



February 22, 2021

Invitation for Bid for Food Service Equipment

Papillion La Vista Community Schools requests bid prices for food service equipment items. Call Sue Sucha, Director of Food Service, at 402-537-6250 if you have questions about any items listed.

All deliveries are to be F.O.B. to the Papillion La Vista Distribution Center, 8130 Giles Road, La Vista, NE 68128 except as indicated on the Price Request Form. If a minimum order is required or any other special conditions affect your bid, these conditions must be stated at the time of submission of your bid.

Mail sealed bid marked '**Food Service Equipment Bid**' to Sue Sucha, Director of Food Service, Papillion La Vista Community Schools, 420 S. Washington Street, Papillion, NE 68046 on or before Tuesday, March 23, 2021 at 2:00 p.m. which time an opening will be held in the Administrative Office Conference Room. Email the completed Price Request Form for Food Service Equipment as an Excel spreadsheet to sue.sucha@plcschools.org immediately **after** the bid opening on March 23, 2021 at 2:00 p.m.

On behalf of Papillion La Vista Community Schools, I thank you for your consideration of this bid invitation.

Sincerely,

Sue Sucha
Director of Food Service



**Papillion La Vista Community Schools
Food Service Equipment Bid Conditions**

1. BID AWARDS

Bids are awarded on an item by item basis. If a minimum order is required, it must be stated with the bid submission. The district reserves the right to refuse submissions with minimum orders. In the event of that two or more vendors submit the same price for an item, the award for that item will be given to the vendor who has been awarded the largest total dollar amount for all bid items (excluding that item) in the initial bid analysis. In the unlikely event that the vendors are tied in the largest total dollar amount awarded, a drawing will determine the award of the individual item for which the same price was submitted.

2. COMPLETION OF PRICE REQUEST FORM FOR FOOD SERVICE EQUIPMENT

Vendors must complete the attached Price Request Form for Food Service Equipment items as an Excel spreadsheet. **Please submit pricing for one unit, one dozen or one case of each item as specified in the Unit column. Do not submit extended pricing for the total quantity that is requested. An electronic copy of the bid prices in Excel format must be e-mailed to sue.sucha@plcschools.org immediately after the due date and time outlined in this request. Please complete only the ‘Unit Price’ and ‘Comments’ columns of the Excel spreadsheet. Do not alter the other sections of the spreadsheet in any way. Prices should be entered with 2 decimal places and without any dollar sign indicator. Example: 10.00**

In the event of a discrepancy in vendor pricing between the paper copy of the Price Request Form and the electronic copy, the prices on the electronic copy will be used for the purposes of bid analysis.

Price request forms will be e-mailed to company representatives at the same time as this bid request is mailed. It is the responsibility of the vendor to contact the School District at 402-537-6250 if company contacts have changed, and contact information needs to be updated.

3. BIDDING EQUAL OR ALTERNATE BRANDS

A specific brand and item number has been specified for items in the bid invitation. Vendors who propose to bid an alternate brand must submit a sample for approval a minimum of two weeks prior to the bid opening to: Sue Sucha, Director of Food Service, Papillion La Vista Community Schools, 420 S. Washington Street, Papillion, NE, 68046. Vendors are wholly responsible for ensuring that samples arrive in a timely manner, are clearly labelled with brand name, item number, and the exact item for which they are a proposed alternate. The package must contain a product specification sheet. Product specification sheets can be sent in lieu of samples a minimum of two weeks prior to the bid opening with prior approval of the school district for large equipment items. The School District reserves the right to accept or reject any alternates.

4. DELIVERY INFORMATION

Prices must include shipment to the following location within the timelines outlined below.

LOCATION

Papillion La Vista Community Schools
Distribution Center
8130 Giles Road
La Vista, NE 68128

TIME

8:00 A.M. – 3:00 P.M.

5. DELIVERY SCHEDULE

The notice of bid awards and purchase orders for this bid will be placed prior to April 6, 2021. Delivery schedule for items will be coordinated with the Director of Food Service. All equipment items must be delivered prior to June 30, 2021.

6. DELIVERY CONDITION OF EQUIPMENT

Vendors agree to comply with all local and state standards of sanitation in their operations. All items are to be delivered in clean, pest-free vehicles. The district reserves the right to refuse items which are damaged in any way.

7. SUBSTITUTIONS

The School District will not accept product substitutions on delivery after the bid has been awarded unless the substitutions have received prior approval from the School District. Unauthorized substitutions may be grounds for termination of the contract and may jeopardize any future business with the School District.

8. INVOICES

An invoice must be furnished with each delivery and must be signed by a designated employee of the Papillion La Vista Community Schools. The invoice must list product name, item number, quantity delivered, unit price, total price by item and invoice total.

9. PRICING ERRORS

It is the responsibility of the vendor to make sure that invoice pricing is consistent with bid pricing. The School District reserves the right to pay invoices with pricing errors short in accordance with bid pricing or to hold invoices for payment until a written credit memo is received. All credit memos should be mailed to the attention of the Director of Food Service, Papillion La Vista Community Schools, 420 South Washington, Papillion, NE 68046. Sending credit memos directly to schools will delay payment of invoices to which they relate.

10. PAYMENT

Payment is made from invoices for items received by the 25th of a calendar month following approval from the Papillion La Vista Community Schools Board of Education which is usually by the 15th of the following month.

11. FUEL SURCHARGE ALLOWANCES

All fuel surcharge proposals must be submitted by vendors with their bid. Proposals must outline specific rates and detail how they will be charged. Fuel surcharges not submitted and approved at the time of the bid will not be paid by the District.

GENERAL BID CONDITIONS

SUBMISSION OF BIDS

Bids must be submitted in a sealed envelope, with the bid name and due date noted on the lower left-hand corner of the envelope. Bids that arrive late will not be accepted. It is the vendor's responsibility to ensure that bids are received prior to the bid opening.

TAX EXEMPT STATUS

The Papillion La Vista School District is a tax-exempt organization (05-0601969). Vendors are not to include any local or state sales taxes in their bid prices.

FEDERAL EXCISE TAX

Papillion La Vista Community Schools, a governmental subdivision, is exempt from the payment of Federal excise tax. Bidders should exclude excise tax on all taxable items in their bid submissions. A Federal Excise Tax Certificate will be furnished for all taxable items. Please indicate on your bid the items requiring the exemption certificate.

BUY AMERICAN PROVISION

Vendors are required to bid foods of domestic origin to the maximum extent possible. To qualify, a food item must be grown in the United States or, in the case of a processed food item, over 51% of the final processed product must consist of agricultural commodities that were grown domestically. Food service equipment, paper products and packaging are excluded from this provision.

DEBARMENT CERTIFICATION-COMPLETION OF DOCUMENT REQUIRED

Vendors must submit a completed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions form with their bid. Refer to form included with instructions.

CERTIFICATION REGARDING LOBBYING-COMPLETION OF DOCUMENT REQUIRED

Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Refer to the form included.

EQUAL OPPORTUNITY

Papillion La Vista Community Schools is an equal opportunity employer and actively recruits a well-qualified and diverse staff including minority applicants and does not discriminate against any employee or applicant for employment, and/or any contractor or subcontractor by reason of race, color, national origin, sex, disability, age, disability or other protected status. Vendor agrees, by signing this Proposal, to actively continue and implement this policy throughout any awarded project or contract.

CIVIL RIGHTS

The successful bidder agrees to comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulations of the Department of Education (34 C.F.R. Part 100) issued pursuant to the title, to the end that, in accordance with Title VI of that Act and Regulation, no person in the United States shall, on the grounds of race,

color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which Papillion La Vista Community Schools receives federal financial assistance from the department; and hereby gives assurance that the successful bidder will take any measures necessary to effectuate this agreement. The successful bidder further agrees to comply with all applicable requirements of state and local laws, ordinances, and regulations regarding nondiscrimination in employment.

CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS

As required by 2 C.F.R. 200.321, it is the intent of Papillion La Vista Community Schools to provide the maximum practical opportunities in its solicitations to small businesses, minority firms, women's enterprises, and labor surplus area firms.

LAWS AND REGULATIONS

The selected Vendor and all employees, agents or independent contractors shall be at all times be fully licensed and authorized under all state and federal law to provide the contracted products/services, and shall all at all times comply with rules and regulations when providing contracted products/services. The selected Vendor shall also comply with all Papillion La Vista Community Schools policies, rules, regulations, practices, directives and procedures applicable to any of the contracted products/services.

EXCLUSION OF PERSONS WITH CRIMINAL RECORDS

Papillion La Vista Community Schools requires that firms agree to not assign any individual or agent to any work on an awarded project, requiring work on a PLCS school site, with a criminal record of a serious nature as defined by PLCS policy, regulations, practices or directives, including but not limited to any of the following: (a) a felony; (b) rape, including statutory rape, or any other sexual assault; (c) sexual conduct with a minor of any kind; (d) abuse of a minor or child of any kind; (e) endangerment of a child or debauching a minor; (f) public indecency; (g) prostitution, pandering, or keeping a place of prostitution; (h) assault or battery; (i) kidnapping, false imprisonment or abduction; (j) child pornography; or (k) any offense in which a minor was a victim or a witness.

The Vendor shall certify that it shall not assign any individual or agent to work on any PLCS property with a criminal record of a serious nature as defined by PLCS policy, regulations, practices or directives. Vendor authorizes and gives consent, and agrees to cooperate in obtaining any additional authorization or consent necessary to assure compliance with this requirement; to actively continue and implement this policy throughout the contract period and to require implementation of this policy by any subcontractors and/or agents involved by the Vendor in the performance of the contract. Vendor authorizes and gives consent, and agrees to cooperate in obtaining any additional background check authorization or consent necessary to assure compliance with this requirement.

ASSURANCE OF NON-COLLUSION

The bidder's submission of its bid response is the bidder's representation and guarantee to the Papillion La Vista School District that the prices quoted have been arrived at without collusion with any other eligible bidders and without an attempt to preclude Papillion La Vista School District from obtaining the lowest possible competitive price, influencing the prices quoted by any other eligible bidder or discouraging other potential bidders from bidding.

ASSIGNMENT OF CONTRACT

Successful bidder shall not assign the contract to another vendor without prior consent of the School District.

SUBCONTRACTING

If the vendor intends to subcontract any part of the contract or services, it is the vendor's responsibility to supervise the subcontractor's performance and to ensure that the subcontractor meets all bid requirements. Failure to do so may result in termination of the bid.

FAILURE TO PERFORM

In the event the successful bidder fails to perform in good faith or in accordance with the terms and conditions of this bid, the bid shall be terminated, and the School District may award the bid to another vendor.

OWNER'S RIGHTS

The School District reserves the right to accept or reject any or all bids and any part thereof and to waive all technicalities. Awards will be made in the best interest of the District.

Papillion La Vista Community Schools
Invitation to Bid Signature Page

Title of Bid: Food Service Equipment

Time and Date Due: 2:00 p.m. on March 23, 2021

Mail Bid Packet containing the following items to: Sue Sucha, Director of Food Service, Papillion La Vista Community Schools, 420 S. Washington St, Papillion, NE 68046

1. Invitation to Bid Signature Page
2. Price Request Form for Food Service Equipment
3. Debarment Certification
4. Certification Regarding Lobbying to:

E-Mail the Price Request Form for Food Service Equipment (Excel document) immediately after due date and time to:

sue.sucha@plcschools.org

Submitted By:

Company Name

Address

Printed Name

Signature

Phone Number

E-mail address

Fax Number

**Certification Regarding Debarment, Suspension, Ineligibility
And Voluntary Exclusion – Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7CFR Part 3017, Section 3017.510, Participant's responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS
ON THE FOLLOWING PAGE)**

- (1) The prospective lower tier participation 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 each attach an explanation to this proposal.

Company Name

Name and Title of Authorized Company Representative

Signature

Date

Instructions for Debarment 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 Nonprocurement 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.

CERTIFICATION REGARDING LOBBYING

The undersigned, on behalf of the Vendor, certifies to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Vendor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Proposer shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Vendor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Date: _____

Vendor: _____

Signature: _____

Title: _____

Name: _____