

**Invitation For Bid
IFB 19AUC119
Kitchen Equipment Maintenance and
Repair Services**

Date	Event
February 19, 2019	Advertise/Issue Date
February 27, 2019	Due Date for Questions by 2:00 pm Pre-bid Conference at 1:00 pm
March 1, 2019	Questions and Answers posted on our website
March 25, 2019	Reverse Auction (online bidding)
March 27, 2019	IFB opening / due date at 2:00 pm CST
May 20, 2019	AISD Board Meeting for review/approval

Deliver Sealed Proposals to:

**Austin ISD
Nutrition & Food Services
3701 Woodbury Dr.
Austin, TX 78704**

Contact:

**Name: Caroline Juarez
Title: Procurement Specialist
Phone: 512-414-0266
caroline.juarez@austinisd.org**

- Questions must be submitted via reverse auction #4881, which will be the procurement method for this IFB. To obtain bid details please refer to Sorcity Event 4881. Contact Sorcity at 214-718-6004 for help preparing to bid through this required method. Bids will be accepted until 11:30 a.m., March 21st, 2019 through www.sorcitey.com. The pre-bid conference will be held on Wednesday, February 27, 2019 at 1:30 p.m. at Austin ISD, Nutrition & Food Services 3701 Woodbury Dr. Austin, TX 78704.
- Q & A and Addenda will be posted on our website and in our reverse auction: <http://www.austinisd.org/contractandprocurement/advertised-bids-rfps>
- Your bid must also be delivered in a **sealed envelope or carton** and received by the opening time and date listed.

**Submit one (1) hard copy proposal marked “original”
Three (3) marked “copy”.
Attachment A MUST BE SUBMITTED ON A FLASH DRIVE & A HARD COPY.**

- FAX, e-mail or other electronic proposals **will not be accepted.**
- Proposals must be plainly marked with the IFB Number and Title above.

I. INTRODUCTION

The Austin Independent School District (herein after referred to as “AISD” or the “District”) Nutrition & Food Services is soliciting this bid to establish an agreement for Kitchen Equipment Maintenance and Repair Services. Award(s) will be based on best overall value for the District, not necessarily lowest price.

II. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM REQUIREMENTS

The Austin ISD HUB Program promotes and strongly encourages the involvement and participation of Historically Underutilized Businesses (HUB) in District-wide procurement. When AISD considers entering into a contract estimated at \$50,000 or more, the HUB Program will determine whether subcontracting opportunities are applicable before publishing the solicitation.

All proposers are required to follow the HUB Compliance Guidelines included in this solicitation and complete either the HUB Utilization Report – HUR (HUBATT 1) or HUB Compliance Plan - HCP (HUBATT 1C) for compliance review. All HUB inquiries should be directed to the HUB Program Department.

III. TERM

The term of the agreement resulting from this solicitation will be in effect upon the date of award by the Board of Trustees if needed or such date established by the agreement and will be for a period of five (5) years as follows: three (3) initial years, after which the parties by mutual consent may renew the agreement for up to two (2) additional one (1) year periods. In addition, the District reserves the right to extend the contract for an additional sixty (60) days beyond the final expiration date if necessary, to ensure no lapse in service.

IV. BID STRUCTURE

The Procurement method for this IFB will be through a reverse auction. You may ONLY bid if you are able to provide the services listed, and meet all the terms stated. We look forward to your participation and help in maintaining the integrity of this fair and objective bid process.

V. BID REQUIREMENTS

The AISD Nutrition & Food Services Department strives to promote quality, healthy food options for all students by implementing as much healthy scratch cooking as possible. The purpose of this Invitation for Bid is to establish competitive pricing for Kitchen Equipment Maintenance and Repair Services (see attachment A).

Awarded vendors shall agree to accept the following terms:

1. Diagnose, troubleshoot, and repair gas, electric, direct stream refrigeration, and other types of food preparation equipment.
2. Equipment for all locations will be repaired as needed.
3. Lead time: 1-3 days after Receipt of Order (ARO)
4. Repair services are typically conducted weekly during the school year and shall be made between the hours of 6:00 a.m. and 6:00 p.m.

5. Price Fluctuation: Due to the potential for price change, your Monthly Rate must be fixed for the initial 12-month period, and then for each subsequent 12-month periods, at which times it may be adjusted up or down, based on verifiable documentation, provided by the Vendor, to the Buyer and Sorcity, documenting why pricing should change (up or down). Written notice should be provided 30-days prior to the end of the then current price period. Failure to provide price decreases on time will result in such decreases being retroactive to the beginning of the date where those reductions should have taken effect.
6. The following documents are part of the complete bid package. Vendors must read all documents carefully and comply with all instructions:
 - a. [Required Forms](#)
 - b. [Standard Terms and Conditions](#)
 - c. [All Service Locations](#)
 - d. [Attachment A \(Line Item Worksheet\)](#)
 - e. [Purchasing and Acquisition - Vendor Relations](#)
 - f. [Austin ISD Strategic Partner Profile](#)
 - g. [HUB Utilization Report](#)
 - h. [HUB Compliance Guidelines](#)
 - i. [EDGAR Certifications-Addendum for Contract Funded by U.S. Federal Grant](#)
 - j. [AISD Historical Data](#) – This is a list of the most frequent repair jobs from 2016.
 - k. [AISD Inventory](#) – List of current inventory for all AISD Kitchen Equipment.
 - l. [Attachment B \(Sample Master Purchasing Agreement\)](#): This is an advanced look at the standard AISD contract that is to be signed by the awarded Vendor. We urge you to review this in advance so that you are aware of the general terms and conditions of AISD before bidding.
 - m. [Addendum 1](#)

VI. INVOICES

All statements are to be emailed or mailed to foodservicesaccountspayable@austinisd.org or Austin ISD, Nutrition & Food Services, 3701 Woodbury Dr. Austin, TX 78704. Austin ISD reserves the right to withhold payment for incomplete orders or damaged products.

VII. PRICING

1. AISD is receiving bids for this program as a flat Monthly Rate that will cover all repair jobs needed where replacement parts are \$300 or less per job. Bid your lowest and best firm-fixed price. Rebids will not be accepted. Pricing is to be firm for the duration of the contract period and any ongoing business per the Price-Fluctuation clause. The vendor shall notify the Nutrition & Food Services Procurement Team immediately if circumstances arise which affect pricing, parts specifications and/or availability.
2. Monthly Rate shall include the following:
 - All labor hours and trip costs for all repair jobs, regardless of replacement parts cost.
 - All replacement parts for all jobs where parts total \$300.00 or less for the job.
3. For repair jobs where replacement parts are over \$300 dollars, the parts for these jobs will require approval from the Buyer and are to be billed separately from the flat Monthly Rate.
4. Manufacturer's standard warranty shall apply for all replacement parts.
5. A vendor shall not add additional usage fees, convenience fees or any other fees to the bid price when processing an order.
6. In case of discrepancy between unit price and extended total, the unit price shall be considered correct.

VIII. PRODUCT WARRANTY

- Manufacturer’s standard warranty shall apply.

Please use ATTACHMENT A to state bid pricing.

Include tiered pricing, price quantity breaks or volume discounts in your bid offer.

A link to the fillable MS Excel Offer ATTACHMENT A is below for your convenience.

1. Use this [Attachment A](#) as one of the bid documents, to list your Monthly Rate, which will automatically calculate the “Total” bid price. Only the “Total” from the Form may be entered as your bid in the reverse auction.
2. The number of Repair Jobs listed in Attachment A are 3-year quantities, which provides you with an estimate of the service repair jobs that will be needed during the next 3-years, based on historical usage. Please also reference the AISD Historical Data, and AISD Inventory documents above for further details to help you quote your Monthly Rate more accurately.
3. As a part of the overall evaluation, enter your percent discounts for replacement parts, where available, for each of the manufacturers listed at the bottom of Attachment A.
4. Be sure to save Attachment A to your desktop first, and then use it to work up your Bid. This will allow you to promptly return your completed copy of the worksheet once the bidding ends.

Policy and Instructions

Policy

Procurement of goods and services shall be made by the method that provides the best value for the District. This competitive solicitation is either an ***Invitation for Bids (IFB)*** or a ***Request for Proposals (RFP)*** advertised under Texas Education Code 44.031 and Austin Independent School District policies:

CAA, Fiscal Management- Financial Ethics
CH, Purchasing and Acquisition;
CHE, Purchasing and Acquisition- Vendor Relations;
CHF, Purchasing and Acquisition- Payment Procedures;
CHG, Purchasing and Acquisition- Real Property and Improvements; and
CHH, Purchasing and Acquisition- Financing Personal Property Purchases.

Individuals or entities considering whether to submit a bid or proposal are encouraged to review the entirety of these policies before submitting a bid or proposal. All can be accessed on the District’s website www.austinisd.org in the Quicklinks box under Policy. Selected portions are re-stated here for emphasis.

Ethics

“All Trustees, employees, vendors, contractors, consultants, volunteers, and any other parties who are involved in the District’s financial transactions shall act with integrity and diligence in duties involving the District’s fiscal resources.” Policy CAA (Local)

Contacting Board Members

“Vendors shall not contact Board members individually for the purpose of soliciting a purchase

or contract between the time a request for proposal or a bid is formally released and a recommendation is made by the administration to the Board. If a vendor violates this prohibition during this time frame, consideration of the vendor for award shall be invalidated. Board members shall be notified of possible violations and actions taken.” Policy CHE (Local)

Opening Bids

“Bids may be opened only by the Board at a public meeting or by an officer or employee of the District at or in an office of the District. A bid that has been opened may not be changed for the purpose of correcting an error in the bid price.” *Local Gov’t Code 271.026*

“The Board shall have the right to reject any and all bids.” *Local Gov’t Code 271.027(a)*

All vendors who bid in reverse auction #4870 will submit hardcopy documents for IFB 19AUC119 by 2:00 p.m., March 27, 2019 to:

Austin ISD
Nutrition & Food Services
3701 Woodbury Dr.
Austin, TX 78704

Bids and proposals are due no later than 2:00 PM on the date indicated in the IFB or RFP.

“The public and all bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.” Policy CH (Local)

“Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and the public and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.” Policy CH (Local)

Factors

“In awarding a contract, the District shall consider:

1. Purchase price.
2. The reputation of the vendor and of the vendor’s goods and services.
3. The quality of the vendor’s goods or services.
4. The extent to which the goods or services meet the District’s needs.
5. The vendor’s past relationship with the District.
6. The impact on the ability of the District to comply with laws relating to historically underutilized businesses.
7. The total long-term cost to the District to acquire the goods or services.
8. For a contract that is not for goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor’s ultimate parent company or majority owner has its principal place of business in this state or employs at least 500 persons in this state.
9. Any other relevant factor specifically listed in the request for bids or proposals.

Education Code 44.031(b)

Recycled Products

“The District shall give preference in purchasing to products made of recycled materials if the products meet applicable specifications as to quantity and quality.” Policy CH (Legal)

Agricultural Products

“If the cost and quality are equal, the District shall give preference in purchasing to agricultural products, including textiles and other similar products that are produced, processed, or grown in Texas.” Policy CH (Legal)

Vegetation for Landscaping

“If cost is equal and the quality is not inferior, the District shall give preference to Texas vegetation when it purchases vegetation for landscaping purposes.” Policy CH (Legal)

Instructions

1. Read the entire contents of the solicitation and respond with a complete and accurate bid or proposal (offer). Failure to do so may be grounds for disqualification of your offer. All supplemental information required by the IFB or RFP must be included.
2. A copy of the ***Standard Services Agreement*** or ***Master Purchase Agreement*** (**see attachment B**) is included for information purposes only. In the event of an award decision under this solicitation, both parties will negotiate an agreement for execution. The District has prepared the referenced agreement boilerplates to expedite the process. Please review all provisions and identify any exceptions or suggested additions to the agreement in your proposal.
3. State the manufacturer, trade and/or brand name and model that the bidder commits to provide for each item. The use of brand and manufacturer's name in the solicitation is for the purpose of brevity in establishing type and quality of merchandise and is not restrictive. Illustrations and complete product specifications shall be included with the offer if bidding other than specified.
4. Complete the Conflict of Interest Questionnaire (Form CIQ), as prepared by the Texas Ethics Commission, in compliance with Chapter 176 of the Texas Local Government Code submitted online at: <http://www.austinisd.org/cp/bids>