



Department of Purchasing  
 100 N. Main Street, 2<sup>nd</sup> Floor  
 Suffolk, VA 23434  
 (757) 925-6762 Fax (757) 942-4333

July 24, 2019

**To: Interested Parties:**

**Re: Request for Quote # RFQ 1697-Q Small Wares for Food Service**

Suffolk Public Schools plans to purchase the following Small Wares Equipment. Please provide your lowest delivered price quote no later than 2:00 pm on Wednesday, August 7, 2019.

ITEM NO.	ITEM DESCRIPTION	APPROVED BRAND	UNIT	Quantity/ Unit	Unit Price	Total Price
1	<b>APRON, BIB</b> 30" W x 36" L, Bid-style, poly/cotton blend 45/55. Non adjustable straps. Pre-shrunk. Color: White.	<i>SAN JAMAR; or equal</i>	EACH	144		
2	<b>BROOM, WAREHOUSE ALL CORN</b> Clear sleeve. Made with all-corn natural fibers, 4 sew poly fiber stitching. 58.25" Solid Wood handle. Made in USA.	<i>Greenwood 522 or equal</i>	EACH	48		
3	<b>BRUSH, WIRE /STEEL w/SCRAPER</b> Carbon Steel bristles w/stainless steel scraper. 11 1/2" overall length. Offset plastic handle.	<i>Carlisle 40671 or equal</i>	EACH	24		
4	<b>CART:</b> Collapsible metal platform trolley/cart. Four 4" hard rubber wheels (2 fixed and 2 swivel casters). Dimensions: 16" wide x 28 long x 32-1/2" high	<i>Expand-i-Cart or equal</i>	EACH	2		
5	<b>CARRIER, INSULATED LIGHTWEIGHT TOP LOAD FULL PAN</b> Rigid Construction allows carriers to be stacked. Durable Nylon exterior. Commercial dishwasher safe. Aluminum Runners for pan support on End Load Carriers. Length 28" x Width 19.2" X 19.5"Height. Color Gray	<i>PROSERVE FG9F1600CG RAY or equal</i>	EACH	3		
6	<b>CHAFER DISH, FULL SIZE, ROLL TOP COMPLETE</b> 9.0 qt. Size: 25 1/4" x 15 1/2" x 19 3/4". Mirror finished, smooth rolling cover opens to 90degrees. Lift-off cover. Brass trim legs and cover handles.	<i>Vollrath 46051 or equal</i>	EACH	4		
7	<b>CYLINDER, FLATWARE</b> – Nylon cylinder; 4 1/4 "x 5 1/2", Dishwasher safe. Color White.	<i>Tablecraft NY or equal 33</i>	EACH	24		
8	<b>DISHER, size 8 (43 oz.)</b> Welded 18-8 type 304 - stainless steel construction. One piece, color coded handle, NSF listed.	<i>Vollrath 47139, Stanton 1951-8 or equal</i>	EACH	48		
9	<b>DISPENSER, TEA, SLIMELINE</b> – Polypropylene - 3 gallon capacity, NSF approved. Lid & Base Color: Brown	<i>TableCraft Tomlinson 354DP or equal</i>	EACH	6		
10	<b>COVER, STEAMTABLE PAN, DOME</b> - FULL size, Solid, 24 gauge stainless steel w/ cool touch handle.	<i>Vollrath 77200 or equal</i>	EACH	12		

11	<b>MAT, FLOOR</b> Anti-Fatigue; Ergonomic, Non-Slip, Non-Toxic & Waterproof Kitchen Floor Mat; 42"x20"x3/4" thick. Color: Black	<i>UberChef Premium Anti-Fatigue Comfort Matx25CF or equal</i>	EACH	6		
12	<b>MAT, FLOOR</b> Rubber, 3' x 5' x 1/2"- beveled edge, non-slip	<i>COMFORT ZONE #544 San Jamar KM00B or equal</i>	EACH	12		
13	<b>MOP BUCKET &amp; WRINGER COMBO</b> 26 quart capacity bucket with 3" casters, with 16-24 quart capacity. Downward pressure wringer. Color: YELLOW.	<i>Rubbermaid model 52007MO; Continental Mfg. 266-32-YW or equal</i>	EACH	6		
14	<b>MEASURER</b> - Bouncer measurer, 1 quart, clear	<i>Rubbermaid FG321500; Cambro 100MCCW or equal</i>	EACH	6		
15	<b>MOP HANDLE</b> 63" wood handle w/standard wing nut construction. Metal holder.	<i>Carlisle #4034000 GoldenStar HWM118STWG or equal</i>	EACH	48		
16	<b>NOZZLE, WATER, HEAVY DUTY INDUSTRIAL GRADE TIGGER/PISTOL</b> Insulated and threaded metal body with rubberized grip. Adjustable spray head. Trigger nozzle. Suitable for hot water applications to 160 degree F.	<i>Melnor 465C: Gilmour GWN50501GP or equal</i>	EACH	6		
17	<b>PAN, BAKER'S SHEET - FULL SIZE</b> 12 gauge 3004 aluminum; open bead; 25 3/4" x 17 3/4" x 1"; NSF certified	<i>Vollrath 68374 or equal</i>	EACH	36		
18	<b>PAN, HIGH HEAT POLYCARBONATE - FULL SIZE</b> 20 7/8" x 12 3/4" x 2 1/2"D- For use on steam tables and chafing dishes with a temperature range of -40 degrees F to 375 degrees F. NSF listed. Commercial dishwasher safe. Color: AMBER	<i>CAMBRO H-PAN 12HP or equal</i>	EACH	12		
19	<b>PAN, HIGH HEAT POLYCARBONATE - FULL SIZE</b> 20 7/8" x 12 3/4" x 4"D- For use on steam tables and chafing dishes with a temperature range of -40 degrees F to 375 degrees F. NSF listed. Commercial dishwasher safe. Color: AMBER	<i>CAMBRO H-PAN 14HP or equal</i>	EACH	12		
20	<b>PAN, HIGH HEAT POLYCARBONATE - HALF SIZE</b> 20 7/8" x 6 3/8" x 4"D- For use on steam tables and chafing dishes with a temperature range of -40 degrees F to 375 degrees F. NSF listed. Commercial dishwasher safe. Color: AMBER	<i>CAMBRO H-PAN 14HP or equal</i>	EACH	24		
21	<b>PAN, STEAM TABLE - HALF SIZE</b> 22 gauge, anti-jamming, stainless steel, 10-3/8" x 12-3/4" x 2 1/2".	<i>WINCO SPHJ-202 or equal</i>	EACH	48		
22	<b>PERCOLATOR</b> - 100 cup automatic, brews and keeps coffee hot automatically, commercial type, NSF & UL approved	<i>WestBend, HamiltonBeach or equal</i>	EACH	2		
23	<b>POT HOLDERS</b> Round, 8" diameter, heavyweight, Terry Cloth, pre-shrunk. Machine washable. Color: White	<i>San Jamar 813RPH or equal</i>	DOZEN	144		

24	<b>RACK, PAN</b> - all welded aluminum construction. Accommodates 18"W x 26"D sheet /trays. Includes 5" casters.	<i>Winco ALRK-20 or equal</i>	EACH	4		
25	<b>TABLECLOTH, RECTANGULAR</b> - Poly blend w/serged edge. Size: 54" W x 120" L Color: White (101)	<i>Marko BISTRO SoftWeave 537854AUTM010 or equal</i>	EACH	24		
26	<b>TABLECLOTH, ROUND</b> Poly blend w/serged edge. Size: 90" round Color: White (010)	<i>Marko BISTRO SoftWeave 537890RM or equal</i>	EACH	12		
27	<b>THERMOMETER, FOOD/TEST</b> - Dial type for taking food temperatures. Analog instant read. 5" stem. Temperature range from 0 degrees to 220 degrees F. Calibrate-able. NSF listed.	<i>Taylor: Comark T2204</i>	Each	60		
28	<b>STEPLADDER</b> - platform type,, hand safety rail, aluminum, two step, 4 ft. size, duty rating 200 lbs., U.L. approved. Non-skid rubber feet.	<i>Werner model 264 or equal</i>	Each	4		
29	<b>TOWELING /BAR TOWELS, COTTON</b> - 17" x 20," 30 oz, hemmed. 100% cotton. Color: white.	<i>Sun Textile CO Gold; Choice Bar Towel 167700br118 or equal</i>	DOZEN	224		
30	<b>TRASH CAN, KITCHEN, HEAVY DUTY</b> - Large 32 gallon; vented channels. Diameter: 21 9/10" x 27 4/5" Height. Color: gray.	<i>Rubbermaid FG263200GRAY BRUTE or equal</i>	EACH	12		
31	<b>TRAY, FIBERGLASS</b> 17 -7/8" X 25. Color: Yellow 145.	<i>CAMLITE #1826CL145 or equal</i>	EACH	24		
32	<b>WALL WASHER</b> 60" aluminum handle, plastic swivel head.	<i>Seco #S29900 or equal</i>	EACH	6		

**Additional Requirements:**

1. **Brand names** are listed to indicate the **quality** of the product required. **Any product deemed as an equal must have a sample submitted for approval by the Food & Nutrition Services Supervisor PRIOR TO BID OPENING. Submit all samples to: Robert Morris c/o Food & Nutrition Services, 119 Forest Glen Drive, Suffolk, VA 23434.**
2. This RFQ may be awarded by line item or in total. Quantities stated in the specifications are estimates only; nothing herein shall bind the Suffolk Public Schools to purchase any specified amount. Suffolk Public Schools also has the right to increase the estimated quantity by as much as 50%.
3. Delivery of all items shall be at the expense of the successful bidder and shall be *delivered to the Food & Nutrition Services' warehouse at: 119 Forest Glen Drive, Suffolk, VA 23434*. Full or partial orders will be accepted. Unless noted at the time of the bid award, **completed deliveries** are expected to be made by **September 20, 2019**. The orders for the exact quantities for each delivery will be faxed to the successful bidder or otherwise provided to the successful bidder, by a School representative.
4. Any product rejected by the Food & Nutrition Services manager must be removed from the school location by the successful Contractor within (10) ten days from notification to the successful bidder. Any product left after the ten days will be considered abandoned by the Vendor and may be disposed of as School Board property.
5. Fax or deliver this quote to Linda Bates at the above listed fax or address not later than **2:00 pm on Wednesday, August 7, 2019**. Suffolk Public Schools reserves the right to consider all quotes submitted prior to award as may be in the best interest of the School Division.
6. Any questions concerning this price quote may be submitted in writing to Linda Bates at [lindabates@spsk12.net](mailto:lindabates@spsk12.net).
7. The attached Terms and Conditions are to be considered an integral part of any purchase resulting from this solicitation.

The School Board reserves the right to:

1. Award a contract or contracts as may be most advantageous to the School Board, taking into consideration best value criteria, which may include the following:
  - a. Quality and durability of the equipment
  - b. Availability of the equipment
  - c. Reference from previous customers on quality of products and service
  - d. Time of delivery.
2. Reject any or all bids or to negotiate with the low bidder in case of insufficient funds.
3. Delete items or purchase additional items with no increase in price.

Price Proposal Issued by:

Linda Bates, VCA  
Purchasing Technician II

Price Proposal submitted by:

\_\_\_\_\_  
Print or type Name and Position

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Fax#

\_\_\_\_\_  
Email address

# Terms and Conditions

## NONDISCRIMINATION

1. During the performance of this contract, the contractor agrees as follows:
  - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
3. Suffolk Public Schools does not discriminate against faith-based organizations.

## SMALL, WOMEN AND MINORITY (SWAM)

Suffolk Public Schools will assure that all small, women and minority vendors are solicited when they are potential sources of the goods and/or services sought by the school division. Suffolk Public Schools will document, in writing, the efforts made to include SWAM certified vendors in both formal and informal solicitations and when quotes are obtained for the purchase of goods and/or services.

## DRUG FREE WORKPLACE

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000.00, so that provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

## **CONTRACTOR/EMPLOYEE BACKGROUND CERTIFICATION**

Upon award, the contractor and any employee who will have direct contact with students shall provide certification that (1) he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (11) whether he has been convicted of a crime of moral turpitude. Any person making a materially false statement regarding such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the of the contract to provide such services and, when relevant, the revocation of any license required to provide such services.