submittals and/or bidding process, please call Central Bidding at 225-810-4814.

Accounting Practices:

The DeSoto County School District requires that Purchase Orders be issued before any items are ordered or delivered. The DeSoto County School District shall not be responsible for any products delivered without an approved Purchase Order and/or without a signed acknowledgement of receipt by a District employee at time of delivery. The awarded bidder shall provide accurate, legible, and timely documentation, such as invoices, credits, and statements as requested by the District. The awarded bidder agrees to receiving payment within 45 days from date of receipt of a properly submitted invoice, or within 45 days after inspection and approval of the goods and/or services by DeSoto County Schools, whichever is later. In the event of a bona fide dispute, the awarded bidder agrees that DeSoto County Schools shall pay only the amount not in dispute, as per Miss. Code Ann. 31-7-305.

Budgetary/Funding Constraints:

The District reserves the right to reduce or increase the quantity or retract any item from the bid without any obligations or penalty based upon availability of funds.

Governing Law:

This agreement shall be governed by and construed in accordance with the laws of the State of Mississippi. The venue for the resolution of any dispute shall be DeSoto County, Mississippi. The bidder expressly agrees that under no circumstances shall the District be obligated to pay attorney fees or the cost associated with any legal action initiated by the bidder.

W-9 Form:

The DeSoto County School District requires the attached W-9 Form to be completed and included in your bid submission.

Insurance Requirements:

The awarded bidder will be required to present the District with a certificate of coverage documenting liability insurance coverage of \$1,000,000 and workers' compensation insurance coverage of \$500,000 per occurrence and listing the District as the certificate holder for each policy. This certificate must be presented to the District prior to approval of the awarded bidder by the DeSoto County Board of Education. The policy must remain in effect during the entire term of the bid.



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HSES Kitchen Equipment BID #229-HSES-DCS24

Specifications

DeSoto County Schools will be conducting a bid for kitchen equipment, delivery, pre-delivery services, warranty and repair. Equipment must meet or exceed the specifications listed below in order to be considered. Warranty and shipment specification alterations on bids may be grounds for bid to be rejected.

Bid will expire December 31, 2024. Bid price must remain in place through this date.

Shipping costs must be included in bid price.

Winning vendor must accept purchase orders.

Winning vendor must accept 45-day net pay.

Kitchen equipment being bid must meet or exceed the equipment noted below.

Pre Delivery Services

A list of serial numbers sent with equipment shipments for inventory purposes.

A list of serial numbers provided in an Excel spreadsheet.

Delivery

Equipment will be delivered to Hope Sullivan Elementary School in DeSoto County School District.

Warranty

Warranty repairs will be dealt with in two ways.

1. Repairs will be made by trained personnel that is located within 250 miles of DeSoto County.
2. All warranties and repairs should be covered by the timeframe listed in the equipment specification sheet attached below.

Warranty period should begin on the first day of installation and extend through the timeframe listed in the equipment specification sheet below.

SIGNATURE	DATE
PRINTED NAME	TITLE

THERMO-KOOL WALK-IN COOLER/FREEZER SPECIFICATIONS

- **SIZE:** 29' x 11' 10" x 8' 6" HIGH
- **Insulation:** 4" DURATHANE, ALL-URETHANE FOAMED-IN -PLACE (CLASS 1)
- **EXTERIOR:** STUCCO GALVANIZED
- **INTERIOR:** STUCCO GALVANIZED
 - FLOORS: 1/8" ALUMINUM TREADPLATE. COOLER/FREEZER WITH FLOOR.
 - *FLOOR PANELS NOT DESIGNED FOR ROLLING TRAFFIC OR PALLET JACK USE*
 - DOORS (2): 36" x 76" FLUSH MOUNTED ENTRANCE DOORS, WITH HARDWARE, PILOT LIGHT AND SWITCH ASSEMBLY, VAPOR PROOF LIGHT AND DIAL THERMOMETER. NSF LISTED
 - (1) EXTERIOR RAMP
 - (2) DOORS WITH 2 HINGES PER DOOR
 - (2) KASON #1806 LED LIGHT FIXTURE AT DOORS
 - (2) VINYL STRIP CURTAIN
 - (2) PRESSURE RELIEF VENTS
 - (5) 48" LED LIGHT FIXTURES WITH BULBS
 - ENCLOSURE PANELS AND TRIM
- **COOLER** - (1) MODEL # RFO180E4SEANT 208-230/60/3 - 1 ½ HP, REMOTE PRE-ASSEMBLED REFRIG. SYSTEM. MEDIUM TEMPERATURE, BASE, WEATHER HOOD, WINTER CONTROLS, SCROLL, AIR-COOLED R448A (8.7 COMPRESSOR RLA) WITH RL6A117ADASC 115/60/1 COIL (1.6 AMPS) WITH DUAL SPEED EC MOTOR.
- **FREEZER** - (1) MODEL # RFO500L4SEB 208-230/60/3 LOW TEMPERATURE, BASE, WEATHER HOOD, WINTER CONTROLS, SCROLL, AIR-COOLED, R448A, STD. DEFROST KIT (17 COMPRESSOR RLA) WITH RL6E142DDASC 208-230/60/1 COIL (1.5 FAN AMPS, 14.3 HEATER AMPS) WITH DUAL SPEED EC MOTOR.
- (2) COMPRESSOR WARRANTIES

HOPE SULLIVAN ELEMENTARY KITCHEN EQUIPMENT

BID# 229-HSES-DCS24

Un-Priced Proposal Form

Vendor Name: _____

✓ MEETS	✓ EXCEEDS	✓ ALTERNATE	SPECIFICATION
			Bid expires 12/31/23
			Vendor agrees to accept purchase orders
			Vendor agrees to accept Net-45 terms
			Vendor has trained personnel within 250 miles or 4 hours of DeSoto County to address warranty issues.
			All equipment will be delivered to Hope Sullivan Elementary School and set in place ready for hookup by building contractor.
			Shipping costs should be included in bid price.
			Warranty begins on the first day of installation and extends through the timeframe listed on the equipment specifications.
			If bidding an alternate to the provided specifications, alternate specifications are included in the unpriced proposal.
			Letter from Manufacturer stating you are an authorized distributor.

VENDORS SHOULD CHECK ALL THAT THEY AGREE TO, FAILURE TO DO SO WILL ELIMINATE VENDORS FROM BEING ABLE TO BID ON ITEMS.

SIGNATURE	DATE
PRINTED NAME	TITLE



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Vendor Information & Agreement Form

Hope Sullivan Elementary School Kitchen Unpriced Proposal

May 1, 2024, 9:00 am, CST

Bid #229-HSES-DCS24

I/We propose to furnish and deliver the items on the Unpriced Proposal Form according to your specifications.

I/We further agree not to request permission to withdraw our bid after the bids have been opened.

This bid consists of the (A) Bid Notice, (B) Bid Instructions and Terms, (C) the Required Specifications, and (D) the Unpriced Proposal Form.

I/We, the undersigned, do hereby understand, acknowledge, and accept the instructions under which this Unpriced Proposal was requested by the DeSoto County School District.

Company Name

Authorized Representative Name (Print)

Address

Signature

Federal Tax I.D. Number

Title

Telephone

Date

Fax

Email

If applicable, please acknowledge acceptance of addenda/clarification(s) issued by checking below:

Addendum 1____ Addendum 2____ Addendum 3____ Addendum 4____

Return with your Unpriced Proposal paperwork due May 1, 2024, by 9am, CST

- Completed Vendor Information & Agreement Form
- Completed Unpriced Proposal Form/Specification sheet
- Insurance Accord Form
- Completed W-9
- Completed New Vendor Packet (Vendor Registration Form & Conflict-of Interest Disclosure Form),
only if vendor has not previously conducted business with DeSoto County Schools