

# Bedford County Department of Finance

200 Dover Street, Suite 102  
Shelbyville, TN 37160  
(931) 685-2024 FAX (931) 680-1029

## Request for Proposal

**Walk-In Freezer for Eastside Elementary School  
Bedford County School Nutrition  
Bid No. 17-15**

The Bedford County Department of Finance is requesting proposals for a Walk-In Freezer for Eastside Elementary School for Bedford County School Nutrition. **Sealed bids will be received until 2:00 p.m., Wednesday, November 30, 2016**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. The Department of Finance reserves the right to reject any and all bids and waive any irregularities for the purpose of ensuring that the award given is in the best interest of Bedford County. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

## GENERAL BID TERMS AND CONDITIONS

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

- 1. Meet or exceed the minimum requirements specified.**
- 2. Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the bid opening.**
- 3. Submit their completed bid prior to the bid opening date and time.**
- 4. Have bid name and bid number placed on the outside lower left corner of the sealed envelope containing the bid form. (Facsimile bids will not be considered.)**

### Award

A purchase order from the Bedford County Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendor's proposal form will become a part of the purchase order.

Prospective bidders may contact Janet Clarkson at School Nutrition at 931-684-3284, ext. 2209, for any questions as to the specifications of the bid.

Lowest and/or best bid will be awarded.

### Other Considerations

Bedford County Department of Finance reserves the right to purchase only those bid items and quantities that conform to overall budgetary, functional, and performance constraints.

The terms of this bid will be extended to other local government agencies, other municipalities, and Boards of Education. Bedford County is responsible only for purchases made and received by Bedford County.

## INSTRUCTIONS TO BIDDERS

**All Proposals are to be made be on the Proposal Form provided.** Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, **Bid No. 17-15 Walk-In Freezer for Eastside Elementary School.** Bids will be received and opened on **Wednesday, November 30, 2016, at 2:00 p.m.** **Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.**

Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete, conditional, contain irregularities of any kind, or which are not in accord with the Instructions to Bidders and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Bidder has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Department of Finance reserves the right to reject, without liability whatsoever, any or all bids submitted, and waive informalities therein, if deemed by the Department of Finance for their best interest to do so.

## **SPECIFICATIONS**

1. If you have any questions on this proposal, contact Janet Clarkson, School Nutrition Supervisor at (931) 684-3284, ext. #2209. In addition, interested bidders MUST visit the site by first contacting and setting up an appointment time with Janet Clarkson.
2. Bidder shall include specification sheets for equipment being bid when submitting bid form.
3. The successful bidder will provide training of all equipment free of charge and within two weeks of installation.
4. Successful bidder shall furnish 2 repair parts and maintenance manuals for the equipment awarded.
5. The name of a certain brand, make, manufacturer, or definite specifications is to denote the quality to the specific brand, make, manufacturer or specifications named; it is to set forth and convey to prospective bidders the general style, type, character and quality of article desired. Any other brand, make of material, device or equipment which is recognized to be equal of that specified, considering quality, workmanship, and economy of operation and is suitable for the purpose intended, shall be considered responsive to the specifications.
6. Equipment furnished by successful bidder is to be new and free from all defects whatsoever in the materials and workmanship of the equipment. Awarded bidder to deliver and install walk-in freezer – installation shall consist of erecting and leveling of walk-in, piping, and testing of refrigeration system. Freezer should be operational when complete. Warranty should start from date of installation.
7. The successful vendor shall guarantee all equipment for a period of at least 2 years from the date of installation. If within the first year of operation, after 3 service calls, any piece of equipment that is still found to be defective or deficient, shall be replaced with a new identical unit, or removed at the vendor's expense and the cost refunded to the Bedford County School Foodservice Department, whichever the school district chooses.

### **Regulation Compliance**

1. All contracts awarded in excess of \$10,000.00 by grantees and their contractors or sub-grantees shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as Amended by Executive Order 11375, and supplemented by the Department of Labor regulations (41 CFP, Part 60).
2. Bidders must comply with mandatory standards and policies related to energy efficiency which are contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-163, 89 Stat. 871).
3. Positive efforts will be made to involve minority and small businesses.
4. A Certificate of Debarment/Suspension must be signed for all contracts over \$25,000.00.
5. All property or services furnished must comply with all applicable Federal, State, and Local laws, codes and regulations.

### **Records**

All contractors are required to retain all books, records, and other documents relative to this agreement for three (3) years after final payment and all other pending matters are closed. Contractors must agree that the School Food Authority, the State Agency, the United States Department of Agriculture, or Comptroller General may have full access to any books, documents, papers, and records of the Contractor which are directly pertinent to all negotiated contracts. If an investigation or audit is in progress, records shall be maintained until stated matter is closed.

### **Scope of Work**

Awarded bidder to deliver and install walk-in freezer – installation shall consist of erecting and leveling of walk-in, piping, and testing of refrigeration system. Freezer should be operational when complete. Bidders should request a site visit prior to bid by contacting Janet Clarkson, School Nutrition Supervisor, at 931-684-3284 or 931-580-8700 or via email at [clarksonj@bedfordk12tn.net](mailto:clarksonj@bedfordk12tn.net).

### **Non Discrimination Statement**

In accordance with Federal Civil Rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities make contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410:
- (2) fax: (202) 690-7442; or
- (3) e-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**ARCHITECTURAL SPECIFICATIONS:**

INDOOR WALK-IN FREEZER

OVERALL SIZE: 13'11" x 9'-11" x 7'-6.25"

SUCCESSFUL BIDDER TO VERIFY DIMENSIONS.

**GENERAL:**

WALK-IN FREEZER PROVIDED SHALL BE PREFABRICATED OF MODULAR DESIGN AND CONSTRUCTION TO ALLOW CONVENIENT AND ACCURATE FIELD ASSEMBLY.

**PANEL CONSTRUCTION:**

STANDARD WALL, CEILING AND FLOOR PANELS SHALL BE 4". CORNER PANELS SHALL BE 90 DEGREE ANGLES WITH ACTUAL 12" EXTERIOR HORIZONTAL MEASUREMENTS.

PANELS SHALL CONSIST OF FOAMED-IN-PLACE URETHANE INSULATION, SANDWICHED BETWEEN INTERIOR AND EXTERIOR METAL SURFACES, WHICH HAS BEEN DIE-FORMED AND GAUGED FOR UNIFORMITY IN SIZE. SLAB URETHANE, HIGH DENSITY RAILS OR WOOD SHALL NOT BE ACCEPTABLE IN ANY DOOR, WALL, OR CEILING PANEL.

EDGES OF PANELS SHALL BE FOAMED-IN-PLACE "TONGUE AND GROOVE" WITH "POSI-LOC" LOCKING ASSEMBLIES FOAMED-IN-PLACE AT TIME OF FABRICATION.

**INSULATION:**

EACH PANEL SHALL BE FILLED WITH RIGID "FOAMED-IN-PLACE" URETHANE. INSULATION SHALL HAVE A 97% CLOSED CELL STRUCTURE, AVERAGE IN-PLACE DENSITY OF 2.2 LBS. PER CUBIC FOOT, AND COMPRESSION STRENGTH AT YIELD POINT OF 19 LBS. PER SQUARE INCH. OVERALL THICKNESS SHALL BE 4".

**RATINGS AND APPROVALS:**

EACH 4" PANEL SHALL HAVE A THERMAL CONDUCTIVITY (K FACTOR) OF 0.133 BTU/HR/SQ. FT. PER DEGREES FAHRENHEIT PER INCH; AND AN OVERALL COEFFICIENT OF HEAT TRANSFER (U FACTOR) OF NOT MORE THAN 0.03. THE "R" FACTOR SHALL BE 34.

FIRE HAZARD CLASSIFICATION ACCORDING TO ASTM E-84 (UL723) SHALL BE A FLAME SPREAD RATING OF 25 OR LESS WITH A CERTIFYING UNDERWRITERS LABORATORY LABEL ATTACHED TO EVERY PANEL SHOWING THE MEETING OF THE FIRE CODE.

SMOKE DEVELOPMENT RATING TO BE 450 OR LESS; FACTORY MUTUAL APPROVED; N.S.F. LISTED; AND TOXICITY RATED AND APPROVED BY U.S. TESTING.

**METAL FINISHES:**

EXTERIOR FINISHES 26 GA EMBOSSED GALVALUME.

INTERIOR WALLS 26 GA EMBOSSED GALVALUME.

INTERIOR CEILINGS 26 GAUGE WHITE EMBOSSED GALVALUME

COMPLETE DOOR SECTIONS INTERIOR AND EXTERIOR TO BE 26 GAUGE EMBOSSED GALVALUME.

FLOORS TO BE .100 DIAMOND TREAD ALUMINUM WITH INTERIOR RAMP.

**PANEL LOCKING ASSEMBLIES:**

ASSEMBLY OF WALK-INS SHALL BE ACCOMPLISHED BY "POSI-LOC" LOCKING ASSEMBLIES, WHICH SHALL BE FOAMED-IN-PLACE AND ACTIVATED BY A HEX WRENCH PROVIDED BY THE MANUFACTURER. ACCESS PORTS SHALL BE ON INTERIOR TO ALLOW ASSEMBLY OF WALK-IN FROM THE INSIDE AND SHALL BE COVERED BY SNAP CAPS.

**PANEL GASKETS:**

FLEXIBLE VINYL GASKETS SHALL BE FOAMED-IN-PLACE ON THE INTERIOR AND EXTERIOR EDGE OF THE "TONGUE" RAIL. GASKETS SHALL BE IMPERVIOUS TO STAINS, GREASES, OILS AND MILDEW.

**DOOR CONSTRUCTION:**

THE DOOR SHALL BE FLUSH (IN-FITTING) TYPE, SELF-CLOSING WITH CAM-LIFT HINGES AND POSI-SEAL (HYDRAULIC, NOT SPRING) DOOR CLOSURES.

DOOR HARDWARE SHALL CONSIST OF MAGNETIC GASKET, "POSI-SEAL" DOOR CLOSURE, BRUSHED CHROME LATCH AND STRAP-TYPE, CAM-LIFT HINGES. DOOR LATCHES SHALL LOCK AND HAVE A SAFETY RELEASE TO PREVENT ENTRAPMENT. ONE QUARTER TURN OF THE RELEASE HANDLE UNLOCKS THE DOOR FROM THE INSIDE. THREE HINGES TO BE PROVIDED ON DOOR.

THE DOOR JAMBS, FRAMES SHALL BE MADE OF DURABLE FIBERGLASS REINFORCED PLASTIC (FRP).

THE FREEZER DOOR SHALL BE PROVIDED WITH AN ISOLATED, LOW WATTAGE (5 WATTS/FT.) HEATER WIRE COVERED BY MAGNETICALLY ATTRACTING STAINLESS STEEL, FITTED ONTO THIS JAMB AND BENEATH THE THRESHOLD. THIS SHALL PROVIDE PERFECT SEALING OF MAGNETIC GASKET AND PREVENT FROST AND CONDENSATION BUILDUP.

ENTRANCE DOOR SECTION SHALL BE PROVIDED WITH AN INCANDESCENT TYPE VAPOR-PROOF LIGHT, PILOT LIGHT SWITCH AND CONDUIT BETWEEN SWITCH BOX AND OUTLET BOX. CONCEALED WIRING SHALL BE STANDARD ON EACH ENTRANCE DOOR SECTION.

PROVIDE WEISS XMA11V AUDIO/VISUAL ALARM

DOOR SIZES TO BE: 34" X 78"

DOOR TO HAVE .063 DIAMOND KICKPLATE ON INTERIOR AND EXTERIOR 36" HIGH.

2.83 IF OF 14GA STAINLESS STEEL THRESHHOLD

PROVIDE TRIM AROUND BUILDING DOOR FRAME.

**PRESSURE RELIEF PORT:**

A TRI-ACTION AIR VENT SHALL BE PROVIDED FOR FREEZERS TO EQUALIZE PRESSURE BETWEEN THE INTERIOR AND EXTERIOR OF THE WALK-IN CAUSED BY SUDDEN TEMPERATURE CHANGES, DUE TO DOOR OPENINGS AND EVAPORATOR DEFROSTING. THE VENT SHALL BE HEATED TO PREVENT MOISTURE AND/OR FROST ACCUMULATION.

**LIGHTING:**

PROVIDE AND INSTALL A TOTAL OF ONE (1) 48" DOUBLE-TUBE FLOURESCENT LIGHT FIXTURE TO BE MOUNTED ON CEILING OF FREEZER.

**REFRIGERATION EQUIPMENT:**

CONDENSING UNITS SHALL BE **KOLPAK or EQUIVALENT** 120 SYSTEMS PRE-ASSEMBLED REMOTE, COPELAND HERMETIC COMPRESSORS (UL LISTED) WITH 52% LARGER CONDENSER AND OVERSIZED RECEIVER FOR **HIGH EFFICIENCY PERFORMANCE**, RATED UP TO 120 DEGREE AMBIENT TEMPERATURE. ALL COMPONENTS FACTORY INSTALLED INCLUDING THERMOSTATIC EXPANSION VALVES, SOLENOID VALVES, TEMPERATURE CONTROLS, SIGHT GLASSES, FILTER DRIERS, AND PRESSURE CONTROLS. REFRIGERATION SYSTEMS TO BE SUPPLIED WITH CRANKCASE HEATERS, LOW AMBIENT CONTROLS AND WEATHER PROOF HOUSINGS. CONDENSING UNIT SHALL BE AIR COOLED. COMPONENTS TO BE MOUNTED ON A HEAVY GAUGE STEEL BASE.

EVAPORATOR ASSEMBLY SHALL BE MADE OF PLATE TYPE ALUMINUM FINS WITH COPPER TUBES. FAN MOTORS AND COIL TO BE HOUSED IN A HEAVY GAUGE ALUMINUM ENCLOSURE. EVAPORATOR TO HAVE DRAIN PAN WITH

SUITABLE DRAINPIPE FITTING. FREEZER EVAPORATORS SHALL HAVE AN AUTOMATIC ELECTRIC DEFROST SYSTEM INCLUDING HEATERS, TIME CLOCK (MOUNTED IN CONDENSING UNIT) ON BOTH MEDIUM AND LOW TEMP SYSTEMS, FAN DELAY CONTROL AND HEATED DRAIN PAN. DEFROST SHALL BE TIME INITIATED AND TEMPERATURE TERMINATED WITH BUILT-IN FAIL-SAFE CONTROL.

LOW TEMPERATURE SYSTEMS TO BE: R-404A.

LOW TEMPERATURE REFRIGERATION SYSTEMS:

ONE (1) PC199LOP-2 208/230-60-1 ( 2 H.P.). UNIT TO BE **PRECHARGED!**

**TEMPERATURE:**

WALK-IN FREEZER TO BE SET TO HOLD A MINIMUM OF -10 DEGREES FARENHEIT.

**WARRANTIES:**

PANELS TO BE FREE FROM DEFECTS IN MATERIAL AND WORKMANSHIP UNDER NORMAL USE AND SERVICE FOR A PERIOD OF TEN YEARS FROM THE DATE OF INSTALLATION.

HARDWARE AND ELECTRICAL COMPONENTS ARE WARRANTED AGAINST DEFECTS IN WORKMANSHIP UNDER NORMAL USE AND SERVICE FOR A PERIOD OF ONE YEAR FROM DATE OF INSTALLATION.

REFRIGERATION SYSTEM TO BE FREE FROM DEFECTS IN MATERIAL AND WORKMANSHIP UNDER NORMAL USE AND SERVICE FOR A PERIOD OF **TWO YEARS** FROM DATE ON INSTALLATION TO BE PROVIDED BY THE MANUFACTURER. AN ADDITIONAL 4 YEAR COMPRESSOR WARRANTY SHALL BE PROVIDED.

**LABOR:**

TWO YEAR WARRANTY FROM INSTALLATION

**INSTALLATION:**

INSTALLATION SHALL CONSIST OF ERECTING AND LEVELING OF WALK-IN, PIPING, AND TESTING OF REFRIGERATION SYSTEM.

SUCCESSFULL BIDDER TO BE RESPONSIBLE FOR REMOVAL AND DISPOSAL OF ALL CARTONS AND JOB ASSOCIATED DEBRIS.

ALL PIPING OF REFRIGERATION SYSTEMS AND COIL DRAIN LINES TO BE DONE IN HARD DRAWN COPPER. ALL EVAPORATOR COILS TO INCLUDE "P" TRAP AND RISERS ON SUCTION LINE. ALL DRAIN LINES IN FREEZER TO INCLUDE HEATERS. DRAIN LINES TO BE A MINIMUM OF 3/4" O.D. ALL DRAIN LINES TO HAVE "P" TRAPS. ALL REFRIGERANT LINES SUBJECT TO SWEATING SHALL BE INSULATED WITH 3/4" ELASTOMERIC THERMAL INSULATION.

IT IS THE RESPONSIBILITY OF ALL BIDDERS, PRIOR TO SUBMITTING BID, TO VISIT JOB SITE MAKING THEMSELVES AWARE OF ALL JOB CONDITIONS, PHYSICAL DIMENSIONS AND VERIFY VOLTAGE / PHASE OF ELECTRICAL.

SUCCESSFUL BIDDER TO BE RESPONSIBLE FOR ALL FIELD DIMENSIONING OF WALK-IN AND REFRIGERATION LINE RUNS.

BIDDERS MUST OBTAIN PRIOR APPROVAL IF NOT BIDDING SPECIFIED ITEMS. ANY AND ALL VARIANCES IN CONSTRUCTION, DESIGN, PERFORMANCE, AND ACCESSORIES FROM THE ITEMS SPECIFIED MUST BE SUBMITTED IN WRITING TO THE OWNER SUPERVISOR IN ADDITION TO DETAILED MANUFACTURER'S SPECIFICATIONS TEN DAYS PRIOR TO BID OPENING.



BEDFORD COUNTY SCHOOLS WILL PROVIDE THE FOLLOWING:

- 1.) FURNISH ELECTRICAL CIRCUITS FROM ELECTRICAL PANELS TO EXTERNAL DISCONNECTS LOCATED ON BUILDING WALLS WITHIN TEN FEET OF CONNECTION AS REQUIRED BY CODE.
- 2.) MODIFICATION OF EXISTING DOOR FRAME IF NEEDED.

SUCCESSFUL BIDDER WILL MAKE ALL FINAL ELECTRICAL AND PLUMBING CONNECTIONS AS REQUIRED.

UNIT TO BE **KOLPAK OR EQUIVALENT.**

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

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**(Before completing certification, read instructions on the 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

Bid Number

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Name(s) and Title(s) of Authorized Representative(s)

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Signature(s)

Date

## **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 immediate written notice to the person to which 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 Debarment, 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.

**PROPOSAL FORM**

**TO: Bedford County Department of Finance  
200 Dover Street, Suite 102  
Shelbyville, Tennessee 37160**

**Re: Bid No. 17-15**

Gentlemen:

Having examined the specifications for a **Walk-In Freezer for Eastside Elementary School**, we (I) submit the following proposal:

Brand \_\_\_\_\_

Model \_\_\_\_\_

Cost \_\_\_\_\_

(includes delivery, setup, installation, training, etc.)

**Company Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Signature and title of bidder:** \_\_\_\_\_

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

**Telephone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_