



Bay St. Louis – Waveland School District

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Superintendent

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Bay St. Louis-Waveland School District Bay-Waveland Middle School Serving Line Project INVITATION FOR BID

The Bay St. Louis-Waveland School District is accepting bids for **Child Nutrition serving lines** at Bay-Waveland Middle School, including applicable freight/delivery/installation.

Performance Dates:

Advertise: January 25, 2023

Advertise: February 1, 2023

Sealed Bids Due: No later 2:00 PM CST, February 8, 2023

Bid Opening: February 8, 2023 at 2:00 PM CST

Project:

- Two (2) Hot Food Counters
- Two (2) Cold Serving Counters
- One (1) Flat Top Serving Counters with Cutouts for Condiments/Ice Cream
- Two (2) Cashier Counters
- One (1) Ice Cream Box
- One (1) Ice/Water Counter

Location:

Bay-Waveland Middle School
600 Pine Street, Bay St. Louis MS 39520

You are invited to participate in this Invitation for Bid. Completed bid packets and other required documentation must be submitted in a sealed bid envelope marked "Bay-Waveland Middle School Serving Line". By submitting a bid, the bidder agrees and promises to sell, furnish, and deliver to the Bay St. Louis-Waveland School District all products and services contained in the Invitation to Bid for which a contract is awarded by the District's Board of Trustees. The bidder shall fully perform the contract in accordance with all specifications, terms and conditions, and requirements contained in the Invitation for Bid.

The right to reject any/and all bids, waive informalities, extend the prequalification timeline, and to accept the lowest/best bid proposal is reserved by the Board of Trustees of the Bay St. Louis-Waveland School District.

INTRODUCTION

The Bay St. Louis-Waveland School District seeks to purchase two (2) Hot Food Counters, two (2) Cold Serving Counters, one (1) Flat Top Serving Counters with Cutouts for Condiments/Ice Cream, two (2) Cashier Counters, one (1) Ice Cream Box, one (1) Ice/Water Counter.

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 Bay St. Louis-Waveland 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 Bay St. Louis-Waveland School District.

Please note the Bay St. Louis-Waveland School District will be utilizing the sealed bids process for this purchase. All cost associated with this project SHALL BE included in the sealed bid. All instructions are provided within this bid packet. If you have any questions during the bid process, please direct them to the Director.

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

BID CALENDAR

Bid Publication	January 25, 2023
Bid Publication	February 1, 2023
Sealed Bids Due	No later than 2:00 PM CST, February 8, 2023
Opening of Sealed Bids	February 8, 2023 at 2:00 PM CST
Recommendation to BWSD Board	February 13, 2023

BIDDER INSTRUCTIONS

B-1 – GENERAL:

1. Vendor must be licensed to do business in the State of Mississippi.
2. Vendor must be in compliance with all federal, state, and local laws.

B-2 - DELIVERY OF BIDS:

1. Completed bid packets and other required documentation must be submitted in a sealed bid envelope marked "Bay-Waveland Middle School Serving Line" to the Bay St. Louis-Waveland School District Office located at 200 N. Second Street, Bay St. Louis MS 39520 on February 8, 2023 no later than 1:00 PM. Bids presented after this time will not be accepted.
2. Bids or alterations by paper, fax, telephone or email **WILL NOT** be accepted.
3. If the Bay St. Louis-Waveland 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 opening of bids at the advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the district shall be open and at the previously advertised time. The new date and time of the bid opening, as determined in accordance with this paragraph, shall not be advertised, and all Vendors/Contractors, upon submission of a bid proposal shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. Bids shall be received by the district shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the closure of the district offices as a result of a Force Majeure Event. Each Vendor/Contractor shall be required to ensure the delivery and receipt of its bid by the district prior to the new date and time of the bid opening.

B-3 - PRICES:

1. Bid price should be inclusive of removal and disposal of existing equipment and installation of two (2) Hot Food Counters, two (2) Cold Serving Counters, one (1) Flat Top Serving Counters with Cutouts for Condiments/Ice Cream, two (2) Cashier Counters, one (1) Ice Cream Box, one (1) Ice/Water Counter. **ONLY ONE BIDDER WILL BE AWARDED THE BID.**
2. Bid prices, unless otherwise specified, shall be net, including transportation and handling charges fully prepaid by the Bidder.
3. All bids must be firm prices, free of any escalator clauses.
4. Prices should include any and all applicable taxes, as Bay St. Louis-Waveland School District is a tax-exempt governing authority, tax exemption letter furnished upon request.
5. While it is the intention of the Bay St. Louis-Waveland School District to purchase the specified quantities, the right is reserved to accept bids on the basis of individual line item or by total bid 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-4 - BID ADDENDUM:

1. Any interpretation of the documents will be made by written addendum and a copy of such addendum will be sent to all potential bidders. The district will not be responsible for any other explanation of the proposed document.
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-5 - PROPER EXECUTION

1. All bids 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. Bids should be checked before submission for accuracy and correctness since the Bay St. Louis-Waveland 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-6 - CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

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

- A. The prices in their bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of 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 Bid Opening Date and Time 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 BID PROPOSAL for the purpose of restricting competition.

B-7 - BID WITHDRAWAL and MODIFICATION:

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

B-8 - BID OPENING:

1. All bid openings are open to the public. The Bay St. Louis-Waveland School District staff will read a summary of each bidder's proposal and answer questions to the extent possible at the time. Any information provided in the bid 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 bid information to interested parties will be made in compliance with the Bay St. Louis-Waveland School District's policies and procedures.

B-9 - RIGHT TO REJECT BIDS:

The Bay St. Louis-Waveland Board of Education reserves the right to reject any and/or all bids or any groups thereof and waive any defect or informality in any bid or bidding procedure.

B-10 - BID ACCEPTANCE:

1. If the Bay St. Louis-Waveland School District accepts a bid in response to this request, it will accept the bid of and award the bid to the lowest and best responsive bidder meeting specifications, price and other factors considered. The low bid is not always the best bid. 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.
2. Unless otherwise stated in the BID SPECIFICATIONS all bids shall be binding for a minimum of thirty (30) days following the acceptance of the bid by the Bay St. Louis-Waveland Board of Education.

B-11 - BILLING/ORDERING

1. All items or services shall be billed to the individual school(s) or department(s) to which they are delivered or performed, unless otherwise specified in the BID SPECIFICATIONS.
2. All invoices are due in the Child Nutrition Office of the Bay St. Louis-Waveland School District, 200 N. Second Street, Bay St. Louis MS 39520.
3. Payment of above described invoices shall follow regularly scheduled meetings of the Bay St. Louis-Waveland School Board which meets once monthly.
4. No negotiations, decisions or actions shall be executed by any bidder as a result of any discussions with any District employee. Only transactions that are on a Bay St. Louis-Waveland School District purchase order may be considered official.

B-12 - DAMAGE OR LOSS:

1. Any damage or loss to the Bay St. Louis-Waveland School District's property as a result of any action by the successful Bidder in the execution or performance of any item or service in this bid, shall be repaired to the satisfaction of the Bay St. Louis-Waveland Board of Education, at the Bidder's expense, within a reasonable time set forth by the Bay St. Louis-Waveland Board of Education.
2. The successful Bidder shall hold the Bay St. Louis-Waveland Board of Education, Bay St. Louis-Waveland 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 bid.

B-13- DELIVERY:

1. The specifications will indicate if delivery is to be made to one (1) central location or to multiple locations within 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 are 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 Bay St. Louis-Waveland School District, unless otherwise stated in the bid specifications.
4. Under no circumstances will the Bay St. Louis-Waveland 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 Bay St. Louis-Waveland 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.

BID SPECIFICATIONS**C-1. GENERAL SPECIFICATIONS:**

This bid is to establish prices for the purchase and installation of Bid price should be inclusive of removal and disposal of existing equipment and installation of two (2) Hot Food Counters, two (2) Cold Serving Counters, one (1) Flat Top Serving Counters with Cutouts for Condiments/Ice Cream, two (2) Cashier Counters, one (1) Ice Cream Box, one (1) Ice/Water Counter. THIS IS AN ALL OR NONE BID. YOU MUST BID ON ALL ITEMS. ONLY ONE VENDOR WILL BE AWARDED.

C-2. QUALITY ASSURANCE:

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 Bay St. Louis-Waveland 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.

C-3. PRODUCT DESCRIPTION: (See the specification sheets pages 7-13)**C-4. SITE VISITS:**

Prospective bidders **shall** visit the job sites prior to bidding. Site visits must be scheduled by contacting Brittany Logue, Child Nutrition Director, (228) 466-4172, blogue@bwsd.org. Any questions about site visits should be directed to Brittany Logue.

C-5 Verification of Facilities Prior to Delivery:

The winning bidder will be responsible for inspecting and measuring the existing facility space including utilities and electrical receptacles to make sure all equipment will properly fit and be connected before day of install. The verification of measurements and utilities must be communicated in person to Brittany Logue before date of install by the winning bidder.

C-6 Relocation of Electrical Receptables:

The winning bidder will be responsible for relocation and additions of all electrical receptacles and circuits required to properly run the new equipment prior to install date, if needed.

BID PROPOSAL FORM

Bid Item(s) Two (2) Hot Food Counters
Two (2) Cold Serving Counters
One (1) Flat Top Serving Counters with Cutouts for Condiments/Ice Cream
Two (2) Cashier Counters
One (1) Ice Cream Box
One (1) Ice/Water Counter

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

D-2 I/We understand that this BID PROPOSAL FORM is to be signed and returned with our bid, and unless this has been done, our bids shall be considered incomplete and rejected.

D-3 I/We, the undersigned, do hereby understand and accept the conditions outlined in the BIDDER INSTRUCTIONS:

Firm / Bidders Name : _____
(Type or Print)

Address : _____

Telephone : _____

Contact Name : _____

Title of Contact : _____

Signature : _____

Date : _____

SPECIFICATIONS

(2) Hot Food Counters, (2) Cold Serving Counters, (1) Flat Top Serving Counters with Cutouts for Condiments/Ice Cream
(2) Cashier Counters, (2) Milk Coolers(Existing), (1) Ice/Water Counter

#1 MOBILE HOT FOOD COUNTERS

Provide and install where shown, two (2) only Mobile Hot Food Counters with the following features:

94" x 34" Wide – see drawing for location

Counter Top to be fabricated from 14 Gauge Stainless Steel

Counter Base to be fabricated using 18 Gauge Stainless Steel

Galvanized Metals will not be accepted

Counter Bodies will be built standard unitized construction

Top to be braced with Stainless Steel Hat Channel 14 or 16 Gauge

Fully Welded Corners Ground Smooth and Polished

All Stainless Steel Construction-430 or Imported Stainless Steel will not be accepted

Unit to be NSF & UL labeled and approved

Raised Acrylic panels, logo routed into the rear of the panels and painted. LED Lighting to highlight panel/routed graphic. (color/design/placement to be approved by Brittany Logue)

(1) 5-Pan Hot Food Drop In-To be rated NSF-7-manufactured by Altoshaam (or prior approved equal), dry heat, hot wells should be individual wells and wells should be individually switched.

Heated Top/Flat Top Space at end of counter before Cold Food Counter to be used as either flat top or with heated top, heated with heat blanket.

SneezeGuard Full Length of Hot Food Wells Deluxe Single Service Protector Guard, LED Display Lights, Full Adjustability on front and end glass-Fabricated from 1" O.D. 16 Gauge Tubing, 3/8" Tempered Glass, Glass Enclosure 1/4" Tempered Glass at Ends, Glass on top All parts(moving & fixed) to be brushed stainless steel, sneezeGuard in front of Hot Food Well

All Food Guards to be fabricated by Atlanta Custom Fabricators, Brass Smith or VersaGuard

Tray slide- Flat Type 12" wide, Full Counter Length to be mounted at 35" height full length of counter

LED Lighting below tray slide to light panels

6"-8" Extended Top at rear & Plate Shelf below Extended Top for small bowls

Sound deadening mastic between metals

Access Panel, full length of drop in areas removable by use of tools located at front or rear of Counter for easy accessibility for future maintenance

5" Swivel Casters with Locks

Bottom Shelf where possible

Kick Plates-Stainless Steel

Counter height to be 36"

Electrical load requirements to be determined by Kitchen Equipment Dealer

Include Load Center allowance if required

Approved Manufacturers: Atlanta Custom Fabricators, BSI, Mod-U-Serve

Please submit a full set of shop drawings matching all specifications at time of bid if alternate fabricator not listed is being submitted

Fabrication company must have 10 years experience in Fabricating Custom Serving Lines, must be a NSF & UL approved shop & all equipment to have NSF & UL labels

#2 MOBILE COLD FOOD COUNTERS

Provide and install where shown, two (2) only Mobile Cold Food Counters with the following features:

96" x 32" Wide – see drawing for location

Counter Top to be fabricated from 14 Gauge Stainless Steel

Counter Base to be fabricated using 18 Gauge Stainless Steel

Galvanized Metals will not be accepted

Counter Bodies will be built standard unitized construction

Top to be braced with Stainless Steel Hat Channel 14 or 16 Gauge

Fully Welded Corners Ground Smooth and Polished

All Stainless Steel Construction-430 or Imported Stainless Steel will not be accepted

Unit to be NSF & UL labeled and approved

Raised Acrylic panels. LED Lighting to highlight panel. (color to be approved by Brittany Logue)

(1) 3-Pan Frost Top Drop In-To be rated NSF-7-manufactured by Hatco (FTB-3) (or prior approved equal). Size to accommodate (3) 18" x 26" pans, pans should be able to fit without hanging off front to back (if widening the counter to make this possible is necessary that is permitted up to 36")

SneezeGuard Full Length of Frost Top Drop Ins Deluxe Single Service Two-Tiered Protector Guard, LED Display Lights, Full Adjustability on front and end glass-Fabricated from 1" O.D. 16 Gauge Tubing, 3/8" Tempered Glass, Glass Enclosure 1/4" Tempered Glass at Ends, Glass Shelves, All parts(moving & fixed) to be brushed stainless steel, sneezeGuard in front of Cold Food Well

All Food Guards to be fabricated by Atlanta Custom Fabricators, Brass Smith or VersaGuard

Tray slide- Flat Type 12" wide, Full Counter Length to be mounted at 35" height full length of counter, mitered at end

Fabricate where Cold Counter and Flat Top Counter bolt together

LED Lighting below tray slide

Sound deadening mastic between metals

Access Panel, full length of drop in areas removable by use of tools located at front or rear of Counter for easy accessibility for future maintenance

No visible ventilation louvers at front of counter

5" Swivel Casters with Locks

Bottom Shelf where possible

Kick Plates-Stainless Steel

Counter height to be 36"

Electrical load requirements to be determined by Kitchen Equipment Dealer

Approved Manufacturers: Atlanta Custom Fabricators, BSI, Mod-U-Serve

Please submit a full set of shop drawings matching all specifications at time of bid if alternate fabricator not listed is being submitted

Fabrication company must have 10 years experience in Fabricating Custom Serving Lines, must be a NSF & UL approved shop & all equipment to have NSF & UL labels

#3 FLAT TOP CONDIMENT/ICE CREAM COUNTER

Provide and install where shown, one (1) only Flat Top Counter with the following features:

108" x 34" Wide – see drawing for location

Counter Top to be fabricated from 14 Gauge Stainless Steel

Counter Base to be fabricated using 18 Gauge Stainless Steel

Galvanized Metals will not be accepted

Counter Bodies will be built standard unitized construction

Top to be braced with Stainless Steel Hat Channel 14 or 16 Gauge

Fully Welded Corners Ground Smooth and Polished

All Stainless Steel Construction-430 or Imported Stainless Steel will not be accepted

Unit to be NSF & UL labeled and approved

Raised Acrylic panels. LED Lighting to highlight panel. (color to be approved by Brittany Logue)

Tray slide- Flat Type 12" wide, Full Counter Length and Double Sided to be mounted at 35" height full length of counter with bolted miters to connect to adjoining Cold & Cashier Counters(See drawing for configuration)

LED Lighting below tray slide

(1) Cord & Plug 5-15P plug with cord for Ice Cream Box(all electrical to be verified by the KEC awarded the bid prior to fabrication)

(1) Receptacle for Drop in Ice Cream Box

Drop In Ice Cream Box to be manufactured by Delfield N227P (or prior approved equal) with locking device and acrylic lids.

(3)Cutouts for 12" x 20" pans to drop in hotel pans

Sound deadening mastic between metals

Access Panel, full length of drop in areas removable by use of tools located at front or rear of Counter for easy accessibility for future maintenance

5" Swivel Casters with Locks

Kick Plates-Stainless Steel

Counter height to be 36"

Electrical load requirements to be determined by Kitchen Equipment Dealer

Approved Manufacturers: Atlanta Custom Fabricators, BSI, Mod-U-Serve

Please submit a full set of shop drawings matching all specifications at time of bid if alternate fabricator not listed is being submitted

Fabrication company must have 10 years experience in Fabricating Custom Serving Lines, must be a NSF & UL approved shop & all equipment to have NSF & UL labels

#4 MILK COOLER-EXISTING

#5 CASHIER COUNTER

Provide and install where shown, two (2) only Cashier Counters with the following features:

40" long x 32" Wide – see drawing for shape, configuration

Counter Top to be fabricated from 14 Gauge Stainless Steel

Counter Base to be fabricated using 18 Gauge Stainless Steel

Galvanized Metals will not be accepted
 Counter Bodies will be built standard unitized construction
 Top to be braced with Stainless Steel Hat Channel 14 or 16 Gauge
 Fully Welded Corners Ground Smooth and Polished
All Stainless Steel Construction-430 or Imported Stainless Steel will not be accepted
Unit to be NSF & UL labeled
 Single Sided Tray slide on unit- Flat Type 12" wide, mounted on fixed brackets, to be Counter Length, see miters on drawing
 LED Lighting below tray slide
 Raised Acrylic panels. LED Lighting to highlight panel(Color to be selected by Brittany Logue)
 Sound Deadening Mastic Applied Between Metals
 Hole in Top with Grommet for Cords and Cables
 Undershelf
 Cash Drawer with Lock
 Duplex receptacle below counter
 NEMA Cord and Plug with 6' cord for lighting and duplex receptacle
 Sound deadening mastic between metals
 5" Swivel Casters with Locks
 Kick Plates-Stainless Steel
 Counter height to be 36"
 Approved Manufacturers: Atlanta Custom Fabricators, BSI, Mod-U-Serve
 Please submit a full set of shop drawings matching all specifications at time of bid if alternate fabricator not listed is being submitted
 Fabrication company must have 10 years experience in Fabricating Custom Serving Lines, must be a NSF & UL approved shop & all equipment to have NSF & UL labels

#5 ICE/WATER COUNTER

Provide and install where shown, one (1) only Ice/Water Counter with the following features:

48" long x 32" Wide – see drawing for shape, configuration

Counter Top to be fabricated from 14 Gauge Stainless Steel
 Counter Base to be fabricated using 18 Gauge Stainless Steel
 Galvanized Metals will not be accepted
 Counter Bodies will be built standard unitized construction
 Top to be braced with Stainless Steel Hat Channel 14 or 16 Gauge
 Fully Welded Corners Ground Smooth and Polished
All Stainless Steel Construction-430 or Imported Stainless Steel will not be accepted
Unit to be NSF & UL labeled
 Acrylic panels to coordinate with counter(Color to be selected by Brittany Logue)
 Drip Trough full length with drain into bottom of counter with spigot easily accessible behind hinged doors
 (2) Hinged Doors with magnetic latches-locking
 Sound Deadening Mastic Applied Between Metals
 Hole in Top with Grommet for Cords
 Bottom shelf
 Duplex receptacle below counter for ice machine
 NEMA Cord and Plug with 6' cord for lighting and duplex receptacle
 Sound deadening mastic between metals
 5" Swivel Casters with Locks

Kick Plates-Stainless Steel

Counter height to be 36"

Approved Manufacturers: Atlanta Custom Fabricators, BSI, Mod-U-Serve

Please submit a full set of shop drawings matching all specifications at time of bid if alternate fabricator not listed is being submitted

Fabrication company must have 10 years experience in Fabricating Custom Serving Lines, must be a NSF & UL approved shop & all equipment to have NSF & UL labels