

Fairfield City Schools
211 Donald Drive
Fairfield, Ohio 45014

INTRODUCTION

The Fairfield City School District will accept sealed proposals for DOUBLE DECK GAS CONVECTION OVENS AND HEATED CABINETS (MOBILE); clearly marked “CONVECTION OVENS PROPOSAL” before and until 2:00 P.M. on Friday, June 10, 2011 at the District Administration Building, ATTN: TREASURER, Fairfield City Schools, 211 Donald Drive, Fairfield, Ohio 45014.

It shall be understood that this is a proposal to purchase (3) double deck gas convection ovens AND, (2) heated mobile cabinets for the Fairfield City School District (Fairfield High School). The quotation requested is a “not to exceed” amount. When preparing the proposal, we ask that you include all costs including material, labor, and removal existing equipment. Awarding of the bid to a firm for the purchase of the items requested in the proposal is exclusively at the discretion of the Board of Education. The Fairfield City School District Board of Education reserves the right to select the successful vendor based upon the written information provided and/or interview, as well as reject any and all proposals and discontinue the RFP process without obligation or liability to any potential vendor.

Should you have any questions or require further information, please contact Mr. David H. Foster, Support Services Director at foster_d@fairfieldcityschools.com or (513) 829-1646.

GENERAL INFORMATION

The Fairfield City School District is a public school system in the charter of the state of Ohio with approximately (10) school buildings serving grades Pre-School-12 under the Superintendent and Board of Education form of government. The enrollment is approximately 10,105 students and Fairfield City Schools employs approximately 1,091 certificated and non-certificated personnel.

REQUEST FOR PROPOSAL TIMELINE

<u>Action Taken</u>	<u>Date</u>	<u>Time</u>
<i>Mail request for proposal (RFP)</i>	<i>May 20, 2010</i>	
<i>Written questions from vendor about scope or approach due (communications will be via e-mail)</i>	<i>May 31, 2011</i>	<i>4:00 P.M.</i>
<i>Written Response to vendors about scope or approach due (communication will be via email)</i>	<i>June 3, 2011</i>	<i>4:00 P.M.</i>
<i>Proposal submission due date</i>	<i>June 10, 2011</i>	<i>2:00 P.M.</i>
<i>Opening of Bids</i>	<i>June 10, 2011</i>	<i>2:00 P.M.</i>
<i>Target date to review proposals</i>	<i>Week of June 13, 2011</i>	
<i>Anticipated decision and selection of vendor</i>	<i>June 17, 2011</i>	<i>6:30 P.M.</i>

* *Sealed Bids* will be open for viewing on Friday, June 10, 2011 at 2:00 P.M. at the Fairfield City School District Administration Building, 211 Donald Drive, Fairfield, Ohio 45014.

SPECIFICATIONS

CONVENTIONAL OVEN, GAS:

- Double section gas convention oven, Vulcan-Hart Model No. VC44GC (or comparable).
- Stainless steel front, sides, top and legs.
- Independently operated stainless steel doors with double pane windows.
- Non-sag insulation applied to the top, rear, sides, bottom and doors.
- Porcelain enamel on steel oven interiors measures 29" w x 22 1/8" d x 20"h.
- Two interior oven lights per section.
- Five nickel plated oven racks per section measure 28 1/4" x 20 1/2".
- Eleven position nickel plated rack guides with positive rack stops.
- One 44,000 BTU/hr. burner per section.
- 88,000 total BTU/hr. Electronic spark igniters.
- Furnished with a two speed 1/2 H.P. oven blower-motor per section.
- Oven cool switch for rapid cool down.
- 120 volt, 60 Hz, 1 ph power supply required.
- 6' cord and plug. 9 amps total draw.
- Exterior dimensions: 40' w x 42 1/4"d x 70"h (**Casters in lieu of standard legs**).
- Depth measurement includes door handles.
- Flexible gas hose with quick disconnect and restraining device.

HEATED CABINET, MOBILE:

- Heated Cabinet, Mobile Metro Model No. C539-HLDC-UA Packed (or comparable)
- C5 tm 3 Series Heated Holding Cabinet, lower wattage, with Red Insulation Armour, mobile, full height, insulated, Dutch clear polycarbonate doors, removable bottom mount control module, thermostat to 200°F, universal wire slides on 3" centers, adjustable on 1-1/2" increments, (17) 18x26" or (32) 12" x 20" x 2-1/2" pan capacity, 5" casters, aluminum, 120v/60/1-ph, 1440 watts, 12 amps, NEMA 5-15P, UL, CUL, NSF, ENERGY STAR.
- (1) unit hinged right, (1) unit hinged left

SERVICES REQUIRED

- All purchased items must be in place no later than Friday, August 12, 2011.
- Bidder must deliver, set-in place, hook-up gas to existing gas supply and provide two days of training August 18-19, 2011.
- Trade-in and removal of existing (4) fryers will be considered part of the bid.

EVALUATION OF PROPOSALS

- The Business Director and the Support Services Director shall review the proposals.

Firms submitting proposals will be informed of the Fairfield City School District's selection by Friday, June 17, 2011, provided the Board of Education acts on this item at their regularly scheduled board meeting on Thursday, June 16, 2011. The Fairfield City School District reserves the right to reject any and all proposals submitted and to ask for more details or further clarification on any proposal.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

All proposals must be submitted no later than 2:00 P.M., Friday, June 10, 2011 to:

**Mrs. Nancy Lane, Treasurer
Fairfield City Schools
211 Donald Drive
Fairfield, Ohio 45014**

Proposals must be submitted in sealed envelopes clearly marked “CONVECTION OVENS PROPOSAL” Five (5) copies of the proposal are to be provided by the bidder. Questions regarding the proposal may be addressed to Mr. David H. Foster, Support Services Director via email at foster_d@fairfieldcityschools.com or via phone at (513) 829-1646. The proposal fee structure for the engagement must be open for ninety (90) days to allow the Fairfield City School District Board of Education consideration and approval.

PROPOSAL FORMAT

In order to simplify the review process and obtain the maximum degree of comparison, proposals should be submitted in the manner stated below:

Title Page

Show the RFP subject, the name of the firm, local address, name and telephone number of contact person and date of the proposal.

Letter of Transmittal

Briefly state your understanding of the items being requested/work to be performed and make a positive commitment to deliver all items/perform work within the time period specified.

Services to be Provided

Express agreement to meet the requirements of the engagement as stated in the “Specifications” and “Services Required” section of these guidelines.

Additional Information

Since information not specifically requested must not be included in the foregoing proposal sections, please give any additional information, considered essential to the proposal in this section. If there is no additional information to present, state in this section, “There is no additional information we wish to present”.