

**SANITATION AND WAREWASHING SERVICES BID SPECIFICATIONS - IFB 023/02-19/650**

**1. General**

- 1.1. The Town of Andover MA. is serving as the lead district for this solicitation. After the bid has been awarded, the winning vendor shall execute a master contract with the lead district. The winning vendor may also be required, at each city or town's discretion, to sign contracts with each participating city or town.
- 1.2. For bids to be accepted by the town, vendors MUST register at the town of Andover's website, <http://www.andoverma.gov/bids>, and download the actual IFB from this site. The responsive bidder will return all attachments released by the MSBG as a part of this solicitation, as well as all required forms and documents required under Massachusetts 30B regulations. Bids will be considered unresponsive if all required documents are not included with the submission.
- 1.3. The vendor awarded the bid will service all participating districts for the 2019-2020 and 2020-2021 school years according to the terms outlined in this solicitation. A listing of all participating schools, including their equipment, enrollment and staffing has been provided as **Attachment 11**. Updates to this list may be found on our website, [www.massbuyinggroup.com](http://www.massbuyinggroup.com) under ABOUT MSBG – REPORTS AND MAPS BY BID PARTICIPATION.
- 1.4. All entries and calculations submitted on this bid are considered by the MSBG to represent the intent of the bidder. The group WILL NOT allow changes to any entry due to an error on the part of the bidder at the time of the bid opening. If an error is discovered by the vendor awarded the bid subsequent to the bid opening, the bid in question may be withdrawn in its entirety or the bid price must be honored regardless of profit or loss to the vendor.
- 1.5. If a bid has been awarded and the vendor awarded the bid, for any reason withdraws the bid, a 30 day written notice of intent must be submitted to the group coordinator. The 30 day notice will begin on the date of receipt of the notice, and during this 30 day period all bid prices and specifications must be honored by the vendor. If a vendor, after having been awarded the bid, chooses to withdraw their bid, the vendor acknowledges that all of their bids may be eliminated from consideration for the next bid cycle.
- 1.6. The MSBG Coordinator has no authority over, and is not responsible for, membership changes that may occur during the term of this award.

**2. Deliverables**

- 2.1. Each submission must include at minimum, the following items. Any additional items to be provided or any comments on these items is to be included, in writing, with your proposal.
  - 2.1.1. *Installation and service of dish machine dispensing equipment as required for machines as listed in **Attachment 11**.*
  - 2.1.2. *Just in Time delivery of automatic dish washer products (detergent, rinse and sanitizer) as required for machines as listed in **Attachment 11**.*
  - 2.1.3. *Installation and service of hand dishwashing dispensing equipment as required for sinks as listed in **Attachment 11**.*
  - 2.1.4. *Just in time delivery of pre-measured detergent and sanitizer products for hand dishwashing for sinks as listed in **Attachment 11**.*
  - 2.1.5. *Cleaning product and dispensing or spray bottles for counters and tables.*
  - 2.1.6. *Dispensers and product for hand washing sinks.*

- 2.1.7. *Products will be Green Seal certified and EPA certified if available.*
- 2.1.8. *Provided spray bottles and other dispensing devices for measuring dispensing product as needed.*
- 2.1.9. *Provide sanitizer test strips.*
- 2.1.10. *Provide pre-measured laundry detergent*
- 2.1.11. *Provide signs and instructions for food service staff providing guidance on procedures.*
- 2.1.12. *Provide training for food service staff on proper cleaning procedures, de-liming and maintenance of equipment as well as Sanitation and food safety topics.*
- 2.1.13. *Conduct monthly inspection of school kitchens for food safety issues and HACCP documentation with written reports to be reviewed with the director.*
- 2.1.14. *Provide access to a fee-based ServSafe Certification course, taught by certified instructors.*
- 2.1.15. *Ensure service representative will visit on a 30 working day rotation, or as needed.*
- 2.1.16. *Site visits will include education, support and routine checks along with correction action, if necessary.*
- 2.1.17. *Guarantee a maximum 48-hour response time for emergencies.*
- 2.1.18. *HACCP materials for each product to be provided in a single binder.*

### **3. Bid term and pricing**

- 3.1. This solicitation is seeking fixed pricing for the 2019-2020 and 2020-2021 school years, beginning July 1, 2019 and ending June 30, 2021.
- 3.2. Pricing per district, per year, is to be entered on the bid worksheet.

### **4. Bid worksheet**

- 4.1. Vendors must provide pricing for every district on the bid worksheet in order to be considered responsive.
- 4.2. Please enter your company name on the worksheet tab by double clicking on the tab itself.

Enter Company Name Here

- 4.3. For each item on the bid worksheet sheet, please enter following (yellow columns):

- **Annual Cost 19-20.**
- **Annual Cost 20-21.**
- **Comment** – any notes or comments about the line.

- 4.4. When the sheet is completed, please print it on letter size paper, landscape mode, and return it with your submission.

### **5. Award Criteria**

- 5.1. The bid will generally be awarded to a single responsive and responsible vendor for the 2019-2020 and 2020-2021 school years based on the aggregate bottom line total of the bid worksheet. However, the MSBG reserves the right to reject any bid in part or in whole based on past performance of the vendor and/or the best interests of any or all of the members of the group.

### **6. Modification of Contract**

- 6.1. New districts may join the group or at any time during this award. The winning vendor agrees to add these districts to the contract under the terms outlined in these specifications and provide them with contract pricing for the term of the award.

### **7. Product Recall**

- 7.1. The vendor must, upon receipt of a recall notice from the manufacturer or government, notify the MSBG

coordinator immediately by e-mail. Appropriate credit must be given for all recalled products.

## **8. Delivery and Service**

- 8.1. Installation of all equipment is to be completed at least two weeks prior to the start of school at each location.
- 8.2. Delivery and service is to take place during normal school operating hours.
- 8.3. Districts are not required to accept any product that is visibly damaged or adulterated in any manner. The winning vendor shall replace any item received in unacceptable condition at no cost to the ordering facility in a timeframe acceptable to the district.

## **9. Payment**

- 9.1. Payment terms vary by district policy and will be agreed upon by the vendor and individual district.
- 9.2. Districts will be billed in 10 installments, each representing 10% of the annual cost. The billing period will be each month, commencing in September, and ending in June.
- 9.3. Purchases made by the school districts are exempt from payment of federal excise taxes and any such taxes must not be included. Federal excise tax exemption certificates, if required, will be furnished by the school district on request. The school districts are further exempt from payment of Federal Transportation tax and the Commonwealth of Massachusetts sales tax.
- 9.4. There shall be no additional charges levied to any school or district for fuel surcharge.

## **10. Non-Performance**

- 10.1. Failure on the part of the vendor awarded the proposal to comply with any of the above terms may result in:
  - A letter of nonperformance documenting the specific issues involved and the actions necessary to resolve the situation(s);
  - Voiding the proposal award in whole or in part; and/or
  - Eliminating the vendor from future award consideration

## **11. Bid Submission**

- 11.1. The responsive bidder shall include (3) copies of each of the following completed documents in a printed form, submitted in a sealed envelope labeled "2019 MSBG Sanitation and Warewashing Bid – Company Name"
  - Completed Town of Andover IFB to include all required forms, attestations and documents as found on the Town's website, <https://andoverma.gov/bids>.
  - Completed Bid Worksheet
  - Any notes or comments on deliverables from Section 2 of these specifications.
  - Completed **Attachment 1** - Lobbying
  - Completed **Attachment 2** - Certification of Compliance for Federally Funded Procurement
  - Completed **Attachment 3** - Certification Regarding Debarment
  - Completed **Attachment 4** - HUB Certification
  - Completed **Attachment 5** - Acknowledgment of Specifications
  - Proof of liability insurance
- 11.2. Additionally please provide one flash drive to include electronic versions of all above items in PDF format.
- 11.3. Sealed Bids must be submitted on or before 11:30 a.m. on Wednesday, May 22, 2019 to the Town of Andover, Attn: Purchasing Office, 36 Bartlett Street, Andover, MA 01810. Bids will be opened at the Andover School Administration Building, 4 Whittier Ct., Andover MA 01810. The bid award will generally take place no later than a week after the bid opening date at which time all parties will be notified. The public opening will end at 12:00
- 11.4. No proposals will be accepted after this day and time. Vendors are **STRONGLY ENCOURAGED** to attend the opening and be prepared to answer any questions the group members may have.

- 11.5. Any updates or addendums to this solicitation shall be posted on the Town of Andover's website, <https://andoverma.gov/bids>.
- 11.6. Please contact Tim Goossens, Bid Coordinator at [tgoossens@food4schools.com](mailto:tgoossens@food4schools.com) should you have any questions.