



GASTON COUNTY SCHOOLS
SCHOOL NUTRITION DEPARTMENT
500 Reid Street
Lowell, NC 28098
P: (704) 836-9110 F: (704) 824-8442

GASTON COUNTY SCHOOLS
SCHOOL NUTRITION DEPARTMENT

Kitchen Equipment Preventative Maintenance & Repair

Request for Proposal

GCS-2025-KITCHENPMR

April 9, 2025

Deadline to Respond
Monday, April 28, 2025
8:30 a.m. (Local Time)



ALL PROPOSERS:

The enclosed packet contains a “REQUEST FOR PROPOSAL” for non-refrigerated Kitchen Equipment Preventive Maintenance & Repair Services located in all Gaston County Schools Cafeteria’s Kitchen and the Central Kitchen Production site. The proposal consists of the following:

Contents:

I. INTRODUCTION	4
III. STANDARD CONTRACT CONDITIONS	14
IV. ATTACHMENTS.....	16
A. ATTACHMENT A: GASTON COUNTY SCHOOLS CAFETERIAS (54) AND CENTRAL PRODUCTION KITCHEN (1) LOCATIONS	17
B. ATTACHMENT B: CAFETERIAS AND CENTRAL PRODUCTION KITCHEN TOTAL EQUIPMENT TO BE SERVICED BY TYPE	20
C. ATTACHMENT C: CAFETERIAS AND CENTRAL PRODUCTION KITCHEN TOTAL EQUIPMENT BY SITE	21
V. PROPOSAL REPLY SECTION	27
A. APPENDIX A: CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS.....	28
B. APPENDIX B: HISTORICALLY UNDERUTILIZED BUSINESS (HUB) CERTIFICATION	29
C. APPENDIX C: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS	30
D. APPENDIX D: NC LUNSFORD ACT N.C. General Statute 14-208.18.....	32
E. APPENDIX E: DESCRIPTION OF SERVICES AND QUALIFICATIONS	33
F. APPENDIX F: TECHNICIAN WORKSHEET.....	34
G. APPENDIX G: PROPOSER REFERENCES	35
H. APPENDIX H: PRICE SHEET	36
I. APPENDIX I: BID CERTIFICATION AND SIGNATURE	38
J. APPENDIX J: PROPOSER FEDERAL IDENTIFICATION NUMBER	39

In order for your proposal to be considered, the Proposal Reply Section shall be executed completely, correctly and returned in a sealed envelope clearly displaying “RFP GCS-2025-KITCHENPMR” and proposer name.

Sealed proposals may be submitted by mail or in person by 8:45 a.m. (Local Time) Monday, April 28, 2025 to:

Gaston County School Nutrition
Attn: Kelsey Keltz
500 Reid Street
Lowell, NC 28098

Late proposals cannot be accepted.

GASTON COUNTY SCHOOLS
SCHOOL NUTRITION DEPARTMENT

Interested parties are invited to attend a non-mandatory public proposal opening held at the School Nutrition Office at 500 Reid St Lowell, NC on April 28, 2025 at 9:00 a.m. If you would like to participate in the meeting, please send a request to Kelsey Keltz at krkeltz@gaston.k12.nc.us.

All proposers must be able to comply with all the terms and conditions described in this document.

Please review the following information and instructions contained in this Request for Proposal (RFP).

Should you need additional information, please email Kelsey Keltz at krkeltz@gaston.k12.nc.us

Gaston County School Nutrition reserves the right to reject any or all proposals and to award the contract in best interest of the district.



I. INTRODUCTION

A. PURPOSE

The purpose of this Request for Proposal (RFP) is to obtain qualified vendors to provide sealed proposals for both preventive maintenance and repair services on non-refrigerated kitchen equipment located in all Gaston County Schools Cafeteria's Kitchens and the Central Kitchen Production site.

It is the goal of this RFP to identify a vendor and execute a contract to provide preventive maintenance and repair services on non-refrigerated kitchen equipment located in all Gaston County Schools Cafeteria's Kitchens and the Central Kitchen Production site.

1. This is a competitive sealed proposal.

2. CONTRACT PERIOD

The contract shall be valid for one (1) year from July 1, 2025 to June 30, 2026. Each contract may be renewed for three (3) one (1) year periods through negotiation between the Vendor and Gaston County School Nutrition. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

Gaston County School Nutrition reserves the right to extend this contract on a month-to-month basis for a period of up to three months after the term of the full contract has been completed.

3. CONTRACT AWARD

As provided by Statute, award will be based on the lowest and best proposal(s) most advantageous to Gaston County School Nutrition. It is not the policy of Gaston County School Nutrition to purchase on the basis of low proposal price alone. All proposal items are subject to evaluation by Gaston County School Nutrition and the approval by the Gaston County Board of Education.

Gaston County School Nutrition will assign up to the maximum number of points listed for each of the criteria listed below. For items having quantitative answers, points will be proportionate to each proposal's response. Items with qualitative answers will receive the average or points assigned by Gaston County School Nutrition.

EVALUATION CRITERIA POINTS

Completeness of RFP Response.....	50
Description of Services and Qualification (project staffing and organization).....	20
Number of Certified Technicians (10 points each, maximum 2 Technicians).....	20
General reputation and performance capabilities of proposer.....	30
Years in Business (1 point per year, maximum 10 points)	10
Location and availability of service and repair facilities and personal	10
Experience Serving Gaston County (Yes/No – 10 points).....	10
Price Offered	150
Total Points	300

Gaston County School Nutrition and/or Gaston County Board of Education reserves the right to reject any or all proposals.

GASTON COUNTY SCHOOLS
SCHOOL NUTRITION DEPARTMENT

B. RFP DATES

ACTIVITY	DUE DATE
RFP Available to all vendors	Thursday, April 10, 2025
Written Questions Due No Later Than	Monday, April 14, 2025
Written Answers Due	Thursday, April 17, 2025
Proposals Due	8:30 a.m. Monday, April 28, 2025
Public Proposal Opening	9:00 a.m. Monday, April 28, 2025
Contract Award by Gaston County Board of Education	Will occur within 90 days of bid opening

C. INQUIRIES AND QUESTIONS

We welcome your interest in working with us, and we will be pleased to answer any questions you may have in formulating your response to this Request for Proposal.

All questions with regard to the interpretation of this solicitation, drawings, or specifications, or any other aspect of this RFP must be received in writing by Monday, April 14, 2025. All questions will be answered in writing by Thursday, April 17, 2025 and posted on Gaston County Schools website (<http://gaston.k12.nc.us/currentrfp>). All questions must make specific reference to the section(s) and page numbers from this RFP where applicable. Oral explanations or instructions will not be binding.

All requests, questions and other communications about this RFP shall be made in writing to Kelsey Keltz.

D. CONTACT WITH GASTON COUNTY SCHOOLS

Direct contact with Gaston County Schools' employees other than the Designated Contact regarding this RFP is expressly prohibited without prior consent. Vendors directly contacting Gaston County Schools employees risk elimination of their proposal from further consideration. Exceptions exist only for organizations currently doing business in the District who require contact in the normal course of doing that business.

E. SITE VISITS

If you or a representative of your company would like a site visit of any of the listed locations to get a better look at the equipment prior to submitting a bid, you may do so by contacting Kelsey Keltz and scheduling an appointment. Though not mandatory, proposers are encouraged to take advantage of the opportunity to conduct site visits.

F. PROPOSAL RESPONSES

The Request for Proposal may contain pre-printed forms for use by the vendor in submitting its proposal. The forms required by this solicitation shall be considered mandatory, prevailing documents. Vendors' proposal must respond to each and every requirement outlined in the RFP criteria in order to be considered responsive. Proposals must be clear and concise.

Gaston County School Nutrition's interest is in the quality and responsiveness of the proposal. Gaston County School Nutrition discourages overly lengthy and costly proposals. It is the desire that proposals be prepared in a straightforward and concise manner. Unnecessarily elaborate brochures or other promotional materials beyond those sufficient to present a complete and effective proposal are not desired.

G. PROPOSAL EXPIRATION DATE AND PRICING

Prices quoted in the proposal shall remain fixed and binding on the bidder at least through July 31, 2026. Gaston County School Nutrition reserves the right to ask for an extension of time if needed.

If during the term of the Contract, a successful proposer's net prices to any or all of its other customers in similar market circumstances for any of the same items awarded under this RFP are reduced below the contracted price, it is understood and agreed that the benefits of such price reduction shall be extended to Gaston County School Nutrition.

This is not an E-Procurement purchase and consequently not subject to the 1.75% fee. In order that you may present competitive bids, please ensure that you have not marked up your bid to cover this fee.

"Cost Plus" bids will not be accepted. Gaston County School Nutrition cannot enter into a "Cost Plus" contract.

H. WITHDRAWAL OF PROPOSALS

Vendor may withdraw its proposal unopened after it has been deposited, if such a request is made prior to the time set for the opening of the proposal.

I. PROPOSAL MODIFICATIONS

Any changes, amendments, or modifications to a submitted proposal requires that the original proposal be withdrawn, prior to the time set for the submission of the proposal, and a new proposal submitted prior to the deadline for submission of proposals.

Changes, amendments, or modifications to proposals shall not be accepted or considered after the hour and date specified as the deadline for submission of proposals.

J. LATE PROPOSALS

Proposals received after the specified date and time will not be accepted or considered. To guard against premature opening, sealed proposals shall be submitted, plainly marked with the proposal title, vendor name, and time and date of the proposal opening. Evaluation of the proposals is expected to begin shortly after the proposal due date. To document compliance with the deadline, the proposal will be date and time stamped upon receipt.

K. ADDENDA TO THE REQUEST FOR PROPOSAL (RFP)

If it becomes necessary to revise any part of this RFP, revisions will be posted on Gaston County Schools website (<http://gaston.k12.nc.us/currentrfp>). By submitting an offer to Gaston County School Nutrition, vendors have acknowledged receipt, understanding and commitment to comply with all materials, revisions, and addenda related to the Request for Proposal.

L. DISCREPANCIES AND OMISSIONS

Vendor is fully responsible for the completeness and accuracy of their proposal, and for examining this RFP and all addenda. Failure to do so will be at the sole risk of vendor. Should vendor find discrepancies, omissions, unclear or ambiguous intent or meaning, or should any questions arise concerning this RFP, vendor shall notify Liliana Myers, in writing, of such findings at least ten (10) days before the proposal opening. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective proposal and exposure of vendor's proposal upon which award could not be made. All unresolved issues should be addressed in the proposal.

Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of Kelsey Keltz, in writing, no later than ten (10) calendar days prior to the time set for opening of the proposals.

II. SCOPE OF WORK

Provide Preventive Maintenance and Repair Services to Gaston County School Nutrition non-refrigerated kitchen equipment.

NOTE: This contract does not cover the replacement and/or rebuild of any equipment. No refrigeration equipment is included in the scope of this contract.

A. DEFINITION

1. PREVENTIVE MAINTENANCE AND REPAIR SERVICES SHALL BE DEFINED AS:

Providing all necessary labor, materials, supplies, including supervision that will allow for the successful bidder to maintain all covered equipment in prime operating condition, consistent with manufacturer's service recommendations. This includes repairing any failure of any magnitude, using Original Equipment Manufacturer (OEM) procedures and guidelines, OEM parts, and OEM recommended oils, seals, gaskets, supplies, etc. to have a single, responsible bidder capable of providing the services described within this agreement. It is not intended that this Preventive Maintenance and Repair Service be subcontracted out to another vendor.

2. SERVICE CONTRACT REQUIREMENTS

- a. All services are to be provided by the proposer (no subcontracting except in special circumstances and with written approval in advance from Gaston County School Nutrition).
- b. Proposer shall maintain valid licenses by the state of North Carolina to accomplish all the service requirements. All technicians, engineers, and mechanics shall have appropriate licenses and/or certifications to inspect and/or perform work on all equipment. Vendor is responsible for obtaining any work permit or license for work performed in Gaston County, North Carolina.
- c. A technician worksheet (Appendix F) must be completed for any staff that would potentially service equipment under this contract. Copies of applicable certifications must be attached to the technician worksheet.
- d. Vendor is responsible for meeting all codes and regulations for work performed in the City having jurisdiction.
- e. Proposer shall provide all labor, tools, equipment, devices, appliances and materials necessary to perform all required operations in connection with the routine, emergency, and/or special situation repairs of non-refrigerated cafeteria equipment.
- f. Upon completion of any service, the proposer shall remove and properly dispose of all waste and debris from the site. The proposer shall be responsible for leaving the service area clean and ready to use.
- g. Be able to provide both preventive maintenance and repair services on all non-refrigerated kitchen equipment located in all Gaston County Schools Cafeteria's Kitchen and the Central Kitchen Production site.

B. PREVENTIVE MAINTENANCE PROGRAM REQUERIMENTS

Gaston County School Nutrition expects the proposer to properly perform preventive maintenance (PM) on identified pieces of equipment to lessen the likelihood of equipment failure, thus preventing unplanned downtime and expensive costs from unanticipated equipment breakdowns.

1. PREVENTIVE MAINTENANCE PROGRAM SPECIFICS

Preventive Maintenance shall be performed on an annual (once a year) basis and by school. Preventive Maintenance will start from the beginning of August and should be completed at all 55 sites before the end of May.

Gaston County School Nutrition designee shall be contacted to schedule all PM services. The proposer will coordinate with designee so as not to interfere with daily production and service.

Service shall be conducted during cafeteria manager normally scheduled work hours (6:00 a.m. to 2:00 p.m.). Time will vary based on location, meal preparation/serving schedules, length of job and if school is in session.

Equipment to be serviced includes but is not limited to: hot serving lines, convection ovens, steamers, combination steamer-ovens, warmers, tilt skillets, steam kettles, stoves, dish machines, mixers, choppers, slicers, and disposals. Refer to Attachment B for the list of equipment by total and Attachment C by location.

Travel time and expenses are to be included as an integral part of the PM services and not billed separately.

Proposer shall waive travel fees/trip charges on follow up service work identified as part of the PM visit.

Proposer shall receive written approval from Gaston County School Nutrition of all recommended repairs exceeding \$750.00 prior to start of service. (In case of emergency, Gaston County School Nutrition designee may approve work verbally, and follow up with written confirmation).

Upon completion of each service, proposer shall provide each cafeteria manager and Gaston County School Nutrition designee(s) written or emailed documentation listing equipment serviced at each location and for each PM cycle for record retention purposes for Gaston County School Nutrition.

2. RECOMMENDED PREVENTIVE MAINTENANCE

a. Steam Equipment (steamers and combination oven-steamers): Annually

For units with self-contained steam generation, perform descaling operation on unit, as recommended by the manufacturer.

Check doors for proper sealing and proper latch operation.

Check all drains, including cold water condensate system, if applicable.

Check all safety devices on units, such as pressure relief valves.

Check filters and scale inhibitor systems. Work with Gaston County School Nutrition designee on filter replacements.

While steamers / combinations ovens are cycling, an inspection of all gaskets and hoses to be performed on hot side equipment.

Verify that all covered equipment and components operate in accordance with manufacturer's specification, original design criteria, and proper maintenance practice.

b. Dishwashers: Annually

Inspect machine for leaks, and water damage.

GASTON COUNTY SCHOOLS
SCHOOL NUTRITION DEPARTMENT

Inspect O-rings for wear and float systems for proper operation.
Check final rinse pressure for proper operation, and ensure gauge is operating normally and legible, if applicable.
Check all safety devices on units, such as pressure relief valves, rack stop switch systems, door switches, etc.
Check filters and scale inhibitor systems. Work with Gaston County School Nutrition designee on filter replacements.
Check wash, rinse, and final rinse temperatures for proper operation.
Check wash and rinse arms for blockages and clean arms as needed.
Lubricate all applicable lube points on unit, to ensure proper bearing wear.
Inspect curtains for wear and cleanliness.
Delime unit per manufacturer and GCS guidelines.

c. Hot Equipment: Annually

Check all electrical and gas connections for safety and wear indications.
Check electrical components for condition, relay hum, cord conditions, etc.
Check all gas connections for wear and leaks. If a leak is found or a connection needs to be changed, contact the Gaston County School Nutrition designee to arrange for our Facilities department to repair the leak.
Verify that all pilots are functioning properly. Adjust and clean, as necessary.
Check door switch operation and adjust as needed.
Assess units for excessive grease build up in and around unit, including flues where applicable.

d. Central Kitchen Production Site Equipment: Annually

Central Kitchen equipment includes Package Sealer, Conveyer, Buffalo Chopper, Robot Coupe, Slicer, Floor Mixer, Jacketed Steam Kettle, Pneumatic Sealer, etc.
Check safety systems on units. Bowl Guard operation, lid switch, etc.
Check electrical components for condition, relay hum, cord conditions, etc.
Lubricate all product table carriages and slide rails, along with indexing mechanism.
Slicers and choppers: Check blade gap on slicer and adjust gap to safe standard. Sharpen Blade.
Check for proper operation of all equipment at the central production kitchen.

C. EQUIPMENT REPAIR SERVICES REQUIREMENTS

The successful bidder will not subcontract liabilities for equipment failures. Comprehensive routine maintenance should protect against most mechanical failures. Any failures that are covered within the scope of this agreement must be repaired without any delays. The covered equipment shall be returned to operational duty as quickly as good repair maintenance dictates. If so directed, around the clock service must be provided to return a failed piece of equipment to operating condition if it is of a critical nature. Gaston County School Nutrition contact will determine "Critical Nature" of equipment. It is crucial to discuss this information with the Gaston County School Nutrition designee.

All repair visits will be properly and legibly documented to list all equipment serviced (to include serial number), deficiencies found, work performed, parts installed, number of technicians responding, travel fee/service call to the job site or mileage fee from school to school stop, and any other pertinent information. Compensation shall be limited to payment of the appropriate labor rate for time actually spent on the repairs and parts. Travel time expenses are the responsibility of the successful bidder and will not be reimbursed.

1. EQUIPMENT REPAIR SERVICE SPECIFICS

GASTON COUNTY SCHOOLS
SCHOOL NUTRITION DEPARTMENT

- a. Proposer should have an office phone line service available from 7 a.m. to 4 p.m. Monday through Friday and/or an email address to receive a service call or repair work order.
- b. Proposer shall respond to all service calls within 24 hours of notification by Gaston County School Nutrition designee.
- c. Repairs are to be completed during the initial response or within 5 working days after the initial visit based upon the availability/ordering of parts.
- d. Cafeteria managers are in schools between 6:00 a.m. and 2:00 p.m. Services should be completed during these hours. Time will vary based on location, meal preparation/serving schedules, length of job and if school is in session. Coordination with Gaston County School Nutrition designee is required if work needs to be performed outside this time frame.
- e. Proposer shall furnish parts and materials required to place equipment in working condition per manufacturer's specifications. Utilize only genuine factory-approved parts for all repairs unless substitute generic parts are pre-approved by Gaston County School Nutrition.
- f. Proposer is to maintain an adequate inventory of necessary and customary parts in their service vehicles to make repairs at the initial visit in order to keep return visits to a minimum. Proposer shall bear all expenses including trip charges related to repeated attempts to repair the same equipment problems.
- g. If parts are ordered and/or it is not feasible to economically repair, proposer must communicate information to Gaston County School Nutrition designee.
- h. Proposer must receive approval in advance from Gaston County School Nutrition for any repair parts over \$750.00. No billable parts in excess of \$750.00 will be replaced without authorization from the Gaston County School Nutrition designee.
- i. For all repairs with billable parts in excess of \$750.00, Gaston County School Nutrition reserves the right to obtain additional quotes.
- j. For all specialized kitchen equipment found only at the Central Kitchen Production site, Gaston County School Nutrition reserves the right to obtain pricing/service from the manufacturer's recommended service provider.
- k. With regard to newly purchased and/or equipment under original purchase warranty, Gaston County School Nutrition will request service from the equipment manufacturer's warranty contract vendor until such time the warranty is no longer in effect.
- l. All repaired equipment must be tested and operating properly before proposer's departure.
- m. Upon completion of each repair service, proposer shall provide the cafeteria manager and Gaston County School Nutrition designee(s) a written or emailed summary describing the work performed and status of each work order to include:
 - i. "Completed"
 - ii. "In Progress"
 - iii. "Parts ordered. Estimated return date_____"
 - iv. "Approval required, over \$750.00 part repair"

D. GENERAL SPECIFICATIONS

1. ADDITIONAL REQUERIMENTS

- a. Equipment found to be operating improperly will be documented and brought to the attention of Gaston County School Nutrition Contact person, and corrected, if approved by Gaston County School Nutrition designee. An estimated quote is required at no cost to Gaston County School Nutrition.
- b. Suspected abuse or negligence of equipment on the part of Gaston County School Nutrition shall be communicated to the Gaston County School Nutrition contact by the technician. In the event an agreement is not reached, the matter will be deferred to the Gaston County School Nutrition Director.

2. WARRANTY

All labor shall be warranted for thirty (30) days from completed service date.

The vendor guarantees that all service and repairs provided under this agreement shall be performed in a professional manner. Any claim for defective workmanship must be provided to the vendor by written notice prior to the termination date of this agreement upon which vendor agrees to remedy and redo any such service(s) in a timely manner without cost to Gaston County School Nutrition.

The vendor also warrants against defects in materials, workmanship of all the vendor part(s) or component(s) supplied hereunder for the manufacturer's warranty period. If any parts(s) or component(s) should provide defective during the aforementioned warranty period, the vendor will at its option, repair or replace any such items provided they were not damaged, abused, or affected by chemical properties. This warranty is in lieu of all other warranties, express, implied or statutory, including the implied warranties of merchantability and fitness for a particular purpose. The vendor's obligation to repair, replace, or perform a service, on any defective part(s), component(s) or service shall be facility's exclusive remedy under this agreement.

Part(s), component(s) or services furnished by the vendor carry the same guarantee to Gaston County School Nutrition as the vendor receives. If Gaston County School Nutrition requests parts of services not included in this agreement, it is agreed that all requested part(s), component(s) or services supplied by the vendor will be accepted subject to the vendor's conditions of sale issued with each order.

3. HOURS OF SERVICE

School Cafeterias hours of operation are between 6:00 a.m. and 2:00 p.m. Time will vary based on location, meal preparation/serving schedules, length of job and if school is in session (refer to Gaston County Schools approved calendar). If work needs to be perform outside this time frame, coordination with Gaston County School Nutrition designee is required.

Vendor shall be available to respond to calls within Gaston County School Nutrition Central Office hours (Monday through Friday 7:00 a.m. and 4:00 p.m.).

4. CONTRACT MANAGER

The vendor shall provide the name and telephone number of a "contract manager" who will serve as their representative and will be the primary contact with Gaston County School Nutrition. This person will be available during normal hours and provide support in all areas of the contract. Contract Manager will be available to assist Gaston County School Nutrition designee(s) who are following up on quote requests, equipment updates and/or service call follow-ups. Contract Manager will be responsible for notifying Gaston County School Nutrition designee(s) of any updates needed to the vendor's contact list (account manager, equipment list updates, repair requests, etc.). All roles (contract manager, account manager, equipment list updates, and repair requests) can be filled by one or more individual.

5. AGREEMENT EXTRAS

Should inspection(s) indicate that repairs are necessary that are outside the scope of this agreement, the service contractor shall provide Gaston County School Nutrition in writing a composite price including labor, parts, material, and related expenses for these repairs. However, Gaston County School Nutrition may elect to solicit quotes from other vendors if deemed necessary. Should alterations, additions, adjustments or repairs be made by others to any part of the system(s) covered by this service agreement, the service contractor has the right to inspect such work as to having been performed in an acceptable manner to the service contractor prior to continuing the service agreement coverage. The service contractor will notify Gaston County School Nutrition in writing of such conditions which must be corrected prior to the service contractor's acceptance.

6. INVOICES

Contractor shall submit electronic invoices for payment within 5 business days of completion of work to Gaston County School Nutrition designee(s). Each invoice will include a detailed breakdown of charges to include parts, labor, travel and North Carolina Sales Tax billed as individual line items.

Invoices must reference Gaston County Schools Work Order number, school location, description of equipment, serial number and service report detailing work performed. Submit written service reports with invoices to document hours of work and labor and parts.

7. PARTS AVAILABILITY

The parts stock for all equipment covered herein shall be based on the equipment manufacturer's recommendations for: routine expendable parts, normal yearly replacement parts and multi-year replacement parts. The service contractor has the option of stocking locally or having access to immediate delivery parts for the purpose of providing unscheduled service parts on an emergency basis. In either case, the service contractor is expected to have emergency parts availability at no additional cost to Gaston County School Nutrition in a reasonable length of time (24 hours) to minimize equipment down time.

8. EQUIPMENT

A list of all kitchen equipment to be covered under this contract can be found in Attachment B and Attachment C. The successful bidder will be responsible for maintaining the entire piece of equipment. Gaston County School Nutrition reserves the right to add or delete locations and/or equipment and adjust equipment coverage, as needed. Not all covered equipment will require PM coverage. Refer to the equipment list for specifics. Vendor is to designate a single point of contact for handling equipment coverage updates. This is to include, but not limited to: quote requests for PM coverage, removing obsolete equipment from the contract, and changing coverage of equipment (i.e. from PM & repair to repair only).

9. PARTS REPLACEMENT/ REPAIRS

The vendor shall replace worn, failed or doubtful components and parts. Replacements shall be made with original manufacturer controls, or equivalent if original manufacturer parts are unavailable in order to maintain system integrity. Replacement parts in excess of \$750.00 will not be included as part of the agreement. No billable parts will be replaced without authorization from the Gaston County School Nutrition designee.

Vendor shall not make replacements or repairs necessitated by reason of neglect or misuse of equipment by other than the contractor or by reason of any other cause beyond their control except ordinary wear and tear. In the event of suspected negligence, necessary repairs will be made on a time and material basis at prevailing labor rates. The Vendor and Gaston County School Nutrition designee will jointly determine negligence.

Should inspection(s) indicate that repairs are necessary that are outside the scope of this agreement, the service vendor shall provide Gaston County School Nutrition in writing with a composite price including labor, parts,

GASTON COUNTY SCHOOLS
SCHOOL NUTRITION DEPARTMENT

material, and related expenses for these repairs. However, Gaston County School Nutrition may elect to procure prices from others if deemed necessary. Should alterations, additions, adjustments or repairs be made by others to any equipment covered by this service agreement, the vendor has the right to inspect such work as to having been performed in an acceptable manner to the vendor prior to continuing the service agreement coverage for that particular equipment. The vendor will notify Gaston County School Nutrition in writing of such conditions, which must be corrected prior to the vendor's acceptance.

Any service of equipment not included on contract will be billed at the Standard Hourly Labor Rate as bid by the vendor for this contract.

10. QUALITY

Unless otherwise indicated in the RFP, all items proposed must be new and in highest quality condition and must conform to the highest standards of manufacturing practice, including containers suitable for shipment and storage. Unless otherwise requested, Gaston County School Nutrition will not accept "factory seconds" or otherwise inferior goods, and reserves the right to return any such item(s) within (30) days of receipt at vendor's expense.

All electrical items must meet all applicable OSHA standards and regulations, and must bear the appropriate listing from US, FMRC, NEMA, or U L Laboratories.

Material Safety Data Sheets (MSDS) on chemicals or any other products customarily requiring MSDS must be provided to Gaston County School Nutrition with the first shipment to Gaston County School Nutrition at the beginning of the contract period. Promptly and at no additional costs, the proposer will provide additional Materials Safety Data Sheets to the Gaston County School Nutrition upon request. Providing a web site access location to MSDS information is an acceptable alternative.

11. SPECIAL REPORTS

The vendor shall maintain a record of all maintenance service and repairs relating to the equipment included in this agreement. Written reports are to be turned in to Gaston County School Nutrition upon completion of each inspection. If a problem is found that has the potential to be a major problem, or if it may be the cause for shutdown repairs, then this problem must be directly brought to the attention of Gaston County School Nutrition contact person so that a plan of action can be formulated for the timeliest repair to the equipment.

Submit written service reports with invoices to document hours of work and labor and parts.

12. CONTRACT MEETINGS

The successful bidder will be responsible for the completion of a variety of administrative and reporting requirements, and the cost of it shall be included in the base bid price.

Upon award of the contract and prior to the start of any work, the successful bidder shall be available for an initial job meeting with Gaston County School Nutrition designee(s). This meeting shall include the submission of a schedule of work to be reviewed and approved by Gaston County School Nutrition.

Unless otherwise directed, there shall be a periodic job meeting for the following purposes:

- a. Review job progress and quality of work.
- b. Identify and resolve problems, which impede planned progress.
- c. Coordinate the efforts of all concerned so that the contract progresses on schedule to time completion.
- d. Maintain a sound working relationship between the successful bidder and Gaston County School Nutrition, and a mutual understanding of the contract.
- e. Maintain sound working procedures.

13. OPERATIONAL QUARTERLY SUPPORT MEETING

Contractor shall conduct a quarterly business review with Gaston County School Nutrition to show dollar spent and service visit trends for each school kitchen, in order to assist in equipment replacement planning and identify opportunities for further training with the kitchen staff on proper equipment usage. This presentation should show service visits and dollar spent per serial number and location.

14. SAFETY

Gaston County School Nutrition is to receive advance notification (and provide written approval) in the event that vendor intends to utilize services of a subcontractor. Vendor will have a representative on the work site when a lower tier subcontractor is performing any work, even if no work is being performed by contractor's direct work forces. This representative shall be responsible for assuring that applicable safety, health, and environmental rules and regulations are observed and in addition shall be responsible for responding to medical emergencies related to subcontractor's employees or sub-subcontractors.

All service personnel are to wear clearly visible company badge with photo at all times when on Gaston County Schools property.

All technicians are to employ good safety practices and utilize appropriate safety precautions and equipment as necessary to assure the safety and convenience of cafeteria staff and general public.

Proposers to construct and maintain satisfactory and substantial barriers with warning lights and proper signs as necessary or required for safety while performing services.

NOTE: All Gaston County Schools are smoke and vape-free sites and as such must restrict the use of all tobacco products, vapes or E-cigarettes on school property. All contractors shall follow all Gaston County Schools safety and health policies while on Gaston County Schools properties.

III. STANDARD CONTRACT CONDITIONS

- A. This contract shall be governed in all respects--as to validity, construction, capacity, performance, or otherwise--by the laws of the state of North Carolina.
- B. Contractors providing service under this Request for Proposal, herewith, assure Gaston County Schools that they are conforming to the provisions of the Civil Rights Act of 1964, as amended.
- C. Contractors shall comply with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Labor regulations (41 CFR Part 60).
- D. State Sales and Use Tax Certificates of Exemption form will be issued upon request. Sales tax shall be added where applicable.
- E. The contractor shall comply with applicable federal, state and local laws and regulations pertaining to wages, hours, and conditions of employment. In connection with contractors "performance of work" under this contract, the contractor agrees not to discriminate against any employee(s) or applicant(s) for employment because of age, religious creed, sex, national origin, or disability.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA

GASTON COUNTY SCHOOLS
SCHOOL NUTRITION DEPARTMENT

programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

- F. The contractor agrees to retain all books, records, and other documents relative to this agreement for three (3) years after the final payment. The district, its authorized agents, and/or state/federal representatives shall have full access to, and the right to, examine any of said materials during said period. If an investigation or audit is in progress, records shall be maintained until the issue is officially resolved.
- G. Contractor shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857 [h]), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15), which prohibit the use under non-exempt federal contracts, grants or loans of facilities included on the EPA list of Violating Facilities.
- H. By signing this document the contractor certifies that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. The contractor certifies that collusive bidding is a violation of federal law and can result in fines, prison sentences, and civil damage awards.
- I. Prohibition against conflicts of interest, gratuities and kickbacks: Any employee or any official of the school district, elected or appointed, who shall take, receive or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to, or from, any person, partnership, firm or corporation, offering, bidding for, or in open market seeking to make sales to the school district shall be deemed guilty of a felony and upon conviction such person or persons shall be subject to punishment or a fine in accord with state and/or federal laws.
- J. Debarment Certification: The prospective lower tier participant certifies, by submission of this bid, that neither it nor its principals, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.

GASTON COUNTY SCHOOLS
SCHOOL NUTRITION DEPARTMENT

- K. USDA requires certification regarding lobbying. Please complete the document of certification (Appendix B) and return in the sealed bid packet with the bid.
- L. By signing this bid, the bidder certifies that the vendor is in compliance with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970, as amended (42 U.S.C. 1857 (h)), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency (EPA) Regulation 40 CFE Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14(l) regarding reporting violations to the grantor agency and to the US EPA Asst Adm. Of Enforcement.
- M. Protest Procedures: When a vendor wants to protest a bid award pursuant to this solicitation, they must submit a written request to Liliانا Myers. This request must be received within 10 calendar days from the date of the contract award, and must provide specific reasons and any supporting documentation for the protest. If the protest officer, can render a decision based on the facts without a meeting, a written response with a decision will be rendered within 10 calendar days of receipt of protest. If not, the protest officer, will schedule a meeting with the protesting party to hear their complaint, to be held within 30 calendar days after receipt of complaint. The protest officer, will respond in writing with a decision within 30 calendar days of the meeting. All decisions of the protest officer, shall be final.
- N. Force Majeure. If Gaston County Board of Education is unable to perform its obligations or to accept the services or goods because of Force Majeure (as hereinafter defined), the time for such performance by Gaston County Board of Education or acceptance of services will be equitably adjusted by allowing additional time for performance or acceptance of services equal to any periods of Force Majeure. "Force Majeure" shall mean any delays caused by acts of God, riot, war, terrorism, inclement weather, labor strikes, material shortages and other causes beyond the reasonable control of Gaston County Board of Education.

IV. ATTACHMENTS

This RFP contains the following attachments:

A. ATTACHMENT A: GASTON COUNTY SCHOOLS CAFETERIAS (54) AND CENTRAL PRODUCTION KITCHEN (1) LOCATIONS.....	17
B. ATTACHMENT B: CAFETERIAS AND CENTRAL PRODUCTION KITCHEN TOTAL EQUIPMENT TO BE SERVICED BY TYPE	20
C. ATTACHMENT C: CAFETERIAS AND CENTRAL PRODUCTION KITCHEN TOTAL EQUIPMENT BY SITE	21



GASTON COUNTY SCHOOLS
SCHOOL NUTRITION DEPARTMENT
500 Reid Street
Lowell, NC 28098
P: (704) 836-9110 F: (704) 824-8442

D. ATTACHMENT A: GASTON COUNTY SCHOOLS CAFETERIAS (54) AND CENTRAL PRODUCTION KITCHEN (1) LOCATIONS

School#	School Name	Address	City	School Phone#	Grade
310	Ashbrook High	2222 South New Hope Road	Gastonia, NC 28054	704-866-6600	High
320	Belmont Central Elementary	310 Eagle Road	Belmont, NC 28012	704-836-9137	Elementary
324	Belmont Middle	1020 Central Avenue	Belmont, NC 28012	704-836-9611	Middle
332	Bessemer City Central	1400 Puetts Chapel Road	Bessemer City, NC 28016	704-836-9108	Elementary
336	Bessemer City High	119 Yellow Jacket Lane	Bessemer City, NC 28016	704-836-9601	High
436	Bessemer City Middle	525 Ed Wilson Road	Bessemer City, NC 28016	704-836-9602	Middle
338	Bessemer City Primary	1320 North 12th Street	Bessemer City, NC 28016	704-836-9109	Elementary
340	Brookside Elementary	1925 Auten Road	Gastonia, NC 28054	704-866-6283	Elementary
344	Carr Elementary	307 South Pine Street	Dallas, NC 28034	704-922-3636	Elementary
348	Catawba Heights Elementary	101 Ivey Street	Belmont, NC 28012	704-836-9119	Elementary
352	Chapel Grove Elementary	5201 Lewis Road	Gastonia, NC 28052	704-836-9113	Elementary
364	Cherryville Elementary	700 East Academy Street	Cherryville , NC 28021	704-836-9115	Elementary
360	Cherryville High	313 Ridge Avenue	Cherryville, NC 28021	704-836-9605	High
376	Costner Elementary	353 Old 277 Loop Road	Dallas, NC 28034	704-922-3522	Elementary
380	Cramerton Middle	601 Cramer Mountain Road	Cramerton, NC 28032	704-836-9603	Middle
390	East Gaston High	1744 Lane Road	Mount Holly, NC 28120	704-836-9613	High
396	Forestview High	5545 Union Road	Gastonia, NC 28056	704-861-2625	High

GASTON COUNTY SCHOOLS
SCHOOL NUTRITION DEPARTMENT

School#	School Name	Address	City	School Phone#	Grade
400	Gardner Park Elementary	738 Armstrong Park Road	Gastonia, NC 28054	704-866-6082	Elementary
337	Gaston Early College	201 Highway 321 South	Dallas, NC 28034	704-922-2405	High
408	Grier Middle	1622 East Garrison Boulevard	Gastonia, NC 28054	704-836-9604	Middle
492	H.H. Beam Elementary	200 Davis Park Road	Gastonia, NC 28052	704-866-6618	Elementary
420	Hawks Nest STEAM Academy	3430 Robinwood Road	Gastonia, NC 28054	704-866-8467	Elementary
418	Highland School of Technology	1600 North Morris Street	Gastonia, NC 28052	704-810-8816	High
426	Holbrook Middle	418 South Church Street	Lowell, NC 28098	704-836-9607	Middle
428	Hunter Huss High	1518 Edgefield Avenue	Gastonia, NC 28052	704-866-6610	High
431	John Chavis Middle	103 South Chavis Drive	Cherryville, NC 28021	704-836-9606	Middle
432	Kiser Elementary	311 East College Street	Stanley, NC 28164	704-836-9105	Elementary
438	Lingerfeldt Elementary	1601 Madison Street	Gastonia, NC 28052	704-866-6094	Elementary
440	Lowell Elementary	1500 Power Drive	Lowell, NC 28098	704-836-9118	Elementary
448	McAdenville Elementary	275 East Wesleyan Drive	McAdenville, NC 28101	704-836-9117	Elementary
456	Mount Holly Middle	124 South Hawthorne Street	Mount Holly, NC 28120	704-836-9610	Middle
464	New Hope Elementary	137 Stowe Road	Gastonia, NC 28056	704-836-9112	Elementary
468	North Belmont Elementary	210 School Street	Belmont, NC 28012	704-836-9135	Elementary
470	North Gaston High	1133 Ratchford Road	Dallas, NC 28034	704-922-5285	High
430	Page Primary	215 Ewing Drive	Belmont, NC 28012	704-836-9116	Elementary
478	Pinewood Elementary	1925 North Main Street	Mount Holly, NC 28120	704-836-9138	Elementary
480	Pleasant Ridge Elementary	1260 Floyd Lane	Gastonia, NC 28052	704-866-6096	Elementary

GASTON COUNTY SCHOOLS
SCHOOL NUTRITION DEPARTMENT

School#	School Name	Address	City	School Phone#	Grade
482	Rankin Elementary	301 West Central Avenue	Mount Holly, NC 28120	704-836-9136	Elementary
488	Robinson Elementary	3122 Union Road	Gastonia, NC 28054	704-866-6607	Elementary
392	Sadler Elementary	3950 West Franklin Boulevard	Gastonia, NC 28052	704-862-5895	Elementary
490	Sherwood Elementary	1744 Dixon Road	Gastonia, NC 28054	704-866-6609	Elementary
494	South Point High	906 South Point Road	Belmont, NC 28012	704-836-9612	High
498	Southwest Middle	No. 1 Roadrunner Drive	Gastonia, NC 28052	704-866-6290	Middle
499	Springfield Elementary	900 South Main Street	Stanley, NC 28164	704-836-9106	Elementary
500	Stanley Middle	317 Hovis Road	Stanley, NC 28164	704-836-9600	Middle
378	Stuart W. Cramer High	101 Lakewood Road	Belmont, NC 28012	704-866-5700	High
504	Tryon Elementary	2620 Tryon Courthouse Road	Bessemer City, NC 28016	704-836-9107	Elementary
510	W.A. Bess Elementary	4340 Beaty Road	Gastonia, NC 28056	704-866-6075	Elementary
339	W.B. Beam Intermediate	401 East First Street	Cherryville, NC 28021	704-836-9114	Elementary
514	W.C. Friday Middle	1221 Ratchford Drive	Dallas, NC 28034	704-922-5297	Middle
372	Warlick School	1316 Spencer Mountain Road	Gastonia, NC 28054	704-836-9608	Other
394	Webb Street School	1623 North Webb Street	Gastonia, NC 28052	704-864-9667	Other
520	Woodhill Elementary	1027 Woodhill Drive	Gastonia, NC 28052	704-866-6295	Elementary
526	York Chester Middle	601 South Clay Street	Gastonia, NC 28052	704-836-9609	Middle
801	Central Production Kitchen	500 Reid Street	Lowell, NC 28098	704-836-9110	



E. ATTACHMENT B: CAFETERIAS AND CENTRAL PRODUCTION KITCHEN TOTAL EQUIPMENT TO BE SERVICED BY TYPE

Equipment Type	Total Equipment	PM
Single Convection Oven, Gas	1	Annual
Single Convection Oven, Electric	1	Annual
Double Convection Oven, Gas	55	Annual
Double Convection Oven, Electric	18	Annual
Combi-Oven, Gas	6	Annual
Combi-Oven, Electric	1	Annual
Single Steamer, Gas	20	Annual
Single Steamer, Electric	20	Annual
Double Steamer, Gas	19	Annual
Double Steamer, Electric	5	Annual
Stovetop, Gas	24	Annual
Stovetop, Electric	4	Annual
Tilt Skillet, Gas	10	Annual
Tilt Skillet, Electric	1	Annual
Hot Serving Line, Gas	8	Annual
Hot Serving Line, Electric	75	Annual
Warmer, Hot Box or Hot Cabinet	128	Annual
Pass Through Hot	15	Annual
Garbage Disposal	9	Annual
Dishwasher		
Yes and works	26	Annual
Yes, but does not work	5	n/a
No	24	n/a
Conveyer	1	Annual
Package sealers	2	Annual
Buffalo Chopper	1	Annual
Robot Coupe	2	Annual
Slicer	1	Annual
Floor Mixer	1	Annual
Jacketed Steam Kettle	2	Annual
Pneumatic Sealer	2	Annual



GASTON COUNTY SCHOOLS
SCHOOL NUTRITION DEPARTMENT
500 Reid Street
Lowell, NC 28098
P: (704) 836-9110 F: (704) 824-8442

F. ATTACHMENT C: CAFETERIAS AND CENTRAL PRODUCTION KITCHEN TOTAL EQUIPMENT BY SITE

School Name	310 Ashbrook High	320 Belmont Central Elementary	324 Belmont Middle	332 Bessemer City Central	336 Bessemer City High	337 Gaston Early College	338 Bessemer City Primary	339 W.B. Beam Intermediate	340 Brooks side Elementary	344 Carr Elementary
Single Convection Oven, Gas										
Single Convection Oven, Electric							2			
Double Convection Oven, Gas		1	1	1	1			1		2
Double Convection Oven, Electric	2								1	
Combi-Oven, Gas										
Combi-Oven, Electric	1									
Single Steamer, Gas					2			1		2
Single Steamer, Electric	2						2			
Double Steamer, Gas		1		1						
Double Steamer, Electric									2	
Stovetop, Gas		1	1	1						
Stovetop, Electric									1	
Tilt Skillet, Gas				1						1
Tilt Skillet, Electric									1	
Hot Serving Line, Gas			2							
Hot Serving Line, Electric	3	1		1	2		1	1	1	2
Warmer, Hot Box or Hot Cabinet	4	2	3		4	1	2	1	1	3
Pass Through Hot				1					1	
Garbage Disposal	1							1		
Do you have a dishmachine?	Yes and works	No	No	No	Yes and works	No	Yes, but does not work	Yes, but does not work	No	No

GASTON COUNTY SCHOOLS
SCHOOL NUTRITION DEPARTMENT

School Name	348 Catawba Heights Elementary	352 Chapel Grove Elementary	360 Cherry ville High	364 Cherry ville Elementary	372 Warlick School	376 Costner Elementary	378 Stuart W. Cramer High	380 Cramer ton Middle	390 East Gaston High	392 Sadler Elementary
Single Convection Oven, Gas										
Single Convection Oven, Electric										
Double Convection Oven, Gas	1		1	1	1		2	2	2	2
Double Convection Oven, Electric		2				1				
Combi-Oven, Gas			1							
Combi-Oven, Electric										
Single Steamer, Gas	1								1	
Single Steamer, Electric		1			1	2				
Double Steamer, Gas			1	1			1	1		
Double Steamer, Electric										
Stovetop, Gas			1		1			1	1	1
Stovetop, Electric										
Tilt Skillet, Gas				1						1
Tilt Skillet, Electric										
Hot Serving Line, Gas	1									
Hot Serving Line, Electric		1	3	1	1	1	3	1	3	1
Warmer, Hot Box or Hot Cabinet	2	2	4	2	1	2	2	1	4	1
Pass Through Hot							3	1		1
Garbage Disposal									Currently Broke	2
Do you have a dishmachine?	Yes, but does not work	No	Yes and works	Yes and works	No	No	Yes and works	No	Yes and works	Yes and works

GASTON COUNTY SCHOOLS
SCHOOL NUTRITION DEPARTMENT

School Name	394 Webb Street School	396 Forest view High	400 Gardn er Park Elemen tary	408 Grier Middle	418 Highla nd School of Techn ology	420 Hawks Nest STEA M Acade my	426 Holbro ok Middle	428 Hunter Huss High	430 Page Primar y	431 John Chavis Middle
Single Convection Oven, Gas										
Single Convection Oven, Electric										
Double Convection Oven, Gas	1		1	1	1		2	2	2	2
Double Convection Oven, Electric		2				1				
Combi-Oven, Gas			1							
Combi-Oven, Electric										
Single Steamer, Gas	1								1	
Single Steamer, Electric		1			1	2				
Double Steamer, Gas			1	1			1	1		
Double Steamer, Electric										
Stovetop, Gas			1		1			1	1	1
Stovetop, Electric										
Tilt Skillet, Gas				1						1
Tilt Skillet, Electric										
Hot Serving Line, Gas	1									
Hot Serving Line, Electric		1	3	1	1	1	3	1	3	1
Warmer, Hot Box or Hot Cabinet	2	2	4	2	1	2	2	1	4	1
Pass Through Hot							3	1		1
Garbage Disposal									Curren tly Broke	2
Do you have a dishmachine?	Yes, but does not work	No	Yes and works	Yes and works	No	No	Yes and works	No	Yes and works	Yes and works

GASTON COUNTY SCHOOLS
SCHOOL NUTRITION DEPARTMENT

School Name	432 Kiser Elementary	436 Bessemer City Middle	438 Lingerfeldt Elementary	440 Lowell Elementary	448 McAdenville Elementary	456 Mount Holly Middle	464 New Hope Elementary	468 North Belmont Elementary	470 North Gaston High	478 Pinewood Elementary
Single Convection Oven, Gas										
Single Convection Oven, Electric										
Double Convection Oven, Gas	1	2	2	1	1		1	1		1
Double Convection Oven, Electric						1			2	
Combi-Oven, Gas						1				
Combi-Oven, Electric										
Single Steamer, Gas		1			1	1	1	1		
Single Steamer, Electric				1					2	
Double Steamer, Gas	1		1							1
Double Steamer, Electric										
Stovetop, Gas	1	1	1	1			1	1		
Stovetop, Electric										
Tilt Skillet, Gas			1	1				1		
Tilt Skillet, Electric										
Hot Serving Line, Gas										
Hot Serving Line, Electric	1	2	1	1	1	2	1	1	2	1
Warmer, Hot Box or Hot Cabinet	2	1	2	2	1	3	2	1	5	2
Pass Through Hot		2						1		
Garbage Disposal										
Do you have a dishmachine?	No	Yes and works	No	Yes and works	No	Yes and works	Yes and works	No	Yes and works	No

GASTON COUNTY SCHOOLS
SCHOOL NUTRITION DEPARTMENT

School Name	480 Pleasant Ridge Elementary	482 Rankin Elementary	488 Robinson Elementary	490 Sherwood Elementary	492 H.H. Beam Elementary	494 South Point High	498 South west Middle	499 Spring field Elementary	500 Stanley Middle	504 Tryon Elementary
Single Convection Oven, Gas				1						
Single Convection Oven, Electric										
Double Convection Oven, Gas	2			1	2	2			1	
Double Convection Oven, Electric		2	1				2	1		1
Combi-Oven, Gas									1	
Combi-Oven, Electric										
Single Steamer, Gas				1						
Single Steamer, Electric					3			2		2
Double Steamer, Gas	2					1			1	
Double Steamer, Electric		1	1				1			
Stovetop, Gas	1			1					1	
Stovetop, Electric			1							
Tilt Skillet, Gas	1			1					1	
Tilt Skillet, Electric										
Hot Serving Line, Gas						2				
Hot Serving Line, Electric	2	1	1	1	2	1	2	1	2	1
Warmer, Hot Box or Hot Cabinet	2	3	3	2	3	3	4	2	3	2
Pass Through Hot	2								1	
Garbage Disposal		1		1			1			
Do you have a dishmachine?	Yes and works	Yes and works	No	Yes and works	No	Yes and works	Yes, but does not work	Yes, but does not work	Yes and works	Yes and works

GASTON COUNTY SCHOOLS
SCHOOL NUTRITION DEPARTMENT

School Name	510 W.A. Bess Elementary	514 W.C. Friday Middle	520 Wood hill Elementary	526 York Chest er Middle	801 Central Kitchen
Single Convection Oven, Gas					
Single Convection Oven, Electric					
Double Convection Oven, Gas	1	2	1	1	1
Double Convection Oven, Electric					
Combi-Oven, Gas			1		1
Combi-Oven, Electric					
Single Steamer, Gas	1		1	1	
Single Steamer, Electric					
Double Steamer, Gas		1			
Double Steamer, Electric					
Stovetop, Gas	1		1		1
Stovetop, Electric				1	
Tilt Skillet, Gas					
Tilt Skillet, Electric					
Hot Serving Line, Gas					
Hot Serving Line, Electric	1	2	2	2	1
Warmer, Hot Box or Hot Cabinet	2	2	2	2	2
Pass Through Hot					
Garbage Disposal					
Do you have a dishmachine?	No	Yes and works	No	Yes and works	Yes and works
Conveyer					1
Package sealers					2
Buffalo Chopper					1
Robo Coupe					2
Slicer					1
Floor Mixer					1
Jacketed Steam Kettle					2
Pneumatic Sealer					2



V. PROPOSAL REPLY SECTION

Vendors are encouraged to review Contract Award section to see how the proposals will be scored and verify that the response has sufficient documentation to support each scoring criteria identified.

The items listed below provide the basis for evaluating each vendor's proposal. Failure to provide all appropriate information may deem the submitting vendor as "non-responsive" and exclude the vendor from further consideration. If an item listed below is not applicable to your company or proposal, please make note in your submission package.

The response should contain the following information:

A.	APPENDIX A: CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS	28
B.	APPENDIX B: HISTORICALLY UNDERUTILIZED BUSINESS (HUB) CERTIFICATION	29
C.	APPENDIX C: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS	30
D.	APPENDIX D: NC LUNSFORD ACT N.C. General Statute 14-208.18	32
E.	APPENDIX E: DESCRIPTION OF SERVICES AND QUALIFICATIONS	33
F.	APPENDIX F: TECHNICIAN WORKSHEET	34
G.	APPENDIX G: PROPOSER REFERENCES	35
H.	APPENDIX H: PRICE SHEET	36
	1. PREVENTIVE MAINTENACE PROGRAM	36
	2. EQUIPMENT REPAIR SERVICES	37
I.	APPENDIX I: BID CERTIFICATION AND SIGNATURE	38
J.	APPENDIX J: PROPOSER FEDERAL IDENTIFICATION NUMBER	39



A. APPENDIX A: CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

Lobbying

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

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

Signature of Authorized Representative

Date

Company Name (Please Print)



B. APPENDIX B: HISTORICALLY UNDERUTILIZED BUSINESS (HUB) CERTIFICATION

Companies submitting bids that have been certified by the North Carolina Department of Administration as Historically Underutilized Business (HUB) entities are encouraged to indicate their HUB status when responding to this Request for Bid.

I certify that my company has been certified by the North Carolina Department of Administration as a Historically Underutilized Business (HUB), and I have attached a copy of our HUB Certification to this form. (Required documentation for recognition as a HUB).

- ☐ Minority
- ☐ Small Business
- ☐ Woman Owned

Signature of Authorized Representative

Date

Company Name (Please Print)

- OR -

My company has NOT been certified by North Carolina as a Historically Underutilized Business (HUB).

Signature of Authorized Representative

Date

Company Name (Please Print)



C. APPENDIX C: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS (see instructions on next page)

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. have not within a three-year period preceding this bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
 - d. have not within a three-year period preceding this application/bid had one or more public transactions (Federal, State or Local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.

Signature of Authorized Representative

Date

Company Name (Please Print)

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out in this document in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this bid is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "bid," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this bid is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



D. APPENDIX D: NC LUNSFORD ACT N.C. General Statute 14-208.18

LUNSFORD ACT. The Vendor acknowledges that N.C. General Statute 14-208.18 prohibits anyone required to register as a sex offender under Article 27A of Chapter 14 of the General Statutes from knowingly being on the premises of any school. This prohibition applies to persons required to register under Article 27A who have committed any offense in Article 7A of Chapter 14 or any offense where the victim of the offense was under the age of 16 years at the time of the offense.

CRIMINAL BACKGROUND CHECKS. The Vendor shall conduct criminal background checks on each of its employees who, pursuant to this Agreement, engage in any services on (name of SFA) property or at (name of SFA) events. The Vendor shall provide documentation that criminal background checks were conducted on each of its employees prior to hiring, and shall refuse employment to any person convicted of a felony or any other crime, whether misdemeanor or felony, that indicates the person poses a threat to the physical safety of students, school personnel or others. Such check shall include an annual check of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration Program, and the National Sex Offender Registry. Vendor shall not assign any employee or agent to provide services pursuant to this contract if (1) said worker appears on any of the listed registries; (2) said worker has been convicted of a felony; (3) said worker has been convicted of any crime, whether misdemeanor or felony, involving sex, violence, or drugs; or (4) said worker has engaged in any crime or conduct indicating that the worker may pose a threat to the safety or well-being of student or school personnel. (Name of SFA) reserves the right to prohibit any individual employee of Vendor from providing services on (name of SFA) property or at Name of SFA) events if (Name of SFA) determines, in its sole discretion, that such employee poses a threat to the safety or well-being of students, school personnel or others.

Signature of Authorized Representative

Date

Company Name (Please Print)

E. APPENDIX E: DESCRIPTION OF SERVICES AND QUALIFICATIONS

Proposer Name: _____

Each proposal must contain a detailed description of how the proposer will provide the goods and services outlined in this RFP. This part of the proposal may also include descriptions of any enhancements or additional services or qualifications the proposer will provide that are not mentioned in this RFP. Attach additional sheets if necessary.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



F. APPENDIX F: TECHNICIAN WORKSHEET

List any staff that would potentially service equipment under this contract.
Attach copies of applicable certifications.

Proposer Name: _____

TECHNICIAN NAME	YEARS IN INDUSTRY	YEARS WITH PROPOSER	CERTIFICATIONS HELD

Provide list of factory authorized contracts held by your company:

Other Comments:



G. APPENDIX G: PROPOSER REFERENCES

Proposer Name: _____

Prospective vendor must supply three (3) or more references of government agencies and/or private firms for which it has done similar or related work during the past three years.

BUSINESS NAME:	
BUSINESS ADDRESS:	
CONTACT PERSON:	
CONTACT PHONE NUMBER AND/OR E-MAIL ADDRESS:	
NUMBER OF YEARS SERVICING ACCOUNT	
SERVICES PROVIDED AND TYPE OF EQUIPMENT SERVICED:	

BUSINESS NAME:	
BUSINESS ADDRESS:	
CONTACT PERSON:	
CONTACT PHONE NUMBER AND/OR E-MAIL ADDRESS:	
NUMBER OF YEARS SERVICING ACCOUNT	
SERVICES PROVIDED AND TYPE OF EQUIPMENT SERVICED:	

BUSINESS NAME:	
BUSINESS ADDRESS:	
CONTACT PERSON:	
CONTACT PHONE NUMBER AND/OR E-MAIL ADDRESS:	
NUMBER OF YEARS SERVICING ACCOUNT	
SERVICES PROVIDED AND TYPE OF EQUIPMENT SERVICED:	

Attach additional sheets if necessary.



H. APPENDIX H: PRICE SHEET

1. PREVENTIVE MAINTENACE PROGRAM Proposer Name: _____
Quote for any and all fees, including travel fees/trip charge fees and supplies associated with the preventive maintenance visit for each equipment listed below:

Equipment Type	Total Equipment	PM Price per Equipment	Total Price
Single Convection Oven, Gas	1		
Single Convection Oven, Electric	1		
Double Convection Oven, Gas	55		
Double Convection Oven, Electric	18		
Combi-Oven, Gas	6		
Combi-Oven, Electric	1		
Single Steamer, Gas	20		
Single Steamer, Electric	20		
Double Steamer, Gas	19		
Double Steamer, Electric	5		
Stovetop, Gas	24		
Stovetop, Electric	4		
Tilt Skillet, Gas	10		
Tilt Skillet, Electric	1		
Hot Serving Line, Gas	8		
Hot Serving Line, Electric	75		
Warmer, Hot Box or Hot Cabinet	128		
Pass Through Hot	15		
Garbage Disposal	9		
Dishwasher	26		
Conveyer	1		
Package sealers	2		
Buffalo Chopper	1		
Robot Coupe	2		
Slicer	1		
Floor Mixer	1		
Jacketed Steam Kettle	2		
Pneumatic Sealer	2		
GRAND TOTAL			

Proposer shall waive travel fees/trip charges on follow up service work or return trips identified as part of the PM visit.

GASTON COUNTY SCHOOLS
SCHOOL NUTRITION DEPARTMENT

2. EQUIPMENT REPAIR SERVICES

Proposer Name: _____

a. Labor Hour

i. One Tech \$_____ per hour labor rate

ii. Two Tech \$_____ per hour labor rate

No other in between labor charges or driving time fee except for mileage rate from school to school stop.

b. Travel/Service Call

i. Travel Fee or Service Call Charge \$_____ (once per day only)

Proposer shall bear all expenses including travel fees/trip charges related to repeated attempts to repair the same equipment problems.

ii. Mileage rate from school to school stop \$_____

3. Additional Charges if any:



GASTON COUNTY SCHOOLS
SCHOOL NUTRITION DEPARTMENT
500 Reid Street
Lowell, NC 28098
P: (704) 836-9110 F: (704) 824-8442

I. APPENDIX I: BID CERTIFICATION AND SIGNATURE

I certify by my signature below that the required PRICES quoted on "Appendix H: Price Sheet" of this Request of Proposal (RFP) are correct and that I have the authority to obligate the company named to perform under requirements of this Bid Certification and all Terms and Conditions stated in the GCS-2021-KITCHENPMR RFP.

I do hereby certify that technicians dispatched for service on Gaston County School Nutrition equipment are to work in the best interest of Gaston County Schools and are to be in no way compensated via commission for parts or services provided.

Signature of Authorized Representative

Date

Printed Name and Title

Company Name (Please Print)

Company Address

Company Telephone Number

Company's Contact Person Name and Title

Company's Contact Person Telephone Number

Company's Contact Person e-mail Address



GASTON COUNTY SCHOOLS
SCHOOL NUTRITION DEPARTMENT
500 Reid Street
Lowell, NC 28098
P: (704) 836-9110 F: (704) 824-8442

J. APPENDIX J: PROPOSER FEDERAL IDENTIFICATION NUMBER

Please provide your company's Federal Employer Identification Number or alternate identification number (e.g. Social Security Number). Pursuant to North Carolina General Statute 132-1.10(b) this identification number shall not be released to the public. This page will be removed and shredded, or otherwise kept confidential, before the procurement file is made available for public inspection.

This page is to be filled out and returned with your quote.

Federal ID Number or Social Security Number

Company Name (Please Print)