



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323, SUNRISE, FLORIDA 33351 · TEL 754-321-0505 · FAX 754-321-0936

PROCUREMENT & WAREHOUSING SERVICES

MARY CATHERINE COKER, DIRECTOR

www.BrowardSchools.com/PWS

The School Board of
Broward County, Florida

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Robert W. Runcie
Superintendent of Schools

June 13, 2019

ADDENDUM 3 BID No. FY20-025 KITCHEN AND CAFETERIA SUPPLIES

TO: ALL BIDDERS

This Addendum amends the above-referenced Bid in the following particulars only:

1. As a reminder, the due date for this ITB is June 19, 2019
2. Please substitute the bid pages indicated below and attached (REVISED pages must be submitted with the bid, in time for bid opening):

DELETE: Page 38 of 51 Pages

INSERT: Page 38 of 51 Pages – **REVISED** –

DELETE: Page 39 of 51 Pages

INSERT: Page 39 of 51 Pages – **REVISED** –

DELETE: Page 49 of 51 Pages

INSERT: Page 49 of 51 Pages – **REVISED** –

Sincerely,

Larissa Seda

Larissa M. Seda
Purchasing Agent

SECTION 8, SUPPLIER DIVERSITY OUTREACH PROGRAM (SDOP) AFFIRMATIVE PROCUREMENT INITIATIVES (API)

SUPPLIER DIVERSITY OUTREACH PROGRAM (SDOP): The SBBC has implemented a Supplier Diversity Outreach Program (SDOP) as part of the SBBC's competitive solicitation and contracting activity in accordance with School Board Policy 3330, Supplier Diversity Outreach Program and Guidelines. S/M/WBE is defined as an enterprise whose annual revenues and number of employees shall be no greater than fifty percent (50%) of the small business size standards for its industry(ies) as established by the U.S. Small Business Administration and meets significant business presence requirements as defined in Policy 3330. **SBBC Diversity Policy 1.5 & Supplier Diversity Outreach Policy 3330 can be seen at website URL: http://www.broward.k12.fl.us/sbbc_policies.**

The Affirmative Procurement Initiative (API) implemented in this solicitation is: Voluntary S/M/WBE Distributorship Development Program: SBBC encourages manufacturers to establish authorized dealerships or distributorships with S/M/WBE suppliers of their products on a non-discriminatory basis.

The S/M/WBE distributorship shall perform a commercially useful function on behalf of the SBBC prior to exercising each additional option year under the contract or may accelerated payment terms of invoices for payment from the SBBC within fifteen (15) days of receipt of goods and invoices.

S/M/WBE firms utilized for this contract must be certified by the SBBC Supplier Diversity Outreach Program at the time the bid is due. For information on S/M/WBE Certification, contact the SBBC Supplier Diversity Outreach Program Office at 754-321-0550 or visit www.browardschools.com/sdop. The SBBC Supplier Diversity Outreach Program works to increase the participation of small, minority and women-owned business enterprises in construction and purchasing contracts. It is the intent of the School Board of Broward County to have a diverse group of vendors to participate in the procurement process. The current list of SBBC S/M/WBE-Certified firms can be viewed at: <http://www.broward.k12.fl.us/supply/sdop/vendorlist.html>

If a Proposer is S/M/WBE Certified by SBBC or intends to utilize S/M/WBE firms as a subcontractor on this contract, the S/M/WBE firms shall be certified by SBBC at the time of bid. It is the Proposer's responsibility to ensure it is compliant with these requirements and deadlines by contacting the PWS/SDOP to verify the Vendor's current Certification status or to obtain the applicable small business certification. A certified firm must provide a commercially useful function for a project and may not act as a broker. A certified firm which seeks to act as a broker or a Vendor that does not provide a commercially useful function on a project, shall be subject to removal or decertification by PWS/SDOP.

At the time of the bid, the Proposer shall identify all S/M/WBE firms (if any) which will be utilized by using the following forms: **S/M/WBE Subcontractor Participation Schedule** and **Statement of Intent (To Perform as an S/M/WBE Subcontractor)**. The Proposer should include in its solicitation submittal an **S/M/WBE Participation Good Faith Effort Form** and all the required supporting information **if the Proposer is unable to attain the S/M/WBE participation Goal WHEN APPLICABLE.**

The following forms are due (**if applicable**) at the time of Bid submittal and can be obtained on our website at:

- FORM 00475 - PARTICIPATION SCHEDULE FORM

Document Link:

https://www.browardschools.com/cms/lib/FL01803656/Centricity/domain/12708/sdop%20files/sdop%20forms%20-%20policies/ParticipationSchedule_082017_Final.pdf

Document Preview:

Document Number 00475
Attachment

Procurement & Warehousing Services
Supplier Diversity Outreach Program
Broward County Public Schools

SMALL/MINORITY/WOMEN BUSINESS ENTERPRISE
SUBCONTRACTOR PARTICIPATION SCHEDULE

DATE: _____

SOLICITATION INFORMATION						
Contract #:			Project Start Date:			
Project Name:						
Project Location:						
Bidder/Proposer:						
Address:						
Contact Person:		Email Address:		Phone #:		
ORGANIZATION STATUS						
Business Association	Business Name	Business Address	Business Phone #	Type of Work to be Performed	% of Work	\$ Amount
Prime Bidder/ Proposer					%	\$
Non S/M/WBE Subcontractor					%	\$
S/M/WBE Subcontractor					%	\$

2. FORM 00470

Document Link:

https://www.browardschools.com/cms/lib/FL01803656/Centricity/domain/12708/sdop%20files/sdop%20forms%20-%20policies/00470%20StatementofIntent_082017_Final.pdf

Document Preview:



Procurement & Warehousing Services
Supplier Diversity Outreach Program
Broward County Public Schools

Document Number 00470
Attachment _____

**STATEMENT OF INTENT TO PERFORM
AS AN S/M/WBE SUBCONTRACTOR**

SOLICITATION #: _____

CONTRACT #: _____

A signed Statement of Intent to Perform as a Small/Minority/Women Business Enterprise (S/M/WBE) Subcontractor form must be completed by the owner or authorized principal of each S/M/WBE firm listed in the S/M/WBE Subcontractor Participation Schedule.


STATEMENT OF INTENT			
The undersigned is certified as an S/M/WBE vendor by The School Board of Broward County, Florida's (SBBC) Supplier Diversity Outreach Program: <input type="checkbox"/> Yes <input type="checkbox"/> No			
_____ (Name of S/M/WBE Subcontractor) agrees to perform work on the above contract as a (check one):			
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation			
The S/M/WBE subcontractor will enter into a formal agreement with _____ (Name of Bidder/Proposer) conditioned upon the Bidder/Proposer executing a contract with SBBC.			
DESCRIPTION OF WORK & VALUE			
Please provide the details and value of the work to be performed:			
Item No.	Type of Work	Agreed Upon Price	% of Work

3. FORM: 00485 UTILIZATION REPORT

Document Link:

https://www.browardschools.com/cms/lib/FL01803656/Centricity/domain/12708/sdop%20files/sdop%20forms%20-%20policies/00485%20SMWBE%20MonthlySubcontractorUtilizationReport%20082017_Finalv2.pdf

Document Preview:



Procurement & Warehousing Services
Supplier Diversity Outreach Program
Broward County Public Schools

Document Number 00485
Attachment _____

S/M/WBE MONTHLY SUBCONTRACTOR UTILIZATION REPORT

SECTION I - GENERAL INFORMATION								
Project Name:				Contract Number and Work Order Number (if applicable):				
Report #:	Reporting Period:		S/M/WBE Contract Goal:		Contract Completion Date:			
		to						
Prime Contractor Name:				Project Manager (PM) Name:				
Prime Contractor Street Address:								
Prime Contractor Phone #:		Prime Contractor Email Address:		PM Phone #:		PM Email Address:		
SECTION II - UTILIZATION INFORMATION								
Prime Contractor must list ALL Certified and non-certified subcontractors that will be utilized for the entire contract period. For assistance in completing this form, please call the Supplier Diversity Outreach Program at (754) 321-0505.								
ROLE	FEDERAL IDENTIFICATION NUMBER	BUSINESS NAME	S/M/WBE CERTIFIED BY SBBC (Y/N)	DESCRIPTION OF WORK	TOTAL PROJECT AMOUNT	AMOUNT PAID DURING REPORTING PERIOD	INVOICE #	TOTAL PAID TO DATE
PRIME CONTRACTOR					\$	\$		\$
SUBCONTRACTOR					\$	\$		\$
SUBCONTRACTOR					\$	\$		\$
SUBCONTRACTOR					\$	\$		\$

- SBBC Supplier Diversity Outreach Policy 3330 can be seen at website URL: https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/12708/Policy_3330_Final_Adoption.pdf
- SDOP website with list of Certified S/M/WBE Vendors: <https://www.browardschools.com/Page/32119>

ATTACHMENT 8, SMALL/MINORITY WOMEN BUSINESS ENTERPRISE FORMS

Refer to Section 8 for more information about the Small/Minority Women-Owned Business Enterprise program and applicable forms.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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PROCUREMENT & WAREHOUSING SERVICES

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Nora Rupert

Robert W. Runcie
Superintendent of Schools

June 10, 2019

ADDENDUM 2 BID No. FY20-025 KITCHEN AND CAFETERIA SUPPLIES

TO: ALL BIDDERS

This Addendum amends the above-referenced Bid in the following particulars only:

1. As a reminder, the due date for this ITB is June 19, 2019 at 2:00 pm ET.
2. Attached is the response to a question received.
3. Before submitting your bid response, please refer to **SECTION 2 – Submittal Requirements** to ensure that all required forms and documents are included.

Sincerely,

Larissa Seda

Larissa M. Seda
Purchasing Agent



**ADDENDUM 2
FY20-025**

➤ **QUESTION #1:**

This bid term is almost 2 yrs and vendors can't commit to more than 1 year at a time. Will there be an addendum to a bid term of 1 year as bid FY20-024?

ANSWER TO QUESTION #1:

The term of the bid will remain as specified on Special Condition 3., Term: "The award of this bid shall establish a contract for the period **beginning from November 1, 2019 and continuing through October 31, 2021**, or as specified by the School Board."



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PROCUREMENT & WAREHOUSING SERVICES

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Patricia Good
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Ann Murray
Dr. Rosalind Osgood
Nora Rupert

Robert W. Runcie
Superintendent of Schools

May 23, 2019

ADDENDUM 1 BID No. FY20-025 KITCHEN AND CAFETERIA SUPPLIES

TO: ALL BIDDERS

This Addendum amends the above-referenced Bid in the following particulars only:

1. As a reminder, the due date for this ITB is June 19, 2019
2. Please substitute the bid pages indicated below and attached (REVISED pages must be submitted with the bid, in time for bid opening):

DELETE: Page 17 of 51 Pages
(Bid item 1 was revised)

INSERT: Page 17 of 51 Pages – **REVISED** –

DELETE: Page 22 of 51 Pages
(Bid item 9C was revised)

INSERT: Page 22 of 51 Pages – **REVISED** –

DELETE: Page 24 of 51 Pages
(Bid items 16C and 16D were revised)

INSERT: Page 24 of 51 Pages – **REVISED** –

DELETE: Page 26 of 51 Pages
(Bid item 23D was added to the group)

INSERT: Page 26 of 51 Pages – **REVISED** –

DELETE: Page 34 of 51 Pages
(Bid item 55 was revised)

INSERT: Page 34 of 51 Pages – **REVISED** –

These revisions do not affect the Excel spreadsheet.

Sincerely,

Larissa Seda

Larissa M. Seda
Purchasing Agent

SECTION 6, BID SPECIFICATIONS

For items in GROUPS, it is necessary to bid on EVERY ITEM IN THE GROUP and ALL ITEMS IN THE GROUP MUST MEET SPECIFICATIONS to be considered for award. Enter prices offered in Excel Summary Worksheet.

Items in groups are to be ordered in any configuration, meeting minimum shipment requirements indicated on the bid summary sheets

ITEM	(TO BE AWARDED AS A GROUP)
1:	It is necessary to bid on every item in the group in order to have the bid considered for award
A	SAP #1000221 Brush, Kettle Drain Valve Plastic/polyester, white, 28" long, bristle diameter 13/8"X6"L Used for cleaning coils and other parts of fryers and refrigeration units <u>Product to be ordered in full case quantities for warehouse orders.</u> Approved Brand: Carlisle Model 40150 or equivalent
B	SAP #1000222 Brush, Pastry/Basting 3" Wide w/Nylon Bristles White BPA FREE Product to be ordered in full case quantities for warehouse orders.. Approved Brand: Carlisle Model 40402 or equivalent
C	SAP #1000223 Brush, Pot – 8" L x 2" Trim Medium White Polypropylene Block, BPA Free, Polyester Bristles FDA compliant, bristles withstand temperatures to 125°F <u>Product to be ordered in full case quantities for warehouse orders.</u> Approved Brand: Carlisle Model 4054602 or equivalent
D	SAP #1000228 Brush, 7" Long Wire – Utility Toothbrush Style Stainless Steel 1/2" Bristles <u>Product to be ordered in full case quantities for warehouse orders.</u> Approved Brand: Carlisle Model 4067500 or equivalent
E	SAP #1000224 Brush, Pot – Sparta Utility 20"X3" White BPA Free, Medium Stiff Nylon Bristles <u>Product to be ordered in full case quantities.</u> Approved Brand: Carlisle Model 4050000 or equivalent

SECTION 6 – BID SPECIFICATIONS, (Continued)

ITEM 8	(TO BE AWARDED AS A GROUP) It is necessary to bid on every item in the group in order to have the bid considered for award
A.	SAP #1000267 TABLETOP CAN OPENER, ELECTRIC – 115V U.L. Listed. SINGLE-SPEED, NSF CERTIFIED, STAINLESS STEEL Only Approved Brand: Edlund Model 26100 Provide information about warranty on “Additional Information” Form on Page 16
B.	SAP #1000268 HEAVY DUTY CAN OPENER, MANUAL TABLE NSF certified, Rustproof, Stainless Steel Only Approved Brand: Edlund Model S-11 Provide information about warranty on “Additional Information” Form on Page 16

ITEM 9	(TO BE AWARDED AS A GROUP) It is necessary to bid on every item in the group in order to have the bid considered for award
A.	SAP #1000279 SLICER, EGG TWO WAY HEAVY DUTY CAST ALUMINUM Approved Brands: Vollrath Model 47040, Johnson Rose Model 3825, Crestware Model EGS, Adcraft Model AES-1, Stanton Trading Model 432 or equivalent
B.	SAP #1000280 WHIP, EGG 14” LONG STAINLESS STEEL NSF Approved. Approved Brands: Best Mfrs. Model 1416B, Johnson Rose Model 3614, Browne-Halco Model DPW14, Adcraft Model PWE14, Chef Supreme Model WHIP-P14 or equivalent
C.	SAP #1000291 WHEEL, 4” PIZZA CUTTING POLYPROPYLENE HANDLE AND HIGH CARBON STEEL BLADE Approved Brands: Dexter Russell Model P94ZZA-4, Victorinox/Forschner Model 41594, Lamson and Goodnow Model 32862, Mundial Model W5691-4, Browne-Halco Model PC996, Stanton Trading Model PL259X or equivalent

ITEM 10	
	SAP #1000277 BOARD, HIGH DENSITY POLYETHYLENE CUTTING 15”X20”x1/2” NSF Approved, Warp and Cut-resistant, BPA free Only Approved Brands: Teknor-Apex “Plasti-Tuff” Model T45, Carlisle Model 10884-02, Adcraft Model CBW-1520, Stanton Trading Model 799-20

SECTION 6 – BID SPECIFICATIONS, (Continued)

ITEM 15	(TO BE AWARDED AS A GROUP) It is necessary to bid on every item in the group in order to have the bid considered for award
A	SAP #1000314 15" SPOON, SLOTTED BOWL COOKING HEAVY-DUTY STAINLESS STEEL, RESISTANT TO CORROSION, ONE PIECE CONSTRUCTION Only Approved Brands: Vollrath Model 64408, Adcraft Model DSL15, Brown-Halco Model 3774, Stanton Trading Model 4435
B	SAP #1000316 15" SPOON, SOLID BOWL COOKING HEAVY-DUTY STAINLESS STEEL, RESISTANT TO CORROSION, ONE PIECE CONSTRUCTION Only Approved Brands: Vollrath Model 64406, Adcraft Model DSO15, Brown-Halco Model 3770, Stanton Trading Model 4439

ITEM 16	(TO BE AWARDED AS A GROUP) It is necessary to bid on every item in the group in order to have the bid considered for award
A	SAP #NEW ITEM Spoodle, Solid Oval 4oz Grey Utensil Heavy Duty One Piece Only Approved Brands: Vollrath Model 6412445
B	SAP #NEW ITEM Spoodle, Solid Oval 6oz Teal Utensil Heavy Duty One Piece, Mirror-finished stainless steel shafts and bowls are resistant to corrosion Only Approved Brands: Vollrath Model 6412655
C	SAP #1000318 SPOODLE, PERFORATED ROUND TWO OUNCE STAINLESS STEEL SHAFT AND BOWL, Mirror-finished stainless steel shafts and bowls are resistant to corrosion LIFETIME WARRANTY Only Approved Brands: Vollrath Model 6432230
D	SAP #1000319 SPOODLE, PERFORATED ROUND FOUR OUNCE PURPLE STAINLESS STEEL SHAFT AND BOWL, Mirror-finished stainless steel shafts and bowls are resistant to corrosion LIFETIME WARRANTY Only Approved Brands: Vollrath Model 6432480
E	SAP #NEW ITEM Spoodle, Solid Oval 8oz Orange Utensil Heavy Duty One Piece, Mirror-finished stainless steel shafts and bowls are resistant to corrosion Only Approved Brands: Vollrath Model 6412865

SECTION 6 – BID SPECIFICATIONS, (Continued)

ITEM 23	(TO BE AWARDED AS A GROUP) It is necessary to bid on every item in the group in order to have the bid considered for award
A.	SAP #1000366 PAD, SCOURING – HEAVY DUTY POT AND PAN PURPLE HEAVY-DUTY SCOURING AND SCRUBBING WITH LOWER SCRATCHING POTENTIAL Item will be awarded by the individual pad. Packed 10-12 per box. Orders will be entered by the BOX. Note: A box is not a “case”. A box is an individual package within a case. Only Approved Brands: Scotch-Brite Model 2020
B.	SAP #1000367 PAD, SCOURING – MULTI-PURPOSE BLUE SIZE 5.5” X 3.9” COMMERCIAL KITCHEN CLEANING LOW SCRATCH Item will be awarded by the individual pad. Orders will be entered by the BOX. Note: A box is not a “case”. A box is an individual package within a case. Only Approved Brand: Scotch-Brite “Power Pad” Model 2000
C.	SAP #1000384 PAD, SCOURING – POT AND PAN MEDIUM SIZE 6”X9” COMMERCIAL KITCHEN CLEANING Item will be awarded by the individual pad. Orders will be entered by the BOX. Note: A box is not a “case”. A box is an individual package within a case. Only Approved Brands: Scotch-Brite Model 86
D.	SAP #1000405 Sponge, 35-50 Gram Metal Scrub (Round) Stainless Steel scrubber, rust/splinter-resistant Product to be ordered in full case quantities for warehouse orders. Approved Brands: Carlisle Model 3675300, Johnson Rose Model JR8581, Libertyware Model SPNG50 or equivalent

ITEM 24	SAP #1000419 MAT, VINYL – NON SLIP BAR MAT (BLACK) 15-16” X 23-24” <i>Bar Mats are counter mats that provide traction, draining and contain spills</i> Approved Brand: Space-Link Model SL99 or equivalent.
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SECTION 6 – BID SPECIFICATIONS, (Continued)

ITEM 50	SAP #6004482 POT, STOCK – 12 QUART WITH LID ALUMINUM, 8GA, IMPACT-RESISTANT ENERGY-EFFICIENT, DOUBLE THICK RIMS AND BOTTOM, BEADLESS RIMS, FLAT DOMED COVER, SOLID WELDED HANDLES NSF approved. No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brands: Vollrath Model 67512
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ITEM 51	SAP #6004481 PAN, SAUCE – 3-3/4 QUART W/ COOL HANDLE TRIVENT ERGONOMIC HANDLE, 11GA IMPACT-RESISTANT ENERGY-EFFICIENT ALUMINUM NSF approved. Beadless rims for easy cleaning No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brands: Vollrath Model 434312
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ITEM 52	SAP #6004480 PAN, SAUCE – 5-1/2 QUART W/COOL HANDLE TRIVENT ERGONOMIC HANDLE, 11GA IMPACT-RESISTANT ENERGY-EFFICIENT ALUMINUM NSF approved. Beadless rims for easy cleaning No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brands: Vollrath Model 434512
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ITEM 53	SAP #6004497 COVER, HINGE DOME FULL SIZE – STEAM TABLE STAINLESS STEEL, WELDED HANDLES, CONVENIENT HINGE ALLOWS ACCESS TO FOOD WITHOUT REMOVING ENTIRE COVER 21” x 12 7/8” x 2 1/2” No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brands: Vollrath Model 77400
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ITEM 54	SAP #6005490 STEAMGLOVE WITH 14” SLEEVE, MEDIUM UTILITY NITRILE DIRECT CONTACT 225°F UP TO 15 SECONDS, SAFE FOR FOOD CONTACT, HIGH QUALITY NITRILE, COTTON INTERLOCK LINER, SURE GRIP No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Item to be awarded by the PAIR. Only Approved Brands: Tucker Model 92143
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ITEM 55	SAP #6004495 LADDER, UTILITY 2 STEPS (CAFETERIA) ALUMINUM MINIMUM 200LB LOAD CAPACITY. FOLDING STEP LADDER No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brands: R.D. Werner Model 244, Edward Don Model J1168
--------------------------	--



MAY 21, 2019

Nora Rupert, Chair
Heather P. Brinkworth, Vice Chair

Robin Bartleman
Abby M. Freedman
Patricia Good
Donna P. Korn
Laurie Rich Levinson
Ann Murray
Dr. Rosalind Osgood

Robert W. Runcie
Superintendent of Schools

Dear Prospective Bidders,

**SUBJECT: Instructions to Bidders
Invitation to Bid: FY20-025 – Kitchen and Cafeteria Supplies**

The School Board of Broward County, Florida (SBBC) is interested in receiving bids in response to the attached Invitation to Bid (ITB) for **Kitchen and Cafeteria Supplies**. Any questions regarding this ITB should be addressed to me, in writing, at the address stated above, or via e-mail to **Larissa.Seda@browardschools.com**. No other School Board staff member should be contacted in relation to this ITB. Any information that amends any portion of this ITB, which is received by any method other than an Addendum issued to the ITB, is not binding on SBBC.

In order to assure that your bid is in full compliance with all requirements of the ITB, carefully read all portions of the ITB document, paying particular attention to the following areas:

SUPPLIER DIVERSITY OUTREACH PROGRAM (SDOP)

SBBC has implemented a Supplier Diversity Outreach Program (SDOP) as part of the SBBC's competitive solicitation and contracting activity in accordance with School Board Policy 3330 Supplier Diversity Outreach Program. The purpose of the program is to remedy the ongoing effects of identified marketplace discrimination that the School Board has found continue to adversely affect the participation of Small/Minority and/or Women Business Enterprises ("S/M/WBE") in School Board contracts. S/M/WBE vendors utilized for this contract must be certified by SBBC's Supplier Diversity Outreach Program Office prior to submission of bid proposal. For information on S/M/WBE Certification or Policy 3330, contact SBBC's Supplier Diversity Outreach Program at 754-321-0550 or visit <http://www.browardschools.com/sdop>.

• **SECTION 2, SUBMITTAL REQUIREMENTS**

Section 2, Submittal Requirements, is a listing of all submittals that are required to be part of your bid package. Please make sure that all required submittals have been included as part of your bid package.

• **COMPLETION OF BIDS**

The Bid Summary Sheets upon which the Bidder submits its prices shall be completed in excel. The Bidder Acknowledgement Section should be completed in full and fully executed by an authorized representative of the Bidder. SBBC reserves the right to reject any bid which is not completed in full.

• **PRICING CORRECTIONS**

If a price correction is necessary on the Bid Summary Sheet, update the excel spreadsheet. SBBC reserves the right to not tabulate any illegible entries, pencil bids or price corrections not initialed and to reject any bid containing any of these errors.

• **DUE DATE**

Bids are due in Procurement and Warehousing Services on the date and time stated on Page 1 of the ITB. In order to have your bid considered, it must be received on or before the date and time due. Bids received after 2:00 p.m. ET on date due will not be considered.

• **STATEMENT OF "NO BID"**

If you are **not** submitting a bid in response to this ITB, please complete Section 8, Statement of "No Bid" and return to the address indicated above or via e-mail to **Larissa.Seda@browardschools.com**. Your response to the Statement of "No" Bid is very important to Procurement and Warehousing Services when creating future ITBs.

Thank you for your interest in SBBC. Again, if you have any questions, please contact me at the telephone number or email address stated above.

Larissa Seda
Purchasing Agent

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The School Board of Broward County, Florida
PROCUREMENT AND WAREHOUSING SERVICES
 7720 West Oakland Park Boulevard, Suite 323
 Sunrise, Florida 33351-6704
 754-321-0505

INVITATION TO BID (ITB)

DUE DATE: Bids due on or before 2:00 p.m. Eastern Time (ET) at Procurement & Warehousing Services:
JUNE 19, 2019

ITB NO.:
FY20-025

RELEASE DATE:
MAY 21, 2019

PURCHASING AGENT:
Larissa Seda
 754-321-0524

Check Addenda for any revised opening dates before submitting your bid. **Bid(s) received, after the date and time stated above, shall not be considered for award.** Faxed and/or emailed bids are not allowed and will not be considered for award.

BID TITLE:
Kitchen and Cafeteria Supplies

SECTION 1, BIDDER ACKNOWLEDGEMENT

IN ACCORDANCE WITH GENERAL CONDITION 1, THIS SECTION MUST BE COMPLETED IN ITS ENTIRETY INCLUDING THE SIGNATURE OF AN AUTHORIZED REPRESENTATIVE WHERE INDICATED BELOW AND SUBMITTED WITH THE BID. FAILURE TO PROVIDE THIS DOCUMENT, WITH THE BID, WILL RESULT IN BID BEING CONSIDERED NON-RESPONSIVE.

Bidder's Name and state "Doing Business As", where applicable:

"REMIT TO" ADDRESS FOR PAYMENT: If payment(s) is/are to be mailed to address other than as stated on left, please complete section below. Check this box if address is the same as stated on the left.

Address:

P.O. Address:

City:

State: Zip Code:

City:

Telephone Number:

State: Zip Code:

Toll Free Number:

Contact:

Fax Number:

Telephone Number:

E-Mail Address of Authorized Representative:

Toll Free Number:

E-mail Address to Send Purchase Orders:

Fax Number:

Federal Tax Identification Number:

I hereby certify that: I am submitting the following information as my firm's (Bidder) bid and am authorized by Bidder to do so. Bidder agrees to complete and unconditional acceptance of the contents of all pages in this Invitation To Bid (ITB), and all appendices and the contents of any Addenda released hereto; Bidder agrees to be bound to any and all specifications, terms and conditions contained in the ITB, and any released Addenda and understand that the following are requirements of this ITB and failure to comply will result in disqualification of bid submitted; Bidder has not divulged, discussed, or compared the bid with other Bidders and has not colluded with any other Bidder or party to any other bid; Bidder, its principals, or their lobbyists has not offered campaign contributions to School Board Members or offer contributions to School Board Members for campaigns of other candidates for political office during the period in which the Bidder is attempting to sell goods or services to the School Board. This period of limitation of offering campaign contributions shall commence at the time of the "cone of silence" period for any solicitation for a competitive procurement as described by School Board Policy 3320, Part III, Section GG as well as School Board Policy 1007, Section 5.4 – Campaign Contribution Fundraising. Bidder acknowledges that all information contained herein is part of the public record as defined by the State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this bid are true and accurate.

Signature of Authorized Representative (Manual)

Name of Authorized Representative (Typed or Printed)

Title

I agree that this bid cannot be withdrawn within 90 days from date due.

SECTION 2, SUBMITTAL REQUIREMENTS

SUBMITTAL REQUIREMENTS: In order to assure that your bid is in compliance with bid requirements, please verify that the submittals indicated by the below have been submitted.

<input checked="" type="checkbox"/> Completed and Signed Bidder Acknowledgement (Section 1)	<input checked="" type="checkbox"/> Complete Bid-Printed and .PDF Special Condition 2	<input checked="" type="checkbox"/> Bid Summary Sheets (.xls format) (Special Condition 2)	<input checked="" type="checkbox"/> Additional Information – Page 16
<input checked="" type="checkbox"/> Certificate of Debarment General Condition 45	<input checked="" type="checkbox"/> Samples-Special Condition 11	<input checked="" type="checkbox"/> Descriptive Literature – Special Condition 10	<input checked="" type="checkbox"/> Bidder's Preference Statement Special Condition 7
<input checked="" type="checkbox"/> Conflict of Interest Form Section 7, Attachment 1	<input checked="" type="checkbox"/> Applicable S/M/WBE forms (Exhibit A)	<input checked="" type="checkbox"/> W-9 Form (Special Condition 28)	

Note: If your firm wishes to not submit a bid in response to the ITB, please complete and return, via mail or fax, the Statement of No Bid attached as the last page of this ITB.

SECTION 3, GENERAL CONDITIONS

1. **SEALED BID REQUIREMENTS:** The "Bidder Acknowledgement Section" must be completed, signed and returned with the bid. The Bid Summary Sheet pages on which the Bidder actually submits a bid, and any pages, upon which information is required to be inserted, must be completed and submitted with the bid. **The School Board of Broward County (SBBC) reserves the right to reject any bid that fails to comply with these submittal requirements.**
 - a) **BIDDER'S RESPONSIBILITY:** It is the responsibility of the Bidder to be certain that all numbered pages of the bid and all attachments thereto are received and all Addendum released are received prior to submitting a bid without regard to how a copy of this ITB was obtained. All bids are subject to the conditions specified herein on the attached bid documents and on any Addenda issued thereto.
 - b) **BID SUBMITTED:** Completed bid must be submitted in a sealed envelope with bid number and name clearly typed or written on the front of the envelope. Bids must be time stamped in Procurement and Warehousing Services **on or before 2:00 p.m. ET on date due** for bid to be considered. Bids shall be opened at 2:00 p.m. ET on date due. Bids submitted by telegraphic or facsimile transmission shall not be accepted.
 - c) **EXECUTION OF BID:** Bid must contain an original manual signature of an authorized representative in the space provided above. All bids must be completed in ink or typewritten. **If a price correction is necessary, draw a single line through the entered figure and enter the corrected figure or use an opaque correction fluid. All price corrections must be initialed by the person signing the bid even when using opaque correction fluid.** SBBC reserves the right to reject any bid or bid item completed in pencil or any bid that contains illegible entries or price corrections not initialed.
 - d) **BIDDING PREFERENCE LAWS: ALL BIDDERS MUST COMPLETE AND SUBMIT THE LEGAL OPINION OF BIDDER'S PREFERENCE FORM IN ORDER TO BE CONSIDERED FOR AWARD.** The State of Florida provides a Bidder's preference for Florida vendors for the purchase of personal property. The local preference is five (5) percent. Bidders outside the State of Florida must have an Attorney, licensed to practice law in the out-of-state jurisdiction, as required by Section 2, Chapter 287.084, Florida Statutes, execute the "Opinion of Out-of-State Bidder's Attorney on Bidding Preferences" form and must submit this form with the submitted bid. Such opinion should permit SBBC's reliance on such attorney's opinion for purposes of complying with Chapter 287.084, Florida Statutes. Florida Bidders must also complete its portion of the form. Failure to submit and execute this form, with the bid, shall result in bid being considered "non-responsive" and bid rejected.
 2. **PRICES QUOTED:** Deduct trade discounts and quote firm net prices. Give both unit price and extended total. Prices must be stated in units to quantity specified in the bidding specification. In case of discrepancy in computing the amount of the bid, the **Unit Price** quoted shall govern.

All prices quoted shall be F.O.B. destination and freight prepaid (Bidder pays and bears freight charges). Awardee owns goods in transit and files any claims. Discounts for prompt payment: Award, if made, shall be in accordance with terms and conditions stated herein. Each item must be bid separately and no attempt is to be made to tie any item or items in with any other item or items. **Cash or quantity discounts offered shall not be a consideration in determination of award of bid(s).** If an Awardee offers a discount or offers terms less than Net 30, it is understood that a minimum of 30 days shall be required for payment, and if a payment discount is offered, the discount time shall be computed from the date of satisfactory delivery at place of acceptance and receipt of correct invoice at the office specified.

 - a) **TAXES:** SBBC does not pay Federal Excise and State taxes on direct purchase of tangible personal property. The applicable tax exemption number is shown on the Purchase Order. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of SBBC owned real property as defined in Chapter 192, Florida Statutes.
 - b) **MISTAKES:** Bidders are expected to examine the specifications, delivery schedules, bid prices and extensions, and all instructions pertaining to supplies and services. Failure to do so shall be at Bidder's risk.
 - c) **CONDITION AND PACKAGING:** It is understood and agreed that any item offered or shipped as a result of this bid shall be new (current production model at the time of this bid) unless otherwise specified. All containers shall be suitable for storage or shipment and all prices shall include standard commercial packaging.
 - d) **UNDERWRITERS' LABORATORIES:** Unless otherwise stipulated in the Bid, all manufactured items and fabricated assemblies shall be UL listed where such has been established by UL for the item(s) offered and furnished. In lieu of the UL listing, Bidder may substitute a listing by an independent testing laboratory recognized by OSHA under the Nationally Recognized Testing Laboratories (NRTL) Recognition Program.
- e) **BIDDER'S CONDITIONS:** Bid conditions and specifications **shall not** be changed, altered or conditioned in any way. SBBC specifically reserves the right to reject any conditional bid.
 3. **SAMPLES:** Samples of items, when required, must be furnished free of expense within five (5) working days of request unless otherwise stated and, if not destroyed, will, upon request, be returned at the Bidder's expense. Bidders shall be responsible for the removal of all samples furnished within 30 days after bid opening. All samples shall be disposed of after 30 days. Each individual sample must be labeled with Bidder's name, bid number and item number. Failure of Bidder to either deliver required samples or to clearly identify samples as indicated may be reason for rejection of the bid item. Unless otherwise indicated, samples should be delivered to Procurement and Warehousing Services, The School Board of Broward County, Florida, 7720 West Oakland, Park Boulevard, Suite 323, Sunrise, Florida 33351-6704.
 4. **DELIVERY:** All deliveries shall be F.O.B. destination point. Unless actual date of delivery is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of Purchase Order in space provided. Delivery time may become a basis for making an award (see Special Conditions). Delivery shall be within the normal working hours of the user, Monday through Friday, excluding state holidays and days during which SBBC administration is closed.
 5. **INTERPRETATIONS:** Any questions concerning conditions and specifications must be submitted in writing and received by Procurement and Warehousing Services no later than **ten working days, or as stated in the Special Conditions**, prior to the original bid opening date. If necessary, an Addendum shall be issued.
 6. **AWARDS:** In the best interest of SBBC, SBBC reserves the right to: 1) withdraw this ITB at any time prior to the time and date specified for the bid opening; 2) to reject any or all bids received when there are sound documented business reasons that serve the best interest of SBBC; 3) to accept any item or group of items unless qualified by Bidder; and 4) to acquire additional quantities at prices quoted on this ITB unless additional quantities are not acceptable, in which case, the bid sheets must be noted "BID IS FOR SPECIFIED QUANTITY ONLY." All awards made as a result of this bid shall conform to applicable Florida Statutes and shall be governed by the laws of the State of Florida, and must have venue established in the 17th Judicial Circuit Court of Broward County, Florida or the United States Court of the Southern District of Florida.
 7. **BID OPENING:** Shall be public, on the date and at the time specified on the bid form. All bids received after that time shall not be considered.
 8. **ADVERTISING:** In submitting a bid, Bidder agrees not to use the results there from as a part of any commercial advertising without prior approval of SBBC.
 9. **INSPECTION, ACCEPTANCE & TITLE:** Inspection and acceptance shall be at destination unless otherwise provided. Title to/ or risk of loss or damage to all items shall be the responsibility of the Awardee until acceptance by the buyer unless loss or damage resulting from negligence by the buyer. If the materials or services supplied to SBBC are found to be defective or not conform to specifications, SBBC reserves the right to cancel the order upon written notice to the seller and return product at Awardee's expense.
 10. **PAYMENT:** Payment shall be made by SBBC after the items awarded have been received, inspected, found to comply with award specifications and free of damage or defect and properly invoiced. All payments shall be made by ACH (Automated Clearing House) for automatic deposits (credits).
 11. **CONFLICT OF INTEREST AND CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP:** Section 112.313 (3) and (7), Florida Statutes, sets forth restrictions on the ability of SBBC employees acting in a private capacity to rent, lease, or sell any realty, goods or services to SBBC. It also places restrictions on SBBC employees concerning outside employment or contractual relationships with any business entity which is doing business with SBBC. Each Bidder is to disclose any employees it has who are also SBBC employees by submitting Attachment 1, Disclosure of Potential Conflict of Interest and Conflicting Employment or Contractual Relationship, with its Bid. Any employees identified by the Bidder when completing Attachment 1 should obtain legal advice as to their obligations and restrictions under Section 112.313 (3) and (7), Florida Statutes.
 12. **INSURANCE:** Bidder, by virtue of submitting a bid, shall be in full compliance with paragraph 20: LIABILITY INSURANCE, LICENSES AND PERMITS of the General Conditions. Insurance Requirements are shown in FORMS AND ATTACHMENTS Section of this ITB. Bidder shall take special notice that SBBC shall be named as an additional insured under the General Liability policy including Products Liability.

The insurance policies shall be issued by companies qualified to do business in the State of Florida. The insurance companies must be rated at least A-VI by AM Best or Aa3 by Moody's Investor Service. All policies must remain in effect during the performance of the contract.

13. **LICENSES, CERTIFICATIONS AND REGISTRATIONS:** As of the Bid Opening Date, Bidder must have all Licenses, Certifications and Registrations required when performing the services as described herein, in order for Bid to be considered a responsive and responsible Bid. Licenses, Certifications and Registrations required for this Bid shall be as required by Chapter 489, Florida Statutes, as currently enacted or as amended from time to time; by the State Requirements for Educational Facilities (SREF), latest version; and by Broward County, Florida. Bidder must submit a copy of all its current Licenses, Certifications and Registrations required as described herein, either with its Bid or within five working days of notification.
- An Awardee who has any License, Certification or Registration either suspended, revoked or expired after the date of the Bid Opening, shall provide notice to the Director of Procurement & Warehousing Services within five working days of such suspension, revocation or expiration. However, such suspension, revocation or expiration after the date of the Bid Opening shall not relieve the Awardee of its responsibilities under this ITB.*
14. **PATENTS & ROYALTIES:** The Awardee, without exception, shall indemnify and save harmless SBBC and its employees from liability of any nature or kind, including cost and expenses for any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by SBBC. If the Awardee uses any design, device, or materials covered by letters, patent, or copyright, it is mutually understood and agreed without exception that the bid prices shall include all royalties or cost arising from the use of such design, device or materials in any way involved in the work.
15. **OSHA:** The Awardee warrants that the product supplied to SBBC shall conform in all respects to the standards set forth in the Occupational Safety and Health Act of 1970, as amended, and the failure to comply with this condition shall be considered as a breach of contract.
16. **SPECIAL CONDITIONS:** The Superintendent or Designee has the authority to issue Special Conditions and Specifications as required for individual bids. Any and all Special Conditions that may vary from these General Conditions shall have precedence.
17. **NONDISCRIMINATION:** The respondent hereby certifies and agrees that the following information is correct: In preparing its response on this project, the respondent has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in "discrimination" as defined in the District's Policy No. 3330 – Supplier Diversity Outreach Program, Section D.1; to wit: discrimination in the solicitation, selection, or commercial treatment of any subcontractor, vendor, supplier, or commercial customer on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation or on the basis of disability or other unlawful forms of discrimination. Without limiting the foregoing, "discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination." Without limiting any other provision of the solicitation for responses on this project, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the School District to reject the response submitted by the respondent on this project, and terminate any contract awarded based on the response. As part of its response, the respondent shall provide to the School District a list of all instances within the immediate past four (4) years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Florida that the respondent discriminated against its subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken. As a condition of submitting a response to the School Board, the respondent agrees to comply with the District's Commercial Nondiscrimination Policy as described under its School Board Policy No. 3330 – Supplier Diversity Outreach Program, Section D.1.
18. **QUALITY:** All materials used for the manufacture or construction of any supplies, materials or equipment covered by this bid shall be new unless otherwise specified. The items bid must be new, the latest model, of the best quality and highest grade workmanship.
19. **LIABILITY INSURANCE, LICENSES AND PERMITS:** Where Awardees are required to enter or go onto SBBC property to deliver materials or perform work or services as a result of a bid award, the Awardee agrees to The Hold Harmless Agreement stated herein and shall assume the full duty obligation and expense of obtaining all necessary licenses, permits and insurance. The Awardee shall be liable for any damages or loss to SBBC occasioned by negligence of the Awardee (or agent) or any person the Awardee has designated in the completion of the Contract as a result of their bid.
20. **BID BONDS, PERFORMANCE BONDS AND CERTIFICATES OF INSURANCE:** Bid bonds, when required, shall be submitted with the bid in the amount specified in Special Conditions. Bid bonds shall be returned to non-Awardees. After acceptance of bid, SBBC shall notify the Awardee to submit a performance bond and certificate of insurance in the amount specified in Special Conditions. Upon receipt of the performance bond, the bid bond shall be returned to the Awardee.
21. **CANCELLATION:** In the event any of the provisions of this bid are violated by the Awardee, the Superintendent shall give written notice to the Awardee stating the deficiencies and unless deficiencies are corrected within five days, recommendation shall be made to SBBC for immediate cancellation.
22. **IRREVOCABILITY OF BID:** A bid may not be withdrawn before the expiration of 90 days from the date of bid opening.
23. **INFORMATION NOT IN ITB:** No verbal or written information which is obtained by a Bidder other than by information within this document or Addenda to this ITB shall be binding on SBBC.
24. **EXPENDITURE:** No guarantee is given or implied as to any sums payable or the quantity or scope of any award under this ITB. SBBC is not obligated to place any order for goods/services as a result of this award. Order placement shall be based upon the needs and best interest of SBBC.
25. **BILLING INSTRUCTIONS:** Invoices, unless otherwise indicated, must show Purchase Order numbers and shall be submitted in duplicate to The School Board of Broward County, Florida, Accounting and Financial Reporting Department, Attn: Accounts Payable, 600 S.E. 3rd Avenue, 7th Floor, Fort Lauderdale, Florida 33301. (Unless otherwise stated in the Special Conditions) Payment shall be made a minimum of 30 days after delivery, authorized inspection and acceptance. When vendors are directed to send invoices to a school, the school shall make direct payments to the vendor.
26. **NOTE TO VENDORS DELIVERING TO CENTRAL WAREHOUSE:** Receiving hours are Monday through Friday (excluding state holidays and days during which SBBC administration is closed) 7:00 a.m. to 2:00 p.m. ET.
27. **SUBSTITUTIONS:** SBBC SHALL NOT accept substitute shipments of any kind. Awardees are expected to furnish the brand quoted in their bid once awarded by SBBC. Any substitute shipments shall be returned at the Awardee's expense.
28. **FACILITIES:** SBBC reserves the right to inspect the Awardee's facilities at any time with prior notice. SBBC may use the information obtained from this in determining whether a Bidder is a responsible Bidder.
29. **ASBESTOS AND FORMALDEHYDE STATEMENT:** All building materials, pressed boards, and furniture supplied to SBBC shall be 100% asbestos free. It is desirable that all building materials, pressed boards and furniture supplied to SBBC also be 100% formaldehyde free. Bidder, by virtue of bidding, certifies by signing bid that, if awarded this bid, only building materials, pressed boards, and/or furniture that is 100% asbestos free shall be supplied.
30. **ASSIGNMENT:** Neither any award of this bid nor any interest in any award of this bid may be assigned, transferred or encumbered by any party without the prior written consent from the Director, Procurement and Warehousing Services. There shall be no partial assignments of this ITB including, without limitation, the partial assignment of any right to receive payments from SBBC.
31. **EXTENSION:** In addition to any extension options contained herein, SBBC is granted the right to extend any award resulting from this bid for the period of time necessary for SBBC to release, award and implement a replacement bid for the goods, products and/or services provided through this bid. Such extension shall be upon the same prices, terms and conditions as existing at the time of SBBC's exercise of this extension right. The period of any extension under this provision shall not be for a period in excess of six months from (a) the termination date of a contract entered into as a result of this bid or (b) the termination date under any applicable period of extension under a contract entered into as a result of this bid.
32. **OMISSION FROM THE SPECIFICATIONS:** The apparent silence of this specification and any Addendum regarding any details or the omission from the specification of a detailed description concerning any point shall be regarded as meaning that only the best available units shall be provided and the best commercial practices are to prevail, and that only materials and workmanship of first quality are to be used. All interpretations of this specification shall be made upon the basis of this agreement.
33. **SUBMITTAL OF INVOICES:** All Bidders are hereby notified that any invoice submitted as a result of the award of this bid must be in the same format as any Purchase Order released as a result of the award of this bid. **Each line of the invoice must reference a corresponding single line shown on the Purchase Order.** A single invoice line must not correspond to or commingle the cost shown on multiple Purchase Order lines. An invoice submitted that does not follow the same format and line numbering as shown on the Purchase Order shall be deemed to be not correct, and may be returned to the vendor by the Accounts Payable Department for correction. Address for submitting invoices is included on Purchase Order.
34. **PURCHASE AGREEMENT:** This bid and the corresponding Purchase Orders shall constitute the complete agreement. SBBC shall not accept proposed terms and conditions that are different than those contained in this Invitation to Bid, including pre-printed text contained on catalogs, price lists, other descriptive information submitted or any other materials. By virtue of submitting a bid, Awardee agrees to not submit to any SBBC employee, for signature, any document that contains terms and conditions that are different than those contained herein and that in the event any document

35. **SBBC INFORMATION SECURITY GUIDELINES:** It is the responsibility of the Awardee to read and adhere to the SBBC Information Security Guidelines when using any device connected to the SBBC's network. Following the conclusion of the contract term, all of SBBC's confidential information must be removed from Awardee's equipment and all access privileges must be revoked. Final payment shall be withheld until the Awardee has confirmed, in writing, that all SBBC's confidential information has been purged from any and all electronic technology devices that were used during this contract and were connected to the SBBC's network.
36. **PROTESTING OF BID CONDITIONS/SPECIFICATIONS:** Any person desiring to protest the conditions/specifications in this ITB, or any Addenda subsequently released thereto, shall file a notice of intent to protest, in writing, within 72 hours after electronic release of the competitive solicitation or Addendum and shall file a formal written protest within ten calendar days after the date the notice of protest was filed. Saturdays, Sundays, state holidays or days during which SBBC administration is closed shall be excluded in the computation of the 72 hours. If the tenth calendar day falls on a Saturday, Sunday, state holiday or day during which SBBC administration is closed, the formal written protest must be received on or before 5:00 p.m. ET of the next calendar day that is not a Saturday, Sunday, state holiday or day during which SBBC administration is closed. Section 3 b, Chapter 120.57, Florida Statutes, as currently enacted or as amended from time to time, states that **"The formal written protest shall state with particularity the facts and law upon which the protest is based."**
- Failure to file a notice of protest or to file a formal written protest within the time prescribed by Section 3, Chapter 120.57, Florida Statutes, or a failure to post the bond or other security required by SBBC Policy 3320, within the time allowed for filing a bond, shall constitute a waiver of proceedings. The bond shall be conditioned upon the payment of all costs which may be adjudged against the protestant in an Administrative Hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, SBBC may accept a cashier's check, official bank check or money order in the amount of the bond. If, after completion of the Administrative Hearing process and any appellate court proceedings, SBBC prevails, SBBC shall recover all costs and charges which shall be included in the Final Order or judgment, including charges made by the Division of Administrative Hearings, but excluding attorney's fees. Upon payment of such costs and charges by the protestant, the bond shall be returned. The failure to post the bond required by SBBC Policy 3320, Part VIII, as currently enacted or as amended from time to time, shall constitute a waiver of proceedings. Notices of protest, formal written protests, and the bonds required by SBBC Policy 3320, shall be filed at the office of the Director, Procurement and Warehousing Services, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704 (fax 754-321-0936). Fax filing shall not be acceptable for the filing of bonds.
37. **POSTING OF BID RECOMMENDATIONS/TABULATIONS:** ITB Recommendations and Tabulations shall be posted in Procurement and Warehousing Services and on www.demandstar.com, and shall remain posted for 72 hours. Any change to the date and time established for posting of ITB Recommendations/Tabulations shall be posted in Procurement and Warehousing Services and/or at www.demandstar.com (under the document section for this ITB). In the event the date and time of the posting of ITB Recommendations/Tabulations is changed, it is the responsibility of each Bidder to ascertain the revised date of the posting of ITB Recommendations/Tabulations. Any person desiring to protest the intended decision shall file a notice of protest, in writing, within 72 hours after the posting of the ITB tabulation and shall file a formal written protest within ten calendar days after the date the notice of protest was filed. Saturdays, Sundays, state holidays and days during which SBBC administration is closed shall be excluded in the computation of the 72 hours. If the tenth calendar day falls on a Saturday, Sunday, state holiday or day during which SBBC administration is closed, the formal written protest must be received on or before 5:00 p.m. ET of the next calendar day that is not a Saturday or Sunday, state holiday or days during which SBBC administration is closed. No submissions made after the Bid opening amending or supplementing the Bid shall be considered. Section 120.57(3)(b), Florida Statutes, as currently enacted or as amended from time to time, states that **"The formal written protest shall state with particularity the facts and law upon which the protest is based"**. Any person who files an action protesting an intended decision shall post with SBBC, at the time of filing the formal written protest, a bond, payable to SBBC, in an amount equal to one percent (1%) of SBBC's estimate of the total volume of the contract. SBBC shall provide the estimated contract amount to the vendor within 72 hours, excluding Saturdays, Sundays and other days during which SBBC administration is closed, of receipt of notice of intent to protest. The estimated contract amount is not subject to protest pursuant to Section 120.57(3), Florida Statutes. The bond shall be conditioned upon the payment of all costs which may be adjudged against the protestant in an Administrative Hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, SBBC may accept a cashier's check, official bank check or money order in the amount of the bond. If, after completion of the Administrative Hearing process and any appellate court proceedings, SBBC prevails, SBBC shall recover all costs and charges which shall be included in the Final Order or judgment,
37. (Continued): including charges made by the Division of Administrative Hearings, but excluding attorney's fees. Upon payment of such costs and charges by the protestant, the bond shall be returned. **All documentation necessary for the protest proceedings shall be provided electronically by SBBC.**
- Failure to file a notice of protest or to file a formal written protest within the time prescribed by Section 120.57(3), Florida Statutes, or a failure to post the bond or other security required by SBBC Policy 3320 within the time allowed for filing a bond, shall constitute a waiver of proceedings. The failure to post the bond required by SBBC Policy 3320, Part VIII, as currently enacted or as amended from time to time, shall constitute a waiver of proceedings. Notices of protests, formal written protests, and the bonds required by Policy 3320, shall be filed at the office of the Director, Procurement and Warehousing Services, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704 (fax 754-321-0936). Fax filing shall not be acceptable for the filing of bonds.**
38. **SUBMITTAL OF BIDS:** All Bidders are reminded that it is the sole responsibility of the BIDDER to assure that their bid is time stamped in PROCUREMENT AND WAREHOUSING SERVICES on or before 2:00 p.m. ET on date due. The address for bid submittal, including hand delivery and overnight courier delivery, is indicated as: 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704. The Bidder is fully and completely responsible for the payment of all delivery costs associated with the delivery of their bid or related material. Procurement and Warehousing Services shall not accept delivery of any bid or related material requiring SBBC to pay for any portion of the delivery cost or the complete delivery cost. Prior to bid submittal, it is the responsibility of the Bidder to be certain that all Addenda released have been received, that all Addendum requirements have been completed, and that all submittals required by the Addendum have been timely filed. (See General Condition 1.)
39. **PACKING SLIPS:** It shall be the responsibility of the Awardee to attach all packing slips to the OUTSIDE of each shipment. Packing slip must reference SBBC Purchase Order number/control number. Failure to provide packing slip attached to the outside of shipment shall result in refusal of shipment at Awardee's expense.
40. **USE OF OTHER CONTRACTS:** SBBC reserves the right to utilize any other SBBC contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, other school s, other community college/state university system cooperative bid agreement, or to directly negotiate/purchase per SBBC and/or Rule 6A-1.012, Florida Administration Code as currently enacted or as amended from time to time, in lieu of any offer received or award made as a result of this bid if it is in its best interest to do so.
41. **INDEMNIFICATION:** This General Condition of the bid is NOT subject to negotiation and any bid that fails to accept these conditions shall be rejected as "non-responsive."
- a) SBBC agrees to be fully responsible for its acts of negligence or its agents' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence. Nothing herein is intended to serve as a waiver of sovereign immunity by SBBC. Nothing herein shall be construed as consent by SBBC to be sued by third parties in any matter arising out of any contract. Nothing herein shall be construed as a waiver by SBBC of any rights or limits to liability under Section 768.28, Florida Statutes.
- b) AWARDEE agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by the AWARDEE, its agents, servants or employees; the equipment of the AWARDEE, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of AWARDEE or the negligence of AWARDEE's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by the AWARDEE, SBBC or otherwise.
42. **PURCHASE BY OTHER PUBLIC AGENCIES:** With the consent and agreement of the awarded contractor(s), purchases may be made under this bid by other agencies. Such purchases shall be governed by the same terms and conditions as stated herein.
43. **GOVERNING LAW:** This ITB, and any award(s) resulting from this ITB shall be interpreted and construed in accordance with the laws of the State of Florida. Any protests arising from this ITB shall be subject to Section 120.57(3), Florida Statutes. Any disputes or controversies arising out of a contract award under this ITB shall be submitted to the jurisdiction of the state courts of the Seventeenth Judicial Circuit Court in and for Broward County, Florida.

44. **PUBLIC ENTITY CRIMES:** Section 287.133(2)(a), Florida Statutes, as currently enacted or as amended from time to time, states that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO [currently \$25,000] for a period of 36 months from the date of being placed on the convicted vendor list.
45. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY OR VOLUNTARY EXCLUSION - Lower Tier Covered Transactions:** Executive Order 12549, as currently enacted or as amended from time to time, provides that, to the extent permitted by law, Executive departments and agencies shall participate in a government-wide system for non-procurement debarment and suspension. A person who is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. Except as provided in § 85.200, Debarment or Suspension, § 85.201, Treatment of Title IV HEA participation, and § 85.215, Exception Provision, debarment or suspension of a participant in a program by one agency shall have government-wide effect. A lower tier covered transaction is, in part, any transaction between a participant [SBBC] and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction; and any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the Federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 253(g) (currently \$100,000) under a primary covered transaction; or any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person shall have a critical influence on or substantive control over that covered transaction. A participant may rely upon the certification of a prospective participant in a lower tier covered transaction that it and its principals are not debarred, suspended, proposed for debarment under 48 CFR part 9, subpart 9.4, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. Each participant shall require participants in lower tier covered transactions to include the certification for it and its principals in any bid submitted in connection with such lower tier covered transactions.
- CERTIFICATION**
- a) 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.
- b) 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.
- Every time a Bid is submitted that includes reference to this Form, a new Form is required. Any Bid that does not include this required Form shall not be evaluated and shall not be considered for award. **A signature is required on BOTH the Debarment Form AND the Invitation to Bid page.** A signature on one document cannot be substituted for the signature required on the other document. **Failure to complete and sign both documents requiring signature shall result in rejection of bid submitted.**
46. **REASONABLE ACCOMMODATION:** Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine TTY 754- 321-2158.
47. **SEVERABILITY:** In case of any one or more of the provisions contained in this Bid shall be for any reason be held to be invalid, illegal, unlawful, unenforceable or void in any respect, the invalidity, illegality, unenforceability or unlawful or void nature of that provision shall not affect any other provision and this Bid shall be considered as if such invalid, unlawful, unenforceable or void provision had never been included herein.
48. **DISTRIBUTION:** DemandStar by Onvia, www.demandstar.com, is the official method approved by Procurement and Warehousing Services for the distribution of all competitive solicitations including ITBs and RFPs. It is the responsibility of all Bidders to assure they have received all necessary documents, including Addenda and have included all necessary information within their response. SBBC is not responsible for Bidder's failure to obtain complete bidding documents from DemandStar. SBBC reserves the right to reject any bid as non-responsive for failure to include all necessary documents or required Addenda. For information regarding the above referenced solicitation, contact the designated Purchasing Agent as stated herein.
49. **LOBBYIST ACTIVITIES:** In accordance with SBBC Policy 1100B, as currently enacted or as amended from time to time, persons acting as lobbyists must state, at the beginning of their presentation, letter, telephone call, e-mail or facsimile transmission to School Board Members, Superintendent or Members of Senior Management, the group, association, organization or business interest she/he is representing.
- a) A lobbyist is defined as a person who for immediate or subsequent compensation, (e.g., monetary profit/personal gain) represents a public or private group, association, organization or business interest and engages in efforts to influence School Board Members on matters within their official jurisdiction.
- b) A lobbyist is not considered a person representing school-affiliated groups (e.g., PTA, DAC, Band Booster Associations, etc.) nor a public official acting in her/his official capacity.
- c) Lobbyists shall annually (July 1) disclose in each instance and for each client prior to any lobbying activities, their identity and activities by completing the lobbyist statement form which can be obtained from Official School Board Records, School Board Member's Offices or the Superintendent's Office and shall be recorded on SBBC's website, www.browardschools.com.
- d) The lobbyist must disclose any direct business association with any current elected or appointed official or employee of SBBC or any immediate family member of such elected or appointed official or employee of SBBC.
- e) Senior-level employees (Pay Grade 30 and above) and/or School Board Members are prohibited from lobbying activities for one year after resignation or retirement or expiration of their term of office.
50. **TIE BID PROCEDURES:** When identical prices are received from two or more Bidders and all other factors are equal, priority for award shall be given to Bidders in the following sequence:
- A business that certifies that it has implemented a drug-free workplace program shall be given preference in accordance with the provisions of Chapter 287.087, Florida Statutes, as currently enacted or as amended from time to time;
 - The Broward County Certified Minority/Women Business Enterprise Bidder;
 - The Palm Beach County or Miami-Dade County Certified Minority/Women Business Enterprise Bidder;
 - The Florida Certified Minority/Women Business Enterprise Bidder;
 - The Broward County Bidder, other than a Minority/Women Business Enterprise Bidder;
 - The Palm Beach County or Miami-Dade County Bidder, other than a Minority/Women Business Enterprise vendor;
 - The Florida Bidder, whose main office is in the State of Florida, other than a Minority/Women Business Enterprise vendor.
 - If application of the above criteria does not indicate a priority for award, the award shall be decided by a coin toss. The coin toss shall be held publicly in Procurement and Warehousing Services; the tie low bid Bidders invited to be present as witnesses.
- Included as a part of these bid documents is a Form entitled **SWORN STATEMENT PURSUANT TO CHAPTER 287.087, FLORIDA STATUTES, AS CURRENTLY ENACTED OR AS AMENDED FROM TIME TO TIME, ON PREFERENCE TO BUSINESSES WITH DRUG-FREE WORKPLACE PROGRAMS.** This form shall be used by the Bidder to certify that it has implemented a drug-free workplace program. In order for bid to be considered, the Invitation to Bid form (Page 1 of this bid) must be properly signed in order for the bid to be considered. A Bidder cannot sign this form in lieu of properly signing the Invitation to Bid form.
51. **DISPUTES:** in the event of a conflict between the documents, the order of priority of the documents shall be as follows:
- Addenda released for this ITB, with the latest Addendum taking precedence, then;
 - The ITB; then
 - Bidder's submitted bid.
- In case of any other doubt or difference of opinion, the decision of SBBC shall be final and binding on both parties.

52. **SMALL/MINORITY/WOMEN BUSINESS ENTERPRISE (S/M/WBE) PARTICIPATION (Refer to Section 8 – Supplier Diversity Outreach Program for the applicable Affirmative Procurement Initiative (s) for this solicitation):** SBBC has implemented a Minority/Women Business Enterprise (M/WBE) Program as part of the SBBC's competitive solicitation and contracting activity in accordance with School Board Policy 7007-A Administrative Procedures for The School Board of Broward County, Florida's Supplier Diversity & Outreach Program. The purpose of the program is to utilize available, small, minority and women businesses within the Board's market area to compete for the award of SBBC construction and purchasing contracts. S/M/WBE vendors utilized for this contract must be certified by SBBC's Supplier Diversity & Outreach Program Office prior to submission of Bid. For information on S/M/WBE Certification, contact SBBC's Supplier Diversity & Outreach Program at 754-321-0550 or visit www.browardschools.com/sdop.
53. **SBBC MATERIAL NUMBER:** The seven-digit number shown in parenthesis at the beginning of an item on the Bid Summary Sheet represents SBBC's material number for the item. It does not represent any manufacturer/distributor model/part number.
54. **SBBC PHOTO IDENTIFICATION BADGE:**
- Background Screening:** Awardee agrees to comply with all the requirements of Sections 1012.32 and 1012.465, Florida Statutes, and that Awardee and all its personnel who (1) are to be permitted access to school grounds when students are present, (2) will have direct contact with students, or (3) have access or control of school funds shall successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. **Personnel shall include employees, representatives, agents or sub-contractors performing duties under the contract to SBBC, and who meet any or all of the three requirements identified above.** This background screening shall be conducted by SBBC in advance of Awardee or its personnel providing any services. Awardee shall bear the cost of acquiring the background screening required under Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to Awardee and its personnel. The Parties agree that the failure of Awardee to perform any of the duties described in this section shall constitute a material breach of this ITB entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. Awardee agrees to indemnify and hold harmless SBBC, its officers and employees of any liability in the form of physical or mental injury, death or property damage resulting in Awardee's failure to comply with the requirements of this section or Sections 1012.32 and 1012.465, Florida Statutes.
- SBBC issued identification badges must be worn at all times when on SBBC property and must be worn where they are visible and easily readable.**
- As of July 1, 2015, Fieldprint, Inc. has been contracted to provide all background and fingerprinting services. All questions pertaining to fingerprinting, photo identification and background check services must be directed to the Project Coordinator at 754-321-1830 or 754-321-2374. **Each individual, for whom a SBBC photo identification badge is requested, must be registered into the Fieldprint, Inc. applicant enrollment website.** A background check shall be conducted for each badge applicant. SBBC reserves the right to require additional information, should it be necessary, and to deny the issuance of a badge to an applicant. Any applicant, that has been denied a badge, is prohibited from entering SBBC property as an employee, sub-contractor or agent of a contract Awardee. **Applicant enrollment and scheduling website is www.fieldprintflorida.com.** The total fee(s) for the SBBC photo identification badge, fingerprinting and a FBI background check can be found at the following website: http://www.broward.k12.fl.us/police/pdf/secle/FIELDPRINT_CODES.pdf. Payment options can be made by electronic check (e-check), Visa, MasterCard or use of an established escrow account code. **These fees are non-refundable and are subject to change without notice. Badges are issued for a one-year period and must be renewed annually. The renewal date shall be one year from date of issuance. Failure to renew the badge, at that time, shall result in the Awardee being required to re-apply and pay the going rate for badging and fingerprinting.**
- Awardees shall return expired and/or terminated employee badges to the following location: The School Board of Broward County, Florida, Attn: Fieldprint, Inc., 600 S.E. 3rd Avenue, Fort Lauderdale, Florida 33301.**
55. **AUDIT AND INSPECTION OF AWARDEE'S DOCUMENTS AND RECORDS:** The District or its representative reserves the right to inspect and/or audit all the Awardee's documents and records as they pertain to the products and services delivered under this agreement. Such rights shall be exercised with notice to the Awardee to determine compliance with and performance of the terms, conditions and specifications on all matters, rights and duties, and obligations established by this agreement. Documents/records in any form shall be open to the District or State's representative and may include but are not limited to all correspondence, ordering, payment, inspection, and receiving records, contracts or sub-contracts that directly or indirectly pertain to the transactions between the District and the Awardee(s).
56. **ORIGINAL DOCUMENT FORMAT:** Only the terms and conditions of this solicitation as they were released by SBBC, or amended via Addendum, are valid. Any modification to any term or condition by a Bidder is not binding unless it is expressly agreed to, in writing, by SBBC.
57. **CREDIT CARDS:** Individual schools and departments may place some orders and utilize, as the form of payment, a District-issued credit card to the extent authorized by SBBC. These orders shall be made via phone or fax for direct delivery and billing to the requesting work location. Please note that credit card purchases will benefit all vendors by providing immediate payment (i.e. within 48-72 hours), thereby eliminating the need to submit an invoice to the District's Accounts Payable Department or reconcile receivable balances. For credit card purchases, all Awardees must have the capability to accept fax orders, which must be confirmed by calling back the requesting work location to verify prices and obtain a credit card number. Only actual items shipped/delivered can be charged to the credit card account (i.e., no back-orders). All purchase deliveries must include a packing slip or receipt/invoice listing the items and prices of goods delivered. For security reasons, the credit card charge receipt showing the work location's credit card number cannot be attached to the packing slip or receipt/invoice submitted as part of the purchase delivery. District work locations may request that an Awardee maintains secure records of the credit card account assigned an alias or password, to avoid divulging the actual credit card number upon every purchase.
58. **NONCONFORMANCE TO CONTRACT CONDITIONS:** Items offered may be tested for compliance with bid conditions and specifications at any time. Items delivered, not conforming to bid conditions or specifications, may be rejected and returned at Awardee's expense. Goods or services not delivered as per delivery date in bid and/or Purchase Order may be rejected upon delivery and/or may be purchased on the open market. Any increase in cost may be charged against the Awardee. Any violation of these stipulations may also result in:
- For a period of two years, any bid submitted by Awardee shall not be considered and shall not be recommended for award.
 - All departments being advised not to do business with Awardee.
59. **CONE OF SILENCE:** Any Bidder, or lobbyist for a Bidder, is prohibited from having any communications (except as provided in this rule) concerning any solicitation for a competitive procurement with any School Board member, the Superintendent, any Evaluation Committee Member, or any other School District employee after Procurement and Warehousing Services releases a solicitation to the General Public. All communications regarding this solicitation shall be directed to the designated Purchasing Agent unless so notified by Procurement and Warehousing Services. This "Cone of Silence" period shall go into effect and shall remain in effect from the time of release of the solicitation until the contract is awarded by SBBC. Further, any Awardee, its principals, or their lobbyists shall not offer campaign contributions to School Board Members or offer contributions to School Board Members for campaigns of other candidates for political office during the period in which the Awardee is attempting to sell goods or services to SBBC. This period of limitation of offering campaign contributions shall commence at the time of the "cone of silence" period for any solicitation for a competitive procurement as described by School Board Policy 3320, Part II, Section GG as well as School Board Policy 1007, Section 5.4 – Campaign Contribution Fundraising. **Any Bidder or lobbyist who violates this provision shall cause their Bid (or that of their principal) to be considered non-responsive and therefore be ineligible for award.**
60. **TERMINATION:** This contract award may be terminated with or without cause by SBBC during the term hereof thirty (30) days after the Superintendent gives written notice to the other parties that a recommendation shall be made to SBBC for the contract award's termination.
61. **EVALUATION AND BIDS:** SBBC evaluates all Bids in accordance with Chapters 119.071 and 286.0113, Florida Statutes.

62. **MEET OR RELEASE:** If during the contract term, SBBC is offered a lower price from a third party supplier for a product or service awarded under this contract, or offers another item that meets or exceeds the specifications for the item at a lower price than the awarded price, SBBC shall request Awardee to meet the lower price offered by the third party supplier. Awardee shall be required to respond to this request within three (3) days of request. If Awardee is unable to meet the lower price, SBBC shall be released from its contractual obligation to purchase the item under this contract. No response to this request shall indicate that Awardee is unable to offer item at a lower price. This action, purchasing awarded item from third party supplier, shall not hold SBBC in default of contract. Each purchase shall be considered separate and apart from each other.

63. **CONFIDENTIAL RECORDS:** Notwithstanding any provision to the contrary within this Contract, any party contracting with SBBC under this Contract shall fully comply with the requirements of Sections 1002.22 and 1002.221, Florida Statutes; Family Educational Rights and Privacy Act (FERPA), and any other state or federal law or regulation regarding the confidentiality of student information and records. Each such party agrees, for itself, its officers, employees, agents, representatives, contractors or subcontractors, to fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes.

Awardee agrees that it may create, receive from or on behalf of SBBC, or have access to, records or record systems that are subject to FERPA and/or HIPAA (collectively, the "Confidential Records"). Awardee represents, warrants, and agrees that it shall: (1) hold the Confidential Records in strict confidence and shall not use or disclose the Confidential Records except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by the SBBC in writing; (2) safeguard the Confidential Records according to commercially reasonable administrative, physical and technical standards as required by law; and (3) continually monitor its operations and take any and all action necessary to assure that the Confidential Records are safeguarded in accordance with the terms of this Agreement. At the request of the SBBC, Awardee agrees to provide SBBC with a written summary of the procedures Awardee uses to safeguard the Confidential Records. A breach of these confidentiality requirements shall constitute grounds for the SBBC to terminate any Agreement with Awardee.

64. **PROPRIETARY INFORMATION:** Pursuant to Chapter 119, Florida Statutes, bids received as a result of this ITB shall not become public record until thirty (30) days after the date of opening or until posting of the recommendation for award, whichever occurs first. Thereafter, all bid documents or other materials submitted by all Bidders in response to this ITB shall be open for inspection by any person and in accordance with Chapter 119, Florida Statutes. To the extent a Bidder asserts any portion of its bid is confidential and exempt, long with specific citations of the Florida Statutes establishing the confidentiality or exemption. Failure to identify the portions of the bid claimed to be exempt or the specific statutory authority establishing the exemption shall be deemed a waiver by the Bidder that any unidentified portion of the bid is confidential or exempt from disclosure under Chapter 119, Florida Statutes.

Should a public records request for bid documents or other materials submitted by a Bidder be submitted, SBBC shall notify the contact person identified in the bid of the request in writing. The notice provided shall indicate that requested materials shall be produced unless, within ten (10) calendar days of the date of the written notification, the Awardee initiated an action in a court of competent jurisdiction to obtain an injunction or protective order prohibiting the release of the requested materials. Awardee shall name the party requesting the materials as a defendant and shall not name SBBC as a party to the action. Awardee agrees to hold SBBC harmless from any award to a plaintiff for damages, costs or attorney's fees based on nondisclosure of information asserted to be confidential and exempt. Failure to timely initiate the action shall be deemed a waiver by the Awardee that the requested information is confidential and exempt. Awardee agrees to waive any cause of action it may have against SBBC for the release of materials pursuant to a public records request except those based on the intentional or grossly negligent conduct of any employee of SBBC. Submission by a Bidder in response to this ITB shall be deemed as Bidder's consent to the foregoing conditions.

SECTION 4, SPECIAL CONDITIONS

1. **INTRODUCTION AND SCOPE:** The School Board of Broward County, Florida (hereinafter referred to as "SBBC") desires bids on **KITCHEN AND CAFETERIA SUPPLIES** as specified herein. The scope of requirements includes, but is not limited to, **KITCHEN AND CAFETERIA SUPPLIES**. For Bid items 1 through 32, inclusive, unit prices quoted shall include all shipping costs and delivery (F.O.B. destination) to **SBBC's Central Warehouse** (See address in Special Condition 26). SBBC personnel will unload. Unit prices quoted for bid items 33 through 62, inclusive, must include inside delivery and all shipping costs (FOB Destination) to various schools, departments and centers within Broward County, Florida.
2. **BID SUBMITTAL:** Bidders must submit the following with their bid, in time for Bid opening:
 - a. One (1) original, clearly marked, signed hard-copy of the ITB including the electronic Bid Summary Worksheet. All signatures must be in original.
 - b. One (1) identical electronic version of the bid, in PDF Format on a flash drive. (Please no CDs).
 - c. Bid Summary Sheet, in an Excel (.xls) format on the flash drive.

If there is a discrepancy between the hard copy and the electronic copy, the original hard copy shall govern. All materials submitted with bids need to be clearly marked with the Bidder's Name, Bid number and Bid Title and sent in time for bid opening to:

**Larissa Seda, Procurement & Warehousing Services Department
7720 West Oakland Park Blvd – Suite 323
Sunrise, FL 33351.**

REF: ITB FY20-025 – Kitchen and Cafeteria Supplies

Bidders are encouraged to use the mailing label provided on Attachment 7, Mailing Label, at the end of this document. No faxed or emailed bids will be accepted.

3. **TERM:** The award of this bid shall establish a contract for the period **beginning from November 1, 2019 and continuing through October 31, 2021**, or as specified by the School Board. Bids shall not be considered for a shorter period of time. All prices quoted must be firm for the period as stated in Special Condition 21 – Price Adjustments. Items shall be ordered on an as-needed basis. If only one bid is received, the term of the contract may be reduced to one year or adjusted as specified by the School Board.
4. **AWARD:** In order to meet the needs of SBBC, each GROUP or ITEM shall be awarded up to one primary and up to one alternate responsive and responsible Bidders meeting specifications, terms and conditions. The lowest Awardee for an item shall be considered the primary vendor and should receive the largest volume of work. SBBC reserves the right to procure goods from the alternate Bidder if: a) the lowest Bidder cannot comply with delivery requirements or specifications; b) the lowest Bidder is not in compliance with delivery requirements or specifications on current or previous orders; c) in cases of emergency; or d) if it is in the best interest of SBBC.

Unit prices must be stated in the space provided on the electronic Bid Summary Sheet. Total extended prices by group or item will be used to determine the lowest bid. Bids for **individual items (not in groups)** must meet specifications in order to be considered for award. For **items in groups**, it is necessary to bid on every item in the group, and all items in the group must meet specifications in order to be considered for award. In the event that any item in the group does not meet the specifications, the entire group shall be disqualified. SBBC may need to order an individual component within a group. All items within a group must have an individual cost. Failure to state the individual cost for any item within a group shall result in disqualification of the group. Bidder should carefully consider each item for conformance to specifications.

Please refer to Section 8 – Supplier Diversity Outreach Program (SDOP) for information about the Affirmative Procurement Initiatives that will apply to the award of this solicitation.

SECTION 4 – SPECIAL CONDITIONS (Continued)

After award of this bid, any Awardee who violates any specification, term or condition of this bid can be found in default of its contract, have its contract canceled, be subject to the payment of liquidated damages, and be removed from the bid list and not be eligible to do business with SBBC for two years, as described in General Conditions 21 and 58.

5. **INFORMATION:** Any questions by prospective Bidders concerning this Invitation to Bid should be addressed to **Ms. Larissa Seda, Procurement and Warehousing Services, 754-321-0524 or e-mail at Larissa.seda@browardschools.com** who is authorized only to direct the attention of prospective Bidders to various portions of the bid so they may read and interpret such for themselves. Neither **Ms. Seda**, nor any employee of SBBC, is authorized to interpret any portion of the bid or give information as to the requirements of the bid in addition to that contained in the written bid document. **Questions should be submitted in accordance with General Condition 5 no later than June 7, 2019.** Interpretations of the bid or additional information as to its requirements, where necessary, shall be communicated to Bidders only by written Addendum. Any verbal or written information, which is obtained other than by information in this ITB document or by Addenda, shall not be binding on SBBC.
6. **CONTRACT RENEWAL:** The purpose of this bid is to establish a contract, at firm unit prices, for the purchase of estimated requirements for the items listed and may, by mutual agreement between SBBC and the Awardee, be renewed for two additional one-year periods and, if needed, 90 days beyond the expiration date of the final renewal period. Procurement and Warehousing Services, will, if considering renewing, request a letter of intent to renew from each Awardee, prior to the end of the current contract period. The Awardee shall be notified when the recommendation has been acted upon by the School Board. All prices shall be firm through the period stated in Special Condition 21 - Price Adjustments for the term of the contract. The Bidder(s) agrees to this condition by signing its bid.
7. **BIDDING PREFERENCE LAWS: ALL BIDDERS MUST COMPLETE AND SUBMIT SECTION 9, ATTACHMENT 3 TO BE CONSIDERED FOR AWARD.** The State of Florida provides a Bidder's preference for Bidders whose principal place of business is within the State of Florida for the purchase of personal property. The local preference is five (5) percent. Bidders whose principal place of business is outside the State of Florida must have an Attorney, licensed to practice law in the out-of-state jurisdiction, as required by Florida Statute 287.084(2), execute the "Opinion of Out-of-State Bidder's Attorney on Bidding Preferences" form, Section 7, Attachment 4, and must submit this form with submitted bid. Such opinion should permit SBBC's reliance on such attorney's opinion for purposes of complying with Florida Statute 287.084. Florida Bidders are not required to have an Attorney render an opinion but the Florida Bidder must complete its portion of this form. **Failure to submit and execute this form, with bid, shall result in bid being considered "non-responsive" and bid rejected.**
8. **CERTIFICATION OF DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION:** A copy of Form AD-1048 (1/92) is included as a part of these bid documents. Section 3017.510 of 7 CFR Part 3017 requires the submission of the completed Form: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions (Section 9, Attachment 6). No vendor shall be allowed to participate in any procurement activity if any federal department or agency has debarred, suspended, or otherwise excluded that vendor from participation in a procurement activity. **This form must be completed, signed and submitted with the bid in order for the submitted bid to be considered for award.** Every time a bid is submitted that includes reference to this Form, a new Form is required. Any bid that does not include this required Form shall not be evaluated and shall not be considered for award. **(Please see General Condition 45.)**
9. **BRAND STANDARDIZATION:** In accordance with SBBC Policy 3320, Part II, Rule R., Bids shall be accepted only on the brands specified where **"ONLY Approved Brands" is indicated.** If a Bidder wishes to offer a product different from what's approved, it shall be for future bidding. Bidder will need to submit a sample of the product to SBBC, at no cost, for testing purposes. If the model number of the approved product is no longer available and has been replaced with a new updated model with new specifications, the Bidder should indicate so on their bid and submit complete descriptive literature on the new model (Refer to Special Condition 12- Model Number Corrections).

SECTION 4 – SPECIAL CONDITIONS (Continued)

10. **DESCRIPTIVE LITERATURE:** If bidding other than the make(s) and model(s) specified in this bid (**allowed only where 'or other brands meeting bid specifications' is stated**), it is required that **complete descriptive technical literature on the item being bid, be submitted with the bid and in time for bid opening (preferably) or within five (5) days upon request.** Such literature shall be in sufficient detail to indicate conformance with the specifications of the make(s) and model(s) specified on the bid. Descriptive literature will need to be labeled with the bidder's name, bid number and bid item number. **Failure to provide this descriptive literature as indicated will result in disqualification of bid submitted for the item or group.**
11. **SAMPLES:** If bidding other than the make(s) and model(s) specified in this bid (**allowed only where 'or other brands meeting bid specifications' is stated**), bidders must be prepared to provide SBBC with the **exact** sample of the bid item offered, **with their bid and in time for bid opening (preferably) or within FIVE (5) days upon request**, at no cost to SBBC. **SAMPLES MUST BE LABELED WITH THE BIDDER'S NAME, BID NUMBER AND BID ITEM NUMBER.** SBBC will **REJECT** any bid for an item when samples are not furnished as required. Equivalent items must meet or exceed all conditions and specifications (see General Condition 3). No alternate brands will be accepted at this time for items stating **"ONLY Approved Brands"**.

Samples received will be evaluated by the Food & Nutrition Services Department. The decision to accept the sample(s) received is solely at the discretion of SBBC, Food and Nutrition Services (FNS). Samples are to be labeled and delivered to:

Procurement & Warehousing Services, ATTN: Larissa Seda
The School Board of Broward County, Florida
7720 W. Oakland Park Boulevard, Suite 323
Sunrise, Florida 33351-6704

REF: Bid No. FY20-025 – Kitchen and Cafeteria Supplies

12. **MODEL NUMBER CORRECTIONS:** If the **model number** for the make specified on the Bid Summary Sheet is:
- a) **no longer available** and has been replaced with a new updated model with new specifications, the Bidder must note the new model on their bid summary worksheet, and **submit complete descriptive literature** on the new model number with their bid (preferably) or within 5 days upon request for the bid to be considered.
 - b) **incorrect, the corrected model number must be noted** on the Bid Summary Sheet, in the space provided, and submit complete descriptive literature, with their bid (preferably) or within 5 days upon request for the bid to be considered. Failure to provide the descriptive literature as indicated will result in disqualification of the bid for the item.
13. **DELIVERY:** Bidder should indicate on the Bid Summary Sheet, in the spaces provided, the delivery time required after receipt of purchase order (ARO) for the bid item. **Delivery must not exceed 30 days after receipt of purchase order.** Offers, which exceed this period, may be rejected if it is in the best interest of SBBC. Failure to indicate a delivery time on the Bid Summary Sheet will indicate bidder will agree to deliver the bid items within 30 days ARO. Orders must be filled as received and are not to be batched together.

Awardee(s) are expected to have adequate stock or ordering systems that will ensure deliveries are promptly and accurately fulfilled as required and to immediately communicate to SBBC of any issues that may delay deliveries so that corrective action is taken.

SECTION 4 – SPECIAL CONDITIONS (Continued)

- 14. MINIMUM SHIPMENT:** Bidder is to indicate, in the space provided, their minimum shipment for each bid item, which must not exceed the minimum item shipment quantity indicated. Minimum shipment quantities and prices offered by the bidder shall include all shipping costs for each individual item or group item. No additional charges will be allowed. Any bid which stipulates minimum orders by dollar amount, or by brand/manufacturer will not be considered for award. Each item must be bid separately and no attempt is to be made to tie any item(s) with any other item(s) in the bid document. Doing so will result in disqualification of the bid submitted for that item(s). A Bidder who fails to specify a minimum shipment agrees to deliver the minimum shipment specified in the bid for that bid item. When requiring SBBC to purchase in multiples due to packaging, this multiple **MUST NOT** exceed the minimum shipment indicated. Orders are to be filled as received and are not to be batched together. For items in groups, minimum shipment quantities offered are not to exceed the quantities indicated for the group. SBBC may order items from that group in any configuration, meeting minimum shipment quantities
- 15. QUANTITIES:** The quantities listed on the Bid Summary Sheet are estimated quantities to be ordered throughout the contract period for each item and are not a guarantee. Actual quantities ordered throughout the contract period may be greater or less than the bid estimates and shall be furnished at the fixed contract price. Purchases shall be requested as needed throughout the contract period.
- 16. COMPANY REPRESENTATIVE:** Bidder(s) should indicate, in the space provided on the Bid Summary Sheet, the name, address, telephone number, etc., of the representative who could make scheduled visits to the schools/departments and who shall be available, upon request, to resolve billing and delivery problems.
- 17. FORCE MAJEURE:** Except for the provisions of this bid, each party shall be excused from performance under this bid only for such period of time as the failure to perform is caused by or attributable to any event or circumstance beyond the direct control of such party. It is further provided that if either party shall fail to make any delivery or perform any service required by this bid as a result of any such event or circumstances beyond its own direct control, it shall have the right to make such delivery or perform such service within a reasonable time after the cause of such delay has been removed, and the other party shall accept such deferred delivery or performance.
- 18. LEAD-FREE STATEMENT:** All material supplied SBBC must be 100% lead free. Bidder, by virtue of signing bid, certifies that only materials or equipment that is 100% lead free shall be supplied to SBBC. No bid shall be considered unless this is agreed to by the Bidder.
- 19. INVOICES:** Delivery copies, packing slips and invoices to SBBC **MUST** include the following to permit SBBC to verify prices with this contract and expedite the use of material. **FAILURE OF AN AWARDEE TO PROVIDE THIS INFORMATION SHALL RESULT IN EITHER THE INVOICE BEING RETURNED FOR CLARIFICATION OR A DELAY IN PROCESSING SAID INVOICE FOR PAYMENT.** Invoices are to be mailed to The School Board of Broward County, Florida, Accounting and Financial Reporting Department, Attn: Accounts Payable, 600 S.E. 3rd Avenue, 7th Floor, Fort Lauderdale, Florida 33301
- A. Material release number OR the control number
 - B. Purchase Order number
 - C. Complete description of the items
 - D. Itemized list prices
 - E. Total dollar amount shall be net

SECTION 4 – SPECIAL CONDITIONS (Continued)

20. **MODEL UPDATES:** If, during the contract period, the awarded model is discontinued by the manufacturer, the Awardee must advise SBBC Procurement and Warehousing Services, in writing (including a letter from the manufacturer), of the non-availability of the contract item and submit complete descriptive literature for the new updated model for SBBC evaluation and approval. The replacement item must meet or exceed the specifications of the original contract item. Samples of the replacement item(s), if requested, must be supplied for evaluation by the appropriate SBBC staff at no cost to SBBC. SBBC shall not be held liable for any damages incurred to the product during evaluation.
21. **PRICE ADJUSTMENTS:** Unit prices offered on this bid must remain firm for the first **twelve (12) months** of this contract. Any request for price adjustment, with proper documented justification (letter from manufacturer indicating a price increase for the entire industry, not only for SBBC), shall be submitted, in writing, to the Procurement and Warehousing Services Department at least thirty (30) days prior to the effective date of the requested adjustment and take effect only when the Awardee has received written approval from SBBC. Any price adjustment invoiced without prior written approval from SBBC shall not be paid and the invoice returned to the Awardee for correction.
- Requests for price adjustments shall not exceed 3%. Price adjustment requests shall be evaluated on an annual basis thereafter.
- Contract renewal periods for price increases will be subject to the same process. Price adjustments shall be negotiated in good faith with the Awardees and SBBC reserves the right to reject any price adjustments and cancel the renewal of any contract with an increase in prices.
22. **PRICE REDUCTIONS:** If, from date of bid opening, the Awardee either bids the same products at a lower price than offered to SBBC or reduces the price of the bid product, the lowest of these reduced prices should be extended to SBBC.
23. **ACCEPTANCE OF MATERIALS:** The material delivered under this bid shall remain the property of the Awardee until a physical inspection and actual usage of this material is made and thereafter accepted to the satisfaction of SBBC and must comply with the terms herein, and be fully in accordance with specifications. In the event the material supplied to SBBC is found to be defective or does not conform to specifications, SBBC reserves the right to cancel the order upon written request to the Awardee and return the product to Awardee, at Awardee's expense. Awardee shall be responsible for pick-up of defective/rejected materials. After 30 days notification to the Awardee, if the materials are not removed, they become the property of SBBC. Awardee shall be responsible for any disposition charges.
24. **PROTECTION OF WORK, PROPERTY AND PERSONNEL:** The Awardee shall at all times guard against damage and/or loss to the property of SBBC, and shall replace and/or repair any loss or damages unless caused by SBBC. SBBC may withhold payment or make such deductions, as it might deem necessary, to insure reimbursement for loss and/or damages to the property through negligence of the Awardee. The Awardee shall take the necessary safety precautions to protect both personnel and property while the work is in progress.
25. **WARRANTY:** Manufacturer's standard warranty must be provided on all bid items. Warranty shall begin after delivery and acceptance by the user of the product. Warranty shall be stated in the spaces provided in the Bid Summary Sheet.
26. **CENTRAL WAREHOUSE ADDRESS AND RECEIVING HOURS:** The Central Warehouse is located at: **3800 NW 10th Avenue, Fort Lauderdale, Florida 33309**. Receiving hours are from 7:00 a.m. to 1:30 p.m. ET, Monday through Friday except holidays. No delivery can be accepted after 1:30 p.m. Call for a delivery appointment at 754-321-4725.

SECTION 4 – SPECIAL CONDITIONS (Continued)

27. CENTRAL WAREHOUSE DELIVERY AND PALLETS:

- a. On large orders, half trailer or larger, the Awardee shall call SBBC, Central Warehouse at 754-321-4721 prior to delivery to arrange for a delivery schedule.
- b. Product must be shipped shrink wrapped on 48" x 40", four-way flush pallets or otherwise referred to as the Grocery Manufacturer Association (GMA) pallets. No pallet exchange. **Central Warehouse shall not accept broken, damaged or severely worn pallets.** If a shipment is received with a broken, damaged or severely worn pallet, Central Warehouse reserves the right to reject the shipment. The acceptable pallet grades shall be:
 - i. **Premium** – A very clean pallet that has probably been used only a few times. There is little if any repairs to the pallet. The pallet shall have no plates and no companion stringers.
 - ii. **Grade #1 or A Grade** – This is a GMA repaired, close to its original condition. Broken stringers may have been replaced or repaired with metal plates. All damaged deck boards are replaced. This is a fairly clean pallet that is structurally sound.
 - iii. **Grade #2 or B Grade** – This is a GMA, which has had stringer damage that has been repaired by attaching an additional stringer alongside the damaged one. This is commonly referred to as a companion stringer, block stringer and double stringer. The "B" grade pallets usually have two (2) or less repaired stringers. The deck configuration of the "B" grade pallet is not always consistent because these pallets have been repaired many times.

28. W-9 FORMS: All Bidders are required to complete a W-9 form; it can be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf> , and submit with their bid. ***The W-9 form should also be accompanied by a printout of the bidder's corporation record as registered with the Division of Corporations, Florida Department of State which can be accessed at www.sunbiz.org.***

29. ITB TIMELINE:

a. Release of ITB	May 21, 2019
b. Written Questions due on or before 5:00 p.m. ET in Procurement & Warehouse Service Department:	June 7 th , 2019
c. Proposals due on or before 2:00 p.m. ET in Procurement & Warehousing Service Department: 7720 West Oakland Park Blvd., Suite 323, Sunrise, Florida 33351-6704	June 19, 2019
d. Posting or Recommendation	July 22, 2019

30. APPLICABLE STANDARDS, ORDERS, AND REGULATIONS:

Awardee shall be responsible for ensuring that its employees, agents and subcontractors comply with all applicable laws and regulations and meet all federal, state and local requirements related to their employment and position.

- 1. In contracts exceeding \$100,00, the SFA and the vendor shall comply with all applicable standards, orders, and regulations, including but not limited to:
 - a. The Clean Air Act (42 U.S.C. § 7401 *et seq.*), the Clean Water Act (33 U.S.C. § 1311–1330, § 1368) Executive Order 11738, and Environmental Protection Agency regulations (40 C.F.R. § 1.1 *et seq.*)
 - b. *Certification Regarding Lobbying* pursuant to 31 U.S.C. 1352 (2 C.F.R. Appendix II to Part 200) and *Disclosure of Lobbying Activities* pursuant to 31 U.S.C. 1352 (2 C.F.R. Appendix II to Part 200)
 - c. *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions* pursuant to the regulations implementing Executive Order 12549, Debarment and Suspension (2 C.F.R. Appendix II to Part 200). The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733)

SECTION 4 – SPECIAL CONDITIONS (Continued)

2. Vendors also certify compliance with:
 - a. Energy Policy and Conservation Act (Pub. L. 94–163, 89 Stat. 871)
 - b. Jessica Lunsford Act (Section 1012.32, Florida Statutes)
 - c. Contract Work Hours and Safety Standards Act (29 C.F.R. Part 5)
 - d. Executive Order 11246, entitled *Equal Employment Opportunity*, as amended by Executive Order 11375 and Department of Labor Regulation (41 C.F.R. Chapter 60)
 - e. Copeland “Anti-Kickback” Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 C.F.R. Part 3)
 - f. Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 C.F.R. Part 5)
 - g. Procurement of Recovered Materials. (2 C.F.R. 200.322 Solid Waste Disposal Act)

31. PROHIBITION OF GRATUITIES: By submission of a bid, a contractor certifies that no employee of SBBC has or shall benefit financially or materially from such bid or subsequent contract. Any contract issued as a result of this ITB may be terminated at such time as it is determined that gratuities of any kind were either offered or received by any of the aforementioned persons.

SECTION 5, BID SUMMARY SHEET

PLEASE USE NEW EXCEL SPREADSHEET

FY20-025 BID SUMMARY WORKSHEET

AVAILABLE AS AN ATTACHMENT FOR DOWNLOAD IN DEMANDSTAR

The Electronic Bid Summary Worksheet must be submitted as per Special Condition 2 – Bid Submittal, in time for bid opening.

The Excel spreadsheet will auto-calculate the Per Line Extended Price and also the Group Total.

All materials submitted with bids need to be clearly marked with:

1. Bidder's Name
2. Bid Number
3. Bid Title

The electronic file has TWO sections (tabs):

COMPANY REPRESENTATIVE: Bidder is requested to fill out their contact information as per Special Condition 16.

Sample:

Bidder Info	
Company Name	
Company Representative	
Email Address	
Phone Number	

BID SUMMARY WORKSHEET: Bidder MUST fill out the sheet to offer their corresponding price per unit of measure as stated.

Sample:

ENTER BIDDER'S NAME HERE															
BID GROUP #	ITEM	SBBC use only	Description	Specifications	Approved Brands and Models	Brand Offered	Model Offered	Quantity per Case	Price per Case (for ordering purposes only)	Delivery Days ARO (Not to Exceed 30 Days)	Min. Ship to Whse (Spec. Cond. 14)	Min. Ship Not to Exceed	Estimated Quantity	Unit of Measure	Enter Price Per Unit of Measure
1	A	1000221	BRUSH, KETTLE DRAIN VALVE	Refer to Section 5 - Bid Specifications	Carlisle Model 40150 or equivalent								60	each	\$ -
1	B	1000405	Sponge, 35-50 Gram Metal Scrub (Round)	Refer to Section 5 - Bid Specifications	Approved Brands: Carlisle Model 3675300, Johnson Rose Model JR8581, Libertyware Model SPNG50 or equivalent								6,000	each	\$ -
1	C	1000222	Rinse Pad/Rastin 3' Wide w/No	Refer to Section 5 - Bid	Approved Brand: Carlisle Model 40402 or								72	each	\$ -

ADDITIONAL INFORMATION

(Required to be submitted with the bid, in time for bid opening (preferably) or within 5 days upon request)

If bidding on any of the items listed below, please provide:

Warranty information:

Bid Item	Description	Warranty Offered
3A	Disher, Cup- Size #6	
3B	Disher, Cup – Size #10 (Ivory)	
3C	Disher, Cup – Size #8 (Gray)	
3D	Disher, Cup – Size #12 (Green)	
3E	Disher, Cup – Size #16 (Blue)	
4	Percolator, Coffee 60-Cup Commercial	
8A	Tabletop Can Opener, Electric – 115V	
8B	Heavy Duty Can Opener, Manual Table	
33	Whip, Kettle 40” Stainless Steel-Sealed Wires <i>(Product must have one-year warranty against breakage)</i>	
40	Blender, NutriBullet Pro Extractor	
47	SECTIONIZER, FRESH FRUIT	
62	CART, PLATFORM TRUCK, 1000 LB, 48”L X 24”W	

Color information:

Bid Item	Description	Colors Offered
44	Tray, Cafeteria Food Plastic	
45	Bag, Insulated Delivery	
46	Bag, Insulated Delivery W/WINDOW	

SECTION 6, BID SPECIFICATIONS

For items in GROUPS, it is necessary to bid on EVERY ITEM IN THE GROUP and ALL ITEMS IN THE GROUP MUST MEET SPECIFICATIONS to be considered for award. Enter prices offered in Excel Summary Worksheet.

Items in groups are to be ordered in any configuration, meeting minimum shipment requirements indicated on the bid summary sheets

ITEM	(TO BE AWARDED AS A GROUP)
1:	It is necessary to bid on every item in the group in order to have the bid considered for award
A	SAP #1000221 Brush, Kettle Drain Valve Plastic/polyester, white, 28" long, bristle diameter 13/8"X6"L Used for cleaning coils and other parts of fryers and refrigeration units <u>Product to be ordered in full case quantities for warehouse orders.</u> Approved Brand: Carlisle Model 40150 or equivalent
B	SAP #1000405 Sponge, 35-50 Gram Metal Scrub (Round) Stainless Steel scrubber, rust/splinter-resistant <u>Product to be ordered in full case quantities for warehouse orders.</u> Approved Brands: Carlisle Model 3675300, Johnson Rose Model JR8581, Libertyware Model SPNG50 or equivalent
C	SAP #1000222 Brush, Pastry/Basting 3" Wide w/Nylon Bristles White BPA FREE <u>Product to be ordered in full case quantities for warehouse orders..</u> Approved Brand: Carlisle Model 40402 or equivalent
D	SAP #1000223 Brush, Pot – 8" L x 2" Trim Medium White Polypropylene Block, BPA Free, Polyester Bristles FDA compliant, bristles withstand temperatures to 125°F <u>Product to be ordered in full case quantities for warehouse orders.</u> Approved Brand: Carlisle Model 4054602 or equivalent
E	SAP #1000228 Brush, 7" Long Wire – Utility Toothbrush Style Stainless Steel 1/2" Bristles <u>Product to be ordered in full case quantities for warehouse orders.</u> Approved Brand: Carlisle Model 4067500 or equivalent
F	SAP #1000224 Brush, Pot – Sparta Utility 20"X3" White BPA Free, Medium Stiff Nylon Bristles <u>Product to be ordered in full case quantities.</u> Approved Brand: Carlisle Model 4050000 or equivalent

SECTION 6 – BID SPECIFICATIONS, (Continued)

ITEM 2:	(TO BE AWARDED AS A GROUP) It is necessary to bid on every item in the group in order to have the bid considered for award
A.	SAP #1000237 Scoop, Ice – Six Ounces, Bouncer, Clear Polycarbonate Tapered scoops to make pouring ice into cups easy, NSF listed Approved Brands: Rubbermaid Model 2882, Cambro Model SCP6CW, Carlisle Model 430607 or equivalent.
B.	SAP #1000309 Scoop, ICE 57 - 58 Ounce Capacity Cast Aluminum NSF approved, One piece construction Approved Brands: Vollrath Model 46894, Adcraft Model ALS-11, Winco #AS58, Crestware #AS57 or equivalent.

SECTION 6 – BID SPECIFICATIONS, (Continued)

ITEM 3:	(TO BE AWARDED AS A GROUP) It is necessary to bid on every item in the group in order to have the bid considered for award
A.	<p>DISHER, STAINLESS: Limited lifetime warranty required, NSF certified, Disher number must be stamped on product and easily readable.</p> <p>SAP #1000301 DISHER, CUP – SIZE #6 (WHITE) Fluid ounce capacity must be 5.333 oz. (5-1/3) +/- 1% Stainless Steel Bowl, antimicrobial, USA made, NSF Certified Only Approved Brand: Vollrath Model 47139</p> <p>Provide information about warranty on “Additional Information” Form on Page 16</p>
B.	<p>DISHER, STAINLESS: Limited lifetime warranty required, NSF certified, Disher number must be stamped on product and easily readable.</p> <p>SAP #1000302 DISHER, CUP – SIZE #10 (IVORY) Fluid ounce capacity must be 3.250 oz. (3-1/4) +/- 1% Stainless Steel Bowl, antimicrobial USA made, NSF Certified Only Approved Brand: Vollrath Model 47141</p> <p>Provide information about warranty on “Additional Information” Form on Page 16</p>
C.	<p>DISHER, STAINLESS: Limited lifetime warranty required, NSF certified, Disher number must be stamped on product and easily readable.</p> <p>SAP #1000303 DISHER, CUP – SIZE #8 (GRAY) Fluid ounce capacity must be 4.000 oz. +/- 1% Stainless Steel Bowl, antimicrobial, USA made, NSF Certified Only Approved Brand: Vollrath Model 47140</p> <p>Provide information about warranty on “Additional Information” Form on Page 16</p>
D.	<p>DISHER, STAINLESS: Limited lifetime warranty required, NSF certified, Disher number must be stamped on product and easily readable.</p> <p>SAP #1000304 DISHER, CUP – SIZE #12 (GREEN) Fluid ounce capacity must be 2.666 oz. (2-2/3) +/- 1% Stainless Steel Bowl, antimicrobial, USA made, NSF Certified Only Approved Brand: Vollrath Model 47142</p> <p>Provide information about warranty on “Additional Information” Form on Page 16</p>
E.	<p>DISHER, STAINLESS: Limited lifetime warranty required, NSF certified, Disher number must be stamped on product and easily readable.</p> <p>SAP #1000305 DISHER, CUP – SIZE #16 (BLUE) Fluid ounce capacity must be 2.000 oz. +/- 1% Stainless Steel Bowl, antimicrobial, USA made, NSF Certified Only Approved Brand: Vollrath Model 47143</p> <p>Provide information about warranty on “Additional Information” Form on Page 16</p>

SECTION 6 – BID SPECIFICATIONS, (Continued)

ITEM 4	
	SAP #1000271 PERCOLATOR, COFFEE 60-CUP COMMERCIAL One year limited warranty. UL listed. Stainless Steel, Water/coffee window makes filling easy and shows coffee level Boil-dry protection feature auto shuts the unit off when water has boiled away Only Approved Brand: Hamilton Beach Model D50065 Provide information about warranty on “Additional Information” Form on Page 16

ITEM 5:	(TO BE AWARDED AS A GROUP) It is necessary to bid on every item in the group in order to have the bid considered for award
A.	SAP #1000242 KNIFE, BREAD NSF approved. 8”, Serrated, Highly corrosion resistant stainless steel Slip resistant nylon handle, High Carbon Only Approved Brands: Victorinox Model 40549, Dexter Russell Model P94803B, Mundial Model BP5121-8E
B.	SAP #1000244 KNIFE, SANTOKU 7”, BLACK HANDLE NSF approved, Stainless Steel, Ergonomic Handle, Limited Lifetime Warranty Only Approved Brands: Dexter Russell Model 30402, Victorinox 6852317, Mundial Model 5804-7GE
C	SAP #1000246 KNIFE, PARING – 3-1/8” – 3-1/4” BLADE NSF approved, High Carbon Steel, Polypropylene Handle, Stainless Steel Only Approved Brands: Dexter Russell Model P94843, Victorinox Model 40600, Mundial Model W5601
D	SAP #1000248 KNIFE, SANDWICH SPREADER – 3” – 3-1/2” BLADE NSF approved, Polypropylene Handle, High Carbon Stainless Steel Head Only Approved Brands: Dexter Russell Model S173SC, Victorinox Model 40427, Mundial Model “W5688E-3 1/2”

SECTION 6 – BID SPECIFICATIONS, (Continued)

ITEM 6.	(TO BE AWARDED AS A GROUP) It is necessary to bid on every item in the group in order to have the bid considered for award
A.	SAP #1000247 Peeler, Hard Blade Vegetable/Potato Stainless Steel Approved Brands: Tablecraft Model 46, Johnson Rose, Model 3881, Victorinox Model 40694, Carlisle Model 6020, Crestware Model CRW-PEL3K, Winco Model VP-1 or equivalent
B	SAP #1000240 12" Fork, Cooking Full Tang Pot Fork w/2 Tines Polypropylene handle with Anti-Microbial Protection, Stainless Steel NSF Certified Approved Brands: Forschner Victorinox Model 40595, Mundial Model W5654-12 or equivalent

ITEM 7 :	(TO BE AWARDED AS A GROUP) It is necessary to bid on every item in the group in order to have the bid considered for award
A.	SAP #1000257 Cups, Measuring (Set) ¼, 1/3, ½, 1 Stainless Steel Approved Brands: Browne-Halco Model 1190MC, Johnson Rose Model 7329, Tablecraft Model H726, Crestware Model MEA-CP, Adcraft Model ADC-DMC-4, Stanton Trading Model 1047 or equivalent
B.	SAP #1000259 Cup, Measuring One Quart Heavy-duty aluminum alloy one quart measuring cup. Dent resistant, spot-welded seamless or riveted handle. Product must be shipped shrink wrapped on pallets. No pallet exchange. Approved Brands: Vollrath Model 68296, Crestware Model MEA-01D, Browne-Halco Model ML-10, Adcraft Model ALM-1, Valueline AAAGM1A or equivalent
C.	SAP #1000260 Cup, Heavy Duty Aluminum Measuring Four Quart (Gallon) Approved Brands: Vollrath Model 68352, Crestware Model MEA-04D, Browne-Halco Model ML-40, Adcraft Model ALM-4, Valueline AAAGM4A or equivalent
D.	SAP #1000261 Spoon, Measuring (Set)-1/4,1/2,1 tsp, 1 tbsp Stainless Steel Consist of ¼ teaspoon, ½ teaspoon, one teaspoon and one tablespoon, U.S. standard of measuring. Approved Brands: Browne-Halco Model 2316, Mirro Model S-2586-15, Johnson Rose Model 7328, Tablecraft Model 721, Crestware Model MEA-SP, Adcraft Model DMS-4/PKG, Stanton Trading Model 933 or equivalent
E.	SAP #1000258 MEASURING CUP, 2 QUART ALUMINUM IMPACT-RESISTANT, NSF CERTIFIED Approved Brands: CRESTWARE MODEL MEA02D, ADCRAFT MODEL ALM-2, Vollrath MODEL 68351 or equivalent

SECTION 6 – BID SPECIFICATIONS, (Continued)

ITEM 8	(TO BE AWARDED AS A GROUP) It is necessary to bid on every item in the group in order to have the bid considered for award
A.	SAP #1000267 TABLETOP CAN OPENER, ELECTRIC – 115V U.L. Listed. SINGLE-SPEED, NSF CERTIFIED, STAINLESS STEEL Only Approved Brand: Edlund Model 26100 Provide information about warranty on “Additional Information” Form on Page 16
B.	SAP #1000268 HEAVY DUTY CAN OPENER, MANUAL TABLE NSF certified, Rustproof, Stainless Steel Only Approved Brand: Edlund Model S-11 Provide information about warranty on “Additional Information” Form on Page 16

ITEM 9	(TO BE AWARDED AS A GROUP) It is necessary to bid on every item in the group in order to have the bid considered for award
A.	SAP #1000279 SLICER, EGG TWO WAY HEAVY DUTY CAST ALUMINUM Approved Brands: Vollrath Model 47040, Johnson Rose Model 3825, Crestware Model EGS, Adcraft Model AES-1, Stanton Trading Model 432 or equivalent
B.	SAP #1000280 WHIP, EGG 14” LONG STAINLESS STEEL NSF Approved. Approved Brands: Best Mfrs. Model 1416B, Johnson Rose Model 3614, Browne-Halco Model DPW14, Adcraft Model PWE14, Chef Supreme Model WHIP-P14 or equivalent
C.	SAP #1000291 WHEEL, 4” PIZZA CUTTING POLYPROPYLENE HANDLE AND HIGH CARBON STEEL BLADE Approved Brands: Dexter Russell Model P94ZZA-4, Victorinox/Forschner Model 41594, Lamson and Goodnow Model 32862, Mundial Model W5691-4, Browne-Halco Model PC996, Stanton Trading Model PL259X or equivalent

ITEM 10	
	SAP #1000277 BOARD, HIGH DENSITY POLYETHYLENE CUTTING 15”X20”x1/2” NSF Approved, Warp and Cut-resistant, BPA free Only Approved Brands: Teknor-Apex “Plasti-Tuff” Model T45, Carlisle Model 10884-02, Adcraft Model CBW-1520, Stanton Trading Model 799-20

SECTION 6 – BID SPECIFICATIONS, (Continued)

ITEM 11:	(TO BE AWARDED AS A GROUP) It is necessary to bid on every item in the group in order to have the bid considered for award
A.	SAP #1000282 THERMOMETER, REFRIGERATOR/FREEZER DIAL NSF approved. Measures temperature range -20° to 80°F Only Approved Brand: Taylor Model 3507FS, Cooper Atkins Model 25HP
B	SAP #1000288 THERMOMETER, OVEN 100°- 600°F NSF approved. Only Approved Brands: Cooper-Atkins Model 24HP, Taylor Model 5932

ITEM 12	
	SAP #1000297 PITCHER, WATER OR TEA – 58 – 64 OZ WITH LID BREAK RESISTANT POLYCARBONATE CONSTRUCTION Ship complete with lid. Only Approved Brands: Cambro Model PC64CW, Carlisle 5570 with lid

ITEM 13	
	SAP #1000293 16 ½” BOWL SCRAPER, – PLASTIC LARGE, WHITE FLEXIBLE PLASTIC BLADE, REINFORCED HANDLE The plastic blade shall be molded into the handle so it will not come off. Only Approved Brands: Rubbermaid Model 1906000000, Crestware Model PS165, Adcraft Model R-1906, ABCPRO Model SCR-03

ITEM 14	
	SAP #1000310 TURNER, HAMBURGER – 6” X 3” POLYPROPYLENE HANDLE, STAINLESS STEEL SOLID BLADE NSF approved. Only Approved Brands: Dexter Russell Model P94855, Mundial Model W5685, Winco TWP-61

SECTION 6 – BID SPECIFICATIONS, (Continued)

ITEM 15	(TO BE AWARDED AS A GROUP) It is necessary to bid on every item in the group in order to have the bid considered for award
A	SAP #1000314 15" SPOON, SLOTTED BOWL COOKING HEAVY-DUTY STAINLESS STEEL, RESISTANT TO CORROSION, ONE PIECE CONSTRUCTION Only Approved Brands: Vollrath Model 64408, Adcraft Model DSL15, Brown-Halco Model 3774, Stanton Trading Model 4435
B	SAP #1000316 15" SPOON, SOLID BOWL COOKING HEAVY-DUTY STAINLESS STEEL, RESISTANT TO CORROSION, ONE PIECE CONSTRUCTION Only Approved Brands: Vollrath Model 64406, Adcraft Model DSO15, Brown-Halco Model 3770, Stanton Trading Model 4439

ITEM 16	(TO BE AWARDED AS A GROUP) It is necessary to bid on every item in the group in order to have the bid considered for award
A	SAP #NEW ITEM Spoodle, Solid Oval 4oz Grey Utensil Heavy Duty One Piece Only Approved Brands: Vollrath Model 6412445
B	SAP #NEW ITEM Spoodle, Solid Oval 6oz Teal Utensil Heavy Duty One Piece, Mirror-finished stainless steel shafts and bowls are resistant to corrosion Only Approved Brands: Vollrath Model 6412655
C	SAP #1000318 SPOODLE, PERFORATED ROUND OVAL – TWO OUNCE STAINLESS STEEL SHAFT AND BOWL, Mirror-finished stainless steel shafts and bowls are resistant to corrosion LIFETIME WARRANTY Only Approved Brands: Vollrath Model 6432230
D	SAP #1000319 SPOODLE, PERFORATED ROUND OVAL – FOUR OUNCE PURPLE STAINLESS STEEL SHAFT AND BOWL, Mirror-finished stainless steel shafts and bowls are resistant to corrosion LIFETIME WARRANTY Only Approved Brands: Vollrath Model 6432480
E	SAP #NEW ITEM Spoodle, Solid Oval 8oz Orange Utensil Heavy Duty One Piece, Mirror-finished stainless steel shafts and bowls are resistant to corrosion Only Approved Brands: Vollrath Model 6412865

SECTION 6 – BID SPECIFICATIONS, (Continued)

ITEM 17	SAP #1000296 SCALE, PORTION 2LB (32oz) WATER RESISTANT, NSF CERTIFIED, ANALOG FACE, MECHANICAL DIAL Only Approved Brands: Rubbermaid Model Y32R, Cardinal Detecto Model PT-2R, Taylor Model TS32, San Jamar Model SCMDL2
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ITEM1 18	SAP #1000333 COOL TOUCH SCALLOPED TONGS, 9" ANTIMICROBIAL, INSULATED COATING PERMANENTLY BONDED TO UTENSIL- WILL NOT SLIP OR PEEL OFF, COOL AND COMFORTABLE GRIP, STAINLESS STEEL Only Approved Brands: Vollrath Model 4780920, Winco Model UTPH-9K, Update Model TOPP-9
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ITEM 19	SAP #1000287 MITTS, OVEN 15-17" HEAT RESISTANT AND PROTECTS UP TO 450°, GREASE RESISTANT ITEM TO BE AWARDED BY THE PAIR Only Approved Brands: Intedge Model 338HDT-17, Tucker Safety Products/Jomac / Wells Lamont Model M938HRL
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ITEM 20	SAP #1000334 APRON, BIB WHITE 34"LX34"W, POLY-COTTON BLEND ITEM TO BE AWARDED BY THE DOZEN Only Approved Brands: Chef Revival Model 600BAW-NP, Stanton Trading Model 3901
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ITEM 21	SAP #1000335 CLOTH, DISH – WHITE 16"L x 19"W HEAVYWEIGHT RIBBED TERRY COTTON Approved Brands: Ed Don Model L809 or equivalent
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ITEM 22	SAP #1007461 DISH TOWELS – (5 DOZEN CASE) 100 % new cotton yarns, size 16"-17" x 19"-20", weight 28-30 oz. Per dozen, triple loop, 3 threads per loop, single rib. Packed 5 dozen to the bundle. To be awarded and ordered by the bundle. Approved Brands: Horace Maddox #401 or equivalent
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SECTION 6 – BID SPECIFICATIONS, (Continued)

ITEM 23	(TO BE AWARDED AS A GROUP) It is necessary to bid on every item in the group in order to have the bid considered for award
A.	SAP #1000366 PAD, SCOURING – HEAVY DUTY POT AND PAN PURPLE HEAVY-DUTY SCOURING AND SCRUBBING WITH LOWER SCRATCHING POTENTIAL Item will be awarded by the individual pad. Packed 10-12 per box. Orders will be entered by the BOX. Note: A box is not a “case”. A box is an individual package within a case. Only Approved Brands: Scotch-Brite Model 2020
B.	SAP #1000367 PAD, SCOURING – MULTI-PURPOSE BLUE SIZE 5.5” X 3.9” COMMERCIAL KITCHEN CLEANING LOW SCRATCH Item will be awarded by the individual pad. Orders will be entered by the BOX. Note: A box is not a “case”. A box is an individual package within a case. Only Approved Brand: Scotch-Brite “Power Pad” Model 2000
C.	SAP #1000384 PAD, SCOURING – POT AND PAN MEDIUM SIZE 6”X9” COMMERCIAL KITCHEN CLEANING Item will be awarded by the individual pad. Orders will be entered by the BOX. Note: A box is not a “case”. A box is an individual package within a case. Only Approved Brands: Scotch-Brite Model 86

ITEM 24	SAP #1000419 MAT, VINYL – NON SLIP BAR MAT (BLACK) 15-16” X 23-24” <i>Bar Mats are counter mats that provide traction, draining and contain spills</i> Approved Brand: Space-Link Model SL99 or equivalent.
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SECTION 6 – BID SPECIFICATIONS, (Continued)

ITEM 25	(TO BE AWARDED AS A GROUP) (it is necessary to bid on every item in the group in order to have the bid considered for award)
A.	SAP #1000215 BOWL, MIXING ¾ QUART HEAVY-DUTY HEAVY GAUGE STAINLESS STEEL, NSF CERTIFIED, SATIN FINISH STAIN AND SCRATCH RESISTANT MADE IN USA Only Approved Brand: Vollrath Model 69006
B.	SAP #1000217 BOWL, MIXING 8 QUART HEAVY-DUTY HEAVY GAUGE STAINLESS STEEL, NSF CERTIFIED, SATIN FINISH STAIN AND SCRATCH RESISTANT MADE IN USA Only Approved Brands: Vollrath Model 69080
C.	SAP #1000218 BOWL, MIXING 13 QUART HEAVY-DUTY HEAVY GAUGE STAINLESS STEEL, NSF CERTIFIED, SATIN FINISH STAIN AND SCRATCH RESISTANT MADE IN USA Only Approved Brands: Vollrath Model 69130
D.	SAP #1000219 BOWL, MIXING 30 QUART HEAVY-DUTY HEAVY GAUGE STAINLESS STEEL, NSF CERTIFIED, SATIN FINISH STAIN AND SCRATCH RESISTANT MADE IN USA Only Approved Brand: Vollrath Model 79300

SECTION 6 – BID SPECIFICATIONS, (Continued)

ITEM 26	(TO BE AWARDED AS A GROUP) (it is necessary to bid on every item in the group in order to have the bid considered for award)
A.	SAP #1000234 CONTAINER, STORAGE – 22 QUART WITH LID NSF approved, snap on lids fit tightly and protect contents from cross contamination, translucent, resists temperatures 40°F to 160°F Only Approved Brands: Cambro Models 22SFSP. Lid Model SFC12 to be included in bid price and shipped with container
B.	SAP #1000235 CONTAINER, STORAGE – 8 QUART WITH LID NSF approved, snap on lids fit tightly and protect contents from cross contamination, translucent, resists temperatures 40°F to 160°F Only Approved Brands: Cambro Models 8SFSP. Lid Model SFC6 to be included in bid price and shipped with container
C.	SAP #1000236 CONTAINER, STORAGE – 4 QUART WITH LID NSF approved, snap on lids fit tightly and protect contents from cross contamination, translucent, resists temperatures 40°F to 160°F Only Approved Brand: Cambro Model 4SFSP. Lid Model SFC2 to be included in bid price and shipped with container

ITEM 27	(TO BE AWARDED AS A GROUP) (it is necessary to bid on every item in the group in order to have the bid considered for award)
A.	SAP #1000264 PAN, BUN – HALF SHEET ALUMINUM ALLOY, DENT RESISTANT, EASY CLEANING AND EVEN HEAT DISTRIBUTION, 18 GA TAPERED DESIGN FOR EASY STACKING Only Approved Brand: Vollrath Model 5303
B.	SAP #1000265 PAN, BUN – FULL SHEET ALUMINUM ALLOY, DENT RESISTANT, EASY CLEANING AND EVEN HEAT DISTRIBUTION, 14 GA TAPERED DESIGN FOR EASY STACKING Only Approved Brands: Vollrath Model N5300

SECTION 6 – BID SPECIFICATIONS, (Continued)

ITEM 28	(TO BE AWARDED AS A GROUP) (it is necessary to bid on every item in the group in order to have the bid considered for award)
A.	SAP #1000321 COVER, SOLID FLAT FULL SIZE – STEAM TABLE NSF approved. REINFORCED EDGES FOR STRENGTH. STAINLESS STEEL Only Approved Brand: Vollrath Model 77250
B.	SAP #1000322 COVER, SOLID HALF SIZE PAN – STEAM TABLE NSF approved. REINFORCED EDGES FOR STRENGTH. STAINLESS STEEL Only Approved Brand: Vollrath Model 75120
C.	SAP #1000323 PAN, FULL – 2-1/2” DEEP – STEAM TABLE NSF approved. Easy to pour corners, 22GA Stainless Steel, Dent and ding resistant Only Approved Brand: Vollrath Model 30022
D.	SAP #1000324 PAN, FULL – 4” DEEP – STEAM TABLE NSF approved. Easy to pour corners, 22GA Stainless Steel, Dent and ding resistant Only Approved Brand: Vollrath Model 30042
E.	SAP #1000327 PAN, HALF 4” DEEP – STEAM TABLE NSF approved. Easy to pour corners, 22GA Stainless Steel, Dent and ding resistant Only Approved Brand: Vollrath Model 30242
F.	SAP #1000329 PAN, FULL – 2-1/2” DEEP PERFORATED – STEAM TABLE NSF approved. 22GA Stainless Steel, 1/4” drain holes Only Approved Brand: Vollrath Model 30023
G.	SAP #1000330 PAN, FULL – 4” DEEP PERFORATED – STEAM TABLE NSF approved. 22GA Stainless Steel, 1/4” drain holes Only Approved Brands: Vollrath Model 30043
H.	SAP #1000325 PAN, HALF LONG SIZE – 4” DEEP – STEAM TABLE NSF approved. Easy to pour corners, 22GA Stainless Steel, Dent and ding resistant Only Approved Brand: Vollrath Model 30542
I.	SAP #1000326 PAN, HALF LONG SIZE – 2-1/2” DEEP – STEAM TABLE NSF approved. Easy to pour corners, 22GA Stainless Steel, Dent and ding resistant Only Approved Brands: Vollrath Model 30522
J.	SAP #NEW ITEM PAN, SUPER V HALF SIZE 12” X 10” X 2 1/2” DEEP STEAM TABLE STAINLESS STEEL NSF approved. Easy to pour corners, 22GA Stainless Steel, Dent and ding resistant Only Approved Brand: Vollrath Model 30222
K	SAP #1000263 BAKING PAN, 13QT 18” X 26” X 2 1/4” ALUMINUM Only Approved Brands: Vollrath Model 68357

SECTION 6 – BID SPECIFICATIONS, (Continued)

ITEM 29	SAP #1000250 DIPPER, 2QT TRANSFER LADLE ALUMINUM POUR SPOUT STRAIGHT HANDLE DENT RESISTANT Only Approved Brands: Vollrath Model 5332
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ITEM 30	SAP #1000254 LADLE, 8 OUNCE 12”L STAINLESS STEEL POLISHED FINISH, HOOKED HANDLE FOR SECURE GRIP AND STORAGE Only Approved Brands: VOLLRATH MODEL 58480, ADCRAFT MODEL LIPC-8, WINCO MODEL LDIN-8
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ITEM 31	SAP #1000421 Hose, 50’X5/8” Hot Water Heavy Duty 180°F Red Commercial Use, High Burst Pressure, Crush Proof Couplings, 401psi Approved Brands: Tough Guy Model 423H83 or equivalent.
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ITEM 32	SAP #1000289 G-PAD, BAKER’S – WITHOUT HANDHOLE 9”-10” X 11”, TERRY CLOTH ITEM TO BE AWARDED ON THE PRICE PER PAIR OF PADS Only Approved Brands: Burnguard Model 88500, Wells Lamont G-Pad Hvy, San Jamar Model 823TPH
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ITEM 33	SAP #6000260 WHIP, KETTLE 40” STAINLESS STEEL - SEALED WIRES HEAVY GAUGE WIRES Product must have one-year warranty against breakage. No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brands: Tablecraft Model MW40 Provide information about warranty on “Additional Information” Form on Page 16
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ITEM 34	SAP #6000082 DISPENSER, ICE TEA – 3 GALLON SPRING ACTION FAUCET PROVIDES FAST FLOW AND DRIPLESS SERVICE NSF approved. “Ice Tea or Lemonade” emblem on front of reservoir. No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brands: Tablecraft Model 953, Carlisle Model 2227
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SECTION 6 – BID SPECIFICATIONS, (Continued)

ITEM 35	SAP #6004488 18" KEVLAR SLEEVE, OVEN MACHINE WASHABLE, HEAT PROTECTION UP TO 500°F FOR 15 SECONDS Orders will be issued per pair. No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brands: San Jamar Model SLK16
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ITEM 36	SAP #6000119 WARMERS, BULB Ship complete with two 250 watt infrared bulbs. U.L. Listed, NSF Approved. Heavy Gauge steel with chrome-plated finish, 6' three-conductor cord with 15-amp 120-volt plug No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brands: Eagle Model BW-2-120T
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ITEM 37	SAP #600NEW ITEM THERMOMETER, MILK/BEVERAGE ACCURATELY MEASURES BETWEEN -40°F-120°F, INCLUDES ADHESIVE AND MAGNETIC BACKING FOR MOUNTING No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Approved Brands: Taylor Model 5982N or equivalent
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ITEM 38	SAP #600NEW ITEM THERMOMETER, HANGING REFRIGERATOR/ FREEZER ACCURATELY MEASURES -20°F-80°F NSF LISTED No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Approved Brands: Taylor Model 3509 or equivalent
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ITEM 39	SAP #6000293 DIGITAL THERMOMETER, POCKET TEMPERATURE RANGE -40° TO 392°F, POCKET CLIP ON SHEATH; PROBE TO BE STAINLESS STEEL OR ANTIMICROBIAL No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Approved Brand: Cooper Atkins Model DFP450W, San Jamar Model THDGPKT or equivalent
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SECTION 6 – BID SPECIFICATIONS, (Continued)

ITEM 40	SAP #6004487 BLENDER, NUTRIBULLET PRO EXTRACTOR BPA free, power base, extractor blade, high torque, 900 watts of power. One year warranty, Stainless Steel/Plastic Unit can liquify, purees, crush ice, chops, blends Includes: Travel Lid, travel jar, Blending cup with lid, recipe book, blending blade, instruction manual <u>No Minimum shipment.</u> Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brand: NutriBullet Pro Series Model NB9-0901 Provide information about warranty on "Additional Information" Form on Page 16
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ITEM 41	SAP #6000206 TRAY, PIZZA METAL - 16 DIAMETER ALUMINUM ROUND PIZZA PAN <u>No Minimum Shipment.</u> Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brand: Adcraft Model PZ-TP16, Winco Model APZT-16
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ITEM 42	SAP #6004486 SCREEN, PIZZA METAL – 16” DIAMETER ALUMINUM, SEAMLESS RIM <u>No Minimum Shipment.</u> Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brands: Adcraft Model PZ-18716, Johnson Rose Model 42016, Winco Model APZS-16
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ITEM 43	SAP #6004484 GLOVE, SLICER ANSI Level 5-7. Ambidextrous <u>No Minimum Shipment.</u> Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brands: San Jamar Model SG-10, Dexter Russell Model SSG1-M, Whizard Model 134527
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ITEM 44	SAP #6000294 TRAY, CAFETERIA FOOD PLASTIC NSF Approved. Lightweight and scratch resistant. Basket-weave design ensures a skid-free surface for reducing slipping and preventing spills <u>No Minimum Shipment.</u> Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brands: Cambro Model 1216, Adcraft Model TFF-1216, Carlisle Model CT1216
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SECTION 6 – BID SPECIFICATIONS, (Continued)

ITEM 45	SAP #6000261 BAG, INSULATED DELIVERY 12" x 12" x 12" ZIPPERED LID No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brand: Seven OKs, Inc. Model Kooler Large Provide information about colors available on "Additional Information" Form on Page 16
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ITEM 46	SAP #6006850 BAG, INSULATED DELIVERY WITH WINDOW 12" x 12" x 12" ZIPPERED LID WITH 6.5" x 9.5" VIEWING WINDOW No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brand: Seven OKs, Inc. Model Kooler Large with Window Provide information about colors available on "Additional Information" Form on Page 16
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ITEM 47	SAP #6000430 SECTIONIZER, FRESH FRUIT COMPLETE SECTIONIZER, 3-IN-1, 2 HALVES SCORED IN 3 WEDGES EACH NSF approved. Manufacturer's standard warranty will apply. No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brand: Sunkist Model Fresh Fruit Sectionizer S-105 Provide information about warranty on "Additional Information" Form on Page 16
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ITEM 48	SAP #6004483 BIN, STORAGE – FLAT TOP CAMBRO 34 GALLON WITH LID STORE DRY BULK INGREDIENTS, HYGIENIC CLEAR SLIDING LID, BIN MADE OF FDA-ACCEPTED MATERIAL SO NO LINERS ARE NEEDED. 3" CASTERS PROVIDE EASY MOBILITY. No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brands: Cambro Model IB36
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ITEM 49	SAP #6000267 BIN, STORAGE – REPLACEMENT LID FOR CAMBRO 34 GALLON STORAGE BIN POLYCARBONATE PLASTIC DESIGNED FOR USE WITH IB36 INGREDIENT BIN. CLEAR MOLDING 15 3/4"W x 29 1/8"L x 2"H No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brand: Cambro Model IB36LIDCW
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SECTION 6 – BID SPECIFICATIONS, (Continued)

ITEM 50	SAP #6004482 POT, STOCK – 12 QUART WITH LID ALUMINUM, 8GA, IMPACT-RESISTANT ENERGY-EFFICIENT, DOUBLE THICK RIMS AND BOTTOM, BEADLESS RIMS, FLAT DOMED COVER, SOLID WELDED HANDLES NSF approved. No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brands: Vollrath Model 67512
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ITEM 51	SAP #6004481 PAN, SAUCE – 3-3/4 QUART W/ COOL HANDLE TRIVENT ERGONOMIC HANDLE, 11GA IMPACT-RESISTANT ENERGY-EFFICIENT ALUMINUM NSF approved. Beadless rims for easy cleaning No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brands: Vollrath Model 434312
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ITEM 52	SAP #6004480 PAN, SAUCE – 5-1/2 QUART W/COOL HANDLE TRIVENT ERGONOMIC HANDLE, 11GA IMPACT-RESISTANT ENERGY-EFFICIENT ALUMINUM NSF approved. Beadless rims for easy cleaning No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brands: Vollrath Model 434512
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ITEM 53	SAP #6004497 COVER, HINGE DOME FULL SIZE – STEAM TABLE STAINLESS STEEL, WELDED HANDLES, CONVENIENT HINGE ALLOWS ACCESS TO FOOD WITHOUT REMOVING ENTIRE COVER 21” x 12 7/8” x 2 1/2” No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brands: Vollrath Model 77400
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ITEM 54	SAP #6005490 STEAMGLOVE WITH 14” SLEEVE, MEDIUM UTILITY NITRILE DIRECT CONTACT 225°F UP TO 15 SECONDS, SAFE FOR FOOD CONTACT, HIGH QUALITY NITRILE, COTTON INTERLOCK LINER, SURE GRIP No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Item to be awarded by the PAIR. Only Approved Brands: Tucker Model 92143
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ITEM 55	SAP #6004495 LADDER, UTILITY 2 STEPS (CAFETERIA) ALUMINUM MINIMUM 200LB LOAD CAPACITY. FOLDING STEP LADDER No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brands: R.D. Werner Model 244, Edward Don Model J1168, or equivalent
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SECTION 6 – BID SPECIFICATIONS, (Continued)

ITEM 56	SAP #600NEW ITEM GLOVES, NITRILE LARGE UNLINED GREEN 22 MIL THICK, 18" LONG, RAISED DIAMOND GRIP, STRAIGHT CUFF, USE FOR SOMAT No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Item to be awarded by the PAIR. Only Approved Brands: Safety-Zone Model GNGU-LG-22-18
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ITEM 57	SAP #6006840 Dolly, 30QT Mixing Bowl 19" ring 21X21X26 Stainless Steel 16GA 304 series, 800LB capacity, Mobile Unit on 5" Casters No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brands: Kelmax Model 4J0008
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ITEM 58	SAP # 6004496 PADDLE, MIXING 48" STAINLESS STEEL BLADE DIMENSIONS 4 ½" X 9" NSF approved. No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brands: Stanton Trading Model 4648
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ITEM 59	SAP #6000214 11 ¼" STRAINER, FIVE QUART, ALUMINUM IDEAL FOR DRAINING PASTA, STOCKS OR VEGETABLES No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brands: Vollrath Model 4605
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ITEM 60	SAP #600NEW SAF-T-ICE SCOOP CADDY BLACK Dedicated sanitary storage for ice scoop, keeps scoop safe from bacteria, dirt and ice burial. Prevents cross-contamination. 11.31" X 9.12" X 8.43", SELF-CLOSING, HINGED LID No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brands: San Jamar Model S12000BK
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ITEM 61	SAP #6000NEW APRON, VINYL WATERPROOF 39"L X 26"W BLACK 30" TIE LENGTH(EACH SIDE), .8MM THICKNESS No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments. Only Approved Brands: KNG International Model 1900
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SECTION 6 – BID SPECIFICATIONS, (Continued)

ITEM 62	<p>SAP #6000NEW</p> <p>CART, PLATFORM TRUCK, 1000 LB, 48”L x 24”W</p> <p>INSTALLATION TO BE INCLUDED, BLACK, 1,000LB CAPACITY, SLIDE LOCKING LATCHES, MOLDED-IN TIE-DOWNS SLOTS, TEXTURED DECK SURFACE, DECK CHANNELS, POWDER COATED STEEL HANDLE/FRAME, 2 FIXED AND 2 SWIVEL TPR CASTERS, U-SHAPED HANDLE</p> <p>No Minimum Shipment. Item will not be stocked in Central Warehouse. Item to be delivered to various schools, centers and departments.</p> <p>Only Approved Brands: Rubbermaid Model FG443600BLA</p> <p>Provide information about warranty on “Additional Information” Form on Page 16</p>
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SECTION 7, INSURANCE REQUIREMENTS

MINIMUM LIMITS OF INSURANCE REQUIREMENTS

1. **GENERAL LIABILITY:** Limits not less than \$1,000,000 per occurrence for Bodily Injury/ Property Damage; \$1,000,000 General Aggregate. Limits not less than \$1,000,000 for Products/Completed Operations Aggregate. Please indicate on certificate, "All policies are primary of all other valid and collectable coverage maintained by The School Board of Broward County, Florida" and "Certificate holder is named as an additional insured" in the description box on General Liability certificate.
2. **WORKER'S COMPENSATION:** Florida Statutory limits in accordance with Chapter 440; Employer's Liability limits not less than \$100,000/\$100,000/\$500,000 (each accident/disease-each employee/disease-policy limit).
3. **AUTO LIABILITY:** Owned, Non-Owned and Hired Auto Liability with Bodily Injury and Property Damage limits of not less than \$1,000,000 Combined Single Limit.
4. **ACCEPTABILITY OF INSURANCE CARRIERS:** The insurance policies shall be issued by companies qualified to do business in the State of Florida. The insurance companies must be rated at least A- VI by AM Best or Aa3 by Moody's Investor Service.
5. **VERIFICATION OF COVERAGE:** Proof of Insurance must be furnished within 15 days of execution of this Agreement. To streamline this process, SBBC has partnered with EXIGIS RiskWorks to collect and verify insurance documentation. All certificates (and any required documents) must be received and approved by SBBC before any work commences to permit Awardee time to remedy any deficiencies. Please verify your account information and provide contact details for your company's Insurance Agent via the link provided in the email upon award.
6. **REQUIRED CONDITIONS:** Liability policies must contain the following provisions. In addition, the following wording must be included on the Certificate of Insurance:
 - a) The School Board of Broward County, Florida, its members, officers, employees and agents are added as additional insured.
 - b) All liability policies are primary of all other valid and collectable coverage maintained by the School Board of Broward County, Florida.
 - c) Certificate Holder: The School Board of Broward County, Florida, c/o EXIGIS Risk Management Services, P. O. Box 4668-ECM, New York, New York 10163-4668
7. **CANCELLATION OF INSURANCE:** Vendors are prohibited from providing services under this Agreement with SBBC without the minimum required insurance coverage and must notify SBBC within two business days if required insurance is cancelled.
8. **The School Board of Broward County, Florida reserves the right to review, reject or accept any required policies of insurance, including limits, coverage's or endorsements, herein throughout the term of this contract.**

SECTION 8, SUPPLIER DIVERSITY OUTREACH PROGRAM (SDOP) AFFIRMATIVE PROCUREMENT INITIATIVES (API)

1. SUPPLIER DIVERSITY OUTREACH PROGRAM (SDOP)

a. AFFIRMATIVE PROCUREMENT INITIATIVES (API) FOR COMMODITIES

The SBBC Supplier Diversity Outreach Program administers a Supplier Diversity Outreach Program (SDOP). S/M/WBE is defined as an enterprise whose annual revenues and number of employees shall be no greater than fifty percent (50%) of the small business size standards for its industry(ies) as established by the U.S. Small Business Administration and meets significant business presence requirements as defined in Policy 3330. For information on S/M/WBE Certification or to view the current list of SBBC-Certified firms, contact the SBBC Supplier Diversity Outreach Program Office at 754-321-0550 or visit <https://www.browardschools.com/Page/32544>. The SBBC Supplier Diversity Outreach Program works to increase the participation of small, minority and women-owned business enterprises in purchasing contracts. It is the intent of the School Board of Broward County to have a diverse group of vendors to participate in the procurement process. Please go to the following link to view the current list of SBBC S/M/WBE-Certified firms: <https://www.browardschools.com/Page/32119>.

1. Primary Award Items Requirements:

API implemented at the Primary level of Award is the **Voluntary S/M/WBE Distributorship Development Program**: SBBC encourages manufacturers to establish authorized dealerships or distributorships with S/M/WBE suppliers of their products on a non-discriminatory basis. The S/M/WBE distributorship shall perform a commercially useful function on behalf of the SBBC prior to exercising each additional option year under the contract or may accelerated payment terms of invoices for payment from the SBBC within fifteen (15) days of receipt of goods and invoices.

2. Alternate Award Items Requirements:

API implemented at the alternate level of award in this solicitation is the **SBE RESERVE**

The Alternate Award of items in this solicitation is reserved for the Broward County Public Schools Certified Small, Minority and Women Business Enterprises (S/M/WBE). S/M/WBEs and non-S/M/WBEs may respond to this solicitation. If there are no S/M/WBEs firms recommended for award, a non-S/M/WBEs firm that has responded to the solicitation may be recommended for award, or the District may reject all solicitations. Refer to the Procurement & Warehousing Services Department /Supplier Diversity Outreach Program (PWS/SDOP) section for additional information.

A. In accordance with Broward County School Board Policy 3330 Supplier Diversity Outreach Program, the Alternate Award Items is reserved for Small, Minority and Women Business Enterprises (S/M/WBE).

B. M/WBEs and non-M/WBEs may respond to the solicitation.

C. The lowest, responsive, and responsible S/M/WBE, with capacity to perform, will be recommended for award for the Alternate Award Items, consistent with all applicable terms and conditions of Broward County Public Schools' Procurement Code and subject to entering into an agreement acceptable to the District, as applicable. If an S/M/WBE is determined non-responsive and non-responsible, a non-S/M/WBE may be awarded the Alternate Award Items, or the District may reject all responses submitted.

D. It is the Bidder's responsibility to ensure compliance with the S/M/WBE requirements for the Alternate Award Items and adhere to solicitation deadlines. The Bidder is encouraged to view the current list of SBBC S/M/WBE-Certified firms using the following link: <https://www.browardschools.com/Page/32119> or the Bidder must contact PWS/SDOP to verify current S/M/WBE status or to obtain S/M/WBE certification at the time the bid is due as a matter of responsiveness.

1. The following forms are due (**if applicable**) at the time of Bid submittal and can be obtained on our website at:

<https://www.browardschools.com/Page/32544>

- a. **Statement of Intent to Perform as an S/M/WBE Subcontractor** (Document Preview follows)



Procurement & Warehousing Services
Supplier Diversity Outreach Program
Broward County Public Schools

Document Number 00470
Attachment _____

**STATEMENT OF INTENT TO PERFORM
AS AN S/M/WBE SUBCONTRACTOR**

SOLICITATION #:


CONTRACT #:

A signed *Statement of Intent to Perform as a Small/Minority/Women Business Enterprise (S/M/WBE) Subcontractor* form must be completed by the owner or authorized principal of each S/M/WBE firm listed in the *S/M/WBE Subcontractor Participation Schedule*.


STATEMENT OF INTENT

The undersigned is certified as an S/M/WBE vendor by The School Board of Broward County, Florida's (SBBC) Supplier Diversity

- b. **Small/Minority/Women-Owned Business Enterprise Subcontractor Participation Schedule** (Document Preview follows)


 Procurement & Warehousing Services Supplier Diversity Outreach Program Broward County Public Schools		Document Number 00475 Attachment _____	
SMALL/MINORITY/WOMEN BUSINESS ENTERPRISE SUBCONTRACTOR PARTICIPATION SCHEDULE			
		DATE: <input type="text"/>	
SOLICITATION INFORMATION			
Contract #:	<input type="text"/>	Project Start Date:	<input type="text"/>
Project Name:	<input type="text"/>		
Project Location:	<input type="text"/>		
Bidder/Proposer:	<input type="text"/>		

c. **S/M/WBE Participation Good Faith Effort Form** (Document Preview follows)

 Procurement & Warehousing Services Supplier Diversity Outreach Program Broward County Public Schools		S/M/WBE PARTICIPATION GOOD FAITH EFFORT FORM	
		DATE: <input type="text"/>	
CONTACT INFORMATION			
Solicitation Title:	<input type="text"/>		
Solicitation #:	<input type="text"/>		
Prime Contractor:	<input type="text"/>		

2. The following form is due (if applicable) after Bid has been awarded:

a. **S/M/WBE Monthly Subcontractor Utilization Report** (Document Preview follows)

 Procurement & Warehousing Services Supplier Diversity Outreach Program Broward County Public Schools		Document Number 00485 Attachment _____	
S/M/WBE MONTHLY SUBCONTRACTOR UTILIZATION REPORT			
SECTION I - GENERAL INFORMATION			
Project Name:		Contract Number and Work Order Number (if applicable):	
<input type="text"/>		<input type="text"/>	
Report #:	Reporting Period:	S/M/WBE Contract Goal:	Contract Completion Date:
<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>
Prime Contractor Name:		Project Manager (PM) Name:	
<input type="text"/>		<input type="text"/>	
Prime Contractor Street Address:			
<input type="text"/>			
Prime Contractor Phone #:	Prime Contractor Email Address:	PM Phone #:	PM Email Address:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SECTION II - UTILIZATION INFORMATION			
Prime Contractor must list ALL Certified and non-certified subcontractors that will be utilized for the entire contract period. For assistance in completing this form, please call the Supplier Diversity Outreach Program at (754) 321-0505.			
	FEDERAL	S/M/WBE	TOTAL
	AMOUNT PAID		

SECTION 9, FORMS AND ATTACHMENTS

Please fill out all attachments in the pages that follow.

Some attachments must be notarized.

ATTACHMENT 1, CONFLICT OF INTEREST

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST AND CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP

In accordance with General Condition 11, each Bidder must disclose in its Bid, the names of any employees who are employed by Bidder who are also an employee of SBBC. Persons identified below may have obligations and restrictions applicable to them under Chapter 112, Florida Statutes.

Name of Bidder's Employee	SBBC Title or Position of Bidder's Employee	SBBC Department/ School of Bidder's Employee
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check one of the following and sign:

- I hereby affirm that there are no known persons employed by Bidder who are also an employee of SBBC.
- I hereby affirm that all known persons who are employed by Bidder who are also an employee of SBBC have been identified above.

Signature

Company Name

03/28/13

ATTACHMENT 2, DRUG FREE WORKPLACE

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

SWORN STATEMENT PURSUANT TO SECTION 287.087, FLORIDA STATUTES, AS CURRENTLY ENACTED OR AS AMENDED FROM TIME TO TIME, ON PREFERENCE TO BUSINESSES WITH DRUG-FREE WORKPLACE PROGRAMS.

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to The School Board of Broward County, Florida,

by _____
(Print individual's name and title)

for _____
(Print name of entity submitting sworn statement)

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

I certify that I have established a drug-free workplace program and have complied with the following:

1. Published a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that shall be taken against employees for violations of such prohibition.
2. Informed employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Given each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notified the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee shall abide by the terms of the statement and shall notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five days after such conviction.
5. Shall impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Am making a good faith effort to continue to maintain a drug free workplace through implementation of this section.

(Signature)

Sworn to and subscribed before me this _____ day of _____, 20____.

Personally known _____ or _____

Produced Identification _____ Notary Public – State of _____

(Type of Identification) My commission expires: _____

Form #4530
3/93

(Printed, typed, or stamped commissioned name of notary public)

ATTACHMENT 3, BIDDER'S PREFERENCE
LEGAL OPINION OF BIDDING PREFERENCE (See Special Condition 7)

MUST BE COMPLETED BY ALL BIDDERS AND SUBMITTED WITH THEIR BID IN TIME FOR BID OPENING TO BE CONSIDERED FOR AWARD

Bidder (Firm) Name: _____
Identify the state in which the Bidder has its principal place of business: _____
Bidder's Signature: _____

INSTRUCTIONS: If your principal place of business above is located within the State of Florida, provide the information as indicated above and return this form with your bid response. No further action is required.

IF your principal place of business is outside of the State of Florida, the following must be completed by an attorney and returned with your bid response. Failure to submit and execute this form with bid, shall be considered to be non-responsive and bid rejected.

OPINION OF OUT-OF-STATE BIDDER'S ATTORNEY ON BIDDING PREFERENCES

(To be completed by the Attorney for an Out-of-State Bidder)

NOTICE: Section 287.084(2), Florida Statutes, provides that "a vendor whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state [or political subdivision thereof] to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts." See also: Section 287.084(1), Florida Statutes.

LEGAL OPINION ABOUT STATE BIDDING PREFERENCES

(Please Select One)

_____ The Bidder's principal place of business is in the State of _____ and it is my legal opinion that the laws of that state **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that state.

_____ The Bidder's principal place of business is in the State of _____ and it is my legal opinion that the laws of that state **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that state: [Please describe applicable preference(s) and identify applicable state law(s)]:

LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING PREFERENCES

(Please Select One)

_____ The Bidder's principal place of business is in the political subdivision of _____ and it is my legal opinion that the laws of that political subdivision **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision.

_____ The Bidder's principal place of business is in the political subdivision of _____ and it is my legal opinion that the laws of that political subdivision **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision: [Please describe applicable preference(s) and identify applicable authority granting the preference(s)]:

Signature of out-of-state Bidder's attorney: _____

Printed name of out-of-state Bidder's attorney: _____

Address out-of-state Bidder's attorney: _____

Telephone number out-of-state Bidder's attorney: _____

E-Mail address out-of-state Bidder's attorney: _____

Attorney's state(s) of bar admission: _____

ATTACHMENT 4, W-9 FORM

See Special Condition 28

Please retrieve the latest version of the W-9 form from the IRS website listed below:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

- This form can be filled out online and printed for signature. Only page one (1) needs to be returned

The W-9 form should also be accompanied by a printout of the bidder's corporation record as registered with the Division of Corporations, Florida Department of State which can be accessed at www.sunbiz.org or from the state the bidder is registered in.



ATTACHMENT 5, ACH FORM

ACH Payment Agreement Form (ACH CREDITS)
The School Board of Broward County, Florida
 (See General Condition 10)

VENDOR NAME:

Authorization Agreement

I (we) hereby authorize The School Board of Broward County to initiate automatic deposits (credits) to my account at the financial institution named below. Additionally, I authorize The School Board of Broward County to make the necessary debit entries/adjustments in the event that a credit entry is made in error.

Further, I agree not to hold **The School Board of Broward County** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement shall remain in effect until **The School Board of Broward County** receives written notification of cancellation from me or my financial institution and that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Account Information

Name of Bank or Financial Institute: _____

Branch/ State: _____

Routing No: _____

Account No: _____	Checking <input type="checkbox"/>	Savings <input type="checkbox"/>
-------------------	--------------------------------------	-------------------------------------

VENDOR AREA: Remittance Confirmation: (please select one) _____	Fax <input type="checkbox"/>	Email <input type="checkbox"/>
---	---------------------------------	-----------------------------------

Federal Identification No. Vendor _____	TAX ID# <input type="checkbox"/>	SS# <input type="checkbox"/>
--	-------------------------------------	---------------------------------

Update Purchase Order Fax & Email Address

Centralized Fax Number _____ Dept. _____

Centralized Email _____ Dept. _____

Centralized Phone No. _____ Dept. _____

Signature

Authorized Signature
 (Primary) and Business title: _____ Date: _____

Authorized Signature
 (Joint) and Business title: _____ Date: _____

Please attach a VOIDED check to verify bank details and routing number.

This form must be returned to: **SBBC – Purchasing – Data Strategy Group**
 7720 W. Oakland Park Blvd, Sunrise FL 33351 call: 754-321-0516 or fax # 754-321-0533

For Use by DATA STRATEGY GROUP

Vendor Account# _____ Date Entered _____ Initials: _____

ATTACHMENT 6, DEBARMENT

MUST BE COMPLETED BY ALL BIDDERS AND SUBMITTED WITH THEIR BID IN TIME FOR BID OPENING TO BE CONSIDERED FOR AWARD

See General Condition 45

**CERTIFICATION OF DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 45 CFR 1183.35, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by going to this link: <http://www.gpo.gov/fdsys/granule/CFR-2011-title45-vol3/CFR-2011-title45-vol3-sec1183-35>

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON THE NEXT PAGE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (2) 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 proposal.

Organization Name	ITB Number
-------------------	------------

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)	Date
--------------	------


ATTACHMENT 6, INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
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 which this proposal 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,” “proposal,” 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 proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal 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 proposal that it will include the 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 (Telephone Number).
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 voluntary 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.

ATTACHMENT 7, LABEL

MAILING LABEL

Please print the mailing label below and affix it to your bid package to facilitate identification when SBBC receives your bid. Affix the mailing label below on the outside of your package even if you are utilizing UPS, FedEx or another carrier who prints the address information.



FROM: _____
(Bidder's Name)

TO:

The School Board of Broward County, Florida
Procurement and Warehousing Services
7720 West Oakland Park Boulevard, Suite 323
Sunrise, Florida 33351

ATTN: Larissa Seda
BID: FY20-025
KITCHEN AND CAFETERIA SUPPLIES

ATTACHMENT 8, SMALL/MINORITY WOMEN BUSINESS ENTERPRISE FORMS

Refer to Section 8 for more information about the Small/Minority Women-Owned Business Enterprise program. The following forms are **due (if applicable) at the time of Bid submittal** and can be obtained on our website at: <https://www.browardschools.com/Page/32118>

1. Statement of Intent to Perform as an S/M/WBE Subcontractor (Document preview follows)



Procurement & Warehousing Services
Supplier Diversity Outreach Program
Broward County Public Schools

Document Number 00470
Attachment _____

STATEMENT OF INTENT TO PERFORM AS AN S/M/WBE SUBCONTRACTOR

SOLICITATION #:


CONTRACT #:

A signed *Statement of Intent to Perform as a Small/Minority/Women Business Enterprise (S/M/WBE) Subcontractor* form must be completed by the owner or authorized principal of each S/M/WBE firm listed in the *S/M/WBE Subcontractor Participation Schedule*.

STATEMENT OF INTENT

The undersigned is certified as an S/M/WBE vendor by The School Board of Broward County, Florida's (SBBC) Supplier Diversity

2. Small/Minority/Women-Owned Business Enterprise Subcontractor Participation Schedule Document Preview:



Procurement & Warehousing Services
Supplier Diversity Outreach Program
Broward County Public Schools


Document Number 00475
Attachment _____

SMALL/MINORITY/WOMEN BUSINESS ENTERPRISE SUBCONTRACTOR PARTICIPATION SCHEDULE

DATE

SOLICITATION INFORMATION			
Contract #:		Project Start Date:	
Project Name:			
Project Location:			
Bidder/Proposer:			

3. S/M/WBE Participation Good Faith Effort Form (Document Preview follows)



Procurement & Warehousing Services
Supplier Diversity Outreach Program
Broward County Public Schools


S/M/WBE PARTICIPATION GOOD FAITH EFFORT FORM

DATE:

CONTACT INFORMATION	
Solicitation Title:	
Solicitation #:	
Prime Contractor:	

The following form is **due (if applicable) after Bid has been awarded:**

1. S/M/WBE Monthly Subcontractor Utilization Report (Document Preview follows)



Procurement & Warehousing Services
Supplier Diversity Outreach Program
Broward County Public Schools

Document Number 00485
Attachment _____

S/M/WBE MONTHLY SUBCONTRACTOR UTILIZATION REPORT

SECTION I - GENERAL INFORMATION			
Project Name:		Contract Number and Work Order Number (if applicable):	
Report #:	Reporting Period: _____ to _____	S/M/WBE Contract Goal:	Contract Completion Date:
Prime Contractor Name:		Project Manager (PM) Name:	
Prime Contractor Street Address:			
Prime Contractor Phone #:	Prime Contractor Email Address:	PM Phone #:	PM Email Address:
SECTION II - UTILIZATION INFORMATION			
Prime Contractor must list ALL Certified and non-certified subcontractors that will be utilized for the entire contract period. For assistance in completing this form, please call the Supplier Diversity Outreach Program at (754) 321-0505.			
GENERAL	S/M/WBE	TOTAL	AMOUNT PAID

SECTION 10, STATEMENT OF "NO BID"

If your company is not submitting a bid in response to this Invitation to Bid, please complete this Statement of "No Bid" Sheet and return, prior to the Bid Due Date established within, to:

The School Board of Broward County, Florida
 Procurement and Warehousing Services
 7720 West Oakland Park Boulevard, Suite 323
 Sunrise, Florida 33351

This information shall help SBBC in the preparation of future Bids.

Bid Number: _____ Title: _____

Company Name: _____

Contact: _____

Address: _____

Telephone: _____ Facsimile: _____

√	Reasons for "NO Bid":
	Unable to comply with product or service specifications.
	Unable to comply with scope of work.
	Unable to quote on all items in the group.
	Insufficient time to respond to the Invitation to Bid.
	Unable to hold prices firm through the term of the contract period.
	Our schedule would not permit us to perform.
	Unable to meet delivery requirements.
	Unable to meet bond requirements.
	Unable to meet insurance requirements.
	Other (Specify below)

Comments:

Signature: _____ Date: _____

PREVIOUS BID'S TABULATION
AVAILABLE AS AN ADDITIONAL ATTACHMENT
FOR DOWNLOAD FROM DEMANDSTAR

THIS EXCEL SPREADSHEET WILL CALCULATE BID LINE TOTALS FOR EACH ITEM AND GROUP TOTALS IF FILLED OUT ELECTRONICALLY AND SUBMITTED WITH THE BID PACKAGE AS AN EXCEL (.XLS) FILE. PLEASE PROVIDE PRICE PER UNIT OF MEASUREMENT INDICATED. IF WRITING IN THE INFORMATION, USE INK AND WRITE CLEARLY; CALCULATIONS WILL BE DONE DURING BID EVALUATION.

SPECIAL INSTRUCTIONS: For items in GROUPS, it is necessary to bid on EVERY ITEM IN THE GROUP and ALL ITEMS IN THE GROUP MUST MEET SPECIFICATIONS to be considered for award. If you are NOT bidding on an item, enter "NO BID" in the appropriate column.

Minimum Shipment: Enter item minimum shipment quantity, for item or group. Minimum shipment offered must not exceed quantity indicated in the next column. (Also, see Special Condition 14). Items in groups are to be ordered in any configuration, meeting minimum shipment requirements.

ENTER BIDDER'S NAME HERE

BID GROUP #	ITEM	SBBC use only	Description	Specifications	Approved Brands and Models	Brand Offered	Model Offered	Quantity per Case	Price per Case (for ordering purposes only)	Delivery Days ARO (Not to Exceed 30 Days)	Min. Ship to Whse (Spec. Cond. 14)	Min. Ship Not to Exceed	Estimated Quantity	Unit of Measure	Enter Price Per Unit of Measure	Enter "NO BID" if not bidding item	Per Line Extended Price	GROUP TOTAL (Auto-Calc.)
1	A	1000221	BRUSH, KETTLE DRAIN VALVE	Refer to Section 6 - Bid Specifications	Carlisle Model 40150 or equivalent								60	each	\$ -		\$ -	
1	B	1000222	Brush, Pastry/Basting 3" Wide w/Nylon Bristles White	Refer to Section 6 - Bid Specifications	Approved Brand: Carlisle Model 40402 or equivalent								72	each	\$ -		\$ -	
1	C	1000223	Brush, Pot - 8"L x 2" Trim Medium White	Refer to Section 6 - Bid Specifications	Approved Brand: Carlisle Model 4054602 or equivalent								12	each	\$ -		\$ -	
1	D	1000228	Brush, 7" Long Wire - Utility Toothbrush Style	Refer to Section 6 - Bid Specifications	Approved Brand: Carlisle Model 4067500 or equivalent						Enter min ship for group 1 in cell below		96	each	\$ -		\$ -	
1	E	1000224	Brush, Pot - Sparta Utility 20"X3" White	Refer to Section 6 - Bid Specifications	Approved Brand: Carlisle Model 4050000 or equivalent							12 each	24	each	\$ -		\$ -	\$ -
2	A	1000237	Scoop, Ice - Six Ounces, Bouncer, Clear Polycarbonate	Refer to Section 6 - Bid Specifications	Approved Brands: Rubbermaid Model 2882, Cambro Model SCP6CW, Carlisle Model 430607 or equivalent.						Enter min ship for group 2 in cell below		84	each	\$ -		\$ -	
2	B	1000309	Scoop, Ice 57 - 58 Ounce Capacity Cast Aluminum	Refer to Section 6 - Bid Specifications	Approved Brands: Vollrath Model 46894, Adcraft Model ALS-11, Winco #AS58, Crestware #AS57 or equivalent.							12 each	48	each	\$ -		\$ -	\$ -
3	A	1000301	Disher, Cup - Size #6 (White)	Refer to Section 6 - Bid Specifications	Only Approved Brand: Vollrath Model 47139								192	each	\$ -		\$ -	
3	B	1000302	Disher, Cup - Size #10 (Ivory)	Refer to Section 6 - Bid Specifications	Only Approved Brand: Vollrath Model 47141								144	each	\$ -		\$ -	
3	C	1000303	Disher, Cup - Size #8 (Gray)	Refer to Section 6 - Bid Specifications	Only Approved Brand: Vollrath Model 47140								540	each	\$ -		\$ -	
3	D	1000304	Disher, Cup - Size #12 (Green)	Refer to Section 6 - Bid Specifications	Only Approved Brand: Vollrath Model 47142						Enter min ship for group 3 in cell below		72	each	\$ -		\$ -	
3	E	1000305	Disher, Cup - Size #16 (Blue)	Refer to Section 6 - Bid Specifications	Only Approved Brand: Vollrath Model 47143							24 each	300	each	\$ -		\$ -	\$ -
4		1000271	PERCOLATOR, COFFEE 60-CUP COMMERCIAL	Refer to Section 6 - Bid Specifications	Only Approved Brand: Hamilton Beach Model D50065							10 each	84	each	\$ -		\$ -	\$ -
5	A	1000242	Knife, Bread	Refer to Section 6 - Bid Specifications	Only Approved Brands Victorinox Model 40549, Dexter Russell Model P94803B, Mundial Model BP5121-8E.								160	each	\$ -		\$ -	
5	B	1000244	Knife, Santoku 7", Black Handle	Refer to Section 6 - Bid Specifications	Only Approved Brands: Dexter Russell Model 30402, Victorinox 6852317, Mundial Model 5804-7GE								200	each	\$ -		\$ -	
5	C	1000246	Knife, Paring - 3-1/8" - 3-1/4" Blade	Refer to Section 6 - Bid Specifications	Only Approved Brands: Dexter Russell Model P94843, Victorinox Model 40600, Mundial Model W5601						Enter min ship for group 5 in cell below		768	each	\$ -		\$ -	
5	D	1000248	Knife, Sandwich Spreader - 3" - 3-1/2" Blade	Refer to Section 6 - Bid Specifications	Only Approved Brands: Dexter Russell Model S173SC, Victorinox Model 40427, Mundial Model *W5688E-3 1/2"							12 each	36	each	\$ -		\$ -	\$ -

ENTER BIDDER'S NAME HERE																		
BID GROUP #	ITEM	SBBC use only	Description	Specifications	Approved Brands and Models	Brand Offered	Model Offered	Quantity per Case	Price per Case (for ordering purposes only)	Delivery Days ARO (Not to Exceed 30 Days)	Min. Ship to Whse (Spec. Cond. 14)	Min. Ship Not to Exceed	Estimated Quantity	Unit of Measure	Enter Price Per Unit of Measure	Enter "NO BID" if not bidding item	Per Line Extended Price	GROUP TOTAL (Auto-Calc.)
6	A	1000247	Peeler, Hard Blade Vegetable/Potato	Refer to Section 6 - Bid Specifications	Approved Brands: Tablecraft Model 46, Johnson Rose, Model 3881, Victorinox Model 40694, Carlisle Model 6020, Crestware Model CRW-PEL3K, Winco Model VP-1 or equivalent						Enter min ship for group 6 in cell below		48	each	\$ -		\$ -	
6	B	1000240	12" Fork, Cooking Full Tang Pot Fork w/2 Tines	Refer to Section 6 - Bid Specifications	Approved Brands: Forschner Victorinox Model 40595, Mundial Model W5654-12 or equivalent							6 each	24	each	\$ -		\$ -	\$ -
7	A	1000257	Cups, Measuring (Set) ¼, 1/3, ½, 1	Refer to Section 6 - Bid Specifications	Approved Brands: Browne-Halco Model 1190MC, Johnson Rose Model 7329, Tablecraft Model H726, Crestware Model MEA-CP, Adcraft Model ADC-DMC-4, Stanton Trading Model 1047 or equivalent								170	sets	\$ -		\$ -	
7	B	1000259	Cup, Measuring One Quart	Refer to Section 6 - Bid Specifications	Approved Brands: Vollrath Model 68296, Crestware Model MEA-01D, Browne-Halco Model ML-10, Adcraft Model ALM-1, ValueLine AAAGM1A or equivalent								60	each	\$ -		\$ -	
7	C	1000260	Cup, Heavy Duty Aluminum Measuring Four Quart (Gallon)	Refer to Section 6 - Bid Specifications	Approved Brands: Vollrath Model 68352, Crestware Model MEA-04D, Browne-Halco Model ML-40, Adcraft Model ALM 4, ValueLine AAAGM4A or equivalent								60	each	\$ -		\$ -	
7	D	1000261	Spoon, Measuring (Set)-1/4,1/2,1 tsp, 1 tbsp Stainless Steel	Refer to Section 6 - Bid Specifications	Approved Brands: Browne-Halco Model 2316, Mirro Model S-2586-15, Johnson Rose Model 7328, Tablecraft Model 721, Crestware Model MEA-SP, Adcraft Model DMS-4/PKG, Stanton Trading Model 933 or equivalent						Enter min ship for group 7 in cell below		150	sets	\$ -		\$ -	
7	E	1000258	Measuring Cup, 2 Quart Aluminum	Refer to Section 6 - Bid Specifications	Approved Brands: CRESTWARE MODEL MEA02D, ADCRAFT MODEL ALM-2, Vollrath MODEL 68351 or equivalent							6 each	20	each	\$ -		\$ -	\$ -
8	A	1000267	Tabletop Can Opener, Electric - 115V	Refer to Section 6 - Bid Specifications	Only Approved Brand: Edlund Model 26100						Enter min ship for group 8 in cell below		50	each	\$ -		\$ -	
8	B	1000268	Heavy Duty Can Opener, Manual Table	Refer to Section 6 - Bid Specifications	Only Approved Brand: Edlund Model S-11							5 each	25	each	\$ -		\$ -	\$ -
9	A	1000279	Slicer, Egg Two Way Heavy Duty Cast Aluminum	Refer to Section 6 - Bid Specifications	Approved Brands: Vollrath Model 47040, Johnson Rose Model 3825, Crestware Model EGS, Adcraft Model AES-1, Stanton Trading Model 432 or equivalent								70	each	\$ -		\$ -	
9	B	1000280	Whip, Egg 14" Long Stainless Steel	Refer to Section 6 - Bid Specifications	Approved Brands: Best Mfrs. Model 1416B, Johnson Rose Model 3614, Browne-Halco Model DPW14, Adcraft Model PWE14, Chef Supreme Model WHIP-P14 or equivalent						Enter min ship for group 9 in cell below		24	each	\$ -		\$ -	
9	C	1000291	Wheel, 4" Pizza Cutting	Refer to Section 6 - Bid Specifications	Approved Brands: Dexter Russell Model P94ZZA-4, Victorinox/Forschner Model 41594, Lamson and Goodnow Model 32862, Mundial Model W5691-4, Browne-Halco Model PC996-Stanton Trading Model PL259X or equivalent							10 each	100	each	\$ -		\$ -	\$ -
10		1000277	Board, Polyethylene Cutting 15"X20"X1/2"	Refer to Section 6 - Bid Specifications	Only Approved Brands: Teknor-Apex "Plasti-Tuff" Model T45, Carlisle Model 10884-02, Adcraft Model CBW-1520, Stanton Trading Model 799-20							48 each	264	each	\$ -		\$ -	\$ -

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11	A	1000282	Thermometer, Refrigerator/Freezer Dial	Refer to Section 6 - Bid Specifications	Only Approved Brand: Taylor Model 3507FS, Cooper Atkins Model 25HP						Enter min ship for group 11 in cell below		1,098	each	\$ -		\$ -	
11	B	1000288	Thermometer, Oven 100° - 600°F	Refer to Section 6 - Bid Specifications	Only Approved Brands: Cooper-Atkins Model 24HP, Taylor Model 5932							24 each	300	each	\$ -		\$ -	\$ -
12		1000297	Pitcher, Water or Tea – 58 – 64 oz with Lid	Refer to Section 6 - Bid Specifications	Only Approved Brands: Cambro Model PC64CW, Carlisle 5570 with lid							12 each	90	each	\$ -		\$ -	\$ -
13		1000293	16 ½" Bowl Scraper, Plastic Large, White	Refer to Section 6 - Bid Specifications	Only Approved Brands: Rubbermaid Model 1906000000, Crestware Model PS165, Adcraft Model R-1906, ABCPRO Model SCR-03							144 each	144	each	\$ -		\$ -	\$ -
14		1000310	Turner, Hamburger – 6" X 3"	Refer to Section 6 - Bid Specifications	Only Approved Brands: Dexter Russell Model P94855, Mundial Model W5685, Winco TWP-61							6 each	48	each	\$ -		\$ -	\$ -
15	A	1000314	15" Spoon, Slotted Bowl Cooking	Refer to Section 6 - Bid Specifications	Only Approved Brands: Vollrath Model 64408, Adcraft Model DSL15, Brown-Halco Model 3774, Stanton Trading Model 4435						Enter min ship for group 15 in cell below		24	each	\$ -		\$ -	
15	B	1000316	15" Spoon, Solid Bowl Cooking	Refer to Section 6 - Bid Specifications	Only Approved Brands: Vollrath Model 64406, Adcraft Model DSO15, Brown-Halco Model 3770, Stanton Trading 4439							12 each	48	each	\$ -		\$ -	\$ -
16	A	NEW ITEM	Spoodle, Solid Oval 4oz Grey Utensil	Refer to Section 6 - Bid Specifications	Only Approved Brands: Vollrath Model 6412445								100	each	\$ -		\$ -	
16	B	NEW ITEM	Spoodle, Solid Oval 6oz Teal Utensil	Refer to Section 6 - Bid Specifications	Only Approved Brands: Vollrath Model 6412655								100	each	\$ -		\$ -	
16	C	1000318	Spoodle, Perforated Round – Two Ounce	Refer to Section 6 - Bid Specifications	Only Approved Brands: Vollrath Model 6432230								336	each	\$ -		\$ -	
16	D	1000319	Spoodle, Perforated Round – Four Ounce	Refer to Section 6 - Bid Specifications	Only Approved Brands: Vollrath Model 6432480						Enter min ship for group 16 in cell below		204	each	\$ -		\$ -	
16	E	NEW ITEM	Spoodle, Solid Oval 8oz Orange Utensil	Refer to Section 6 - Bid Specifications	Only Approved Brands: Vollrath Model 6412865							12 each	100	each	\$ -		\$ -	\$ -
17		1000296	Scale, Portion 2LB (32oz)	Refer to Section 6 - Bid Specifications	Only Approved Brands: Rubbermaid Model Y32R, Cardinal Detecto Model PT-2R, Taylor Model TS32, San Jamar Model SCMDL2							5 each	30	each	\$ -		\$ -	\$ -
18		1000333	Cool Touch Scalloped Tongs, 9"	Refer to Section 6 - Bid Specifications	Only Approved Brands: Vollrath Model 4780920, Winco Model UTPH-9K, Update Model TOPP-9							72 each	400	each	\$ -		\$ -	\$ -
19		1000287	Mitts, OVEN 15-17"	Refer to Section 6 - Bid Specifications	Only Approved Brands: Intedge Model 338HDT-17, Tucker Safety Products/Jomac / Wells Lamont Model M938HRL							48 pair	492	pair	\$ -		\$ -	\$ -
20		1000334	Apron, Bib White	Refer to Section 6 - Bid Specifications	Only Approved Brands: Chef Revival Model 600BAW-NP, Stanton Trading Model 3901							50 dozen	700	dozen	\$ -		\$ -	\$ -
21		1000335	Cloth, Dish – White 16"L x 19"W	Refer to Section 6 - Bid Specifications	Approved Brands: Ed Don Model L809 or equivalent							384 each	25,476	each	\$ -		\$ -	\$ -
22		1007461	Dish Towels – (5 Dozen Case)	Refer to Section 6 - Bid Specifications	Horace Maddox #401 or equivalent.							50 bundles	300	bundle	\$ -		\$ -	\$ -

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23	A	1000366	Pad, Scouring – Heavy Duty Pot and Pan Purple	Refer to Section 6 - Bid Specifications	Only Approved Brands: Scotch-Brite Model 2020								6,500	each	\$ -		\$ -	
23	B	1000367	Pad, Scouring – Multi-Purpose Blue	Refer to Section 6 - Bid Specifications	Only Approved Brands: Scotch-Brite "Power Pad" Model 2000								1,500	each	\$ -		\$ -	
23	C	1000384	Pad, Scouring – Pot and Pan Medium	Refer to Section 6 - Bid Specifications	Only Approved Brands: Scotch-Brite Model 86						Enter min ship for group 23 in cell below		2,000	each	\$ -		\$ -	
23	D	1000405	Sponge, 35-50 Gram Metal Scrub (Round)	Refer to Section 6 - Bid Specifications	Approved Brands: Carlisle Model 3675300, Johnson Rose Model JR8581, Libertyware Model SPNG50 or equivalent							60 each	6,000	each	\$ -		\$ -	\$ -
24		1000419	Mat, Vinyl – Non Slip Bar Mat (BLACK)	Refer to Section 6 - Bid Specifications	Approved Brand: Space-Link Model SL99 or equivalent.							50 each	300	each	\$ -		\$ -	\$ -
25	A	1000215	Bowl, Mixing ¾ Quart Heavy-Duty	Refer to Section 6 - Bid Specifications	Only Approved Brand: Vollrath Model 69006								6	each	\$ -		\$ -	
25	B	1000217	Bowl, Mixing 8 Quart Heavy-Duty	Refer to Section 6 - Bid Specifications	Only Approved Brands: Vollrath Model 69080								12	each	\$ -		\$ -	
25	C	1000218	Bowl, Mixing 13 Quart Heavy-Duty	Refer to Section 6 - Bid Specifications	Only Approved Brands: Vollrath Model 69130						Enter min ship for group 25 in cell below		10	each	\$ -		\$ -	
25	D	1000219	Bowl, Mixing 30 Quart Heavy-Duty	Refer to Section 6 - Bid Specifications	Only Approved Brand: Vollrath Model 79300							1 each	10	each	\$ -		\$ -	\$ -
26	A	1000234	Container, Storage – 22 Quart with Lid	Refer to Section 6 - Bid Specifications	Only Approved Brands: Cambro Container Model 22SFSP with Lid Model SFC12								20	each	\$ -		\$ -	
26	B	1000235	Container, Storage – 8 Quart with Lid	Refer to Section 6 - Bid Specifications	Only Approved Brands: Cambro Container Model 8SFSP with Lid Model SFC6						Enter min ship for group 26 in cell below		20	each	\$ -		\$ -	
26	C	1000236	Container, Storage – 4 Quart with Lid	Refer to Section 6 - Bid Specifications	Only Approved Brand: Cambro Container Model 4SFSP with Lid Model SFC2							6 each	40	each	\$ -		\$ -	\$ -
27	A	1000264	Pan, Bun – Half Sheet	Refer to Section 6 - Bid Specifications	Only Approved Brand: Vollrath Model 5303						Enter min ship for group 27 in cell below		200	each	\$ -		\$ -	
27	B	1000265	Pan, Bun – Full Sheet	Refer to Section 6 - Bid Specifications	Only Approved Brands: Vollrath Model N5300							6 each	200	each	\$ -		\$ -	\$ -
28	A	1000321	Cover, Flat Full Size – Steam Table	Refer to Section 6 - Bid Specifications	Only Approved Brand: Vollrath Model 77250								50	each	\$ -		\$ -	
28	B	1000322	Cover, Half Size Pan – Steam Table	Refer to Section 6 - Bid Specifications	Only Approved Brand: Vollrath Model 75120								100	each	\$ -		\$ -	
28	C	1000323	Pan, Full – 2-1/2" Deep – Steam Table	Refer to Section 6 - Bid Specifications	Only Approved Brand: Vollrath Model 30022								40	each	\$ -		\$ -	
28	D	1000324	Pan, Full – 4" Deep – Steam Table	Refer to Section 6 - Bid Specifications	Only Approved Brand: Vollrath Model 30042								150	each	\$ -		\$ -	
28	E	1000327	Pan, Half 4" Deep – Steam Table	Refer to Section 6 - Bid Specifications	Only Approved Brand: Vollrath Model 30242								20	each	\$ -		\$ -	
28	F	1000329	Pan, Full – 2-1/2" Deep Perforated – Steam Table	Refer to Section 6 - Bid Specifications	Only Approved Brand: Vollrath Model 30023								10	each	\$ -		\$ -	
28	G	1000330	Pan, Full – 4" Deep Perforated – Steam Table	Refer to Section 6 - Bid Specifications	Only Approved Brand: Vollrath Model 30043								10	each	\$ -		\$ -	
28	H	1000325	Pan, Half Long Size – 4" Deep – Steam table	Refer to Section 6 - Bid Specifications	Only Approved Brand: Vollrath Model 30542								20	each	\$ -		\$ -	
28	I	1000326	Pan, Half Long Size – 2-1/2" Deep – Steam Table	Refer to Section 6 - Bid Specifications	Only Approved Brand: Vollrath Model 30522								10	each	\$ -		\$ -	
28	J	NEW ITEM	Pan, Super V Half Size 12"X10"X2 1/2" Deep Steam Table Stainless Steel	Refer to Section 6 - Bid Specifications	Only Approved Brand: Vollrath Model 30222						Enter min ship for group 28 in cell below		100	each	\$ -		\$ -	
28	K	1000263	Baking Pan, 13QT 18"X26"X2 ¼" Aluminum	Refer to Section 6 - Bid Specifications	Only Approved Brands: Vollrath Model 68357							3 each	40	each	\$ -		\$ -	\$ -

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29		1000250	Dipper, 2QT Transfer Ladle aluminum	Refer to Section 6 - Bid Specifications	Only Approved Brands: Vollrath Model 5332								3 each	18	each	\$ -		\$ -	\$ -
30		1000254	Ladle, 8 ounce 12"L Stainless Steel	Refer to Section 6 - Bid Specifications	Only Approved Brands: VOLLRATH MODEL 58480, ADCRAFT MODEL LIPC-8, WINCO MODEL LDIN-8								6 each	30	each	\$ -		\$ -	\$ -
31		1000421	Hose, 50'X5/8" Hot Water Heavy Duty 180°F Red	Refer to Section 6 - Bid Specifications	Approved Brands: Tough Guy Model 423H83 or equivalent.								20 each	400	each	\$ -		\$ -	\$ -
32		1000289	G-Pad, Baker's – Without Handhole	Refer to Section 6 - Bid Specifications	Only Approved Brands: Burnguard Model 88500, Wells Lamont G-Pad Hwy, San Jamar Model 823TPH								96 pair	6,500	pair	\$ -		\$ -	\$ -
33		6000260	Whip, Kettle 40" stainless steel	Refer to Section 6 - Bid Specifications	Only Approved Brands: Tablecraft Model MW40								1 each	10	each	\$ -		\$ -	\$ -
34		6000082	Dispenser, Ice Tea – 3 Gallon	Refer to Section 6 - Bid Specifications	Only Approved Brands: Tablecraft Model 953, Carlisle Model 2227								1 each	75	each	\$ -		\$ -	\$ -
35		6004488	18" Kevlar Sleeve, Oven	Refer to Section 6 - Bid Specifications	Only Approved Brand: San Jamar Model SLK16								1 each	400	each	\$ -		\$ -	\$ -
36		6000119	Warmers, Bulb	Refer to Section 6 - Bid Specifications	Only Approved Brands: Eagle Model BW-2-120T								1 each	20	each	\$ -		\$ -	\$ -
37		600NEW	Thermometer, Milk/Beverage	Refer to Section 6 - Bid Specifications	Approved Brands: Taylor Model 5982N or equivalent								1 each	200	each	\$ -		\$ -	\$ -
38		600NEW	Thermometer, Hanging Refrigerator/Freezer	Refer to Section 6 - Bid Specifications	Approved Brands: Taylor Model 3509 or equivalent								1 each	200	each	\$ -		\$ -	\$ -
39		6000293	Digital Thermometer, Pocket	Refer to Section 6 - Bid Specifications	Approved Brand: Cooper Atkins Model DFP450W, San Jamar Model THDGPKKT or equivalent								1 each	1,000	each	\$ -		\$ -	\$ -
40		6004487	Blender, NutriBullet Pro extractor	Refer to Section 6 - Bid Specifications	Only Approved Brand: NutriBullet Pro Series Model NB9-0901								1 each	10	each	\$ -		\$ -	\$ -
41		6000206	Tray, Pizza Metal - 16 Diameter	Refer to Section 6 - Bid Specifications	Only Approved Brand: Adcraft Model PZ-TP16, Winco Model APZT-16								1 each	60	each	\$ -		\$ -	\$ -
42		6004486	Screen, Pizza Metal – 16" Diameter	Refer to Section 6 - Bid Specifications	Only Approved Brands: Adcraft Model PZ-18716, Johnson Rose Model 42016, Winco Model APZS-16								1 each	30	each	\$ -		\$ -	\$ -
43		6004484	Glove, Slicer	Refer to Section 6 - Bid Specifications	Only Approved Brands: San Jamar Model SC-10, Dexter Russell Model SSG1-M, Whizard Model 134527								1 each	50	each	\$ -		\$ -	\$ -
44		6000294	Tray, Cafeteria Food Plastic	Refer to Section 6 - Bid Specifications	Only Approved Brands: Cambro Model 1216, Adcraft Model TFF-1216, Carlisle Model CT1216								1 each	50	each	\$ -		\$ -	\$ -
45		6000261	Bag, Insulated Delivery	Refer to Section 6 - Bid Specifications	Only Approved Brand: Seven OKs, Inc. Model Kooler Large								1 each	125	each	\$ -		\$ -	\$ -
46		6006850	Bag, Insulated Delivery W/WINDOW	Refer to Section 6 - Bid Specifications	Only Approved Brand: Seven OKs, Inc. Model Kooler Large with Window								1 each	50	each	\$ -		\$ -	\$ -
47		6000430	Sectionizer, Fresh Fruit	Refer to Section 6 - Bid Specifications	Only Approved Brand: Sunkist Model Fresh Fruit Sectionizer S-105								1 each	15	each	\$ -		\$ -	\$ -
48		6004483	Bin, Storage – Flat Top Cambro 34 Gallon with Lid	Refer to Section 6 - Bid Specifications	Only Approved Brands: Cambro Model IB36								1 each	15	each	\$ -		\$ -	\$ -
49		6000267	Bin, Storage – Replacement Lid FOR CAMBRO 34 GALLON STORAGE BIN	Refer to Section 6 - Bid Specifications	Only Approved Brand: Cambro Model IB36LIDCW								1 each	5	each	\$ -		\$ -	\$ -
50		6004482	Pot, Stock – 12 Quart with Lid	Refer to Section 6 - Bid Specifications	Only Approved Brands: Vollrath Model 67512								1 each	10	each	\$ -		\$ -	\$ -
51		6004481	Pan, Sauce – 3-3/4 Quart w/Cool Handle	Refer to Section 6 - Bid Specifications	Only Approved Brands: Vollrath Model 434312								1 each	10	each	\$ -		\$ -	\$ -
52		6004480	Pan, Sauce – 5-1/2 Quart w/Cool Handle	Refer to Section 6 - Bid Specifications	Only Approved Brands: Vollrath Model 434512								1 each	10	each	\$ -		\$ -	\$ -
53		6004497	Cover, Hinge Dome Full Size – Steam Table	Refer to Section 6 - Bid Specifications	Only Approved Brands: Vollrath Model 77400								1 each	35	each	\$ -		\$ -	\$ -
54		6005490	Steamglove with 14" Sleeve, medium	Refer to Section 6 - Bid Specifications	Only Approved Brands: Tucker Model 92143								1 pair	150	pair	\$ -		\$ -	\$ -
55		6004495	Ladder, Utility 2 Steps	Refer to Section 6 - Bid Specifications	Only Approved Brands: R.D. Werner Model 244, Edward Don Model J1168								1 each	10	each	\$ -		\$ -	\$ -

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56		600NEW	Gloves, Nitrile Large Unlined Green	Refer to Section 6 - Bid Specifications	Only Approved Brands: Safety-Zone Model GNGU-LG-22-18							1 pair	250	pair	\$ -		\$ -	\$ -
57		6006840	Dolly, 30QT Mixing Bowl 19" ring 21X21X26	Refer to Section 6 - Bid Specifications	Only Approved Brands: Kelmax Model 4J0008							1 each	10	each	\$ -		\$ -	\$ -
58		6004496	Paddle, Mixing 48" STAINLESS STEEL	Refer to Section 6 - Bid Specifications	Only Approved Brands: Slanton Trading Model 4648							1 each	10	each	\$ -		\$ -	\$ -
59		6000214	11 1/4" Strainer, Five Quart Aluminum	Refer to Section 6 - Bid Specifications	Only Approved Brands: Vollrath Model 4605							1 each	10	each	\$ -		\$ -	\$ -
60		600NEW	Saf-T-Ice Scoop Caddy Black	Refer to Section 6 - Bid Specifications	Only Approved Brands: San Jamar Model S12000BK							1 each	250	each	\$ -		\$ -	\$ -
61		600NEW	Apron, Vinyl Waterproof 39"L x 26"W Black	Refer to Section 6 - Bid Specifications	Only Approved Brands: KNG International Model 1900							1 each	300	each	\$ -		\$ -	\$ -
62		600NEW	Cart, Platform Truck, 1000 LB, 48"L x 24"W	Refer to Section 6 - Bid Specifications	Only Approved Brands: Rubbermaid Model FG443600BLA							1 each	100	each	\$ -		\$ -	\$ -