

OUTAGAMIE COUNTY
REQUEST FOR BID
FOR
KITCHEN EQUIPMENT – MIXER AND TILTING KETTLE
FOR
SHERIFF'S DEPARTMENT – CORRECTIONS DIVISION KITCHEN

Due Date: April 9, 2015

1.0 **Specifications**

Seeking bids for one mixer and one tilting kettle for use in our Corrections kitchen.

The fact that we may specify a manufacturer and model number is not meant to limit acceptable products; rather it is a means to establish a **minimum level** of acceptable quality. You may bid any manufacturer and model as long as the products you bid are equal to or exceed the required specifications.

The fact that all standard equipment may not be mentioned in the minimum specification listing does not permit a bidder to leave out any item or part shown as standard in the manufacturer's detailed cuts and specifications.

If a mixer or kettle is bid which is different than the ones listed below, the bidder must include detailed specifications and information on the unit being bid, as well as a comparison of the unit being bid vs the requested unit. The comparison must clearly list the features and sizing of each unit compared to each other (i.e. BTU on Groen DH40 is 100,000 vs BTU on "enter unit bid" is _____", this is in addition to the specification sheet of the unit being proposed.

Mixer Specifications

Manufacturer – Vollrath

Model - 40760

Size – 60 Quart

Voltage – 220

Amps – 16

Plug – NEMA 6-15P

Standard Accessories - Dough Hook, Wire Whisk, Spatula, Stainless Steel Mixing Bowl and Safety guard

Warranty – One Year, Parts & Labor and Five Years on the Belt

Pricing on mixer must include; delivery, setup, installation, connection (to existing power and gas), start up of equipment to ensure proper working order and basic instructions for use. Installation address is 320 S Walnut St, Appleton WI 54911. You must include with your bid how the delivery will be handled (i.e. through your firm or a subcontractor).

Tilting Kettle Specifications

Manufacturer – Groen

Model – DH-40

Size – 40 Gallon

Drain Valve

Natural Gas

BTU – 100,000

Warranty – One Year, Parts & Labor and 10 Years on the Kettle & Body

Pricing on kettle just need dock delivery to zipcode 54911.

Pricing must include all options referenced in the specifications. Include with your bid pricing on your standard quote form which references the units and the components.

Only new equipment will be acceptable, no used or refurbished equipment will be accepted.

The bidder must be authorized by the manufacturer for sale of the units bid. Include with your bid your company's authorization for the sale of the unit (i.e. a print out from the manufacturer's website listing your company as an authorized reseller, a letter from the manufacturer stating authorization, etc).

The County reserves the right to award by line item. A bidder may bid only one piece of equipment.

2.0 **Optional Trade In**

The County is requesting a trade in price of the current kettle towards the purchase of the new kettle. The current kettle is a Groen DHT/1-40 s/n 65365, manufacture date of 9/520/01. Our maintenance department feels the burner will need to be replaced soon and the unit also has a lot of lime buildup. The kettle is currently being used. See Attachment A for pictures of the trade in kettle.

3.0 **Insurance and Indemnification**

The awarded bidder must comply with the requirements set forth in Attachment B.

4.0 **Bid Submittal**

You must include the following with your bid –

Completed Bid Form

Completed Attachment B

Pricing on your standard quote form

If you are not bidding the units specified, specifications on the unit bid as well as the comparison of the unit bid vs the unit specified

Manufacturer authorization for resale of units bidding

Fail to provide the information requested may result in the rejection of your bid.

5.0 **Purchasing Policy & Procedure Information**

Nicole Schoultz

Purchasing Coordinator, Outagamie County

(920) 832-6083

Nicole.Schoultz@outagamie.org

6.0 **Clarification and/or Revisions to the Specifications and Requirements**

Bidder must examine the documents carefully and before submitting a Bid, may request from the County's contact person(s) additional information or clarification. A Bidder's failure to request additional information or clarification shall preclude the Bidder from subsequently claiming any ambiguity, inconsistency, or error.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in a written addendum prior to the Bid due date. Bidders should rely only on the representations, statements or explanations that are contained in this document

and any written addendum to this document. Where there appears to be a conflict between the document and any addendum issued, the last addendum issued will prevail.

It is the Bidder's responsibility to assure receipt of all addenda. All documents will be posted online at www.outagamie.org then Bids / Proposals. Upon posting, such addenda shall become part of the document and binding on Bidder(s).

Any questions that come up and require additional information will be posted online at www.outagamie.org then Bids / Proposals.

7.0 **County Reservation**

- a. This bid request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a proposal in response to this bid.
- b. The bid will become part of Outagamie County's files without any obligation on Outagamie County's part.
- c. The bidder shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- d. Outagamie County has the sole discretion and reserves the right to cancel this bid and to reject any and all bids received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- e. Outagamie County reserves the right to request clarifications for any bid.

8.0 **Closing Date**

Bids will be received until 2:00 pm CT on April 9, 2015.

Mail or deliver bids to –

Outagamie County Purchasing
Attn: Nicole Schoultz
410 S Walnut St (4th Floor)
Appleton, WI 54911

Neither fax nor email bids will be accepted.

9.0 **Method of Procurement**

The method for this procurement is pursuant to Chapter 22 of the Outagamie County Code of Ordinances.

OUTAGAMIE COUNTY BID FORM
Kitchen Equipment

Bid Due: April 9, 2015 2:00 p.m. CT

Mail/Delivery Bids To: Outagamie County Purchasing
Attn: Nicole Schoultz
410 S Walnut St (4th Floor)
Appleton, WI 54911

Make / Model of Mixer Bidding _____

Cost _____

Make / Model of Kettle Bidding _____

Cost _____

Trade In Credit of Groen DHT/1-40 _____

Net Cost _____

Include information as requested in Section 4.0

Firm Name: _____

Authorized Signature: _____

Print Name / Title: _____

Date: _____

Address: _____

Telephone: _____

E-mail: _____