

**OUTAGAMIE COUNTY**  
**REQUEST FOR BID**  
**FOR**  
**COMMERCIAL GRADE CONVEYOR DISHWASHER**  
**AT**  
**BREWSTER VILLAGE**

**Due Date: August 23, 2018 – 2:00 p.m.**

**Non-Mandatory Site Visit – August 7<sup>th</sup> at 10:00 a.m. (see Section 3.0 for details)**

## 1.0 **Specifications**

Requesting bids for the replacement of a Hobart dishwasher in the main kitchen of Brewster Village. Brewster Village is located at 3300 W Brewster St in Appleton, WI.

Even though we specify a manufacturer and model number, that is not meant to limit acceptable equipment; rather it is a means to establish a minimum level of acceptable quality. You may bid any manufacturer and model as long as the equipment you bid is equal to or exceeds the specifications of the equipment requested. Outagamie County is the sole judge of equivalency in the equipment.

All standard equipment provided with the models specified if not mentioned in the minimum specifications. This does not permit a bidder from leaving out any item or part that is shown as standard in the manufacturers detailed cut sheet or specifications.

If equipment is bid which is different than the specified equipment, the bidder must include detailed specification and information on the unit bid, as well as a comparison of the unit bid vs the specified unit. The comparison must clearly list the features and sizing compared to each other. For example "Pump capacity on unit specified is 165 gpm, pump capacity on the unit bid is \_\_\_\_ gpm". Failure to provide the detailed information and comparison will result in the rejection of your bid.

Only new equipment will be accepted. No used, demoed or refurbished equipment will be accepted.

Vendors are bidding this project as a lump-sum price to include all items as referenced in this section to include but not limited to; equipment, warranty, delivery, installation and start up.

### **Dishwasher Specifications and Add-On Items**

Manufacturer: Hobart

Dishwasher: CL44EN-BAS+BUILDDUP Conveyor Dishwasher (standard warranty)

With the following:

CL44EN-BASEL0AX 208v/60/3-ph, electric heat only

CL44EN-BASHTE15K electric tank heat 15kW

CL44EN-BASERG0NO without internal booster

- using existing external booster

CL44EN-BASDIROLR left to right operation

CL44EN-BASHGTHTS higher than standard

CL44EN-BASFETSTD standard feet

(2) Each VNTHD/E-ADJ E-Series vent hood, domestic

### **Installation, Setup & Start Up**

- Installation & Setup includes all materials, labor, tools, transportation, etc. for the project
- Installation is left to right direction
- Removal and off-site disposal of all equipment being replaced
- Disconnection of old equipment from utilities
- Delivery of all new equipment and off-site disposal of packaging

- Reconnection of new equipment to utilities
- Equipment start-up by an authorized factory representative
- Equipment demonstration to staff

## 2.0 **Work Hours & Completion**

Award will be by September 7<sup>th</sup>. Vendor must have the new unit installed by November 30<sup>th</sup>.

Work hours could begin as early as 6:00 am Monday through Friday. The vendor must remove the existing unit and install the new unit on the same day. The vendor could work as late on the day as needed.

## 3.0 **Site Visit**

There will be one non-mandatory site visit on August 7, 2018 at 10:00 a.m. CT. All interested vendors will meet in the lobby of Brewster Village. RSVP by 3:00 pm August 6<sup>th</sup> to Nicole Schoultz at [Nicole.Schoultz@outagamie.org](mailto:Nicole.Schoultz@outagamie.org) or 920-832-6083. Since the site visit is not mandatory, if no one RSVP's the site visit will not be held. If a vendor shows up for the site visit without a RSVP and the site visit is not happening (since no one RSVP'd) that vendor will not be accommodated to tour the site.

## 4.0 **Insurance**

The awarded bidder must comply with the requirements set forth in Attachment A. Complete and return Attachment A with your bid, however the Certificate of Insurance is only required from the awarded bidder.

## 5.0 **Bid Submittal**

The bidder must submit with their bid with the following --

- Bid Form
- Pricing on your standard quote form which references all items being provided for the project (description and manufacturer part number)
- Completed Attachment A
- If bidding a dishwasher and options other than the models specified include information on the model bid as required in Section 1.0.
- Bidder must be currently authorized by the manufacturer for sale of the dishwasher bidding. Include with your bid your company's authorization for the sale of the dishwasher (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).
- Must provide a list of authorized service providers for the dishwasher that the County can call for warranty issues or service needs. A service provider must be located no further than ninety minutes away for service during normal Monday – Friday business hours and no further than three hours away for service during weekend, evening and holiday hours.
- Provide information on the company that will be providing the install and start up.
- References of a minimum of two and maximum of four similar sized facilities your firm has installed the unit bidding in the past five years. Include the facility

name and location, project date, contact name, email and telephone number. Failure to provide all requested information will result in the rejection of your bid.

## 6.0 **Contact Information**

Nicole Schoultz  
Procurement Coordinator, Outagamie County  
(920) 832-6083  
[Nicole.Schoultz@outagamie.org](mailto:Nicole.Schoultz@outagamie.org)

Tim Neuman  
Food & Nutrition Services Director  
(920) 832-1612  
[Timothy.Neuman@outagamie.org](mailto:Timothy.Neuman@outagamie.org)

## 7.0 **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 is relying on the bidder to provide its professional (experience and expertise with regard to industry standards for the project being bid). If bidder believes specifications are not within industry standards, bidder must bring its objection or concern to the County's attention.

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](http://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](http://www.outagamie.org) then Bids / Proposals.

## 8.0 **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. The vendor shall report to Outagamie County any manufacturer product price

- reductions, model changes, and product substitutions. No substitutions are allowed without prior approval from Outagamie County.
- e. 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.
- f. Outagamie County reserves the right to request clarifications for any bid.

**9.0      Closing Date**

Outagamie County will receive sealed bids up to 2:00 p.m. CT August 23, 2018.

Deliver or mail bids to –

Outagamie County Purchasing  
Attn: Nicole Schoultz  
320 S Walnut St – 4<sup>th</sup> Floor  
Appleton, WI 54911

The sealed envelope containing your bidder shall show the name of the bidder and must be clearly marked "**Dishwasher**". Any bid or unsolicited amendments to a bid received after the closing date and time will not be considered.

Bids will be publically read on August 23<sup>rd</sup> at 2:05 p.m.

Neither fax nor email bids will be accepted.

**10.0      Method of Procurement**

The method for this procurement is competitive sealed bid, pursuant to §66.0901 and Chapter 22 and 50 of the Outagamie County Code of Ordinances.

**11.0      Taxes**

Effective January 1, 2016 all materials used on this project is tax-exempt under Wisconsin State Statute 77.54(9m).

## OUTAGAMIE COUNTY BID FORM – JAIL KITCHEN DISHWASHER

**Bid Due:** August 23, 2018 - 2:00 p.m. CT

**Mail / Delivery Bids To:** Outagamie County Purchasing  
Attn: Nicole Schoultz  
410 S Walnut St – 4<sup>th</sup> Floor  
Appleton, WI 54911

Make / Model of Dishwasher Bidding \_\_\_\_\_

Lump Sum Project Cost \$ \_\_\_\_\_

Written Amount \_\_\_\_\_ Dollars and \_\_\_\_\_ Cents

**Include all information as requested in Section 5.0**

Acknowledgement of Addendum(s)

Addendum \_\_\_\_\_ Date Issued \_\_\_\_\_

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

Authorized Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

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

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

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

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_