



**INVITATION FOR BID  
Commercial Kitchen Equipment  
Bid #21-040**

**Due December 3, 2020 on or before 2:00 p.m. PST**

King County Directors' Association (KCDA) is a purchasing cooperative owned by the school districts of Washington State and is located in Kent, Washington. KCDA's membership is made up of, but not restricted to, public school districts, private schools, municipalities, political subdivisions and other public agencies primarily located in Washington, Oregon, Idaho, Alaska, and Montana.

The KCDA Purchasing Cooperation (hereinafter "KCDA") requests proposals from manufacturers and/or dealers who can offer Commercial Kitchen Equipment to its member agencies.

Total estimated value of this contract is approximately \$200,000 to 400,000 annually.

Each response is to be filed in a separate envelope and marked with the appropriate RFP name, number, day and time of opening. All proposal's must be at KCDA's office on or before the time shown above or they will not be accepted nor considered. Responses sent via email, faxed, or "postage due" will not be accepted. Responses sent via Federal Express, Express Mail or other overnight delivery services must be sent to: KCDA, 18639 80th Ave S, Kent WA 98064-5550 and clearly marked with the RFP number and description, Attn: Purchasing Department.

**ATTN: Purchasing**  
IFB# 21-040 Commercial Kitchen Equipment  
**KCDA**  
**18639 – 80<sup>th</sup> Ave S**  
**Kent, WA 98064-5550**

The vendor has full responsibility to ensure the proposal arrives to the Purchasing Office by the due date and time. KCDA assumes no responsibility for delays caused by the U.S. Post Office or any other delivery service. Postmarking by the due date will not substitute for actual receipt of response by the date due. Proposals arriving after the deadline may be returned unopened to the vendor, or may simply be declared non-responsive and not subject to evaluation, at the sole determination of KCDA. All questions pertaining to this bid shall be entered in the "Questions" section of Public Purchase. No emails or phone inquiries will be accepted.

Electronic copies of this RFP are available via KCDA's website @ [www.kdca.org](http://www.kdca.org). Click on Bid Information / Vendor Bids, or contact Julie Harris @ (425) 251-8115 X 116 if you have trouble opening the document.

Julie Harris, Contract & Procurement Specialist  
[jharris@kcda.org](mailto:jharris@kcda.org)  
(425) 251-8115 X 116

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**KING COUNTY DIRECTORS ASSOCIATION  
INVITATION FOR BIDS**

NOTE: THERE ARE NO FEES ASSOCIATED WITH KCDA BIDS VIA PUBLIC PURCHASE

INVITATION FOR BIDS INDEX

- I. INTRODUCTION
  - A. KCDA Membership
  - B. Interpretation of Bid Documents
  - C. Exceptions
  - D. Contract Default
  - E. Bidder Responsibility
  - F. Bidder Financial Responsibility
  - G. Minority and Women Owned Businesses
  
- II. GENERAL PROVISIONS
  - A. Bid Opening
  - B. Modifications
  - C. Quality Standards
  - D. Rejection of Any or All Proposals
  - E. Binding Contract
  - F. Estimated Quantities
  - G. Contract Period
  - H. Ordering Schedule
  - I. Requested Samples
  - J. Disposal of Samples
  - K. KCDA Non Discrimination Statement
  - L. Indemnification
  - M. Patent Indemnification
  - N. Safety Requirements
  - O. Risk of Loss
  - P. Rejection
  - Q. Shipment Identification
  - R. No Bid Response
  - S. Bid Awards
  - T. Termination
  - U. Reciprocity
  - V. Force Majeure
  
- III. PREPARATION OF BID
  - A. Submittal of Bid Document
  - B. F.O.B. Shipments
  - C. Product Identification
  - D. Quantity per Unit of Measure
  - E. Alternate Proposal
  - F. Errors/Corrections
  - G. Invoicing
  - H. Cash Discounts/Invoice Payments
  - I. Washington State Sales Tax

- IV. PRODUCT ACCEPTANCE
  - A. General Policy
  
- V. BID PROTESTS
  - A. Who may protest
  - B. What can be protested
  - C. How to file a protest
  - D. When to protest
  - E. Where to file a protest
  - F. After a protest is filed
  
- VI. PRODUCT TOXICITY REPORTS
  - A. Hazardous Chemical Communication
  
- VII. SPECIAL NOTATIONS
  - A. Quantities are estimated
  - B. Certify Debarment statement (Section III-A)
  - C. Prices bid are F.O.B. KCDA's instructions or Section III-B
  - D. All items bid must be packaged in KCDA units
  - E. Do not add sales tax into bid prices
  - F. Manufacturer Terms page completed
  - G. Special Provisions

ATTACHMENT A - Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion

ATTACHMENT B – Terms by Manufacturer

ATTACHMENT C - Special Provisions

## **I. INTRODUCTION**

### **A. KCDA MEMBERSHIP**

KCDA is a purchasing cooperative owned by 294 public school districts in the state of Washington and is located in Kent, Washington. KCDA's membership is made up of, but not restricted to public school districts, private schools, municipalities, political subdivisions and other public agencies located in but not limited to Washington, Oregon, Idaho, Alaska, and Montana. Representing over 1 million students and over 5,000 ship to locations, KCDA purchases approximately \$100 million worth of products, equipment and services on behalf of the membership. Restrictions of merchandise being available to any locale of KCDA membership must be noted under separate cover.

All school districts and other public agencies in the state of Oregon who are or may become associate members of the KCDA Purchasing Cooperative may participate in the contract(s) awarded as a result of this bid. A complete list of all school districts and other public agencies that are members of the KCDA Purchasing Cooperative is available on our web site [www.kcda.org](http://www.kcda.org).

### **B. INTERPRETATION OF BID DOCUMENTS**

Any person contemplating submitting a bid for the proposed contract that is in doubt as to the true meaning of any part of the bid documents, or finds discrepancies in or omissions from the bid documents, shall submit to KCDA a written request for an interpretation or correction thereof. Such request shall be submitted and received not later than 10 days prior to the date specified for receipt of bid responses. Any interpretation or correction of the bid documents will be made in writing by addendum duly issued to all bidders. KCDA will not be responsible for any other explanation or interpretation of the bid documents.

### C. EXCEPTIONS

All exceptions to the terms and provisions of this invitation for bids shall be made by attachment to the bid form. Do not add to, delete from, or amend in any manner the bid form. Exceptions need to be entered in the payment terms and/or response terms fields within Attachment B. Noted exceptions are subject to approval and acceptance by KCDA.

### D. CONTRACT DEFAULT

Your bid is subject to all terms and conditions as herein established in this bid request form and include price, quality and delivery. Subsequent failure to provide items bid in accordance to the purchase order and bid delivery schedule will constitute contract default, and, after due written notification, allows the Purchasing Department to declare the contract void and to purchase the merchandise on the open market. Any additional costs to procure and distribute replacement product will be charged to the bidder.

### E. BIDDER RESPONSIBILITY

All bidders shall thoroughly examine and be familiar with the bid documents including all exhibits and attachments. The failure or omission of a bidder to receive or examine any form, instruments, addendum, or other document shall in no way relieve any bidder from obligations with respect to your bid or to the contract. The submission of a bid shall be taken as prima facie evidence of compliance with this section.

### F. BIDDER FINANCIAL RESPONSIBILITY

KCDA has the right to request financial information from any bidder to evaluate the bidder's ability to meet the terms and conditions of any and all contracts that may be established by acceptance of the offer contained in the bid. Additional confirmation from the bidder's supplier(s) that the delivery terms of the contract will be met may be required. KCDA reserves the right to reject any or all bids and/or bidders unable to prove they are financially able to provide the quantity of merchandise they have offered in response to this bid invitation.

### G. MINORITY AND WOMEN OWNED BUSINESSES

KCDA encourages all minority and women owned businesses to participate in the bid process. Washington State law does not allow KCDA to provide any financial advantage for minority and women owned businesses who participate, however, KCDA believes that a diverse range of suppliers benefits all.

## II. GENERAL PROVISIONS

### A. BID OPENING

All bids submitted for supplies and/or services will be opened in public at the time, date and place, and in the manner herein specified, and all bidders are invited to be present at the opening of such bids. A final recap will be available from KCDA after bid awards are made. Under no circumstances will a bid be considered if filed after the hour specified in the invitation for bids. For this bid to be considered for award, it must be submitted electronically prior to the date and time indicated within the Public Purchase application. The times listed on Public Purchase are PST.

KCDA will not accept bids that are sent via mail, fax or email.

### B. MODIFICATIONS

Bids may be modified or withdrawn by written or telegraphic notice received prior to the exact hour and date specified for receipt of bids. Once notification has been received by KCDA, the respective bid entered through Public Purchase can be returned electronically to the bidder for modification and re-submission by the bidder as time allows. Returned and/or unsubmitted bids shall become the responsibility of the bidder. Bids that are not submitted or resubmitted via Public Purchase at the time of the opening may not be considered for award.

### C. QUALITY STANDARDS

Whenever an item in this invitation for bid is described using a manufacturer's name, brand or catalog number, it shall be construed solely for the purpose of indicating the standards of quality. Brands of equal quality shall be considered, except where otherwise stated, provided the bidder specifies the brand, model and number on which their bid is submitted and submits samples, specifications and other information necessary to properly evaluate the bid. Any bid containing a brand which is not of equal quality at the sole discretion of KCDA shall not be considered. KCDA will accept bids on new product only. Merchandise that has been refurbished or has been in storage for a long period of time, or is labeled with distributor or vendor identification is unacceptable.

### D. REJECTION OF ANY OR ALL PROPOSALS

KCDA reserves the right to accept or reject any or all bids and to waive informalities or irregularities in any bid or in the bidding process.

### E. BINDING CONTRACT

It is understood that the offer represented by a bidder and an award made by the KCDA Board of Directors to the successful bidder, forms a binding contract. KCDA, under certain circumstances, will allow the assignment of contracts; however, no assignment can occur to another entity without written agreement from KCDA.

### F. ESTIMATED QUANTITIES

Quantities shown on the bid forms are estimated requirements of the members for which KCDA acts as purchasing department, based on orders from the previous year. The quantities listed on the bid forms represent the total quantity the cooperative anticipates purchasing over the life of the contract period. KCDA reserves the right to order more or less than the quantities stated on the bid form. Any minimum order requirements should be so indicated as part of the bid response and will be subject to bid evaluation. Quantities ordered are based on actual requirements and the successful bidder will fulfill that requirement regardless of the manufacturer's policies regarding order completion.

### G. CONTRACT PERIOD

This bid will be awarded as an annual contract covering 365 days from the date of KCDA Board acceptance as noted under Special Provisions. If you are able to quote a contract price for only a limited period or a specific quantity, or quote separate pricing for subsequent orders beyond the initial requirement, such terms may be qualified by inclusion in the response document within Public Purchase. Such attachments or electronic information must be precise, i.e., "Prices firm for purchase orders received by the bidder within 60 days from the date of bid opening" is acceptable, however, "Prices firm for 60 days" is not acceptable. Be specific. Imprecise language will be rejected and omitted from any subsequent award.

### H. ORDERING SCHEDULE

Based upon minimum order requirements set by the successful bidder, KCDA may submit orders against this bid once a contract has been established by the KCDA Board of Directors. A large portion of the quantities listed will be ordered for delivery in April through July, however KCDA reserves the right to place orders anytime, for any amount, during the contract period based upon any minimum quantities and time restrictions set forth by the successful bidder attached to their bid response. Quantities and delivery dates listed in this bid are presented as a guide to the bidder, but will not be binding or limiting to the KCDA Purchasing Department.

### I. REQUESTED SAMPLES

It is the bidder's responsibility to provide samples, **if requested by KCDA**, for a bid response to be considered. Submit the samples to King County Directors' Association, 18639 80th Ave. S., Kent, Washington, 98032 when requested. All requested samples must be labeled with the bid number, KCDA's item number (as applicable) and bidder's name, and be submitted no later than seven (7) working days after request.

DO NOT ENCLOSE YOUR BID WITH THE SAMPLES.

#### J. DISPOSAL OF SAMPLES

Bid samples not picked up within 30 days after the bid award date shall become the property of the King County Directors' Association and shall be disposed of by distribution to the member school districts or by donation as deemed appropriate by KCDA.

#### K. KCDA NON DISCRIMINATION STATEMENT

Bidders who desire to provide KCDA with equipment, supplies and/or professional services must comply with the following Non Discrimination requirements. During the performance of this contract, the Bidder agrees as follows:

Bidder will comply with all Local, State and Federal Laws prohibiting discrimination with regard to race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.

The Bidder will not discriminate against any employees or applicant for employment because of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.

The Bidder will, in all solicitations or advertisements for employees placed by or on behalf of the Bidder, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.

Any Bidder who is in violation of these requirements, or an applicable nondiscrimination program shall be barred forthwith from receiving bid awards or any purchase orders from KCDA.

#### L. INDEMNIFICATION

The Vendor agrees to defend, indemnify and hold harmless KCDA and the member agency, and their respective officers, officials, employees and volunteers from any and all claims, injuries, damages, losses or suits including attorney fees arising out of or resulting from the acts, errors or omissions in performance of this Agreement, except for injuries and damages caused by the sole negligence of KCDA or the member agency. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Vendor, KCDA or the member agency and their respective officers, officials, employees, and volunteers, the Vendor's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Vendor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Vendor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purpose of this indemnification. Use of this contract certifies that the waiver of immunity specified by this provision was mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of the Agreement.

#### M. PATENT INDEMNIFICATION

By accepting this order, Bidder agrees to save and hold harmless KCDA, its successors, assigns, customers and the users of its products from any liability, loss, damage, judgments, or awards, including costs and expenses arising out of any actions, claims, or proceedings for infringement of (a) any United States Letters Patent purporting to cover the material to be delivered to Buyer under this order, or its normal intended use and (b) any trademarks appearing with the material on delivery to KCDA; and further, Bidder agrees to defend KCDA at Bidder's expense in all such actions, claims, or proceedings, provided that KCDA shall give Bidder prompt notice in writing of all such actions, claims, and proceedings, as well as notice of infringement and threats of suit for infringement.

#### N. SAFETY REQUIREMENTS

All items furnished under this bid, where applicable, must comply with all OSHA, WISHA, UL Approval, including but not limited to chapter 296-46B of the Washington Administrative Code and any other safety requirements imposed by KCDA, State or Federal agency. Bidder further agrees to indemnify and hold KCDA, its successors, assign, customers and the users of its products harmless from all damages assessed against KCDA, its successors, assign, customers and the

users of its products as a result of Bidder's failure to comply with the acts and the standards issued there under and for the failure of the items furnished under this order to so comply.

#### O. RISK OF LOSS

Regardless of F.O.B. point, Bidder agrees to bear all risk of loss, injury, or destruction of goods and materials ordered herein which occur prior to delivery, and such loss, injury, or destruction shall not release Bidder from any obligation hereunder.

#### P. REJECTION

All goods or materials purchased herein are subject to approval by KCDA. Any rejection of goods or materials resulting from non-conformity to the terms, conditions and specifications of this order, whether held by KCDA or returned will be at Bidder's risk and expense.

#### Q. SHIPMENT IDENTIFICATION

All invoices, packing lists, packages, shipping notices, instructions, correspondence and all other written documents affecting any KCDA order shall contain the applicable purchase order number. A packing list must be provided with every shipment being made to KCDA indicating all the products shipped and back ordered, also, every carton shipped pursuant to this order must be marked with the contents therein.

#### R. NO BID RESPONSE

If no offer is to be submitted at this time, do not return this bid. A letter should be forwarded to KCDA advising whether future bids of this type are desired. Failure of the recipient to notify KCDA of your intentions may result in removal of your name from the bidder's list.

#### S. BID AWARDS

All bids will be awarded by the KCDA Board of Directors to the lowest responsible bidder meeting specifications. KCDA reserves the right to award items in groups for ordering efficiencies, to meet minimum requirements if accepted, to make multiple awards, or to reject any and all bids or portions thereof and make no awards, if in its sole judgment the best interests of KCDA and its members will not be served.

#### T. TERMINATION

Termination for Convenience: KCDA may terminate this contract, in whole or in part, at any time and for any reason by giving thirty (30) calendar days written termination notice to Vendor. Termination charges shall not apply unless both parties subsequently agree upon them. Where termination charges are applicable, both parties agree to negotiate in good faith and to limit the extent of negotiations to valid documented expenses incurred by Vendor prior to date of termination. KCDA will not be responsible for stock that the Vendor has on hand that has not been requested via a purchase order. Should the parties not agree to a satisfactory settlement, the matter may be subjected to mediation and/or legal proceedings.

#### U. RECIPROCITY

KCDA may review responses from bidders outside the State of Washington to see if those bidders are from states that use restrictions against companies from the State of Washington when they respond to public bids. KCDA may use this information in making bid awards when multiple bidders appear to have submitted the same pricing, terms and conditions on a particular bid item or items.

#### V. FORCE MAJEURE

Except for payments of sums due, neither party shall be liable to the other, nor be deemed in default under this contract, if and to the extent that such party's performance of this contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control or responsibility of the party affected and occurs without its fault or negligence, including, but not limited to the following: acts of God; acts of the public enemy;

war; riots; strikes; industry-wide labor disputes; civil disorders; fire; flood; snow; earthquakes; tornadoes or violent winds; hail storms; lockouts; injunctions-intervention-acts, or failures or refusals to act by government authority; and other similar occurrences beyond the control or responsibility of the party declaring force majeure, which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring it notifies the other party of the existence of the force majeure, and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with the contract. The party receiving the notice of force majeure may contest the declaration of a force majeure. Force majeure shall not include late deliveries of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, internal labor disputes, or similar occurrences. If either party is delayed at any time by force majeure, the delayed party shall notify the other party in writing of such delay within forty-eight (48) hours.

### **III. PREPARATION OF BID**

#### **A. SUBMITTAL OF BID DOCUMENT**

Submission of an electronic response through Public Purchase signifies that bidder will be bound to the terms and conditions of this bid unless an exception is made part of the submission.

Bidder must submit the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion form, included as Attachment A. Bids received without this form may be considered non-responsive.

#### **B. F.O.B. SHIPMENTS**

Prices must be quoted in the UNIT SPECIFIED, PACKAGING INCLUDED and except for cash discount percentages, quoted NET, F.O.B. THE DELIVERY POINT specified in this bid, including the unloading of the merchandise. KCDA redistributes products to its members. All merchandise shipped to KCDA must be in packaging that can be reshipped, via common carrier, without damage. Any damaged incurred due to insufficient packaging will be the responsibility of the supplier.

No charges will be allowed for special handling, packing, wrapping, bags, containers, reels, etc.

#### **C. PRODUCT IDENTIFICATION**

Bidders must insert the catalog number, brand name, grade and any other information necessary to properly describe and identify the articles they propose to furnish within the proper columns or item notes area of the vendor response screen for electronic bids. All bids must show the catalog number, brand name or grade, brand and catalog number specified in the bid invitation and such interpretation shall be binding on the bidder. The bidder is not to alter the grade, brand, catalog number or description as given in the bid invitation. Such alternates should be proposed separately and noted as an "alternate item". Alternate items through the Public Purchase electronic response system can be identified by properly identifying alternate brand etc. within the item notes area of the vendor response screen.

#### **D. QUANTITY PER UNIT OF MEASURE**

If the quantity or volume per unit differs from that specified in the bid invitation for any particular item, it is mandatory to note such difference in the space provided on the Bid Response entitled "Item Notes for Agency" within Public Purchase by updating the item notes area of the vendor response screen. Any bid submitted not showing the quantity per unit of measure will be construed to mean the bidder will furnish the unit of measure specified in the bid invitation and such interpretation shall be binding on the bidder. If unit of measure differs from the KCDA requirement, it will be construed as an alternate item and shall be noted in the space provided on the Bid Response entitled "Item Notes for Agency." Any merchandise subsequently received in other than KCDA units must be repackaged to correct units. Repackaging is the responsibility of the bidder who has entered into the contract. Payment will not be tendered until the merchandise has been packaged to KCDA units. If necessary, KCDA reserves the right to repackage merchandise to KCDA units and charge the bidder for all fair and reasonable associated costs. KCDA requires that upon award, the



successful bidder establish a factory pack unit and ship in that unit for the duration of the contract.

#### **E. ALTERNATE PROPOSAL**

An alternate proposal is where the bidder is offering a program different than outlined in the bid request. This offered program may be, for example, free delivery to schools within a certain radius, extra merchandise for certain ordering levels, etc.

For alternate proposals to be considered, they must be submitted to KCDA 15 working days prior to the bid opening. Each proposal will be offered to all bidders on a bid addendum and must be submitted with your appropriate bid. Alternate proposals may be accepted if they meet the conditions above and they are deemed to be in the best interest of KCDA and their member districts.

Do not confuse "Alternate Proposal" with a bid on an alternate item (See Section III-C). Alternate items are to be submitted by notation within the item notes area of the vendor response screen.

#### **F. ERRORS/CORRECTIONS**

Corrections must be provided within the response terms of the vendor response screen on electronic bids.

#### **G. INVOICING**

It is understood that invoices issued by the manufacturer/dealer/distributor will reflect the shipping date of materials. It is also understood that actual delivery and install at the end user location may be delayed from the date of shipment. Subsequently, payment will be made after satisfactory delivery and acceptance by the Purchasing Department of any quantity of merchandise shipped against the purchase order. Invoices enclosed with merchandise will not be accepted. Invoices shall contain the following information: KCDA purchase order number, item number, quantity ordered, quantity shipped, unit price, extended price, terms and sales tax. Payments will be made on original invoicing only.

#### **H. CASH DISCOUNTS/INVOICE PAYMENTS**

Cash discounts are encouraged and cash discount percent and terms may be entered in the payment terms section of the vendor response screen for electronic responses. KCDA will subtract cash discount percentages when comparing bids in all cases where it is deemed probable that KCDA will be able to take advantage of the offered discounts. KCDA will accept terms for as few as 15 days. If the terms portion of the bid is left blank then terms will be assumed to be Net-30 days. Please do not enter terms as 100% as this means the merchandise bid is free.

KCDA is required, by law, to process invoice payments through the King County Treasurer. Payment warrants can be issued weekly. The first day for start of terms shall begin with receipt of merchandise at KCDA or receipt of invoice, whichever is later. Invoices with discounts between 15 and 30 days will be paid within terms and net 30-day invoices will be paid on the first pay date after 30 days.

#### **I. WASHINGTON STATE SALES TAX**

Washington State sales taxes are not to be included in any items on this bid but will be added at the time of invoicing. All other taxes, including but not limited to any excise or business and occupation tax must be included in your bid price. The only taxes KCDA will pay upon invoice are the Washington State Sales tax.

### **IV. PRODUCT ACCEPTANCE**

#### **A. GENERAL POLICY**

The Purchasing Department shall have the right to reject any and all articles that are not in strict conformity with requirements and specifications of the bid and the samples submitted by the bidder. The bidder must replace all rejected articles promptly with articles of quality equal to the specifications or samples submitted and remove rejected articles at his own expense. In the event of failure on the part of the bidder to promptly replace rejected

articles, the Purchasing Department reserves the right to purchase same on the open market or of declaring the contract void. Any additional costs incurred to procure and distribute replacement product will be charged to the bidder.

## **V. BID PROTESTS**

### **A. WHO MAY PROTEST**

Only actual or potential bidders with a direct economic interest in the outcome may file a bid protest.

### **B. WHAT CAN BE PROTESTED**

Acceptance or rejection of a bid proposal, award or proposed award of a bid, allegedly restrictive specifications, omission of a required provision, ambiguous or indefinite evaluation factors are all factors that can be protested.

### **C. HOW TO FILE A PROTEST**

Protests may be filed with either the KCDA purchasing agent who issued the bid or with the KCDA purchasing manager. Protests should include the following information:

- 1) Include the name, street address, email address, telephone and fax numbers of the protestor or their representative.
- 2) Be signed by the protestor or its representative.
- 3) Identify the solicitation or bid contract number.
- 4) Set forth a detailed statement of the legal and factual grounds of protest, including copies of relevant documents.
- 5) Set forth all information establishing that the protestor is an interested party for the purpose of filing a protest.
- 6) Set forth all information establishing the timeliness of the protest.
- 7) Specifically request a ruling by the KCDA purchasing manager.
- 8) State the form of relief requested.

Appeals of protest ruling must be made in the following order:

- 1) KCDA Contract Specialist,
- 2) KCDA Purchasing Manager,
- 3) KCDA Executive Director,
- 4) KCDA Board of Directors.

### **D. WHEN TO PROTEST**

Protests alleging improprieties in a solicitation must be filed before the bid opening time and date if the improprieties were apparent prior to that time. A solicitation defect that was not apparent before that time must be protested not later than 2 business days after the defect became apparent.

### **E. WHERE TO FILE A PROTEST**

Protests must be sent to:

KCDA Purchasing Cooperative  
PO Box 5550  
Kent, WA 98064-5550

### **F. AFTER A PROTEST IS FILED**

Upon receipt of a protest, KCDA will acknowledge receipt of the protest in writing either by mail, fax or email. The only time an acknowledgement is not sent will be if the protest is summarily dismissed. Protestors will be contacted as to when a meeting can be scheduled to review the protest. KCDA will then make a decision as to the merits of the protest, any remedies taken within 10 days and notify the protestor once that decision is made.

## **VI. PRODUCT TOXICITY REPORTS**

**A. HAZARDOUS CHEMICAL COMMUNICATION**

In order to comply with the revised OSHA and Globally Harmonized System of Classification and Labelling of Chemicals (GHS), all bidders offering products on this bid that contain any toxic chemicals that may be harmful to the end user must provide a Safety Data Sheet (SDS). Awarded vendors are to use the list of awarded items presented at time of contract signing and submit an SDS sheet for each item, referencing the KCDA item number, within 30 days of the contract start date, to [kcdasds@kcda.org](mailto:kcdasds@kcda.org). Please also identify any web site address where SDS sheets are located.

Any hazardous material tax must be included in the price of the product bid. KCDA will not be held responsible for any additional taxes (other than Washington State Sales Tax) and will not pay them if noted as a separate line item on invoices.

**VII. SPECIAL NOTATIONS**

- |  |                                     |
|--|-------------------------------------|
| A. Quantities are estimated.                     | Section II-F                        |
| B. Certify Debarment statement (Section III-A)   | Attachment A                        |
| C. Prices bid are F.O.B. KCDA's instructions     | Special Provisions or Section III-B |
| D. All items bid must be packaged in KCDA units. | Section III-D                       |
| E. Do not add sales tax into bid prices.         | Section III-I                       |
| F. Manufacturer Terms page completed             | Attachment B                        |
| G. Special Provisions                            | Attachment C                        |



**REQUEST FOR PROPOSAL  
#21-040 Commercial Kitchen Equipment**

**Attachment A**

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

In submitting the proposal to provide products and/or services as outlined in the bid specifications, we hereby certify that we have not been suspended or in any way excluded from Federal procurement actions by any Federal agency. We fully understand that, if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid contract.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Participant's Responsibilities.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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

Email \_\_\_\_\_

*Note: Electronic acceptance of these terms and conditions signifies compliance with above statement. (Line item Whse bids)*



**ATTACHMENT B**  
 Bid 21-040, Commercial Kitchen Equipment  
 Terms By Manufacturer  
**Bid Due Date: December 3, 2020 on or  
 Before 2:00 PM PST**

Bidder Name:		Address:			
Phone:	Fax:	City, State, Zip:			
<b>STANDARD BIDDER LEAD TIME FOB DESTINATION:</b> _____					
<b>TERMS BY MANUFACTURER:</b> Please provide the minimum order required per manufacturer and lead times.			<b>SPECIFIC DISCOUNTS:</b> Please provide quoted discounts from the manufacturer's current list prices. It is the bidders responsibility to submit updated price lists during the contract year, when the contract allows, otherwise discounts will be taken from the most current on file. The manufacturer must already be present in this bid to be considered. Discounts must include shipping/ freight charges. A current price list and catalog must be provided at the time of bidding. NOTE: DISCOUNTS MAY BE USED IN DETERMINING AWARDS.		
Manufacturer	Minimum Order	Lead Time	Discount Amount	Discount Detail	<u>FOB</u> - Freight <u>FACTORY</u> - Cost will be extra <u>DESTINATION</u> - Cost is included in discount
Ex: ABC Company Inc	\$1,000	4-6 Weeks	25%	2016 List Price Sheet	Destination

\_\_\_\_\_  
 Authorized Agents Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Bid Number

\_\_\_\_\_  
 Name of Firm



PURCHASING COOPERATIVE

18639 – 80<sup>th</sup> Ave. S. ♦ P.O. Box 5550 ♦ Kent, WA 98064-5550 ♦ Phone 425-251-8115 ♦ Fax 253-395-5402 ♦ [www.kcda.org](http://www.kcda.org)

## **INVITATION FOR BID**

### **Commercial Kitchen Equipment Bid #21-040**

#### **ATTACHMENT C – Special Provisions**

THESE INSTRUCTIONS SUPERCEDE AND TAKE PRECEDENCE OVER ANY OPPOSING LANGUAGE IN THE STANDARD TERMS AND CONDITIONS

#### **A. SOLICITATION OBJECTIVES**

KCDA is seeking manufacturers, providers or dealers/distributors to provide current and emerging Commercial Kitchen Equipment to its members.

Total approximate value of spend for this contract is between \$200,000.00 and \$400,000.00. However KCDA does not guarantee any minimum or maximum value or number of orders.

It is KCDA's intent to establish an annual multi-state contract with the potential of up to three (3) one-year extensions if mutually agreed between KCDA and the awarded vendor(s). Bidders must be a manufacturer or a manufacturer's sales representative authorized to provide KCDA Commercial Kitchen Equipment in Washington, with the preferred ability to service surrounding member states (ex: Oregon, Idaho, Montana, Alaska).

Contracts established by KCDA are available for use by all public schools, colleges, universities, cities, counties and other government agencies throughout the nation. Participation in KCDA is not required of any governmental agency; however, participation does provide the legally required competition for contracts for commonly purchased products and services, thereby saving the entity the time and expense of a required competitive process. As allowed by specific state statutes, members can issue purchase orders for any amount without the necessity to prepare their own IFB or gather necessary quotations.

Bidders must be an authorized manufacturer, sales representative or service dealer having a local sales, service and install presence in Washington State. The Bidder must also include a list identifying the states within which they are authorized to sell, service and install. If a portion of a state is serviced, bidder must specifically list the portion which is serviced. Bidder can list by county, region or territory. Bidder must provide the list as a separate document when submitting a response. The bidder may propose different pricing and rates for different installation areas as necessary to accommodate applicable wage rates and costs. Bidders must have a local sales presence that either reside or can be contacted within the additional states named to enable KCDA members to have onsite consultation, needs assessment, installation, integration and training.

It is the intent of KCDA to award a contract, whereas KCDA member agencies have a full range of commercial kitchen equipment.

The types of services and products may include, but are not limited to refrigeration, cooking equipment, pizza and concession, food preparation, sanitation, and dining room, that can be purchased for new construction or as replacement units.

By conducting this solicitation, KCDA intends to provide savings and to offer its members a choice of commercial kitchen equipment at discounted pricing.

KCDA's purpose is to:

- Cooperatively serve our members and associate members through a continuous effort to explore and solve present and future purchasing needs.
- Provide government agencies opportunities for greater efficiency and economy in acquiring goods and services.
- Equalize purchasing power for smaller agencies that are unable to command the best contracts for themselves.
- Maintain credibility and confidence in business procedures by maintaining open competition for purchases and complying with purchasing laws and ethical business practices.
- Provide competitive price solicitations which meet the procurement laws of our members.
- Secure multi-state volume purchasing contracts which are measurable, cost effective and continuously exceed our members' expectations.
- Provide quick and efficient delivery of goods and services by contracting with "high performance and quality" vendors who understand our members' needs.

## **B. TIMELINE**

October 26, 2020 & November 2, 2020	Advertised as Bid #040 - in DJC Seattle, Oregon
December 3, 2020	Bids due no later than 2:00 P.M. PST
January 7, 2021	Award recommendation
January 14, 2021	Board Approval
February 1, 2021	Contract Start Date

## **C. SUBMISSION OF BIDS**

Bidders are requested to submit pricing for Washington state per the drawings and specifications provided in this solicitation. KCDA requests pricing for its members in Oregon, Idaho, Montana and Alaska as well. Bidder is requested to submit either 1) separate price pages for each state being bid or 2) provide a pricing matrix that shows a price factor to be applied to the Washington state pricing in order to calculate the pricing for other states. Pricing must be provided in hard copy and must be available in excel on flash drive or CD.

**Online submission of bid through Public Purchase is NOT accepted.**

- Submit sealed bids in 3-ring binder with an inside pocket and a set of dividers. Submit one (1) bound and signed copy of the bid plus one (1) electronic copy on CD or flash drive.
- KCDA reserves the right to reject any or all bids and to accept any proposal deemed most advantageous to KCDA members and to waive any informality in the bid process.
- Bids shall be submitted as stated in this solicitation. Deviations to any terms, conditions and/or specifications shall be conspicuously noted in writing by the bidder and shall be included with the bid. No cross outs or delineations shall be made to the existing document. Exceptions and deviations will be considered in award evaluation. KCDA reserves the right to reject any deviations or exceptions stipulated in a bidder response, and may subsequently disqualify such bid if such terms are unacceptable to KCDA. Language to the effect that the bidder does not consider this solicitation to be part of a contractual obligation may result in the bid being disqualified.

- Withdrawals of bids will not be allowed for a period of 60 days following the opening. Withdrawal of bids prior to the opening date will be permitted.
- Addendums if required, will be issued by KCDA through Public Purchase. Addendums will also be posted on the KCDA website ([www.kcda.org](http://www.kcda.org)) under Bid Information. Addendums will not be mailed or e-mailed. It is bidder's responsibility to check for issuance of any Addendums prior to submitting a bid. **All Addendums must be signed and returned with the bid document or the bid will be considered non-responsive.** All documents with signatures shall have original ink signatures. Electronic copies shall be scanned with original signatures.

## D. BID FORMAT

### 1. Preparation of the Bid Response

- a. The IFB (040) is published in one PDF document on the KCDA Website, it is also published on the Public Purchase Website with all required documents and forms posted separately.
  - **Cover Page** indicates the Due date and where to send Bid documents to
  - **Attachment A** contains the Debarment Statement (**signature required**)
  - **Attachment B**, includes Terms by Manufacturer (**signature required**)
  - **Attachment C** Special Provisions that take precedence; (**signature required**)
  - **Attachment D** Manufacture Product Price List (**completion required**)
  - **Attachment E2** Service Price Schedule (**completion required**)
  - **Attachment X** Deviations and Miscellaneous Fees (**required if necessary**)
  - **Company Profile** (**signature required**)
  - **Responsible Bidder Form** (**signature required**)
  - **Certification of Compliance** (**signature required**)
- b. Bid Forms requiring signatures shall be submitted with original ink signatures, by the person authorized to sign the bid. Failure to properly sign the bid documents or to make other notations as indicated will result in the response being deemed non-responsive.
- c. Corrections and/or modifications received after the opening time will not be accepted, except as authorized by applicable rule, regulation or statute and KCDA.
- d. In case of an error in extension of prices in the bid, unit prices shall govern.
- e. Periods of time, stated as a number of days, shall be in calendar days, not business days.
- f. It is the responsibility of all Bidders to examine the entire IFB package, to seek clarification of any item or requirement that may not be clear, and to check all responses for accuracy before submitting a bid. Negligence in preparing a bid confers no right of withdrawal after due time and date.
- g. The Bidders' ability to follow the bid preparation instructions set forth in this solicitation will also be considered to be an indicator of the Bidders' ability to follow instructions should they receive an award as a result of this solicitation. Any contract between the KCDA and a Bidder requires the delivery of information and data. The quality of organization and writing reflected in the bid will be considered to be an indication of the quality of organization and writing which would be prevalent if a contract was awarded. As a result, the bid will be evaluated as a sample of data submission.

### 2. Format of Bid Response

Bidders shall provide bids in a three ring binder using standard size paper, clearly identified with the company name and the name of the IFB being responded to on the outside front cover and vertical spine. Clearly identified tabs must be used to separate the bid into sections, as identified below. Responses should be direct, concise, complete and unambiguous. Bidders failing to organize bids in the manner requested risk being



considered non-responsive if bids are not easily read and understood. Awards will be made more efficiently and timely by following the required format.

**Tab 1 - Company Profile/Information**

- Responses should include a brief introduction informing KCDA of the qualifications and experience of the Bidder, along with a brief company history.
- Reference requirements: (3). Projects should be of similar size and complexity, preference given for government contracts.

**Tab 2 - Response Forms**

- Debarment Statement-Attachment A
- Certification of Compliance with Wage Payment Statues
- Terms by Manufacturer-Attachment B (option: bidder may include this information in their own format as part of the pricing pages)
- Attachment C – Special Provisions
- Deviations and Miscellaneous Fees – Attachment D
- Responsible Bidder

**Tab 3 - Pricing Pages**

- Price sheets supplied in IFB.
- A listing of products or services which are not listed on the price list which Bidder can provide and may be considered as a value add for KCDA member agencies.

**Tab 4 - Product Line Brochures and Literature**

**Tab 5 - Marketing Plan:**

List shows, conferences, show examples of flyers or describe how bidder will market the KCDA Commercial Kitchen Equipment Contract.

**Tab 6 – Authorized Dealers/Vendor Partners**

- Provide letters from each manufacturer stating authorization to deal.
- List all dealers/vendor partners authorized to utilize this contract through the vendor.

**Tab 7- Addendums**

**E. VENDOR RESPONSIBILITIES**

- Designate and assign a dedicated senior-level contract manager (one authorized to make decisions) to the KCDA contract. This employee will have a complete copy and must have working knowledge of the contract.
- Train and educate sales staff on what the KCDA contract is including pricing, who can order from the contract, terms/conditions of the contract and the respective ordering procedures for each state. It is expected that the awarded vendor will lead with the KCDA contract.
- Develop a marketing plan to support the KCDA contract in collaboration with respective KCDA member agencies. Plan should include, but not be limited to, a website presence, electronic mailings, sales flyers, brochures, mailings, catalogs, etc.
- Create a KCDA-specific sell sheet with a space to add a KCDA logo and contact information for use by KCDA and the awarded vendors local sales representatives to market within each state.
- Have ongoing communication with the Contract and Procurement Specialist at KCDA and the KCDA member agencies.
- Attend two (2) “touch base” meetings at KCDA per year. One of those meetings may be participating in the KCDA Vendor Fair.
- Participate in national and local conference trade shows to promote the KCDA contract.
- Increase sales over the term of the KCDA contract.

## **F. EQUIPMENT & RELATED PRODUCTS**

1. New Commercial Kitchen Equipment provided under this contract must be new product which have not been used previously and are being actively marketed by the manufacturers' authorized dealers.

All branded Commercial Kitchen Equipment components, spare parts, application software, and ancillary equipment supplied under this contract must conform to manufacturer specifications and shall be of new manufacture and in current standard production. The awarded vendor is responsible for ensuring that these items are operable and installed in accordance with manufacturer's specifications.

See the Attachment D Manufacture Product and Pricing List for specifications for the product details.

2. Commercial Kitchen Equipment Installation/Removal
  - a. The installation and/or removal of contract Commercial Kitchen Equipment shall be performed in a professional manner. The member's premises and equipment shall be left in a clean condition. The awarded vendor may be required to repair all damage and/or provide full compensation for damage to the member agencies premises and equipment that occurred during installation/removal.
  - b. Personnel in charge of the installation must be available to coordinate installation with member agency's internal staff. Qualified service support and technical personnel will be required to provide all necessary maintenance and repair. Installation dates and installation schedule must be approved by member agency.
  - c. Installation crews may be working around students, teachers and general staff. Installation may require off hour and weekend work in order to accommodate and complete the project in the timeline required by the member agency. The member agency will try to accommodate access for installation during school/business hours; however, any plan that displaces staff, students or personnel will most likely create disruption to the ordinary daily schedule. After hours and weekend installations are preferred and will be so identified in the proposal to the member agency.
  - d. Project Manager for the awarded vendor shall verify proper installation at multiple and various times throughout the duration of the installation.
  - e. Upon successful completion of installation, test system functionality for all possible scenarios and document all outcomes.
  - f. Installment requirements (electrical certifications, plumbing certifications, licenses, permits etc.).

3. Commercial Kitchen newly Installed Equipment or Related Product Problems

Member agency will evaluate the performance of newly installed Commercial Kitchen Equipment for a 15-day period after installation. If the performance is unsatisfactory, the member agency will immediately contact the awarded vendor to pursue corrective action and resolution of the problem. Resolution of performance problems may result in:

- Repair or other action to correct the problem including training or modifications made to member's satisfaction
- The replacement of the equipment with another product of the same brand and model, at no additional cost (including delivery and installation) to the member agency, or -
- Return of the items with cancellation of the order at no charge to the member agency.

4. Inspection/Testing/Acceptance

- a. Inspections, tests, measurements, or other acts or functions performed by the member agency shall in no manner be construed as relieving the awarded vendor from full compliance with contract requirements. At a minimum, an installed piece must demonstrate the capability of providing the functions and services specified in the manufacturer's published literature.
  - b. In the event that the performance of maintenance services under the contract results in a need to replace defective parts, such items may only be replaced by new parts. In no instance shall the awarded vendor be permitted to replace defective items with refurbished, remanufactured, or surplus items without prior written authorization of the member agency.
  - c. Awarded vendor must guarantee the availability of repair parts for a minimum of five (5) years subsequent to member agencies acceptance of the contracted Commercial Kitchen Equipment.
5. Commercial Kitchen Equipment new products and/or Services must meet the scope of work to be added to the contract. Pricing shall be equivalent to the percentage discount for other products. Awarded vendor may replace or add product lines to an existing contract if the line is replacing or supplementing products on contract, is equal or superior to the original products offered, is discounted in a similar or to a greater degree, if it is within the same awarded manufacturer and if the products meets the requirements of the solicitation. No products may be added to avoid competitive procurement requirements. KCDA may require additions to be submitted with documentation from KCDA members demonstrating an interest in, or a potential requirement for, the new product or service. KCDA may reject any additions without cause.
6. Commercial Kitchen Equipment Discontinued Products  
If a product or model is discontinued by the manufacturer, awarded vendor may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model, it is within the awarded manufacturer and if the discount is the same or greater than the discontinued model.

***NOTE: Listing the above specifications shall in no way relieve the awarded vendor from the responsibility to follow proper code and regulations.***

## **G. TRAINING & SUPPORT**

If applicable, please state specifically the amount of training which will be provided at no charge. Then list the charge per hour of additional training if applicable (see Bid Sheet).

- a. If specified by the member agency, staff in-service shall be offered following the installation. Training needs must be quantified and specified by the member agency. Awarded vendors shall provide appropriate pricing (if applicable) based upon each member agencies training need. It is understood that some training may be provided free of charge and some may incur charges. Please outline your training philosophy and related pricing structure.
- b. If desired follow up training may also be scheduled to further support usage and to identify Any individual training needs. Please include follow up training pricing as well.

## **H. PUBLIC WORKS LANGUAGE**

Vendor agrees that, in performance of the services required under this agreement, Vendor shall abide by all federal, state, local and Washington law and regulations that may apply to construction and public works. It is the responsibility of the Vendor to determine applicability and requirements of any such laws and to abide by them.

- **Public Works:**

State of Washington statute requires workers be paid prevailing wages when employed on public works projects and on public building service maintenance contracts. (RCW 39.04.010, RCW 39.12.010 and 020) It is the contractor's responsibility to be acquainted with and comply with State regulations regarding payment of prevailing wages on public works projects. Prevailing Wages are established by the Washington State Department of Labor and Industries and can be obtained on the web at <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp> or by contacting Labor and Industries at 360-902-5335. A copy may also be requested from KCDA. KCDA serves all counties in Washington State. The County in which the project is located will be identified once a member initiates a request for the service, and the effective wage rate to be applied to a specific project is to be based on the date of this bid during the original contract term, and if contract extensions are granted, the prevailing wage rate in affect at the time of the latest extension.

*Application:* The Public Works Act regulates wages paid to workers, laborers and mechanics performing public work. It does not apply to work that is clerical, executive administrative or professional in nature. It does not apply to work of a secretary, engineer or administrator, unless they are performing construction work, alteration work, repair work, etc. Prevailing wage application depends on the work that is performed, regardless of the worker's job title. (RCW 39.12.020 and WAC 296-128-510 through 530)

*Definition:*

Public Works is all work, construction, alteration, repair or improvement that is executed at the cost of the state or any other local public agency. This includes, but is not limited to, demolition, remodeling, renovation, road construction, building construction, ferry construction and utilities construction. (RCW 39.04.010)

Public Building Service Maintenance Contracts: Prevailing wages are also required on all public building service maintenance (janitorial) contracts. (RCW 39.12.020)

**Contractors bidding a Public works project exceeding \$1,000,000.00 must declare who their HVAC, Plumbing and Electrical subcontractors will be and submit this information with bid documents in order for the bid to be responsive (RCW 39.30.060).** Such projects also have special considerations pertaining to use of apprentices (39.04.320).

*Reciprocity:* In accordance with RCW 39.04.380 any bidding process for public works in which a bid is received from a nonresident contractor from a state that provides a percentage bidding preference, a comparable percentage disadvantage must be applied to the bid of that nonresident contractor. This does not apply to public works procured pursuant to RCW 39.04.155, 39.04.280 or other procurement exempt from competitive bidding.

- **Prevailing Wage:**

*Definition:* Prevailing Wage is the hourly wage, usual benefits and overtime, paid in the largest city in each county, to the majority of workers, laborers and mechanics. The rate is established by the Department of Labor and Industries for each trade and occupation employed in the performance of public work. If Federal funds are used, bidders must comply with provisions of Davis-Bacon Act.

*Basic procedures:* A Statement of Intent to Pay Prevailing Wages and Affidavit of Wages Paid must be filed and approved for the contractor and all subcontractors. No payments can be made until all contractors/subs have submitted an approved intent form. KCDA cannot release retainage until all Contractors have an approved Affidavit of Wages Paid form certified by the Industrial Statistician. (RCW 39.12.030, 040, 042) Once the work is successfully completed, KCDA will release 95% of the project cost and withhold 5% retainage for 45 days as dictated by law. The final 5% will be paid when the following is completed: Receipt of approved Affidavit of Wages Paid Forms, Releases

from Washington State Department of Labor & Industries, Employment Security Department and the Department of Revenue, and acceptance of project completion to the satisfaction of the KCDA ordering member. **The cost of filing required Intents and Affidavits is the responsibility of the Contractor, and may not be added as a line item charged to the member agency. All Intents and Affidavits must name the agency for whom work is being performed as the contract award agency, not KCDA.**

*Federally Funded Projects:* In addition to the Federal Requirements of Section III General Terms and Conditions, Davis-Bacon prevailing wage requirements apply to public works construction contracts of \$2000 or more when a project includes any federal funding of any amount. When there is a difference between applicable state and federal prevailing wages for a particular classification of labor, contractors and subcontractors are required to pay the higher of the two prevailing wages. Applicable federal prevailing wage determinations can be found at <http://www.wdol.gov/>. Contractors/Subcontractors must be knowledgeable and adhere to all federal prevailing wage requirements, including but not limited to paying workers weekly and providing certified weekly payrolls for the contractor and subcontractors of any tier as required in the Davis-Bacon Act and applicable U.S. Department of Labor regulations. Falsification of any prevailing wage payroll records may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of Title 18 and section 231 of Title 31 of the United States Code. Contractor shall inform all subcontractors of the Davis-Bacon requirements and the prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses. Contractor must coordinate all requirements related to federal funded projects with the KCDA member Agency.

- **Responsible Bidder**

Before award, the bidder must meet the following state responsibility criteria and, if applicable, supplemental responsibility criteria to be considered a responsible bidder. The bidder is required to submit documentation demonstrating compliance with the criteria.

Low Responsible Bidder

A. State Responsibility Criteria. The Bidder must meet the following state responsibility criteria:

1. At the time of bid submittal, have a current certification of registration in compliance with chapter 18.27 RCW.
2. Have a current Washington State Unified Business Identifier (UBI) number.
3. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).
4. If applicable:
  - a. Have Industrial Insurance (workers' compensation) coverage for the Bidder's employees working in Washington State, as required in Title 51 RCW;
  - b. Have a Washington State Employment Security Department number, as required in Title 50 RCW; and
  - c. Have a Washington State Department of Revenue state excise tax registration number, as required in Title 82 RCW.
5. New bidder requirement. Certify that within the three-year period immediately preceding the bid solicitation date:
  - a. The bidder is not a "willfull" violator, as defined in RCW 49.48.082, or any provision of chapter 49-46, 49.48 or 49.52 RCW.
  - b. As determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgement entered by a court of limited or general jurisdiction.
6. At the time of bid submittal, provide signed sworn statement in accordance with RCW

9A.72.085 verifying under penalty or perjury that the bidder is in compliance with the new responsible bidder criteria requirement.

B. Supplemental Bidder Responsibility Criteria. If supplemental criteria apply to this project, the criteria are included as "Exhibit A." The Bidder may make a written request to modify any or all of the supplemental criteria. Modification of supplemental criteria shall be at KCDA's discretion. Any modifications to the supplemental criteria shall be made by addenda prior to bid opening.

**Subcontractor Responsibility**

The contractor shall include the language of this section in each of its first tier subcontracts, and shall require each of its subcontractors to include the same language of this section in each of their subcontracts, adjusting only as necessary the terms used for the contracting parties. The requirements of this section apply to all subcontractors regardless of tier. At the time of subcontract execution, the Contractor shall verify that each of its first tier subcontractors meets the following bidder responsibility criteria:

1. At the time of bid submittal, have a current certification of registration in compliance with chapter 18.27 RCW.
2. Have a current Washington State Unified Business Identifier (UBI) number.
3. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).
4. If applicable:
  - a. Have Industrial Insurance (workers' compensation) coverage for the Bidder's employees working in Washington State, as required in Title 51 RCW;
  - b. Have a Washington State Employment Security Department number, as required in Title 50 RCW; and
  - c. Have a Washington State Department of Revenue state excise tax registration number, as required in Title 82 RCW
5. Have an electrical contractor license, if required by Chapter 19.28 RCW;
6. Have an elevator contractor license, if required by Chapter 70.87 RCW;

• **Bonds- Payment & Performance:**

The prime Contractor shall provide a Performance and Payment Bond at 100% of the contract price to the KCDA member with a copy to KCDA before work begins. The only exception is for contracts of one hundred fifty thousand (\$150,000) dollars or less. In this instance, at the option of the Contractor, the member may in lieu of the bond retain ten percent of the contract amount for a period of thirty days after date of final acceptance, or until receipt of all necessary releases from the Department of Revenue and the Department of Labor and Industries and settlement of any liens filed under Chapter 60.28 RCW, whichever is later. The bond shall be issued by a surety company authorized to do business in the State of Washington and shall be on standard forms used for public projects (RCW 39.08.010) and as directed by the KCDA member.

Performance and Payment bonds for KCDA members outside Washington must be provided by companies licensed to provide bonds for public entities in the member's state.

- **Licenses:** The prime contractor shall possess and maintain in current status all federal, state, and local licenses, bonds, and permits required for the performance and delivery of any and all products and services offered in its response to the bid solicitation. Before submitting a bid, Bidders must hold a current, valid contractor's license as required in Washington. The contractor's license must be in the name of the legal entity submitting and signing the bid. A Bidder may not substitute a contractor's license held by a subcontractor or joint venture. Bidders submitting bids in Washington State without a valid contractor's license in the name of the Bidder are in violation of RCW 18.27.020.

It is the responsibility of the prime contractor to ensure any subcontractors performing under this contract hold and maintain appropriate licenses.

KCDA reserves the right to request copies of licenses at any time during the contract. Copies of licenses, upon request, must be submitted to the member prior to performing the work. The Contractor agrees to keep and ensure subcontractors keep any required license, permit or bond current and in compliance with Washington rules, regulations and statutes, as well as in states outside Washington in which contractor performs work under this contract. For work performed for any Washington State school district, public agency or municipality, the Contractor must comply with the bidder responsibility requirements of RCW 39.04.350 prior to the KCDA member awarding a contract. The contractor must verify the responsibility of all subcontractors used in accordance with RCW 39.06.020.

- **Permits:** The acquisition of all permits as well as any drawings needed to obtain those permits is the responsibility of the successful Contractor/Bidder.
- **Certificate of Insurance:** A certificate of insurance demonstrating current coverage of the types and amounts of insurance required by KCDA and the KCDA member must be provided to the KCDA member prior to performance of any work. In addition, the Commercial General Liability policies must be endorsed to name KCDA and the KCDA member as additional insureds. Such policies must be further endorsed to provide that the insurance is primary as respects KCDA and the KCDA member, and that any other insurance maintained by KCDA and the KCDA member shall be excess and not contributing insurance with the Contractor's insurance. These endorsements must be provided along with the certificate of insurance. The KCDA member must both approve the certificate of insurance and endorsements.
- **Acceptable Pricing Method:**  
KCDA is unable to accept Alternative Costing Method quotations except in certain limited instances, (i.e. sole source) in which KCDA and Vendor may mutually determine the Alternative Costing Method is acceptable. This will be the exception rather than the rule. RS Means or line item bid pricing is acceptable.
- **Progress Payments:**  
The Contractor shall be paid, upon submission of a proper Payment Request, the prices stipulated herein for work performed (less deductions, if any), in accordance with all payment and retainage instructions herein. Submitted Payment Requests must contain the following minimum information:
  - a. Contract Number
  - b. Bid item ID, bid quantity, unit, unit price and description as appropriate
  - c. Sales Tax as applicable

The Payment Request will be reviewed by the Member before payment is made. If the Member is in disagreement with the Payment Request, KCDA will issue a notice requesting a revised Payment Request.

KCDA, at its discretion, reserves the right to withhold payment on a given project, pending receipt of payment from the customer.

In accordance with RCW 51.12.050, KCDA reserves the right to deduct from the payment any outstanding industrial insurance premiums owed by the Contractor or Subcontractors.

- **Payment Retainage:**

In accordance with RCW 60.28 contract retainage [*not to exceed five percent of the moneys earned by the contractor toward completion of a public improvement contract* ] shall be withheld and reserved in one of two ways:

- a. As a trust fund for the protection and payment of 1) the claims of any person arising under the contract, and 2) the state with respect to taxes imposed pursuant to Titles 50, 51 and 82 RCW which may be due from such contractor. Upon completion of a contract, the member agency shall notify the Department of Revenue, the Employment Security Department, and the Department of Labor and Industries of the completion of contracts over one hundred fifty thousand dollars. KCDA will issue payment on the retainage amount forty-five days after notice from the KCDA Member Agency that the contract has been accepted as complete **or** upon receipt of all necessary releases, whichever is later.
- b. Option of providing retainage bond for the full amount of the retainage (5% of the contract amount with a performance bond). This bond is separate from the performance bond under RCW 39.08.10. Providing a retainage bond means no retainage is withheld. If you choose to provide a retainage bond a copy of the bond must be submitted.

## **I. PRICING (Choose IFB or IFB highlighted statement)**

**IFB** - The bidder shall submit pricing on the Pricing Pages included or on Attachment B in this IFB. **Vendor bid pricing shall include a 2% administrative fee on all line items and charges.** The administrative fee must be part of the bid price. If you are bidding a catalog price less a discount, make sure the administrative fee is included in the net price to the member agency. Pricing must include the 2% KCDA service fee so the service fee is invisible to KCDA members.

**IFB** – Bidder shall identify the manufacturer and complete specification (part number, service description etc.) being offered in their submittal along with price. **Vendor bid pricing shall include a 2% administrative fee on all line items and charges.** The administrative fee must be part of the bid price. If you are bidding a catalog price less a discount, make sure the administrative fee is included in the net price to the member agency. Pricing must include the 2% KCDA service fee so the service fee is invisible to KCDA members.

For all Commercial Kitchen Equipment, pricing may be by line item or discount off manufacturer price list (Attachment B). Accessories and materials may be from other manufacturers or sources, but must be identified and priced in the IFB response either by item or via catalog discount. On the pricing sheet, list and group accessories and materials by manufacturer for ease of identification. **Respondents will choose only one pricing method to be used per manufacturer. Alternative pricing methods shall be addressed in Attachment B. Proposals received that provide both for a single manufacturer will be found non-responsive.**

Fixed prices shall be firm until each anniversary date of contract, unless there is an occurrence of one or more economic price adjustment contingencies outlined in the bid. If price adjustment contingencies occur, or not less than ninety (90) days prior to each contract anniversary date, awarded vendor may submit a fully documented request for price adjustment to KCDA. The documentation must substantiate that any requested price increase was clearly unpredictable at the time of bid submittal and results from an increased cost to awarded vendor that was out of awarded vendor's control.

KCDA will review requests for fixed price adjustments to determine if the new prices or another option is in member agencies' best interests. If accepted, new fixed prices shall apply to the contract upon approval from KCDA. Price changes shall be a factor in contract renewal.



The awarded vendor agrees that the cost for any item bid on this contract may vary by state due to specific requirements or other jurisdictional impacts. If the overall cost is discounted or lowered for any member agency, however, the cost will be similarly lowered or discounted at the same time for all member agencies for the same scope, size and value. (If a KCDA member agency proposes to purchase a large volume of one product at one time and the awarded vendor agrees to provide an additional discount, that same volume discount would be available to any KCDA member agency.)

It is understood and agreed upon between Bidder and KCDA that the Bidder's pricing does not include the cost for any site specific conditions or requirements. Site specific requirements shall be addressed on a case by case basis at the time the order is placed. Any additional cost(s) are to be priced by methods designated under "Options", or by RS Means, as indicated in bidder's response to this solicitation.

Warranty: Describe the warranties that apply to the products offered in the IFB response and when warranty date will commence. Identify any website links that cover warranty information. The manufacturer has the primary responsibility to honor a manufacturer's warranty. Awarded vendor agrees to assist the member agency reach a solution in a dispute with the manufacturer over a warranty's terms. Any extended manufacturer's warranty will be passed on to the member agencies. List any pricing applicable to warranties in Attachment D of the IFB response.

Risk of Loss or Damage: Awarded vendor shall retain title and control of all goods until they are delivered and received. All risk of transportation and all related charges shall be the responsibility of the awarded vendor. The awarded vendor shall file all claims for visible or concealed damage. The member agency will notify the awarded vendor and/or freight company promptly of any damaged goods and shall assist the freight company/awarded vendor in arranging for inspection. No F.O.B. vessel, car or other vehicle terms will be accepted.

Taxes: Member agencies, who have obtained Commercial Kitchen Equipment under the terms of this contract, will be responsible for payment of all taxes related to acquisition of the Commercial Kitchen Equipment, such as sales tax, property tax, etc. Awarded vendor must separately list all such taxes on member proposal and subsequent invoice.

#### **M. AUTHORIZED DEALERS/VENDOR PARTNERS**

The bidder must secure from the manufacturer, if the bidder is not the manufacturer, a written guarantee executed by the manufacturer that the bidder is an authorized dealer of that manufacturer. This can be submitted as a Manufacturers Guarantee/Manufacturers Certificate, or a statement on the manufacturer's letterhead with corporate acknowledgement. Failure to provide will result in award disqualification for that manufacturer.

Bidder may propose a network of authorized dealers/vendor partners through whom the bidder intends to perform the contract. Member agencies may be directed to bidders network of authorized dealers/vendor partners for Commercial Kitchen Equipment, however the awarded vendor shall be responsible for the actual job performance of each and every authorized dealer/vendor partner. This includes, but is not limited to proper ordering process and reporting, or submittal of 2% service fee. Unresolved problems with the authorized dealer/vendor partner may be referred to the awarded vendor for resolution. Bidders are to identify and list each of the authorized dealers/vendor partners they intend to involve in contract performance.

Awarded vendor must be capable of replacing authorized dealers/vendor partners found unsuitable to participate in performance on the KCDA contract, and establish new authorized dealers/vendor partners in a timely manner.

During the contract period, the awarded vendor or purchasing agent may remove an authorized dealer/vendor partner from the list of those designated to this contract at any time without further explanation or process. The awarded vendor may propose authorized dealer/vendor partner additions for consideration at any time throughout the contract provided;

- The request is in writing on awarded vendors letterhead.
- It is filed with the Purchasing Agent a minimum of 30 calendar days before the effective date of the proposed change;
- It clearly identifies the authorized dealers/vendor partners involved in the change;

It is accompanied by documentation acceptable to the Purchasing Agent sufficient to warrant the change.

**N. AWARD**

1. Evaluation

It is the intent of KCDA to award a manufacturer’s complete line of products based on the specifications provided when possible and advantageous. KCDA expects to award to the lowest responsive and responsible bidder per unique manufacturer specifications that meet IFB terms, conditions, and criteria specified. An award is at the sole discretion of KCDA. KCDA reserves the right to reject any or all proposals, accept the proposal(s) that are deemed most advantageous for KCDA member agencies, and waive any irregularities in the solicitation process.

Awarded vendors will be required to turn in updated specifications for the manufacturers awarded.

The following criteria will be used in evaluating responses to this IFB. An award is anticipated to be made to a bidder with the highest rating per manufacturer product line. Subsequently, multiple awards may be made.

Evaluation Criteria and Weight

Proper submission of proposal	10
Comprehensiveness of product and services provided	10
Related Experience	15
Pricing	50
Presentation of full and complete product offering that can meet variety of member agencies requirements/timeline.	15
<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>

**Clarification and/or Discussions**

Clarification of a response may be necessary. KCDA will communicate with the bidder(s) for the purpose of eliminating minor errors, clerical errors, and/or irregularities. Clarification is accomplished by explanation or substantiation, either in response to an inquiry from KCDA or an inquiry initiated by a bidder. Clarification does not give a bidder the opportunity to revise, change or modify their response in any way. Discussion takes place after the initial receipt of proposals. KCDA reserves the right to conduct discussions with bidders whose responses are determined to be reasonably inclined toward receiving a contract award. Discussion may occur when oral or written communications between KCDA and the bidder are conducted for the purpose of clarifying information to determine the acceptability of a response. KCDA will not assist the bidder in bringing the bidder’s response to the same level of other responses received by KCDA. Further, KCDA will make no indication of pricing or other information received from other bidders.

**Competitive Range:** KCDA reserves the right to establish a competitive range of acceptable responses as part of the evaluation process as defined herein. Responses below the competitive range will be determined to be unacceptable and will not receive further consideration.

## **O. ORDER PROCESS & REPORTING**

1. The awarded vendor must verify that a customer is a KCDA member. A current list of member agencies is posted on the KCDA website under the KCDA Membership tab. If the awarded vendor's customer is not posted on the KCDA website, the awarded vendor must verify membership with the KCDA Contract Specialist. If the customer is not a member agency, but is eligible to become a member agency, the Contract Specialist will give the awarded vendor's customer instructions regarding the membership process.
2. The awarded vendor will submit a signed and dated proposal or quote to a KCDA member agency in accordance with the pricing awarded under this IFB. **All Integrated Systems and Critical Communications purchased must include the KCDA 2% service fee as a part of the price to the member agency. Do not list the 2% as a separate line item.** The awarded vendor must specifically state the KCDA IFB name & number on the proposal to the KCDA member agency. The proposal must identify the member agency contact name, e-mail address and phone number for the person responsible for approving the purchase. This information is critical and if not provided may be grounds for delaying the processing of the order as well as eventual payment to vendor.
3. The awarded vendor will e-mail KCDA a copy of the proposal submitted to the member agency. KCDA will review, evaluate and approve the order via e-mail within 48 hours, provided that adequate information has been given for the Contract Specialist. The Contract Specialist will request additional information, such as scope of work and item/part number along with pricing for each line item if needed. Failure to provide adequate evaluation information may result in delay of approval by Contract Specialist
4. KCDA members PO must be made out to KCDA.
5. KCDA will create Purchase Order to the vendor authorizing the vendor to proceed with the order.
6. A copy will be kept on file at KCDA.
7. Services must not commence using the KCDA contract without a Purchase Order from KCDA.
8. Orders processed against this contract with Vendor customers who are not KCDA members or without a purchase order from KCDA are in violation of the contract. Vendors not following proper procedures may be removed from consideration for future awards.
9. KCDA will be billed by the vendor and KCDA will invoice the customer at the bid price. The vendor will pay KCDA the 2% administrative fee on the total invoice price, not including sales tax. KCDA will coordinate with the successful bidder(s) one of the following payment methods for the 2% fee:
  - KCDA will invoice vendor in 2 month intervals for the amount of service fees accumulated in that period;
  - KCDA will deduct the 2% fee from the vendor's respective invoice at time of payment;
  - Vendor will establish a rebate program to report sales and track the service fee, making remittance to KCDA at negotiated intervals.

KCDA reserves the right to revise the ordering process above at their sole discretion if deemed necessary for contract management or audit purposes. An implementation for change will be coordinated with the vendor.

**P. CHRISTIAN DOCTRINE** Any federal, state and local governing authority's/jurisdiction's statutes, codes, rules and regulations referenced and/or govern the products, services and activities relating to and are part of this solicitation, whether or not physically noted or included, shall be complied with and adhered to as required. It is sole responsibility of the Bidder to perform and complete any necessary research and investigation required to make themselves aware of and comply with this item.

**Signature** \_\_\_\_\_

*Must be same signature that appears on Bid Affidavit and Acceptance Forms*





**INSTALLATION  
RATES**

Labor Rates:	General Labor Rates	Federal Davis Bacon Labor Rates
<i>See Services Price Schedule</i>		

Freight \_\_\_ is \_\_\_ is not included in above pricing.

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

**Attachment E2 - Services Price Schedule  
KCDA Bid #21-040 Commercial Kitchen Equipment**

**NOTE: If your company provides any of the services listed below, please complete the price schedule.  
If services are not documented in pricing pages, fees must be justified by using RS Means.**

Design Services	Description	Regular Price or Rates	Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	*Additional Discount on Large Projects: Y/N

Installation Services	Description	Regular Price or Rates	Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	*Additional Discount on Large Projects: Y/N

Training Services	Description	Regular Price or Rates	Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	*Additional Discount on Large Projects: Y/N
	ex: Initial (must price)					
	Ex: Follow up training (must price)					

Support Services	Description	Regular Price or Rates	Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	*Additional Discount on Large Projects: Y/N

**\*Please detail additional discounts on large projects.**

**MISCELLANEOUS FEES**

In some cases additional charges may be necessary. These costs are for items delivered direct to member agencies. Attach additional pages as may be necessary for each manufacturer.

- Performance Bond: \$ \_\_\_\_\_
- Shipping: \$ \_\_\_\_\_
- Lift Gate Fee when required \$ \_\_\_\_\_ or RS Means
- Rental Scaffolding/Lifts \$ \_\_\_\_\_ or RS Means
- Raceways \$ \_\_\_\_\_ or RS Means

**FUTURE DELIVERIES**

On occasion, KCDA Members will place orders near the end of the contract period for delivery after the contract period has expired.

Will your company honor orders placed during the contract period for future delivery?

No \_\_\_ Yes \_\_\_ Yes, but only if delivered before \_\_\_\_\_



# Commercial Kitchen Equipment

## Bid #21-040

### ATTACHMENT D – Deviations and Miscellaneous Fees

#### 1. Product | Catalog Orders

Bidders must check either the “Comply” or “Deviate” column for each inspection item. All deviations shall be noted and explained below. Form D - Authorized signature required.

Item	Description Tier One	Comply	Deviate
1.1	The Member Agency will have access to a full inventory of the awarded product line; multi-line vendors must inventory at least the majority of categories listed in the bid.		
1.2	Awarded vendor(s) shall maintain a minimum monthly overall average fill rate of 95% or above. Line items that are reordered, backordered, or partially filled are not considered filled line items when calculating this service level.		
1.3	Orders must be shipped within 48 hours after receipt of an order 90% of the time. The awarded vendor(s) will notify the Buyer if product ordered cannot be shipped within this time period to provide the opportunity to secure product elsewhere.		
1.4	Awarded vendor(s) must be a manufacturer’s authorized sales and service dealer for all proposed equipment/software. An authorized sales and service dealer is defined in this solicitation as one purchasing their products for resell directly from the manufacturer(s) or the manufacturer’s approved channels. Products that result from new authorized sales and service dealer arrangements between the awarded vendor(s) and the manufacturer during the term of this contract may be added and offered through the KCDA contract.		

## Commercial Kitchen Equipment

### Bid #21-040

#### ATTACHMENT D – Deviations and Miscellaneous Fees

**1. Product | Category Specific Specifications (Cont.)**

**Bidders must check either the “Comply” or “Deviate” column for each inspection item. All deviations shall be noted and explained below. Form D - Authorized signature required.**

Item	Description Tier One	Comply	Deviate
1.1	All charges and components necessary for performance of the contract shall be clearly identified even if such are not specifically addressed in any paragraph or sub-paragraph or form that is a part of this request.		
1.2	If the awarded vendor(s) intends to utilize independent agents/distributors, subcontractors and/or third-party agents to perform and/or provide any part of the products and services offered herein, the awarded vendor(s) must identify all providers and any and all associated costs with these providers.		
1.3	Optional services must be identified separately, and must include clear descriptions of proposed services.		
1.4	Awarded vendor(s) must provide a product or mix of products in a manner that will allow buyers to migrate to emerging technologies/services.		
1.5	Awarded vendor(s) must be able to supply paper catalogs where requested. The catalog shall have a cover label indicating that the catalog’s contents are available through the participating Member Agency and the KCDA contract. The label shall identify the KCDA contract number, discount level(s) and any special ordering instructions.		
1.6	Packing slips shall accompany all deliveries and shall contain Member Agency’s purchase order number, vendor name and name of article. Cartons shall be identified by purchase order number and vendor name.		
1.7	Orders not filled and partials shall be indicated on the packing list. Awarded vendor(s) shall inform member agency of anticipated availability date for unfilled and partial orders.		
1.8	All products sold by the awarded vendor(s) must be new. Only the newest versions of equipment will be bid. Older versions will only be sold, if specifically requested.		
1.9	If the Awarded vendor(s) makes an error in pricing (typographical or photographic error,		

## Commercial Kitchen Equipment

### Bid #21-040

#### ATTACHMENT D – Deviations and Miscellaneous Fees

	for example), the Buyer reserves the right to return the product. The Awarded vendor(s) agrees to pay for cost of any returned product due to a pricing error.		
1.10	Awarded vendor(s) shall provide a Material Safety Data Sheet (MSDS) for all items sold, if required. A separate sheet shall be provided for each individual item when purchase is made.		
1.11	Awarded vendor(s) shall reference item part numbers for all items on quotes for specific work.		
1.12	Does vendor have workable e-commerce website that they can post the KCDA contract line items (without prices) and provide link for KCDA webpage?		

**2. Services | Site Survey, Analysis, Consultation, Installation, Maintenance**  
**Bidders must check either the “Comply” or “Deviate” column for each inspection item. All deviations shall be noted and explained below. Form D- Authorized signature required.**

	<b>Description Tier Two</b>	<b>Comply</b>	<b>Deviate</b>
2.1	Commercial kitchen equipment shall be ordered on an as needed basis throughout the term of the contract. All proposals shall integrate with new or existing equipment. The price quotation will be for a turn-key operation which will include all set up and connection unless clearly outlined in installation charges and fees.		
2.2	Units must be a new, unused model and current production. No reconditioned or used equipment will be accepted except as specifically requested herein. All equipment and accessories cataloged as standard shall be included as part of this specification. Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer, the term “or equal” if not inserted shall be implied. The specified article or material shall be understood as indicating the type, function, minimum standard of design, efficiency and quality desired and shall not be constructed as to exclude other manufactured products of comparable quality, design and efficiency. In the event that any equivalent version is proposed, prospective bidders are herewith advised that precise,		

## Commercial Kitchen Equipment

### Bid #21-040

#### ATTACHMENT D – Deviations and Miscellaneous Fees

	adequate, and documented evidence of equivalency in performance, stability, and operational efficiency should be submitted with the bid for further consideration. Final determination of equivalency will be determined solely by KCDA		
2.3	<p>Awarded vendor(s) will provide maintenance for commercial kitchen equipment for one year with options to renew for three (3) additional 12 month periods. Maintenance must include all equipment, parts, labor, and travel expenses. Equipment and parts covered by this maintenance agreement include all newly installed commercial equipment.</p> <ul style="list-style-type: none"> <li>• Vendor must indicate types of maintenance options available and service</li> <li>• Vendor must provide less than 4-hour response time when ticket is submitted with system issue.</li> <li>• Vendor must include hourly rates (and all associated fees such as travel, etc.) for after hours, nights, and weekends.</li> <li>• Vendors proposed maintenance agreement must be included with submission and must thoroughly describe items that are not included or covered by proposed maintenance agreement.</li> </ul>		
2.4	The Contractor shall establish and maintain a Quality Control Plan for ensuring the quality of the work performed under the contract.		
<b>Item</b>	<b>Description Tier Three</b>	<b>Comply</b>	<b>Deviate</b>
3.1	Vendor shall provide all supervision, labor, equipment, tools supplies, and materials for commercial kitchen equipment, consultation & design, building scope, construction, providing preventive maintenance planning, inspection, certification, periodic testing, training, monitoring, providing warranty, will clearly provide information about voiding the warranty, provide recommendations, and additional parts and repairs.		
3.2	Units must be a new, unused model and current production. No reconditioned or used equipment will be accepted except as specifically requested herein. All equipment and accessories cataloged as standard shall be included as part of this specification. Whenever an article or material is defined by describing a proprietary product or by		

## Commercial Kitchen Equipment

### Bid #21-040

#### ATTACHMENT D – Deviations and Miscellaneous Fees

	using the name of a manufacturer, the term “or equal” if not inserted shall be implied. The specified article or material shall be understood as indicating the type, function, minimum standard of design, efficiency and quality desired and shall not be constructed as to exclude other manufactured products of comparable quality, design and efficiency. In the event that any equivalent version is proposed, prospective bidders are herewith advised that precise, adequate, and documented evidence of equivalency in performance, stability, and operational efficiency should be submitted with the bid for further consideration. Final determination of equivalency will be determined solely by KCDA		
3.3	The Contractor shall verify all inventory and measurements relating to the required work prior to submission of their cost proposal to KCDA and Member Agency in order to meet timelines.		
3.4	An onsite visit may be required before submitting a proposal to KCDA and Member Agency.		
3.5	Certain tests may require participation of the fire marshal and shall be coordinated and scheduled by Member Agency Official or designee		
3.6	The Contractor shall establish and maintain a Quality Control Plan for ensuring the quality of the work performed under the contract.		
3.7	All quotes for additional services shall have the labor and parts costs listed separately. Only new, original equipment manufacturer parts shall be used, unless they are not available in the marketplace. All others will require written approval, by KCDA and the Member Agency.		
3.8	Corrective Maintenance: When repairs (other than minor repairs) of defective or inoperable devices are found during the course of system testing, inspection or preventative maintenance, or having failed during operation, are required, the Contractor shall provide a detailed written report to the Member Agency, with a repair plan and quote.		

#### Deviations (cont.)

#### INSTRUCTIONS:

# Commercial Kitchen Equipment

## Bid #21-040

### ATTACHMENT D – Deviations and Miscellaneous Fees

1. If “no” is checked below, complete this form by signing it at the bottom.
2. If “yes” is checked below, either insert answers into this form or create a Microsoft Word table format to provide narrative explanations of exceptions. If adding pages, the bidder’s name and identifying information as to which item the response refers must appear on each page.
3. Scan this form plus any attachments into a single PDF document.
4. Title the file “Part D- Deviations”.
5. Exceptions to local, state or federal laws cannot be accepted under this bid.

**NO, this bidder does not have deviations (exceptions or alternates) to the specifications listed in Parts C & D.**

**YES, this bidder has the following deviations to the specifications listed in Parts C & D.**

Outline (Pg & Form)	Specification (describe)	Details of Deviation

Signature \_\_\_\_\_

*Must be same signature that appears on Bid Affidavit and Acceptance Forms*

#### MISCELLANEOUS FEES

In some cases additional charges may be necessary. These costs are for items delivered direct to Members. Attach additional pages as may be necessary for each manufacturer.

Delivery Fee: \$ \_\_\_\_\_ % or mileage rate

Installation Fee: \$ \_\_\_\_\_ per hour (Prevailing Wage rates)

Design Fee: \$ \_\_\_\_\_

Performance Bond: \$ \_\_\_\_\_

MISCELLANEOUS FEES (Cont.)

# Commercial Kitchen Equipment

## Bid #21-040

### ATTACHMENT D – Deviations and Miscellaneous Fees

Demolition Fee: \$ \_\_\_\_\_

Restock Fees: \$ \_\_\_\_\_

Lift Gate Fee when required \$ \_\_\_\_\_

#### FUTURE DELIVERIES

On occasion, KCDA Members will place orders near the end of the contract period for delivery after the contract period has expired. Will your company honor orders placed during the contract period for future delivery?

No \_\_\_\_\_ Yes \_\_\_\_\_ Yes, but only if delivered before \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Signed: \_\_\_\_\_

**Name and Title** \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

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

**\*\*Note:** All lines of information must be provided with submittal. Electronic acceptance of these terms and conditions signifies compliance with all terms and conditions.



## Certification of Compliance with Wage Payment Statutes

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date (October 26, 2020), the bidder is not a “willful” violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

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Bidder’s Business Name

---

Signature of Authorized Official\*

---

Printed Name

---

Title

---

Date

---

City

---

State

*Check One:*

Sole Proprietorship  Partnership  Joint Venture  Corporation

State of Incorporation, or if not a corporation, State where business entity was formed:

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If a co-partnership, give firm name under which business is transacted:

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*\* If a corporation, proposal must be executed in the corporate name by the president or vice-president (or any other corporate officer accompanied by evidence of authority to sign). If a co-partnership, proposal must be executed by a partner.*





### KCDA Company Profile

### KCDA IFB # 21-040

NAME OF BIDDER \_\_\_\_\_

#### COMPANY CONTACT INFORMATION

Company Name: \_\_\_\_\_ Website: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

State of WA Department of  
Licensing Contractor's Registration No. \_\_\_\_\_

State of WA UBI Number \_\_\_\_\_

State of WA Department of  
Employment Security No. \_\_\_\_\_

Washington State Excise Tax Registration No. \_\_\_\_\_

Federal Tax ID Number \_\_\_\_\_

DUNS Number \_\_\_\_\_

#### BACKGROUND

*Note: Generally, in high level contracts, KCDA will not accept an offer from a business that is less than five (5) years old or which fails to demonstrate and/or establish a proven record of business. If the bidder has recently purchased an established business or has proof of prior success in either this business or a closely related business, provide written documentation and verification in response to the questions below. KCDA reserves the right to accept or reject newly formed companies based on information provided in this response and from its own investigation of the company.*

This business is a  public company  privately owned company.

In what year was this business started under its present name? \_\_\_\_\_

Under what other or former name(s) has your business operated? \_\_\_\_\_

\_\_\_\_\_



Is this business a corporation?  No  Yes. If yes, please complete the following:

Date of incorporation: \_\_\_\_\_ State of incorporation: \_\_\_\_\_

Name of President: \_\_\_\_\_

Name(s) of Vice President(s): \_\_\_\_\_

Name of Secretary: \_\_\_\_\_

Name of Treasurer: \_\_\_\_\_

Is this business a partnership?  No  Yes. If yes, please complete the following:

Date of organization: \_\_\_\_\_ State founded: \_\_\_\_\_

Type of partnership, if applicable: \_\_\_\_\_

Name(s) of general partner(s): \_\_\_\_\_

Is this organization individually owned?  No  Yes. If yes, please complete the following:

Date of organization: \_\_\_\_\_ State founded: \_\_\_\_\_

Name of owner: \_\_\_\_\_

This organization is a form other than those identified above.  No  Yes.

**IF THE ANSWER IS YES**, describe the company's format, year and state of origin, and names and titles of the principals.

**COMPANY HEADQUARTER LOCATION**

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Main Phone Number: \_\_\_\_\_ How long at this address? \_\_\_\_\_

**COMPANY BRANCH LOCATIONS**

Branch Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Branch Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Branch Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Branch Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_



If more branch locations, insert information here or add another sheet with above information.

SALES HISTORY

Provide your company's annual sales for 2018, 2019 and 2020 YTD in the United States by the various public segments:

Table with 4 columns: Segment, 2018, 2019, 2020 YTD. Rows include K-12, Higher Education, Counties/Cities/Townships/Villages, States, Other Public Sector & Non-profits, Private Sector, and TOTAL.

WORK FORCE

1. Key Contacts and Providers: Provide a list of the individuals, titles, and contact information for the individuals who will provide the following services:

Table with 5 columns: Function, Name, Title, Phone, Email. Rows list various roles such as Contract Manager, Sales Manager, Customer & Support Manager, Distributors, Dealers, Installers, Sales Reps, Consultants & Trainers, Technical, Maintenance & Support Services, Quotes, Invoicing & Payments, Warranty & After the Sale, and Financial Manager.



- 2. **Sales Force:** Provide total number and location of salespersons employed by your company in the states of Washington, Oregon, Idaho, Montana and Alaska by completing the following: *(To insert more rows, hit the tab key from the last field in the State column.)*

Number of Sales Reps	City	State

- 3. **Service/Support and Distribution Centers:** Provide the type (service/support or distribution) and location of centers that support the states of Washington, Oregon, Idaho, Montana and Alaska completing the following: *(To insert more rows, hit the tab key from the last field in the State column.)*

Center Type	City	State

- 4. **In-house Resources:** Describe the business’s current in-house workforce, equipment and facilities available to perform under this solicitation.
- 5. **Sales Training:** Explain how your company will education your sales staff on the AEPA contract including timing, methods, etc.

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**ENVIRONMENTAL INITIATIVES**

- 1. Describe how your products and/or services support environmental goals.

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- 2. Describe the company’s “green” objectives (i.e. LEED, reducing footprint, etc.).

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**COOPERATIVE CONTRACTS**

1. Does your company currently have contracts with other cooperatives (local, regional, state, national)?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

If YES, identify which cooperatives and the respective expiration date(s).

\_\_\_\_\_

If YES and your company is awarded a KCDA Contract, which contract will you lead with in marketing and sales representative presentations (sales calls)?

\_\_\_\_\_

**INDEPENDENT SUBCONTRACTORS, DISTRIBUTORS, INSTALLERS, ETC.**

*If the Bidder is not the sole manufacturer/provider of all goods and services provided under this contract, the following must be answered:*

- 1. Selection Criteria for Independent Providers:** Describe the criteria and process by which the business selects, certifies and approves subcontractors, distributors, installers and other independent services.
- 2. Current Subcontractors, Distributors, Installers, Etc.:** Provide a list of current subcontractors, distributors, installers and other independent service providers who are contracted to perform the type of work outlined in this bid in the in the states of Washington, Oregon, Idaho, Montana and Alaska. Include, if applicable, contractor license information and the state(s) wherein they are eligible to provide services on behalf of this business.

**DISCLOSURES**

- 1. Letter of Line of Credit or Annual Financial Report (REQUIRED):** Attach a letter from the business’s chief financial institution indicating the current line of credit available in its name and evidence of financial stability for the past three calendar years (2018, 2019 and 2020). This letter should state the line of credit as a range (ie., “credit in the low six figures” or “a credit line exceeding five figures”). If company is a publicly traded company a complete Annual Financial Report is required in place of Line of Credit Letter.
- 2. Legal:** Does this business have actions currently filed against it?  No  Yes.



**IF YES, AN ATTACHMENT IS REQUIRED:** List and explain current actions such as Federal Debarment (on US General Services Administration’s “Excluded Parties List”), appearance on any state or federal delinquent taxpayer list, or claims filed against the retainage and/or payment bond for projects.

**REFERENCES**

Provide contact information of your company’s five largest public agency customers:

<b>Agency</b>	<b>Name</b>	<b>Title</b>	<b>Phone Number</b>	<b>Email</b>
1.				
2.				
3.				
4.				
5.				

Signature \_\_\_\_\_

**Must be same signature that appears on the Bid Affidavit Signature and Acceptance Form**

RESPONSIBLE BIDDER FORM  
(Contractor's Qualifications)  
Bid #21-040

The information provided in this form is part of the KCDA's inquiry concerning bidder responsibility. Please print clearly or type. If you need more space, use plain paper.

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

Address \_\_\_\_\_

Payment Address \_\_\_\_\_

Contact Telephone No. (     ) \_\_\_\_\_

Contact Person for this Bid: \_\_\_\_\_

Contact Address: \_\_\_\_\_

State of WA Department of  
Licensing Contractor's Registration No. \_\_\_\_\_

State of WA UBI Number \_\_\_\_\_

State of WA Department of  
Employment Security No. \_\_\_\_\_

Washington State Excise Tax Registration No. \_\_\_\_\_

Federal Tax ID Number \_\_\_\_\_

DUNS Number \_\_\_\_\_

\*\*Please provide a current copy of Certificates of Insurance.

Number of years the Contractor has been engaged in the business under the present company name, as indicated above \_\_\_\_\_

**References:** KCDA may conduct reference checks during considerations for award. In the Event that information obtained from the reference checks reveals concern about the bidder's past performance on projects identified as meeting the bidder qualification requirements or their ability to successfully perform the work, KCDA may determine that the bidder is not a responsible bidder. In conducting reference checks, KCDA may include itself or other government agencies and businesses as a reference if the bidder has performed the work, even if the bidder did not identify these sources as a reference.

List any major projects of similar nature which have been completed by or supervised by the Contractor within the last 5 years and the gross dollar amount of each project.

Name of project	Amount	Owner	Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____