



# Mobile County PUBLIC SCHOOLS

Don Stringfellow, President, District  
L. Douglas Harwell, Jr., Vice President, District  
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Johnny Hatcher, District

1 Magnum Pass, Mobile, Alabama 36618 | www.mcpss.com

Superintendent Chresal D. Threadgi

Purchasing Department  
Phone (251)221-4473  
Fax (251)221-4472  
www.mcpss.com

Bid No. 24-49  
BUYER: CYNTHIA MARTIN

October 7, 2024

**INVITATION TO BID**  
**SMALL CAFETERIA SUPPLIES AND EQUIPMENT**  
**AS NEEDED UNTIL DECEMBER 31, 2025**

Sealed proposals will be received by the Board of School Commissioners of Mobile County, Alabama at its Purchasing Department, 1 Magnum Pass, Mobile, Alabama 36618, until **Thursday, October 31, 2024 @ 2:00 PM** at which time they will be publicly opened and read aloud.

1. The submission of the bid by the vendor, acceptance and award of the bid by the School Board of Mobile County, Alabama, and subsequent purchase orders issued against said award shall constitute a binding, enforceable contract. Unless stipulated in the bid documents, no other contract documents shall be issued.
2. The undersigned, as bidder, hereby declares that I have examined the Instructions, General Terms, Conditions and Specifications, and affirm that I have not been in any agreement or collusion among bidders, employees of the Mobile County Public School System, or prospective bidders in restraint of freedom of competition. Furthermore, I understand that fraudulent and collusive bidding is a crime and can result in fines and prison sentences.
3. Bidder has become fully familiar with the general terms, conditions and specifications of this bid request and agrees to abide by all conditions stated herein:
4. **Bidder agrees to VISA® Virtual Credit Card Program through AOC/Regions Bank for invoice payments in place of a check to pay for purchases from this solicitation. See payment terms for more information.**

**PLEASE PRINT OR TYPE BELOW**

Legal Name of Vendor: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

(List Toll Free Number if Applicable)

Telephone Number: \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature of Bidder

\_\_\_\_\_  
Authorized Name(Typed or Printed)

\_\_\_\_\_  
Director of Purchasing  
Mobile County Public Schools

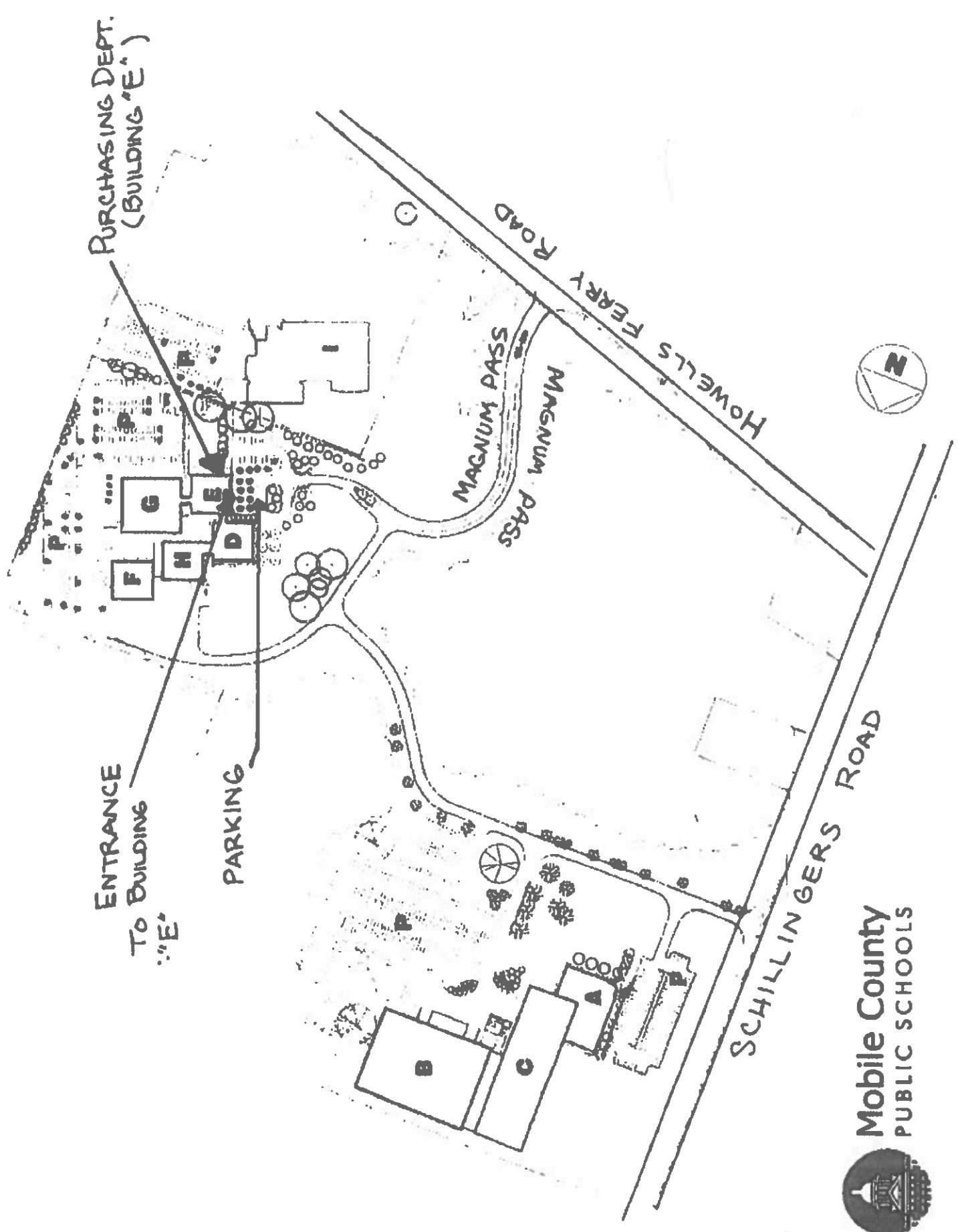
\_\_\_\_\_  
Name(Typed or Printed)

**THIS COMPLETED FORM MUST APPEAR AS THE TOP SHEET FOR ALL BIDS SUBMITTED**

**NEW BUILDING ENTRANCE  
FOR  
"PURCHASING DEPARTMENT"**

Please note the entrance to Building "E" (1 Magnum Pass) has changed. You will need to enter Building "E" as shown on the following diagram where you will be checked in by a security officer and then directed to the Purchasing Department.

Please allow sufficient time for this change if you are dropping off a bid on the same day as the bid closes. MCPSS will NOT be responsible for any late bids.



PURCHASING DEPT.  
(BUILDING "E")

ENTRANCE  
TO BUILDING  
"E"

PARKING

MAGNUM PASS

HOWELLS FERRY ROAD

SCHILLINGERS ROAD



Mobile County  
PUBLIC SCHOOLS

# Directory

<b>A</b>	Building A Student Services Building	4245 4292 5142 6201-23 6223 6222	
	Student Services Health Services Microcomputer Services STI OR co-Chaperon Software Support Business Support Network Support		
<b>B</b>	Building B	5200 5115 5100 5180 6273 4609 5223 6400	
	Professional Development Central Receiving/Distribution Tutoria JEDTC Print Shop Archives Make & Take Mail Services		
<b>C</b>	Building C Environmental Services	4170	
<b>D</b>	Building D Executive Building	4204 4034 4694 4608 4374	
	Office of the Superintendent Chief Financial Officer Comptroller Budget Office Child Nutrition Program		
<b>E</b>	Building E Business Building	4108 4472 6445 4408 4427	
	Security Office Disability Accounting Accounts Payable Local School Accounting		
<b>F</b>	Building F Facilities Office	4622	
<b>G</b>	Building G Human Resources Office Payroll Office TV Studio	4543 4448 3118	
<b>H</b>	Building H Technology Building	4650 4216 6622	
	Instructional Technology Services Instructional Technology Office of Communications		
<b>I</b>	Building I Academic Affairs Building		
	Board Office & Board Meeting Room Admission Affairs Curriculum & Instruction Federal Programs Special Education Career/Technical Education Public Board Meetings	4387 4159 4141 5220 4220 4018	
<b>P</b>	Parting - Public and Employees		

# LET'S LOAD THE BASES!

## Miracle League of West Mobile: Schmidt Family Park



Our community is coming together to build baseball fields and a playground for children with special needs. The Miracle League of West Mobile: Schmidt Family Park will be constructed on Johnson Road, about two miles southwest of the intersection of Airport Boulevard and Snow Road.

You have the opportunity to help us create a miracle in Mobile County! If you hit a Single, Double, Triple, Home Run, or Grand Slam, you, your family, your business or your organization will be recognized at the park.

Several community organizations have already stepped up to the plate, donating land, providing funds to pave the road, and more. The key players thus far are: the Alabama Pecan Development Company, Inc., Schmidt-Barton Family Fund, South Alabama Utilities, Mobile County Public Schools and the Mobile County Commission. The Alabama Pecan Development Company, Inc., has donated more than 24 acres to the project and South Alabama Utilities has donated more than 4 acres. The Schmidt-Barton Family Fund is donating up to \$1 million in matching funds toward the estimated \$5 million in total construction costs.

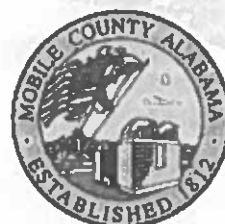
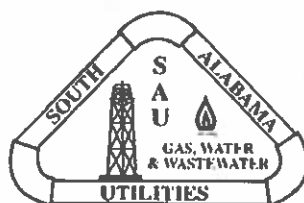
Donations are now being accepted at [mcpss.com/miracleleague](http://mcpss.com/miracleleague) to cover the remaining costs associated with the park.

Why should you donate?

Currently, many Mobile County youths with mental and physical disabilities are unable to play baseball in existing parks due to the lack of facilities that meet their needs. The Miracle League of West Mobile: Schmidt Family Park will be open to children from the entire county and surrounding areas. Approximately 8,300 children with disabilities would be able to play here.

<i>Single</i>
\$1,000-\$9,999
<i>Double</i>
\$10,000-\$49,000
<i>Triple</i>
\$50,000-\$99,999
<i>Home Run</i>
\$100,000-\$249,999
<i>Grand Slam</i>
\$250,000 +

**ALABAMA PECAN  
DEVELOPMENT  
CO. INC**



**Mobile County  
PUBLIC SCHOOLS**

# MIRACLE LEAGUE OF WEST MOBILE: SCHMIDT FAMILY PARK

[MCPSS.COM/MIRACLELEAGUE](http://MCPSS.COM/MIRACLELEAGUE)

We are working directly with The Miracle League, which is based in Georgia and has 240 fields across the United States and in Puerto Rico and Canada, on this project. Why? So our children with mental and physical disabilities can experience the joy of America's favorite pastime. It's more than just a game. The Miracle League is about making new friends, building self-esteem and being treated just like other athletes.

The Miracle League baseball field will feature a synthetic rubberized turf that accommodates wheelchairs and other assistive devices while helping to prevent injuries. The field will have double-wide lanes, allowing the players more space as they round the bases. The park will also include a regular baseball field for children who are middle-school-aged. The hope is to one day build a school on the site to serve special-needs and autistic students.

This will be the first Miracle League field in Mobile County. The project will progress in phases as funding becomes available, with the Miracle Field and Playground as the major components of the first phase.

The first phase of the plan will cost approximately \$2.3 million. We still need to raise \$1 million to fund all facets of Phase 1, which we hope to complete in the fall of 2022.

Mobile County Public Schools is overseeing the financing of the project. We are applying for various grants and accepting donations at: [mcpss.com/miracleleague](http://mcpss.com/miracleleague).

We appreciate your support as we make a miracle happen in west Mobile!



**GENERAL TERMS AND CONDITIONS**  
**MOBILE COUNTY PUBLIC SCHOOL'S PURCHASING DEPT.**

**1. ALABAMA IMMIGRATION LAW**

**COMPLIANCE:**

As a Contractor/Vendor as defined in the Act, to the Local Board of Education (Board), it is crucial to your relationship (future or continuing) with the Board that you comply with the Immigration Reform Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. Accordingly please provide your Affidavit of Immigration Compliance. These documents can be found in the following bid package along with a compliance check list.

**2.ADDITIONAL ORDERS:** Unless it is specifically stated to the contrary in the bid response, the School District reserves the option to place additional orders against a contract awarded as a result of this solicitation at the same terms and conditions; to extend the renewal date until a new bid is in place, if it is mutually agreeable.

**3. ADDENDA:** If it becomes necessary to revise any part of this bid, a written addendum will be provided to all bidders that are **registered** with the Purchasing Department. The Board is not bound by any oral representations, clarifications, or changes made in the written specifications by the school's employees, unless such clarification or change is provided to bidders in written addendum form from Purchasing Department.

**4. APPLICABLE LAW:** This contract shall be construed and interpreted according to Alabama Law.

**5. ASSURANCE OF NON-CONVICTION OF BRIBERY:** The bidder hereby declares and affirms that, to its best knowledge, none of its officers, directors, or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or Federal government.

**6. AWARD CONSIDERATION:** The following factors will be considered in determining the lowest **responsible** bidder:

Overall quality, Conformity with specifications both general and specific, Purposes for which materials or services are required, Delivery dates and time required for delivery, Unit acquisition cost, financial ability to meet the contract, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payments, compatibility as required, other costs, and other objective and accountable factors which are reasonable.

**7. BID AND PERFORMANCE SECURITY:** If bid security is required, a bid bond or cashier's check in the amount indicated on the bid cover must accompany the

bid and be made payable to Board of School Commissioners of Mobile County. Corporate or certified checks are not acceptable. Bonds must be in a form satisfactory to the School District and underwritten by a company licensed to issue bonds in the State of Alabama. If bid security fails to accompany the bid, it shall be deemed unresponsive, unless the Purchasing Manager deems the failure to be nonsubstantial. All checks will be returned to the bidders within five (5) days after the contract has been Board approved. If a performance bond is required, the successful bidder will be notified after the awarding of the contract.

**8.BRAND NAMES:** The name of a certain brand, make, model number, manufacturer, or definite specification is to denote the quality standard of the article desired, but does not restrict the bidder to the particular brand, make, model number, manufacturer, or specification named. It is set forth to convey the general style, character, and quality of the item desired to the prospective bidder. Whenever the words "or approved equal" appear in the specifications, they shall be interpreted to mean an item of material or equipment similar to that named, which is approved by the Purchasing Department or their designated representatives. The burden of proof that alternate brands are in fact equal or better falls on the bidder, and proof must be to the Board's satisfaction.

**9. CONFLICT OF INTEREST:** Section 36-25-9 of the Code of Alabama states: "No member of any county or municipal agency, board, or commission shall vote or participate in any matter in which the member or family member of the member has any financial gain or interest" Employees may not use their offices or positions for personal gain and must adhere to applicable provisions of the Alabama Ethics Law and the MCPSS Board policy 6.10 concerning Ethics. Further information can be found on both the Alabama Ethics Commission's and MCPSS Website.

**10.DELIVERY OF BIDS:** Bids must be received in the Purchasing Office by the the date and time specified on the bid cover. All bids will be accepted until the time and date stated on the bid cover. No bids will be accepted that extend past the time and date on the bid cover. The time of receipt shall be determined by the time clock stamp in the Purchasing Department. Bids submitted by U.S. Mail must be addressed to the Board of School Commissioners, Purchasing Office, P.O. Box 180069, Mobile, AL 36618; when using other couriers, send to the Board of School Commissioners, Purchasing Office, 1 Magnum Pass, Mobile, AL 36618. The School District accepts no responsibility for premature opening

## **GENERAL TERMS AND CONDITIONS**

### **MOBILE COUNTY PUBLIC SCHOOL'S PURCHASING DEPT.**

of bid response not properly identified or late arrival of a bid response for whatever reason. No fax or emails will be accepted. The Board will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver the proposal to the Board of School Commissioners, Purchasing Department by the time stated in the bid request. All bids shall remain firm for acceptance by the Board for a period of 60 days from the date of bid opening.

If the School System is closed for any reason, including but not limited to: Acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (the "Force Majeure Events") which closure prevents the opening of bids at the advertised date and time, all bids received shall either be publicly opened and read aloud on the next business day that the department opens at the advertised time or the bid opening will be extended by sending out an addendum that states the new date and time to all registered bidders.

**11.ERRORS IN BIDS:** Bidders are assumed to be informed regarding conditions, requirements, and specifications prior to submitting bids. Failure to do so will be at the bidder's risk. Bids already submitted may be withdrawn without penalty prior to bid opening. Errors discovered after the bid opening may not be corrected.

#### **12. FEDERAL MONIES**

**Expenditure of federal monies require the bidder to comply with all applicable standards, orders, or regulations issued pursuant to the following:**

Clean Air Act (42 U.S.C. 7401-7671q); Federal Water Pollution Control Act as amended (22 U.S.C. 1251-1387) Buy American provision (7 CFR §210.21); Equal Employment Opportunity (41 CFR §60); Davis-Bacon Act (40 U.S.C. 3141-3148); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Rights to Inventions Made Under a Contract or Agreement (37 CFR §401.2); Debarment and Suspension (Executive Orders 12549 and 12689), Copeland "Anti-Kickback" act (18 U.S.C. 874 and 40 U.S.C. 276c) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) Procurement of Recovered Materials (See §200.322) National Defense Authorization Act (NDAA) Section 889

**13.HAZARDOUS AND TOXIC SUBSTANCES:** Bidder must comply with all applicable Federal, State, County and City laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to

information hazardous and toxic substances, and as amended from time to time. Bidder shall provide the School District with a "Material Safety Data Sheet" if required.

#### **14. INVOICING, DELIVERY, PACKAGING:**

Invoices shall be prepared only after ordered materials have been delivered. Payment will be made in accordance with Terms of Payment in the Minimum Specifications. **District personnel may choose to use a VISA® Purchasing Card and E-Payables process for invoice payments in place of a check to pay for purchases from this solicitation. Unless exception is noted in the bid response, the bidder by submitting a bid, agrees to accept the VISA® purchasing card and E-Payables process, as an acceptable form of payment and may not add additional service fees/handling charges to purchases made with the VISA® purchasing card. Refusal to accept this condition may cause your bid to be declared non-responsive.**

All invoices must show the purchase order number. Vendors shall not ship any material without an authorized purchase order from the Board of School Commissioners of Mobile County or local school. All packages delivered must show the purchase order number. The successful bidder will be required to furnish all materials, equipment, and/or service called for at the bid price quoted. In the event the bidder fails to deliver within a reasonable period of time, as determined by the Board, the right is reserved to cancel the award and subsequent purchase order and purchase from the next lowest responsible bidder the items needed. The original bidder will be back charged the difference between the original contract price and the price the Board has to pay as a result of the failure to perform by the original contractor. All bids will remain firm for acceptance for 60 days from the date of bid opening. Prices shall be net F.O.B.; School Site, Mobile County, AL. The title and risk of loss of the goods will not pass to the Board, Departments, Schools until receipt and acceptance takes place at the F.O.B. point.

**15. INSPECTION OF PREMISES:** At reasonable times, the Board may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the Board makes such an inspection, the contractor must provide reasonable assistance. The Board reserves the right on demand and without notice all the vendor's files associated with a subsequent contract where payments are based on contractor's record of time, salaries, materials, or actual



**GENERAL TERMS AND CONDITIONS**  
**MOBILE COUNTY PUBLIC SCHOOL'S PURCHASING DEPT.**

expenses. This same clause will apply to any subcontractors assigned to the contract.

**16. INSURANCE:** The School Board of Mobile County, AL shall be added as an additional insured on all Contractors' liability policies. Copy of policy to be given to the Purchasing Dept where it will remain on file.

**COMPREHENSIVE PUBLIC GENERAL LIABILITY INSURANCE**

Contractor shall purchase and maintain during the life of this contract, public liability insurance against bodily injury, personal injury, property damage which shall include comprehensive general liability, contractual liability, products and completed operations liability in limits of not less than \$2,000,000 per occurrence and \$3,000,000 Aggregate. The contract shall protect him and any subcontractor performing the work covered by this contract, from claims for damages which may arise from operations under this contract, whether such operations are by himself or by any subcontractor, or by anyone directly or indirectly employed by either of them.

The Contractor shall indemnify and hold harmless the Owner against any and all claims for personal injuries and/or property damage as a result of Contractor's **and its Subcontractor** acts, operations, or omissions and shall carry contractual liability and property damage insurance to cover such indemnification. The limits of contractual coverage shall agree with the limits stated above for Contractor's regular public comprehensive general liability coverage and property damage.

**A. LIMITATION TO DAMAGE:** In no event shall the BOARD or any of its Commissioners, officers, employees, agents, or servants be liable to the Contractor or Vendor for any direct or indirect, special, consequential, or incidental damages or lost profits or punitive damages, arising out of or related to this bid document, or to the performance of or breach of any provision hereof.

**17. INVITATION TO BID:** Any provisions made in the Invitation for Bid supersedes any provisions outlined here in the General Terms and Conditions.

**18. IMMIGRATION:** By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or

continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom. If Contractor employs one or more employees within the State of Alabama, Contractor shall provide documentation establishing that Contractor is enrolled in the E-Verify program.

**19. NON-DISCRIMINATION:** The Board provides equal opportunities for all businesses and does not discriminate against any vendor regardless of race, color, creed, sex, national origin, or disability in consideration for an award.

**20. OPEN TRADE PROVISION:** In compliance with Alabama Act 2016-312, the contractor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.

**21. PRODUCT TESTING:** Vendor shall incur all cost involved in obtaining an Independent Laboratory Test if the Board deems necessary during the term of the contract or before the contract is awarded. The Board reserves the right to request a demonstration of any product or service before making the award at no additional cost to the school district. The time frame of the testing will be mutually agreed upon by both parties.

**22. PATENTS:** Bidders guarantees that the sale and/or use of goods will not infringe upon any U.S. or foreign patent. Bidder will at his/her own expense, indemnify, protect and save harmless the School District, employees on any claims arising out of the purchase of goods or services.

**23. PROTESTS:** Any protest to the Board's consideration of any bid must be submitted in writing and received by the Purchasing Director no later than five (5) calendar days after awarding date of the bid. If needed, The Chief Financial Officer will send a written reply to the protesting bidder. The Board of Education is the final authority on issues relating to this contract. The Purchasing Director is the Board's representative in the award and administration of this contract, and will issue and receive all documents, notices and correspondence. The decision of the Board of Education is final, conclusive, and binding on all parties concerned.

**24. PREPARATION OF BID:** All bids shall be typewritten or in ink on the form(s) prepared by the Board. Bids prepared in pencil will not be accepted. All proposals must be signed by officials of the corporation or company duly authorized to sign bids. Any bid submitted without being signed will automatically be

**GENERAL TERMS AND CONDITIONS**  
**MOBILE COUNTY PUBLIC SCHOOL'S PURCHASING DEPT.**

rejected. All corrections or erasures shall be initialed and dated by the person authorized to sign bids. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail.

**25. PRICING:** Prices quoted shall be delivered prices and shall include any and all costs, charges, taxes, and fees i.e. the Board shall only pay the price and amount quoted and nothing more.

**26. PURCHASES:** Once the bid is board approved, a letter will be issued to the awarded vendor(s). This letter does not authorize to make purchases. Purchase orders will be issued as authorization for all purchases.

**27. QUESTIONS/CONTACT:** All questions must be directed to the buyer listed on the particular bid. Clarification will be made only by written addenda sent to all registered bidders. The Board will not be responsible for verbal answers regarding the intent or meaning of the specifications or for any verbal instructions given prior to the bid opening. Bidders shall not contact any member of the Mobile County School Board, Superintendent, or Staff regarding this bid prior to such bid has been Board approved. Any such contact shall be cause for rejection of your proposal.

**28. REJECTION OF BIDS:** Mobile County School District reserves the right to accept or reject any or all bids in whole or in part for any reason, to waive technicalities or informalities, or to advertise for new proposals, if, in the judgment of the awarding authority, the best interest of the School District will be promoted thereby. Bidders may be disqualified and rejection of proposals may be recommended to for any of (but not limited to) the following causes: Failure to use the bid forms furnished by the Board of School Commissioners, Lack of signature by an authorized representative on the bid form, Failure to properly complete the bid form and vendor compliance, Default on previous contracts, Evidence of collusion among bidders, Unauthorized alteration of the bid form. On the final board approved bid tabulation, a written justification of all bidders that were rejected will be presented and made public.

**29. SAMPLES:** Bidders will not be required to furnish samples at the time of bid opening, unless specifically called for. The Board reserves the right to request samples after bid opening to assist in the evaluation of proposals submitted.

**30. TABULATION:** Bid results are posted on Purchasing's web site, and will remain for sixty (60) days after the posting date. The awarding bidders will be sent a written notification via mail.

**31. TERMINATION BASED ON LACK OF FUNDING:** Any contract awarded as a result of this solicitation will be subject to funding and continued appropriation of sufficient funds for the contract. For purposes of this solicitation, the appropriating authority is deemed to be the Board of School Commissioners of Mobile County. Insufficient funds shall be the grounds for immediate termination of this solicitation.

**32. TERMINATION FOR THE CONVENIENCE OF THE BOARD:** The performance of the work or services under a contract as a result of this solicitation may be terminated in whole or part, whenever the Purchasing Manager shall deem that termination is in the best interest of the School District. Such determination shall be in the sole discretion of the Purchasing Manager. In such event, the School District shall be liable only for payment in accordance with the payment provisions of the contract for work or services performed or furnished prior to the effective date of termination. Termination hereunder shall become effective by delivery to contractor of written notice of termination upon which date the termination shall become effective.

**33. TERMINATION FOR DEFAULT:** If an award results from this bid, and the contractor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of the School District. Failure on the part of the contractor to fulfill contractual obligations shall be considered just cause for the termination of the contract, and the contractor is not entitled to recover any costs incurred by the contractor up to the date of termination.

**A. FORCE MAJEURE:** **The parties' under this agreement are subject to, and neither party shall be liable for delays, or failure to perform caused by or due to fire, flood, water, weather events, labor disputes, power outages, civil disturbances, or any other cause beyond the party's reasonable control**

**34. WARRANTY:** The bidder expressly warrants that all articles, material and work offered shall conform to each and every specification, drawing, sample, or other description which is furnished to or adopted by the School District, and that it will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. The bidder further warrants all items for a period of one year, unless otherwise stated, from the date of acceptance of the items delivered and installed or work completed. All repairs, replacements, or adjustments during the warranty period shall be at the bidder's sole expense.

**GENERAL TERMS AND CONDITIONS**  
**MOBILE COUNTY PUBLIC SCHOOL'S PURCHASING DEPT.**

**35. VENDOR LIST:** A bidder may be removed from the Qualified Vendor List if a vendor fails to respond to three (3) consecutive ITB's. A properly submitted "No Bid" is considered as a response and the vendor will receive credit for the response.

**THE BOARD MAY REJECT ANY BID FOR FAILURE BY THE BIDDER TO COMPLY WITH ANY REQUIREMENTS STATED ABOVE IN THE BID PROPOSAL OR IN ATTACHMENTS THERETO WHICH BECOME PART OF THE BID.**

**THE SCHOOL BOARD OF MOBILE COUNTY,  
ALABAMA**

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**RUSSELL HUDSON  
DIRECTOR OF PURCHASING**

## VENDOR BID REGISTRATION

Vendors:

Our records indicate you are registered to receive "Invitation to Bids" from Mobile County Public School System. The Mobile County School System is changing the way vendors are notified for Invitation to Bids. Currently, we are sending post card notifications by US Mail to all vendors who are registered.

The NEW NOTIFICATION PROCESS will begin and consist of the vendor receiving an email notification of Invitation to Bids. A web site has been established for vendors to register and select the bid categories from which they want to receive bid invitations. These are the steps you need to take:

1. Go to <https://bidreg.mcpss.com/ezregistration.html>
2. Select "New Applicant" and you will create a user name and password, and then follow the prompts.
3. Please note the email bid notifications will be sent from [bidnotify@mcpss.com](mailto:bidnotify@mcpss.com) save this in your address directory to prevent email being sent to SPAM.

Even though vendors are currently registered to receive bids, all vendors MUST register in the new database in order to receive an ITB "Invitation to Bid" . If you do not register, you will not receive an ITB. Also, all vendors are responsible for maintaining their vendor profile in the database for such things as address, contact info, email, bid categories, etc..... This information needs to stay current to assure you receive ITB's. I would strongly encourage vendors to visit MCPSS.com once a week to be knowledgeable of all bid activity.

Thank you for your cooperation as this will allow us to drastically reduce postage costs and work more efficiently. Please feel free to contact us if you have questions at 251-221-4473.

SPECIFICATIONS  
SMALL CAFETERIA SUPPLIES & EQUIPMENT  
AS NEEDED UNTIL DECEMBER 31, 2025

I. INTENT OF BID

- A. The intent of this bid is to establish a contract between the Board of School Commissioners, on behalf of the schools identified herein, and the bidder for the supply and delivery of items described herein. The contract period of this bid will end December 31, 2024.

II. QUALIFICATIONS OF BIDDERS

- A. Any person, firm, or corporation submitting a proposal must be either the manufacturer or the manufacturers authorized sales dealer for the items quoted. Bids will be accepted only from firms engaged on a full time basis in the cafeteria equipment supply business.
- B. Bidder must maintain an in-house service department or must contract with a factory authorized service company to handle warranty repairs or claims. Maximum response time to calls for service is 24 hours.
- C. **NOTE: The bid price sheets must be typed. All handwritten price sheets will be rejected.**
- D. Bidder must comply with all applicable standards, orders, or regulations issued pursuant to the following:
- Clean Air Act (42 U.S.C. 7401-7671q)
  - Federal Water Pollution Control Act as amended (22 U.S.C. 1251-1387)
  - Buy American provision (7 CFR § 210.21)
  - Equal Employment Opportunity (41 CFR § 60)
  - Davis-Bacon Act (40 U.S.C. 3141-3148)
  - Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)
  - Right to Inventions Made Under a Contract or Agreement (37 CFR § 401.2)
  - Debarment and Suspension (Executive Orders 12549 and 12689)
  - Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)
  - Procurement of Recovered Materials (See § 200.322)

III. STANDARD CONTRACT CONDITIONS

- A. This contract shall be governed in all respects--as to validity, construction, capacity, performance, or otherwise--by the laws of the State of Alabama.
- B. Contractors providing services under this Invitation to Bid herewith assure the school district that they are conforming to the provisions of the Civil Rights Act of 1964, as amended.
- C. State Sales and Use Tax Certificate of Exemption form will be issued upon request. Sales tax shall be included in prices where applicable.
- D. Deliveries against this contract must be free of excise or transportation taxes, except when such a tax is part of a price and school districts are not exempt from such levies. Excise tax exemption registration number may be used when required.
- E. Contractor shall comply with applicable Federal, State and local laws and regulations pertaining to wages, hours, and conditions of employment. In connection with contractors' performance of work under this Agreement, contractor agrees not to discriminate against any employee(s) or applicant(s) for employment because of age, race, religious creed, sex, national origin, or handicap.
- F. Modifications, additions, or changes to the terms and conditions of this Invitation to Bid may be a cause for rejection of a bid. Bidders are requested to submit all bids on the school district's official forms. Bids submitted on company forms may be rejected.

- G. The contractor agrees to retain all books, records, and other documents relative to this agreement for three (3) years after final payment. The district, its authorized agents, and/or State/Federal auditors shall have full access to and the right to examine any of said materials during said period.
- H. By his signature on the bid, a bidder certifies that his bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. The bidder certifies that he understands collusive bidding is a violation of Federal law and can result in fines, prison sentences, and civil damage awards. He further agrees to abide by all conditions of this bid and certifies that he is authorized to sign this bid for the bidder.
- I. Prohibition against conflicts of interest, gratuities and kickbacks.

"Any employee or any official of the school district, elective or appointive, who shall take, receive or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to, or from, any person, partnership, firm or corporation, offering, bidding for, or in open market seeking to make sales to the school district shall be deemed guilty of a felony and upon conviction such person or persons shall be subject to punishment or a fine in accord with State and/or Federal laws."

#### IV. MATERIALS BID

- A. All items quoted shall be new, packed in manufacturers original containers, and shall meet or exceed the specific specifications shown. Re-built or remanufactured equipment will not be considered.
- B. The bidder shall state the manufacturers warranty for each item quoted and will be responsible for all warranty service as required.
- C. If bidding as specified, bidders will not be required to submit manufacturer's specification sheets except as noted.
- D. The Board reserves the option to reject any alternate for any reason.

#### V. METHOD OF AWARD AND DELIVERY

- A. The bid will be awarded on an individual item basis.
- B. F.O.B.: VARIOUS SCHOOL SITES WITHIN MOBILE COUNTY, AL. **Delivery to each school:** These orders shall be completed within 30 days after vendor receipt of purchase order. **Vendor will notify the CNP Manager 24 hours prior to delivery.** Delivery will be scheduled at a time that the delivery will not adversely affect normal food service operations. **(No back orders.)**
- C. **Orders for new facilities:** These will require delivery to the Central Distribution Center, delivery shall be made within one week of the date requested. The requested delivery dates are designated to allow ample time for the vendor to fill the orders. The dates are also scheduled so that all items are on hand for the opening of new facilities. **Purchase orders for new facilities must be shipped as one (1) complete order for each site specified on the P.O. (No back orders.)**

## VI. PAYMENT

While it is the intent of the Board to pay all bills within thirty (30) days, there may be times when this strict requirement cannot be adhered to, as payment is normally processed approximately thirty (30) days from final approvals of receipts and verified invoices. Should a contestment result regarding quality, terms, etc., the thirty (30) days would appear after the matter has been cleared. Payment may be expedited by providing original invoices and/or certified copies of an original. Should a copy be the only thing available, it must be certified as "true, correct, and unpaid original invoice".

**District personnel may choose to use a VISA® Virtual Credit Card Program through AOC/Regions Bank for invoice payments in place of a check to pay for purchases from this solicitation. Unless exception is noted in the bid response, the bidder by submitting a bid agrees to accept the VISA® Virtual Credit card process, as an acceptable form of payment and may not add additional service fees/handling charges to purchases made with the VISA® Virtual Credit card. Refusal to accept this condition may cause your bid to be declared non-responsive. (See the attached E-Payables explanation and the VISA Virtual Card vendor enrollment data elements form.)**

## VII. SPECIAL INSTRUCTIONS

**Warranty:** The bidder shall state the manufacturer's warranty for each item quoted. In addition to the manufacturer's warranty the successful bidder shall guarantee for a period of 90 days all items and equipment furnished under this bid. For equipment with movable parts or electrical parts the warranty shall begin on the date the equipment is delivered in acceptable condition. The conditions of the warranty shall be as follows:

### A. Non-refrigerated Equipment

1. All parts that are integral with the equipment when purchased and all loose parts furnished with the equipment.
2. All labor and mileage.
3. If at any time during the warranty period, the equipment fails to function due to problems not related to the equipment, the dealer will charge the owner for the service call.
4. If at any time during the warranty period any parts or function of the equipment fails to perform due to misuse or abuse, the dealer may charge the school for the service call and the repair provided the Coordinator of Purchasing is notified of the misuse or abuse prior to the dealer making the repair.
5. The dealer will handle calls related to service needs under warranty.

B. **Factory Authorized Service Agents:** The bidder shall indicate on attached form "Required Bid Information" the name, address and phone number of a factory authorized service agency for each item specified with electrical or moveable parts. The factory authorized service agency shall be located within 200 miles of installation site. Providing this information is in addition to the dealer service required in No. 3 above. Factory authorized service agents shall abide by the code of ethics of the Commercial Food Equipment Service Association (CFESA). Failure to provide this information will be considered reason for rejection of bid.

C. **Codes:** All equipment must be constructed in accordance with the National Sanitation Foundation Code. All Equipment must be listed and approved, where applicable, for U.L requirements.

D. **Assembly:** All equipment is to be delivered, uncrated, assembled, inspected, and set in place. All debris accumulated with the delivery of equipment shall be removed. Foodservice equipment is to be clean and turned over in first class condition.

E. "Substitution Brands."

1. Substitution Brands. If bidder chooses to bid a "Substitution Brand", proof of equality must be submitted at bid opening for all items that are quoted. Model number and any and all variances in construction, design, performance and accessories from the item specified must be submitted. **Bidder must submit a manufacturer's spec sheet for substitute item being quoted. On each spec sheet submitted, the bid item number must be written on the spec sheet and placed in numerical order. If proposal is not submitted as stated above, the School District reserves the right to reject the bid as being non-responsive.** For items requiring a sample, bidder shall submit the sample within 3 days of request, with the exception being that some items may state to submit the sample with the bid proposal.

F. Specifications: Written description in the specification will prevail in case of conflict between written description and model number.

G. Alternate Bids: Bidders shall submit only 1 bid per item specified.

VIII Questions

If you have any questions regarding this bid, you may contact Cynthia Martin by email at [cpmartin@mcpss.com](mailto:cpmartin@mcpss.com) or by phone (251) 221-4473.



SMALL CAFETERIA SUPPLIES AND EQUIPMENT  
AS NEEDED UNTIL DECEMBER 31, 2025

1. APRONS- Unit should be 7 oz. Cotton/Polyester blend. 28" W x 30" L with one piece cloth ties and bar tacks on all stress points for added durability. Each apron has a fixed neck strap, matching fabric ties and two divided patch pockets.
  - A. Black; Crestware BABL or approved equal.
  - B. Red; Crestware BAR or approved equal.
  - C. White; Crestware BAW or approved equal.
  
2. BARS, ADAPTER FOR FOOD SERVICE PANS - Bars to be constructed of 18 gauge or heavier stainless steel. Units to fit standard 12" x 20" openings and support combinations of smaller fractional size pans. Both pieces shall be from the same manufacturer and will be awarded to the same vendor. NSF certified.
  - A. 12 inch bar; Vollrath 75012 or approved equal.
  - B. 20 inch bar; Vollrath 75020 or approved equal.
  
3. BRUSHES, DISH MACHINE/KETTLE FRYER -
  - A. Dish Machine brush to have teflon bristles on a steel wire with plastic handle. Unit to be approximately 28" long.
  - B. Kettle valve brush to have polyester bristles on a steel wire with plastic handle. Unit to be approximately 26" long.
  - C. Fryer brush to be designed for use in high temperatures with Teflon bristles on a steel wire with a plastic handle. Unit to be a 24" looped brush.
  - D. Dishwasher spray arm brush. Polyester bristles with 35 in. long handle.
    - A. Carlisle 40110-05 or approved equal.
    - B. Carlisle 40150 or approved equal.
    - C. Carlisle 40112-05 or approved equal.
    - D. Carlisle 4015000 or approved equal.
  
4. BRUSHES, PASTRY - Unit to be flat style with nylon bristles suitable for use with butter, frostings, etc. Design to be, molded one-piece handle and base with bristles fused into handle for easy cleaning and sanitizing.
  - A. 3" wide brush; Carlisle 40392-02 or approved equal.
  - B. 4" wide brush; Carlisle 40393-02 or approved equal.
  - C. 3" wide brush with hook molded into handle; Carlisle 40402-02 or approved equal.
  
5. BRUSHES, UTILITY 8" - Unit to be constructed of tough plastic with sturdy nylon bristles. Unit to be approximately 8" long, 3" wide. White.

Carlisle 40542 or approved equal.
  
6. BUCKET, UTILITY PAIL - Molded, utility pail with zinc plated bail.
  - A. 10 quart, gray; Rubbermaid #FG2963 (RCP2963GRA) or approved equal.
  - B. 14 quart, gray; Rubbermaid #FG2614 (RCP2614GRA) or approved equal.
  
7. PAIL – SANITIZING AND CLEANING – Unit to be durable, impact-resistant red container labeled for sanitizing and a green container labeled for cleaning.
  - A. 6 Qt. red sanitizing pail; San Jamar KP 196KCRD or approved equal.
  - B. 6 Qt. green cleaning pail; San Jamar KP196KCGN or approved equal.
  
- 8A. CAN OPENER MANUAL – Unit to have a stainless steel screw down base and be manually operated for opening all size cans. Unit to be easily disassembled for cleaning. Equipped with a reversible blade. NSF certified.

Edlund Universal Series U12S or approved equal.
  
- 8B. REPLACEMENT KNIFE BLADE KIT – Must be compatible with manual can opener listed in 8a above. Items 8a & 8b will be awarded to same vendor and same manufacturer. NSF certified.

Edlund KT1415 or approved equal

9. CART, MOBILE, MOLDED PLASTIC - Heavy duty, light weight portable cart made from molded plastic material. Unit shall have two molded shelves with a molded to unit handle on top shelf. Load capacity minimum 400 lbs. Unit shall be equipped with 5" rubber or polyurethane casters (2 swivel). Cart, to be approximately 19" x 39" x 33" high.
- Rubbermaid FG450088BEIG or approved equal.
10. CART, MOBILE, PLATFORM TRUCK – Heavy Duty, molded construction with one handle and 4 casters. 1000 lb. capacity and 2000 lb. capacity. **Nexel PPT 2436-R6 is not acceptable.**
- A. 24" x 36"; Rubbermaid #FG440600BLA or approved equal.  
B. 24" x 48"; Rubbermaid #FG444100BLA or approved equal.
11. CART, UTILITY - 18" x 31" x 37 1/2" H, portable cart, molded construction with closed ends. 300# capacity. Suitable for silverware, napkins, etc.
- Rubbermaid #FG3355-88 or approved equal.
12. COLANDER -
- A. Unit to be commercial gauge stainless steel, with handles, 14 quart capacity. Vollrath 47974 or approved equal.  
B. Unit to be heavy duty aluminum, evenly perforated with side handles. 16 quart capacity. NSF certified. Vollrath 68350 or approved equal.
13. COLD KEEPER - VOLLRATH Model 77450 cold cover with all standard features and the following: Unit to be of stainless steel construction and freezable. Unit shall be designed for use as a transport pan cover or tray for cold items. NSF certified.
- Vollrath 77450 or approved equal.
14. CONTAINER, INSULATED CHEST - 52 qt. Sturdy insulated chest with end handles for use in transporting cold foods. Threaded drain plug.
- IGLOO Super Tough STX-54 or approved equal.
15. CUTTING BOARDS - Unit to be high density polyethylene, assorted color coded that meet HAACP guidelines. Thickness to be approximately 1/2". Washable and sanitizable. Cutting boards are to be NSF certified. **Vendor will state manufacturer and provide a sample for inspection.**
- A. 18" x 24" Red; Browne-Halco PER1824MR or approved equal.  
B. 18" x 24" Green; Browne-Halco PER1824MG or approved equal.  
C. 18" x 24" Yellow; Browne-Halco PER1824MY or approved equal.  
D. 18" x 24" Blue; Browne-Halco PER1824MBL or approved equal.  
E. 12" x 18" Red; Browne-Halco PER1218MR or approved equal.  
F. 12" x 18" Green; Browne-Halco PER1218MG or approved equal.  
G. 12" x 18" Yellow; Browne-Halco PER1218MY or approved equal.  
H. 12" x 18" Blue; Browne-Halco PER1218MBL or approved equal.  
I. Assorted set of cutting board brushes; Carlisle set (set includes: blue 40521EC14, green 40521EC09, red 40521EC05, tan 40521EC25, white 40521EC02 & yellow 40521EC04) or approved equal.  
J. Cutting board scraper/refinish tool; Carlisle 1178902 or approved equal.
16. DISHER, ICE CREAM - Stainless steel with sure-grip handle. Color coded tip. NSF certified.
- A. Size 4. Vollrath #47388 (Orange, 8 oz.) or approved equal. Can be used by right or left handed people.  
B. Size 8. Vollrath #47140 (Gray, 4 oz.) or approved equal.  
C. Size 10. Vollrath #47141 (Ivory, 3 ¼ oz.) or approved equal.  
D. Size 16. Vollrath #47143 (Dark Blue, 2 oz.) or approved equal.  
E. Size 24. Vollrath #47145 (Red, 1 1/3 oz.) or approved equal.  
F. Size 30. Vollrath #47146 (Black, 1 oz.) or approved equal.  
G. Size 40. Vollrath #47147 (Orchid, ¾ oz.) or approved equal.

17. DISHWASHING BASKET – Unit to be polypropylene mesh with long handles, designed for immersing utensils in 180 degree sanitizing water in the pot sink. NSF certified.

Carlisle C32P214 or approved equal.

18. DISHWASHING RACKS – Units to be of one piece unitized construction. Corner post designed for stacking. NSF certified.
- A. All-purpose plate/tray rack, approximately 20" square with plastic pegs. Carlisle RP14 or approved equal.
  - B. Combination cup/flatware rack, approximately 20" square. Carlisle RF14 or approved equal.
  - C. Open side rack for over size trays/pans, approximately 20" square. Carlisle RB14, or approved equal.
  - D. Open end peg rack, approximately 20" square. Carlisle ROP14, or approved equal.
19. DISPENSER, NAPKIN - Dispenser to be designed for single napkin dispensing from counter top. Unit to accommodate super serve style napkins folded size approximately 5" x 6 1/2". Color: Black.

Vollrath 6512-06 or approved equal. **Submit sample for substitute.**

20. DISPENSERS, TEA

- A. Plastic- Unit to be constructed of polycarbonate materials and feature separate base and tank. Tank to have a minimum 3 gallon capacity, equipped with spigot and lid which fits securely. Tank to be clear for easy viewing of beverage. NSF certified. Carlisle # 1085003 or approved equal.
  - B. 5 gal. Stainless steel- Unit to be constructed of stainless steel with a minimum 5 gallon capacity and a heavy duty faucet. NSF certified. Cecilware #S5, or approved equal.
  - C. 10 gal. Stainless steel- Unit to be constructed of stainless steel with a 10 gallon capacity and a heavy duty faucet. NSF certified. Cecilware S10 or approved equal.
  - D. Faucet replacement- Replacement faucets for 3, 5, and 10 gallon Cecilware dispensers only. Cecilware part #GMD037AL.
21. FOOD STORAGE BOXES W/LIDS- Unit should be a set of five containers with lids that are color tinted clear polyethylene. Colors: Green, Red, Blue, Yellow and Clear. This product should comply with the HAACP and serve safe programs. NSF listed.
- A. 12 X 18 X 6 unit
- Carlisle Green 10611C09/10617C09, Carlisle Red 10611C05/10617C05, Carlisle Blue 10611C14/10617C14, Carlisle Yellow 10611C22/10617C22, Carlisle Clear 1061107/1061707 or approved equal.

22. FORK, COOK'S - Unit to be heavy duty high carbon steel. Approximate length 14".

Dexter-Russell 28914MF-PCP or approved equal.

23. GRATE, WIRE - Units to be constructed of heavy duty welded wire, chrome plated. Suitable for use as a cooling or drain rack and designed to fit in a 12" x 20" full size food service pan.

Vollrath 20028 or approved equal.

24. HAND TRUCK - Unit to have a tubular steel frame with a minimum load capacity of 300 lbs. Unit to be approximately 44" high x 14" wide with a 10" x 14" nose plate and equipped with guard plates to prevent load from rubbing on wheels. Continuous frame. Wheels to be semi-pneumatic.

Grainger (Dayton) 1W617 or approved equal.

25. KNIVES - Stainless steel mirror finish or stain free high carbon steel blades with full length shank mounted in sanitary textured Polypropylene handles. Knives to be NSF certified. Knife rack to be stainless steel. Five knife slots measure 2" x 1/4". Unit to be sanitary type-visible. Dimensions: 12" x 1 1/4" x 2 1/2".
- A. Paring, 3" to 3 1/2" blade; Browne-Halco PC12625 or approved equal.
  - B. Boning, 6" blade (wide); Browne-Halco PC1286 or approved equal.
  - C. Slicer, Smooth Cold Meat, 10" blade; Browne-Halco PC15410 or approved equal.
  - D. Slicer, Scalloped Edge, 10" blade; Browne-Halco PC15510 or approved equal.
  - E. Cooks, 10" blade; Browne-Halco PC12910 or approved equal.
  - F. Rack, Knife; Browne-Halco HKP321 or approved equal.
26. LADLE, SERVING - Units to be stainless steel. Four and six ounce units are to be of one piece construction with no seam between handle and bowl. NSF certified.
- A. 1 oz. ladle w/6" - 7" handle; Vollrath 46811 or approved equal.
  - B. 2 oz. ladle w/9" - 10" handle; Vollrath 46812 or approved equal.
  - C. 4 oz. ladle; Vollrath 46814 or approved equal.
  - D. 6 oz. ladle; Vollrath 46816 or approved equal.
27. LADLE, TRANSFER - Seamless aluminum with tubular handle welded at an angle for easy use. Capacity 2 to 2 1/2 quarts.
- Vollrath 4752 or approved equal.
28. LIGHT BULBS - Bulbs to be plastic coated designed for use in coolers, freezers, and under hoods. NSF certified.
- A. 60 watt; Shat-R-Shield 01365NM or approved equal.
  - B. 100 watt; Shat-R-Shield 01359NM or approved equal.
  - C. Globes – Silicone coated glass for use with 100 watt light bulbs; Shatter-R-Shield G1002 or approved equal.
  - D. 18" flow bulbs for serving lines; GE F15T8/CW/CVG or approved equal.
29. MASHER, SQUARE - Unit to be approximately 18" long with a 4" x 4" one piece base.
- Browne Halco 1618 or approved equal.
30. MATS, ANTI-FATIGUE
- A. Mats to be made with anti-slip textured surface, grease proof nitrile formula. Mats shall have evenly distributed holes for good drainage and easy cleaning. Size to be 36" X 60". Antimicrobial additive to prevent mold, mildew and bacterial growth. Five (5) year gaurantee. 3/4" thick.
- Cactus Mats Type 5000-R35 VIP Red Cloud or approved equal.
- B. Mats to be made with anti-slip textured surface that is grease resistant. Tapered safety edge. Non-absorbent "closed-cell" foam rubber 3/4" thick. Solid top. Size to be 36" x 60". Two (2) year gaurantee.
- Cactus Mats Type 2200-35 VIP Black Cloud or approved equal.
31. MEASURES, LIQUID AND DRY - Unit to be formed of durable, seamless, heavy gauge aluminum. Accurate graduations.
- A. 4 qt. Liquid, NSF certified; Vollrath 68352 or approved equal.
  - B. 4 qt. dry; Browne-Halco M40 (575640) or approved equal.
  - C. 2 qt. Liquid, NSF certified; Vollrath 68351 or approved equal.
  - D. 2 qt dry; Browne-Halco M20 (575620) or approved equal.
  - E. 1/2 qt. Liquid, NSF certified; Vollrath 68297 or approved equal.
  - F. 1/2 qt. Dry; Browne-Halco M05 (575605) or approved equal.

32. MEASURES, LIQUID, POLYCARBONATE – Units to be constructed from seamless transparent polycarbonate. NSF certified.
- A. 4 quart liquid; Cambro 400MCCW135 or approved equal.
  - B. 2 quart liquid; Cambro 200MCCW135 or approved equal.
  - C. 1 quart liquid; Cambro 100MCCW135 or approved equal.
  - D. 1 pint liquid; Cambro 50MCCW135 or approved equal.
33. MEASURING CUP SET - Set to consist of 1, 1/2, 1/3, and 1/4 size cups, constructed of heavy duty stainless steel.
- Crest MEACPHD or approved equal.
34. MEASURING SPOON SET (STAINLESS STEEL) - Four (4) heavy duty spoon set: tablespoon, teaspoon, 1/2 teaspoon, and 1/4 teaspoon.
- Crest MEASPHD or approved equal. **Sample to be sent with bid proposal.**
35. ICE PADDLE- Unit to be sturdy, long-wearing polycarbonate plastic. NSF certified.
- A. 64 oz paddle; San Jamar RCU64 or approved equal.
  - B. 128 oz paddle; San Jamar RCU128 or approved equal.
36. PADDLE, MIXING - Unit to be stainless steel construction with heavy gauge blade approximately 9" long x 5" wide with handle approximately 36" long made of 1" seamless tubing. All welded areas to be ground smooth.
- Browne Halco 19942 or approved equal. **Sample to be sent with bid proposal.**
37. PAN, BAKE AND ROAST - Extra hard aluminum alloy, dent resistant. NSF certified. Full size approximately 25 3/4" x 17 3/4" x 2 1/4".
- Vollrath 68357 or approved equal.
38. PAN, BUN - Extra hard 16 gauge, 3004 aluminum alloy, dent resistant with bright finish. One piece construction with open beaded edge.
- A. Full size, NSF certified: 25 3/4" x 17 3/4" x 1"; Vollrath 5315 or approved equal.
  - B. Half size, NSF certified: 13" x 18" x 1"; Vollrath 5314 or approved equal.
  - C. Full Size: 18" x 25 3/4" x 1" perforated; Vollrath 90002P or approved equal.
  - D. Half Size: 17 3/4" x 12 7/8" x 1" perforated; Vollrath 5303P or approved equal.
- VENDOR MUST STATE THE GAUGE OF ALUMINUM BEING QUOTED.**
39. PAN, CUP CAKE (MUFFIN), 24 CT. - Approximate size 14" x 21" x 1 1/2", unit shall hold 24 - 2 1/2"-3" cups.
- Browne Halco # 1624A or approved equal.
40. PAN, DISH UTILITY – Stainless steel pan with two handles and open-bead rim. Heavy duty construction. Unit to be approximately 20" in diameter and 7" deep. Approximate capacity 25 qts. NSF certified.
- Vollrath 72240 or approved equal.

41. **PANS, FOOD SERVICE AND ACCESSORIES (POLYCARBONATE) STANDARD** - Units to be constructed of clear polycarbonate. Units to be NSF approved with smooth inner surfaces for easy cleaning.
- A. Full size - 4" deep; Cambro 14CW135 or approved equal.
  - B. Full size perforated drain bottom; Cambro 10CWD135 or approved equal.
  - C. Full size cover with handle; Cambro 10CWCH135 or approved equal.
  - D. Half size - 4" deep; Cambro 24CW135 or approved equal.
  - E. Half size perforated drain bottom; Cambro 20CWD135 or approved equal.
  - F. Half size cover with handle; Cambro 20CWCH135 or approved equal.
  - G. One third size - 4" deep; Cambro 34CW135 or approved equal.
  - H. One third size cover with handle; Cambro 30CWCH135 or approved equal.
  - I. One fourth size - 4" deep; Cambro 44CW135 or approved equal.
  - J. One fourth size cover with handle; Cambro 40CWCH135 or approved equal.
  - K. One sixth size - 4" deep; Cambro 64CW135 or approved equal.
  - L. One sixth size cover with handle, notched; Cambro 60CWCHN135 or approved equal.
  - M. One sixth size cover with handle; Cambro 60CWCH135 or approved equal.

Matching covers, drains and pans will be from the same manufacturer and awarded to the same vendor. A, B & C; D, E & F; G & H; I & J; K, L & M.

42. **PANS, FOOD SERVICE AND ACCESSORIES (STAINLESS STEEL) STANDARD** - Units to be constructed of 22 gauge or heavier stainless steel. Designed to be reinforced on corners with stamped stacking lugs to prevent sticking when stacked. Covers to be constructed of 22 gauge stainless steel.
- A. Full size NSF certified - 6" deep; Vollrath 30062 or approved equal.
  - B. Full size NSF certified - 4" deep; Vollrath 30042 or approved equal.
  - C. Full size NSF certified - 2 1/2" deep; Vollrath 30022 or approved equal.
  - D. Full-size cover, flat, NSF certified; Vollrath 77250 or approved equal.
  - E. Full-size cover, plain dome; Vollrath 77200 or approved equal.
  - F. Half-size - 4" deep, NSF certified; Vollrath 30242 or approved equal.
  - G. Half-size - 2 1/2" deep, NSF certified; Vollrath 30222 or approved equal.
  - H. Half-size cover flat, NSF certified; Vollrath 75120 or approved equal.
  - I. Long one half size - 4" deep, NSF certified; Vollrath 30542 or approved equal.
  - J. Long half-size 2 1/2" deep, NSF certified; Vollrath 30522 or approved equal.
  - K. Long half-size cover, flat, NSF certified; Vollrath 93500 or approved equal.
  - L. One-third size 4" deep, NSF certified; Vollrath 30342 or approved equal.
  - M. One-third size 6" deep, NSF certified; Vollrath 30362 or approved equal.
  - N. One-third size cover, flat, NSF certified; Vollrath 75130 or approved equal.
  - O. One-fourth size 6" deep, NSF certified; Vollrath 30462 or approved equal.
  - P. One-fourth size cover, flat, NSF certified; Vollrath 75140 or approved equal.

Matching covers and pans will be from the same manufacturer and awarded to the same vendor. A, B, C, D & E; F, G & H; I, J & K; L, M & N; O & P.

**VENDOR MUST STATE THE GAUGE OF STAINLESS STEEL BEING QUOTED. SAMPLES MAY BE REQUESTED FOR EVALUATION AND WILL BE SUBMITTED AT THE VENDOR'S EXPENSE. ADMIRAL CRAFT IS NOT ACCEPTABLE.**

43. **PANS, FOOD SERVICE PERFORATED (STAINLESS STEEL)** - Units to be constructed of 22 gauge or heavier stainless steel. Holes to be approximately 1/4" in diameter in bottom and sides. NSF certified.
- A. Full size - 4" deep; Vollrath 30043 or approved equal.
  - B. Full size - 2 1/2" deep; Vollrath 30023 or approved equal.
  - C. Half-size - 4" deep; Vollrath 30243 or approved equal.

**VENDOR MUST STATE THE GAUGE OF STAINLESS STEEL BEING QUOTED.**

44. PANS, SAUCE AND LIDS - Units to be constructed of heavy duty aluminum. Pans to have long insulated handles. NSF certified.
- A. Sauce pan, 2-3 qt. tapered sides; Crestware PAN3H, or approved equal.
  - B. Sauce pan, 7 qt. tapered sides; Crestware PAN7H, or approved equal.
  - C. Sauce pan, 4 - 4 1/2 qt. tapered sides; Crestware PAN4H, or approved equal.
  - D. Lid for B, 7 qt.; Crestware PANC7 or approved equal.
  - E. Lid for C, 4 - 4 1/2 qt.; Crestware PANC4 or approved equal.
- Items B & D and C & E are to be from the same manufacturers and compatible and will be awarded to the same vendor.

**VENDOR MUST STATE GAUGE OF ALUMINUM BEING QUOTED.**

45. PEELER, VEGETABLE - Swivel type with stainless steel blade.
- Browne Halco 575690 or approved equal. **(Crest PEL 3K is not acceptable)**
46. PITCHER, WATER- Unit is to be unbreakable polycarbonate, dishwasher safe with pour spout and lid. 64 oz. NSF certified.
- Cambro PC64CW or approved equal.
47. POT, STOCK W/LID – Commercial gauge aluminum units without beaded top. Pot to have double-thick rim and extra thick bottom for even heat distribution with rounded corners for easy cleaning. NSF certified.
- A. Stock Pot - 20 qt.; Crestware HPOT20 or approved equal.
  - B. Lid for A - 20 qt. stock pot; Crestware POTC20 or approved equal.

A & B to be from the same manufacturer and compatible and will be awarded to the same vendor.

**VENDOR MUST STATE THE GAUGE OF ALUMINUM BEING QUOTED.**

48. RACK DUNNAGE - Units to be double wall construction, made of seamless heavy-duty polyethylene. Slotted tops on 12" high square legs for stability. NSF certified.
- A. 21" deep x 30" wide, Cambro DRS300131 or approved equal.
  - B. 21" deep x 36" wide, Cambro DRS360131 or approved equal.
  - C. 21" deep x 48" wide, Cambro DRS480131 or approved equal.
49. ROLLING PIN - Heavy duty aluminum approximate size 15" x 4".
- Crestware RPA15 or approved equal. **Vendor will provide sample for inspection if bidding substitute.**
50. SCALE, DIAL, PORTION -
- A. Capacity 5 lb. by 1/2 oz. units, NSF certified; San Jamar SCMDL5 or approved equal.
  - B. Capacity 60 lb. by 4 oz. units; Pelouze FG10B60 or approved equal.
51. SCALE, DIGITAL, PORTION - Electronic digital scale with LED read-out in grams or ounces. Removable stainless steel platform. Unit to be equipped for 9 volt battery, power pack included. NSF certified.
- Edlund E160 or approved equal.
52. SCOOP - Die cast seamless scoop and handle.
- A. Scoop, approx. 6 oz. capacity, NSF certified.; Carlisle 606106 or approved equal.
  - B. Scoop, approx. 23 oz. capacity, NSF certified.; Vollrath 46892 or approved equal.
  - C. Scoop, approx. 58 oz. capacity, Carlisle 606055 or approved equal.

53. SHARPENER, KNIFE, ELECTRIC - Slow wheel. Knife guides 115 V., A.C.  
Edlund 395 or approved equal.
54. SHEARS, POULTRY – 9 ½" 18/10 stainless steel, NSF certified.  
Browne-Halco 1219 or approved equal.
55. SHELF, WALL - Unit should be I-beam shelf supports with tough, reinforced polypropylene shelves that snap on and off for easy cleaning. Snap-fit rail design allows flexible placement of the supports to facilitate installation into wall studs. 2" molded backsplash to control spills and reduce cross-contamination. The shelf should be solid design, withstand temperatures up to 190 degrees F, support 150 lbs and not rust. NSF certified.  
A. 18" X 36" wall shelf, solid; Cambro CSWS1836SK or approved equal.  
B. 18" X 48" wall shelf, solid; Cambro CSWS1848SK or approved equal.
56. SIFTER, FLOUR - 3 lb. capacity. Diameter 6".  
Browne Halco 1260 or approved equal.
57. SILVERWARE CYLINDERS - Stainless steel one piece construction with perforations. Designed to hold silverware on serving lines and to fit silverware holder, item below.  
Ad Craft CYL-SS or approved equal. **Must submit sample with bid proposal.**
58. SILVERWARE HOLDER - Stainless steel, slant top unit designed for counter use. Unit to hold four (4) silverware cylinders.  
Vollrath 97240 or approved equal.
59. SKIMMER - Unit to be stainless steel perforated blade 6" to 7" in diameter with handle approximately 13" long.  
Vollrath 47175 or approved equal.
60. SKIMMER, WIRE MESH- Unit is to be nickel plated construction resistant to corrosion, sturdy handles with hanging loops, heavy duty construction. 9".  
Crestware SKM9W or approved equal.
61. SPECIAL NEEDS:  
A. FOOD PROCESSOR – Unit to be medium duty commercial. Unit to have ¾ qt. capacity. Unit to have two (2) separate bowls, one (1) for chopping and one (1) for grinding. Unit to have ¾ HP high speed motor with on and pulse. Unit to be 120V, single phase. Unit to have one (1) year warranty. UL listed.  
Waring® by Cuisinart WCG75 or approved equal.  
B. BLENDER – Unit to be a 2 qt blender. Unit to be a 64 oz. stainless steel container and blending assembly with sure-grip-handle. Heavy duty 1 1/2 HP motor. Unit to have a three (3) position toggle switch. Unit to have metal-reinforced rubber drive coupling. Unit to be 120V, single phase. Unit to have one (1) year warranty. UL and CUL listed. NSF certified.  
Waring® TBB145S6 or approved equal.
62. SPATULA, FROSTING - Unit to have wide blade, semiflexible, 8-10 inches long. Unit to have mirror finish and wood handle.  
Dexter Russell S2498 or approved equal.



63. SPATULA, SCRAPER

A. Plate scraper- Unit to be all plastic; sturdy handle and easy to clean. Blade is to be molded to the handle so that it is not removable. NSF certified. White, 13-14 inches long. Rubbermaid FG1905 or approved equal.

B. Spoon Shaped Scrapper – Unit to be all plastic with a spoon shaped blade that is sturdy and flexible. NSF certified. White , 13 –14” long. Vollrath 52113 or approved equal.

C. High Heat Scraper- Unit to be designed to resist scratching and temperatures up to 500 degrees F. Blade to be notched and mounted on a cool touch handle. NSF certified. 13-14 inches long. Rubbermaid FG1963 or approved equal.

64. SPOON, COOK'S - Units to be one piece 16 guage SS construction. Length to be approximate 13”.

A. Solid. NSF certified; Vollrath 64403 or approved equal.

B. Perforated. NSF certified; Vollrath 64404 or approved equal.

C. Slotted. NSF certified; Vollrath 64405 or approved equal.

65. SPREADER, SANDWICH - Stainless steel blade, 3 1/2” mirror finish with polypropylene handle textured for easy grip and safety. NSF certified.

Dexter Russell S173-PCP or approved equal.

66. THERMOMETER, DIGITAL – Hand held National controls Model TNC-TM300-AKT with all standard features and the following:

Minimum range -40 degrees to 300 degrees. Unit shall have a liquid crystal display with readings in either Fahrenheit or Centigrade. Supply one versatile type probe, suitable for use in bulk transport foods, with each unit. Hand held. Water resistant. To include: DT33, ATT54A probe, AC33P pouch, AC33 case & battery.

All Points 72-1130 or approved equal complying with the above.

67. THERMOMETER, FREEZER/REFRIGERATOR - Rustproof. 4 7/8” x 1 1/4”. To hang or stick. Temperature range of –20 degrees to +60 degrees F. Dial type. NSF certified.

Taylor 3503FS or approved equal.

68. THERMOMETER, MEAT – Unit to be NSF certified and dishwasher safe with adjustable indicator. Range to be 120 degrees - 200 degrees.

Thunder SLTH200 or approved equal.

69. THERMOMETER, OVEN - Dial type to hang or stand. Range 100 degrees to 600 degrees. Stainless Steel. NSF certified.

Taylor 3506FS or approved equal.

70. THERMOMETER, POCKET -

A. Dial Type: Water proof unit approximately 5” long, stainless steel with carrying case and pocket clip. Range 0 degrees - 220 degrees. Must be able to calibrate unit. NSF certified.  
Comark T22OAK or approved equal.

B. Digital Type: Water resistant with digital read out. Range –58 degrees to +300 degrees F. NSF certified.  
Comark PDT300 or approved equal.

71. THERMOMETER, WALL MOUNT - Unit to be utility type suitable for mounting indoor or outdoor. Minimum 9” long.

Taylor 5135N or approved equal.

72. TONGS, UTILITY (STAINLESS STEEL) HEAVY DUTY - Tongs to be one piece construction of heavy gauge stainless steel. Designed for use in heavy abuse operations. Cool touch handles. NSF certified.  
A. Tong 9"; Vollrath 4780920 or approved equal.  
B. Tong 12"; Vollrath 4781220 or approved equal.

**SAMPLES MAY BE REQUESTED FOR EVALUATION AND WILL BE SUBMITTED AT THE VENDOR'S EXPENSE.**

73. TONGS, UTILITY - Unit should be plastic material that is high heat resistant, dishwasher safe NSF certified.  
A. Approx. 9" utility; Carlisle Carly 4709 or approved equal.  
B. 9" salad; Carlisle Carly 4609 or approved equal.
74. TRAYS - Four (4) compartment, molded, melamine trays, approximately 8 1/2" x 11". Tray to be NSF certified.  
**Colors: Forest Green or Dark Cranberry.** Will be purchased in quantity of 1 dozen.  
Carlisle/Silite KL44408 (Forest Green), KL44485 (Cranberry) or approved equal. **Submit sample if bidding substitute.**
75. TRAYS - Six (6) compartment molded, melamine trays approximately 10" x 13". Trays to be NSF certified. Mottled.  
**Colors: Variegated.** Will be purchased in quantity of 1 dozen.  
Carlisle 586500 or approved equal. **Submit sample if bidding substitute.**
76. TRAYS, ROUND (PLATES) - Three (3) compartment, molded, melamine plates. 10" diameter. Plate to be NSF certified. **Colors: Tan.** Will be purchased in quantity of 1 dozen.  
Carlisle KL10225 or approved equal. **Submit sample if bidding substitute.**
77. TURNER - Stainless steel blade set in smooth wood handles held by two or three rivets.  
A. Turner, off set, blade size approx. 2" x 2 1/2"; Dexter Russell S240 or approved equal.  
B. Turner, off set, blade size approx. 4" x 2"; Dexter Russell S242 1/2 PCP or approved equal.  
C. Turner, hamburger, blade size approx. 6" x 3"; Browne Halco 574315 or approved equal.  
D. Turner, 12" handle, blade size approx. 8" x 3"; Browne Halco 574316 or approved equal.  
E. Turner - 14" with solid blade size approx. 8" x 3"; Dexter Russell 2386C-8 or approved equal.
78. UTENSILS, PASTA SERVER - Item A to be of stainless steel construction. Item B to be constructed of commercial grade polycarbonate.  
A. Tong 8"; Vollrath 47105 or approved equal.  
B. Pasta Server - 9 1/2"; Carlisle 435503 (black) or approved equal.
79. UTENSILS, PORTION CONTROL (POLYCARBONATE) - Units to be constructed of a polycarbonate product. Tongs, bowl and handle, and turner blade and handle shall be seamless of one piece design. Handles shall be designed for easy gripping. Color to be white, beige or amber; bidder may choose to supply either color for all items on a purchase order. NSF certified.  
A. Solid bowl server - 3 oz ; Carlisle 437006 or approved equal.  
B. Solid bowl server - 4 oz.; Carlisle 438006 or approved equal.  
C. Solid bowl server - 6 oz.; Carlisle 439006 or approved equal.  
D. Turner (blade approximately 5" x 3"); Carlisle 490003 or approved equal.  
E. Spoon, solid bowl ; Carlisle 441503 or approved equal.  
F. Spoon, perforated bowl; Carlisle 441603 or approved equal.  
G. Tongs - 6" approx.; Carlisle 460606 or approved equal.  
H. Tongs - 12" approx.; Carlisle 471206 or approved equal.

80. UTENSILS, PORTION CONTROL (STAINLESS STEEL) - Units to be constructed of stainless steel, designed for accurate portion control. Units to be equipped with color coded easy grip handles.
- A. Solid bowl server - 3 oz.; Browne-Halco 5757230 or approved equal.
  - B. Solid bowl server - 4 oz.; Browne-Halco 5757240 or approved equal.
  - C. Perforated bowl server - 4 oz.; Browne-Halco 5757441 or approved equal.
  - D. Solid bowl server – 8 oz.; Browne Halco 5757280 or approved equal.
  - E. Perforated bowl server – 8 oz.; Browne Halco 5757281 or approved equal.
81. WATER HOSE (HOT WATER TYPE) – Heavy duty hose designed for use with hot water.
- A. 25' Teknor 724-546 or approved equal.
  - B. 50' Teknor 724-311 or approved equal.
82. NOZZLE – Heavy duty nozzle for use on a hot water hose.
- Teknor 714-089 or approved equal.
83. WEDGER/CORER - Mechanical wedger/corer for coring and/or wedging fruits. Supply with two blades – one for wedging only and one for coring. NSF certified.
- A. 4 wedge model; Nemco N55550-4 or approved equal.
  - B. 6 wedge model; Nemco N55550-6 or approved equal.
84. WHIP, FRENCH WIRE - Stainless steel french wire and handle. NSF certified.
- A. 12" long; Vollrath 47281 or approved equal.
  - B. 18" long; Vollrath 47284 or approved equal.
85. APRON, BIB – Pencil pocket bib apron. Poly/Cotton blend, 45" long ties, 1" wide adjustable neck strap, one top pencil pocket. Size 29"W x 34"L.
- A. White; Chef Revival item #411BA-WH; or approved equal.
  - B. Black; Chef Revival item #412-BA-BK; or approved equal.
86. PAN LIFT HANDLES – Constructed of ¼" wire frame with 14 gauge stainless steel handles. Outside dimensions 20 7/16" x 5/16". Accommodates one (1) full size steam table pan 12 x 20, or two (2) half size steam table pans 12 x 10 each, or three (3) 1/3 size steam table pans 4 x 20 each. 13
- G. A. Systems model number C0686PLR or approved equal.
87. LIFTER, LID TOOL WRENCH – High impact plastic that will easily remove lids from a 5 gallon bucket without damage.
- Augason Farms Bung Wrench Lid Lifter Part #6-20300 or approved equal.
88. DISHERS/SCOOPS, AMBIDEXTROUS – Stainless steel with heavy chrome plate and rustproof. Stainless steel spring. Left and right-handed accessibility.
- A. Size 8 (4 oz.); Thunder Group SLDA008; or approved equal.
  - B. Size 10 (3 ¾ oz.); Thunder Group SLDA010; or approved equal.
  - C. Size 16 (2 ¾ oz.); Thunder Group SLDA016; or approved equal.
  - D. Size 24 (1 ¾ oz.); Thunder Group SLSDS550; or approved equal.
  - E. Size 30 (1 ¼ oz.); Thunder Group SLSDS500; or approved equal.
  - F. Size 40 (7/8 oz.); Thunder Group SLDA040; or approved equal.
89. T-SHIRT BAGS – T-Shirt carry out bags, case count 1,000, 1/6 barrel carryout bags, dimensions: 11.5" x 6.5" x 22", Color: White.
- Item number: 232688, model number: TSSM10006W or approved equal.

90. T-SHIRT BAG STAND – A T-Shirt bag rack made of chrome and holds three different bag sizes at once. The upper and lower arm design permits one-handed opening and loading of standard plastic T - shirt bags. Its polyethylene base protects countertops and is easily drilled for permanent mounting if desired. This T-shirt rack will hold up to a 12" wide bag. Two (2) stands per case. Overall dimensions: Length: 10", Width: 13", Height: 14".

Item number: 433NHTRACK or approved equal.

91. RECLOSABLE POLY BAG – Zipper closure seals tight and is leak resistant, 5 x 7 2mil. Length: 7 inches, Width: 5 inches, 2 mil thick, 1,000 per case, color: clear.

Uline Brand model number: S-1695 or approved equal.

92. DISPOSABLE WIPES – Textured wipe for superior cleaning and has germ-killing benefits, non-linting, sanitizes hands while wiping away light soils and dirt. Kills 99.99 of most common germs that may cause illness. Convenient and easy to use. Size: 6" x 6.75", Case of 6/270.

Purell GJ-9113-06 or approved equal.

93. FOOD CARRIER, INSULATED PLASTIC – Front loading for 12" x 20" food pans, 16 ½" wide x 24" deep x 23 5/16" height, approximately capacity 36 quarts, polyethylene with foam insulation, latches & gaskets, NSF, color: black. Must be compatible with item numbers 94 and 95. All three items will be awarded to same bidder and the same manufacturer.

Cambro model number: 300MPC110 or approved equal.

94. HEAT WARMER – Heat retentive pellet enclosed within a heat resistant top & bottom tray, for use in item number 95. Granite gray, NSF. Must be compatible with item numbers 95 and 97. All three items will be awarded to same bidder and the same manufacturer.

Cambro Camwarmer model number: 1210PW191 or approved equal.

95. DOLLY – Dolly is designed for use with Cambro items number 101 and 102. Measuring 19 ¼" deep x 25 1/2" long x 10 1/2" high (exterior dimensions). Load capacity 300 lbs. Easily moves pan carriers. NSF. Color: Black. Must be compatible with item numbers 95 and 96. All three items will be awarded to same bidder and the same manufacturer.

Cambro Camdolly CD300110 or approved equal.

96. FREEZER JACKET – Water-repellant high density Pac Cloth Nylon shell, Nylon Taffeta lining, 11.25 oz. high performance insulation, knitted cuffs and waistband provide a snug fit to reduce draft, heavy duty metal snaps, top-quality YKK zippers, double stitching at all main seams, strong metal rivets at points of stress, integral hood, raglan sleeves, elastic back, two large front pockets and left chest pocket, extends to the knee area in length, -50 degrees fahrenheit comfort rating, Color: Navy, Size: XL-XXL.

- A. XL Size
- B. XXL Size

ExtremeGard Parka 201 or approved equal.

97. WASHER DIP BASKET – Square basket with front hook and 2 fixed side handles. Will be used in a 3 compartment sink. Nickel plated steel. Medium wire mesh. Size: 16-3/4" x 17-1/2" x 6"H.

FMP 225-1027 or approved equal.

98. SPOODLE – 8 oz. capacity, NSFcertified, perforated, textured handle, high heat resistant to 450 degrees, built in stopper notch, one-piece construction.

Vollrath 6432820; or approved equal.

99. THERMOMETER – Pocket thermometer with thin tip, large digit display on the top, NSF certified. Temperature range: -4 degrees to 400 degrees. To be used in dishwasher.

Comark DT400; or approved equal.

100. THERMOMETER, DISH MACHINE – Measures true plate surface temperature. Records irreversible MAX temp of dishwasher. Waterproof with IP66 rating. High accuracy to +/- 0.9° F (+/- 0.5° C). Range to 194° F for high temperature dishwashers. Includes NIST-Traceable calibration certificate. Engineered with molded-in, water-tight seals, using industrial grade materials. 1 year warranty.

Thermoworks TX-5100; or approved equal.

101. INSULATED FOOD DELIVERY BAGS – Sturdy, nylon fabric exterior, Heavy duty insulated catering bags; Sewn-in handles and neck straps; Machine Washable.

A. 21" x 15" x 17" Red; Cambro GBD211517 or approved equal.

B. 18" x 14" x 12" Red; Cambro GBD181412 or approved equal.

**4-Independence Day (System wide Holiday)**

July 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 1-New Year's Day (System Wide Holiday)
- 2-Professional Deve.
- 3-Teacher Work Day
- 6-3rd QTR. Begins
- 20-MLK Jr. Day (System wide Holiday)
- S-19/ T-21 Days

**1-Professional Development  
2-Teacher Work Day  
5-6-Professional Development  
7-First Day of School/ 1st QTR**

*Students-18 Days  
Teachers-22 Days*

August 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

- 3-Virtual / Distance Instruction
- S-20/ T-20 Days

**2-Labor Day (System wide Holiday)  
16-Professional Development  
No Class for Students  
30- Virtual/ Distance Learning**

*Students 19 Days  
Teachers 20 Days*

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 3-7-Presidents/ Fat Tuesday
- 14- end of 3rd QTR. (44 Days)
- 17- Teacher Work Day
- 18- 4th QTR. Begins
- S-15/ T-16 Days

**11 -End of 1st QTR.( 48 DAYS)  
14- Teacher Work Day  
15-2nd Qtr. Begin**

*Students -22 Days  
Teachers-23 Days*

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 21-25- Spring Break
- S-17/ T-17 Days

**5-Virtual/ Distance Instruction  
11-Veterans Day (System wide Holiday)  
25-29 Thanksgiving Break (School Holiday)**

*Students -15 Days  
Teachers -15 Days*

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 21-End of 4th QTR.( 45 Days)
- 22-Last Day for Students
- 23-Teacher Work day
- 26-Memorial Day (System wide Holiday)
- 27-Teacher Work Day
- S-16/ T-18

**20-2nd QTR. Ends (43 Days)  
23-31 Christmas Break (School Holiday)**

*Students -15 Days  
Teachers-15 Days*

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 12 Month Employee Holidays 2024-25
- July 4-Independence Day
- Sept.2-Labor Day
- Nov. 11-Veterans Day
- Nov.27-29 Thanksgiving
- Dec. 24-26-Christmas Break
- Dec.31 & Jan. 1 New Year's
- Jan.20 MLK Jr. Day
- March 3-5 Mardi Gras/ Pres. Day
- May 26- Memorial Day/June19-Juneteenth Day

First and Last Day of Quarter
  Virtual/Distance Instruction
  Teacher Planning/Staff Development/Student Holiday
  9-FLEX DAYS
  Student/Teacher Holidays

## **Mobile County School Board Accounts Payable Department**

### **What is a Virtual Credit Card?**

The District has adopted the use of a VISA Virtual Credit Card powered by AOC/Regions Bank. AOC receives invoice and purchase order details from Accounts Payable and assigns a one-time use credit card number.

The VISA Virtual Credit Card allows the District to pay vendors via a credit card and turn around a vendor payment in a shorter time frame than the current paper check you now receive.

### **How Does Virtual Credit Card Work?**

- After goods are delivered and/or services rendered, vendors submit invoices to the Account Payable Department according to the current process.
- When Accounts Payable has authorization of a match (purchase order and invoice) and the invoice(s) are due for payment according to your current payment terms with the District the payment process begins.
- The vendor then receives an email notification of the payment from the District
- The vendor then logs into a secure site from the email received and puts in the assigned PIN number. Each payment notification will include the card number, expiration date, security code, payment amount and invoice and/or PO numbers.
- Once the vendor receives the email, the credit card has been authorized to be charged for the amount listed in the email. When the vendor charges the card as authorized in the email, the virtual card will no longer be available for charges. When the next payment is provided the vendor will receive a new card number, security code and expiration date with invoice amount and/or PO number.

### **What are the Benefits to using the VISA Virtual Card?**

- Receive payments 7 -10 days sooner; resulting in a quicker cash flow for day to day operations or investments.
- Reduce the cost of paper processing and employee time spent on preparing and making bank deposits.
- Void the risk of lost or stolen checks
- Quickly reduce outstanding accounts receivable balances.

### **How do I Participate in the VISA Virtual Card Program?**

Simply contact the Mobile County School Board Accounts Payable Department at (251)221-4437 and request to be enrolled in the VISA Virtual Card Program through AOC/Regions Bank.

## AOC/Regions Bank

### VISA Virtual Card Vendor Enrollment Data Elements

1. Vendor Number (Internal Use Only- MCPSS)
2. Vendor Name
3. Vendor Address
4. Accounts Receivable Contact Name
5. Accounts Receivable Contact Email
6. Accounts Receivable Contact Phone Number

**Vendor please provide and complete below:**

Vendor Name

---

Vendor Address

---

Vendor A/R Contact Name

---

Vendor A/R Email Address

---

Vendor A/R Phone Number

---

If you have any questions please contact Chuck Harben in Accounts Payable 251-221-4437 or email [charben@mcps.com](mailto:charben@mcps.com).



# IMMIGRATION LAW COMPLIANCE

## CONFIRMATION REQUEST: AFFIDAVIT OF ALABAMA IMMIGRATION COMPLIANCE

### Vendor Information

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

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

*Street Address*

*Suite/Unit #*

*City*

*State*

*ZIP Code*

Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

Please Read the attached Immigration Notice and Select one (1) of the Following:

The Alabama Immigration Law **DOES NOT** apply to the above named company. Please explain:

\_\_\_\_\_  
\_\_\_\_\_

The Alabama Immigration Law **DOES** apply to the above named company and the documents are on file with Mobile County School System

The Alabama Immigration Law **DOES** apply to the above named company and the **AFFIDAVIT OF ALABAMA IMMIGRATION COMPLIANCE DOCUMENTS** are ATTACHED with the Bid Response

The documents are available at [www.mcpss.com/immigrataion](http://www.mcpss.com/immigrataion) and [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify)

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

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**Certification Regarding Debarment, Suspension, and Other  
Responsibility Matters - Primary Covered Transactions**

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 1722-1733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
  - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Organization Name

PR/Award Number of Project Name

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

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Signature(s)

Date

## INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the prospective primary participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reasons of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction", "participant," "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 the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this form 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 entering into this transaction.
7. The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. 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 Nonprocurement List.
9. 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.
10. Except for transactions authorized under paragraph 6 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 voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

## **VENDOR DISCLOSURE STATEMENT**

### **Information and Instructions**

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. The disclosure statement is not required for contracts for gas, water, and electric services where no competition exists or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and shall be submitted within ten (10) days of the award.

A copy of the disclosure statement shall be filed with the awarding entity and the Department of Examiners of Public Accounts and if it pertains to a state contract, a copy shall be submitted to the Contract Review Permanent Legislative Oversight Committee. The address for the Department of Examiners of Public Accounts is as follows: 50 N. Ripley Street, Room 3201, Montgomery, Alabama 36130-2101. If the disclosure statement is filed with a contract, the awarding entity should include a copy with the contract when it is presented to the Contract Review Permanent Legislative Oversight Committee.

The State of Alabama shall not enter into any contract or appropriate any public funds with any person who refuses to provide information required by Act 2001-955.

Pursuant to Act 2001-955, any person who knowingly provides misleading or incorrect information on the disclosure statement shall be subject to a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00. Also, the contract or grant shall be voidable by the awarding entity.

### **Definitions as Provided in Act 2001-955**

**Family Member of a Public Employee** - The spouse or a dependent of the public employee.

**Family Member of a Public Official** - The spouse, a dependent, an adult child and his or her spouse, a parent, a spouse's parents, a sibling and his or her spouse, of the public official.

**Family Relationship** - A person has a family relationship with a public official or public employee if the person is a family member of the public official or public employee.

**Person** - An individual, firm, partnership, association, joint venture, cooperative, or corporation, or any other group or combination acting in concert.

**Public Official and Public Employee** - These terms shall have the same meanings ascribed to them in Sections 36-25-1(23) and 36-25-1(24), Code of Alabama 1975, (see below) except for the purposes of the disclosure requirements of this act, the terms shall only include persons in a position to influence the awarding of a grant or contract who are affiliated with the awarding entity. Notwithstanding the foregoing, these terms shall also include the Governor, Lieutenant Governor, members of the cabinet of the Governor, and members of the Legislature.

Section 36-25-1(23), Code of Alabama 1975, defines a public employee as any person employed at the state, county or municipal level of government or their instrumentalities, including governmental corporations and authorities, but excluding employees of hospitals or other health care corporations including contract employees of those hospitals or other health care corporations, who is paid in whole or in part from state, county, or municipal funds. For purposes of this chapter, a public employee does not include a person employed on a part-time basis whose employment is limited to providing professional services other than lobbying, the compensation for which constitutes less than 50 percent of the part-time employee's income.

Section 36-25-1(24), Code of Alabama 1975, defines a public official as any person elected to public office, whether or not that person has taken office, by the vote of the people at state, county, or municipal level of government or their instrumentalities, including governmental corporations, and any person appointed to a position at the state, county, or municipal level of government or their instrumentalities, including governmental corporations. For purposes of this chapter, a public official includes the chairs and vice-chairs or the equivalent offices of each state political party as defined in Section 17-16-2, Code of Alabama 1975.

### **Instructions**

Complete all lines as indicated. If an item does not apply, denote N/A (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary.

The form must be signed, dated, and notarized prior to submission.



# State of Alabama Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

( )

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

( )

This form is provided with:

Contract     Proposal     Request for Proposal     Invitation to Bid     Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

Yes     No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

Yes     No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY

OVER

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL / PUBLIC EMPLOYEE	STATE DEPARTMENT / AGENCY WHERE EMPLOYED

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

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Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

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List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS

***By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

Notary's Signature \_\_\_\_\_ Date \_\_\_\_\_ Date Notary Expires \_\_\_\_\_

*Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.*

## REQUIRED FEDERAL PROVISIONS FOR PROCUREMENT IN CNP PROGRAMS

### Title 2 Grants and Agreements

#### PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS Subpart F—Audit Requirements Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable:

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.322 Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

# REQUIRED FEDERAL PROVISIONS FOR PROCUREMENT IN CNP PROGRAMS

Title 7 Agriculture

PART 210—NATIONAL SCHOOL LUNCH PROGRAM

Subpart E—State Agency and School Food Authority Responsibilities §210.21 Procurement

## (d) Buy American—

(1) Definition of domestic commodity or product. In this paragraph (d), the term 'domestic commodity or product' means—

(i) An agricultural commodity that is produced in the United States, and

(ii) A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

## (2) Requirement

(i) In general. Subject to paragraph (d)(2)(ii) of this section, the Department shall require that a school food authority purchase, to the maximum extent practicable, domestic commodities or products

(ii) Limitations. Paragraph (d)(2)(i) of this section shall apply only to—

(A) A school food authority located in the contiguous United States, and

(B) A purchase of domestic commodity or product for the school lunch program under this part.

## (f) Cost reimbursable contracts—

(1) Required provisions. The school food authority must include the following provisions in all cost reimbursable contracts, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts:

(i) Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;

(ii) (A) The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or

(B) The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;

(iii) The contractor's determination of its allowable costs must be made in compliance with the applicable Departmental and Program regulations and Office of Management and Budget cost circulars;

(iv) The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the State agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;

(v) The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and

(vi) The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the State agency, or the Department

(2) Prohibited expenditures. No expenditure may be made from the nonprofit school food service account for any cost resulting from a cost reimbursable contract that fails to include the requirements of this section, nor may any expenditure be made from the nonprofit school food service account that permits or results in the contractor receiving payments in excess of the contractor's actual, net allowable costs.

## (g) Geographic preference

(1) A school food authority participating in the Program, as well as State agencies making purchases on behalf of such school food authorities, may apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products. When utilizing the geographic preference to procure such products, the school food authority making the purchase or the State agency making purchases on behalf of such school food authorities have the discretion to determine the local area to which the geographic preference option will be applied.

(2) For the purpose of applying the optional geographic procurement preference in paragraph (g)(1) of this section, "unprocessed locally grown or locally raised agricultural products" means only those agricultural products that retain their inherent character. The effects of the following food handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different kind or character: Cooling, refrigerating, freezing, size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers, drying/dehydration, washing, packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce, butchering livestock and poultry, cleaning fish, and the pasteurization of milk.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.



## **CHILD NUTRITION PROGRAMS REQUIRED FEDERAL PROVISIONS**

*Disclaimer: This is a living document and is subject to revision. This is merely a guidance document and does not necessarily contain every requirement that pertains to a contract; ACDA accepts no liability for any of its contents. This document was created with input from the ACDA Education Committee, State Agencies, Recipient Agencies, and the Urban School Food Alliance.*

In addition to other contracts provisions required by the program regulations for the Federal award, all contracts made by a non-Federal entity under a Federal award must contain provisions set forth in 2 CFR 200.318 -.326 and 2 CFR 200 Appendix II., **as applicable**. Please note, however, that not all of these provisions must be included in every contract awarded by a program operator. If you are unsure whether you will need to include a specific Federal provision in your contract, please consult with your State Agency or an Attorney. There may be additional State or local requirements required, please consult with your State Agency. Program operators always need to follow the strictest of Federal, State, or local requirements.

**Below are the required Federal Provisions listed in 2 CFR 200 Appendix II that may pertain to your contract:**

- **REMEDIES:** If the contract is for more than the simplified acquisition threshold currently set at **\$250,000**, your contract must include a clause that addresses administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. The USDA does not prescribe the form or content of these clauses. Check with an attorney to determine if state or local law prescribes the use of specific language.
- **TERMINATION:** If the contract is in excess of **\$10,000**, your contract must contain a clause that addresses termination for cause and for convenience by the school district including the manner by which it will be effected and the basis for settlement. The USDA does not prescribe the form or content of these clauses. Check with an attorney to determine if state or local law prescribes the use of specific language.
- **EQUAL EMPLOYMENT OPPORTUNITY:** This clause would be required only for contracts that meet the definition of “federally assisted **construction** contract.” You should consult with the State agency or an attorney to determine whether this clause should be included.
- **DAVIS-BACON ACT CLAUSE:** This clause would be required only for prime **construction** contracts in excess of **\$2,000** awarded by non-Federal entities. You should consult with the State agency or an attorney to determine whether this clause should be included.
- **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT CLAUSE:** This clause would be required only for contracts awarded by the non-Federal entity in excess of \$100,000 that involve the **employment of mechanics or laborers**. You should consult with your State agency or an attorney to determine whether this clause should be included.

- **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT:** This clause is only necessary when the award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the school food authority wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or sub recipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. A food service department generally does not award contracts of this nature. You should consult with your State agency or an attorney to determine whether this clause should be included.
- **CLEAN AIR / CLEAN WATER:** For contracts and sub grants of amounts in excess of **\$150,000**, your contract must include a clause requiring the contractor to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387) and the contractor must agree to report all violations to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Neither the State agency nor the USDA prescribes the form or content of these clauses. The following are suggestions of clauses that can be used:

- The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. The Contractor agrees to report each violation to the USDA and the appropriate EPA Regional Office.
- The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251 et seq. The Contractor agrees to report each violation to the USDA and the appropriate EPA Regional Office.
- **SUSPENSION AND DEBARMENT:** The Contractor understands that a contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.”

The entity can verify the vendor is not debarred or suspended using the SAM system:  
<https://www.sam.gov/SAM/pages/public/index.jsf>

While there is not a specific form, the following is suggested language that can be used:

By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by **{insert name of school district}**. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to **{insert name of school district}**, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 2 CFR 180.220 while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

- **LOBBYING:** Contractors that apply or bid for an award exceeding **\$100,000** must file the required certification pursuant to Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).

Neither the State agency nor USDA prescribes the form or content of these clauses. The following is a

suggestion of clause that can be used:

The Contractor will comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) and certifies to the tier above that it will not and has not used Federal appropriated funds to pay an person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by U.S.C 1352. If applicable, contractor will complete the disclosure of lobbying with non-Federal funds using Lobbying Activities Form (Form SF-LLL) and submit to {insert name of contracting entity} annually.

**Below are the required Federal Provisions listed in 2 CFR 200.318 – 200.326 that may pertain to your contract:**

- **COOPERATIVE AGREEMENTS AKA PIGGYBACKING ((ONLY IF ALLOWING) 2 CFR 200.318):** To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

While there are no specific Federal requirements for language to be included, USDA memo SP 02-2016 and SP 05-2017 includes the requirements that must be in original solicitation and resulting contract.

- **CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS (2 CFR 200.321):** The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Many states have websites that includes resources to find these vendors, as well as the links below.

While there are no specific Federal requirements for language to be included, the following excerpt from 2 CFR 200.321 summarizes the process:

Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

- **PROCUREMENT OF RECOVERED MATERIALS (2 CFR 200.322):** This provision only applies to a non-Federal entity that is a **state agency** or **agency of a political subdivision of a state** and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. You should consult with your State agency or an attorney to determine whether this clause applies to you and your contractors.

---

## **ADDITIONAL CONTRACT PROVISIONS REQUIRED BY THE FEDERAL AGENCY (USDA) FOR NSLP, SBP, AND FOOD DISTRIBUTION CONTRACTS**

Please remember that Program Operators must also include additional required contract provisions identified in the program regulations for the Federal award (7 CFR 210, 250, etc.).

- **BUY AMERICAN PROVISION:** The Buy American provision was added to the National School Lunch Act (NSLA) by Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336). Section 12(n) to the NSLA (42 USC 1760(n)), requiring school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodity or product.

The following clause language is suggested, but not mandatory:

- "Domestic Commodity or Product" are defined as an agricultural commodity that is produced in the United States and a food product that is processed in the United States using substantial agricultural commodities that are produced in the United States.
- "Substantial" means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically.
- Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States.
- The Buy American provision (7 CFR Part 210.21(d), 7 CFR 220.16(d), 7 CFR 250.23 ) is one of the procurement standards SFAs must comply with when purchasing commercial food products served in the school meals programs.
- Buy American: Schools participating in the federal school meal programs are required to purchase domestic commodities and products for school meals to the maximum extent practicable. Domestic commodity or product means an agricultural commodity that is produced in the US and a food product that is processed in the US substantially (at least 51 percent) using agricultural commodities that are produced in the US.
- Farmed fish must be harvested within the United States or any territory or possession of the United States. Wild caught fish must be harvested within the Exclusive Economic Zone of the United States or by a United States flagged vessel (section 4207 of the Agriculture Improvement Act of 2018).
- Federal regulations require that all foods purchased for Child Nutrition Program be of domestic origin to the maximum extent practicable. While rare, two (2) exceptions may exist when:
  - the product is not produced or manufactured in the US in sufficient, reasonable and available quantities of a satisfactory quality, such as bananas and pineapple; and
  - competitive proposals reveal the cost of a domestic product is significantly higher than a non-domestic product.
- All products that are normally purchased by Distributor as non-domestic and proposed as part of this solicitation must be identified with the country of origin. Distributor shall outline their procedures to notify School when products are purchased as non-domestic.
- Any substitution of a non-domestic product for a domestic product (which was originally a part of the solicitation), must be approved, in writing, by the Food Service Director, prior to the delivery of the product to the School. Any non-domestic product delivered to the School, without the prior, written approval of the Food Service Director, will be rejected.
- Distributor must affirm their willingness to assert their best and reasonable efforts to ensure compliance with this Federal rule.

- **GEOGRAPHIC PREFERENCE (OPTIONAL):** A school food authority participating in the NSLP may apply a geographic preference when procuring **unprocessed** locally grown or locally raised agricultural products. School food authorities have the discretion to determine the local area to which the geographic preference option will be applied. Other types of geographic or local preference are prohibited when using Federal Child Nutrition Program funds.

While the State Agency and USDA does not have specific language around this provision, USDA has numerous guidance documents and examples on the [USDA Geographic Preference tip sheet](#).

- **COST REIMBURSABLE CONTRACTS (ONLY IF USING):** The school food authority must include the following provisions in all cost reimbursable contracts, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts.
  - The contract language provided below is mandatory (7 CFR 210.21(f), 7 CFR 220.16(e), and 7 CFR 250.53).
    - Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
    - The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account);
  - or
    - The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
    - The contractor's determination of its allowable costs must be made in compliance with the applicable Departmental and Program regulations and Office of Management and Budget cost circulars;
    - The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the State agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;
    - The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
    - The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the State agency, or the Department.
    - Prohibited expenditures. No expenditure may be made from the nonprofit school food service account for any cost resulting from a cost reimbursable contract that fails to include the requirements of this section, nor may any expenditure be made from the nonprofit school food service account that permits or results in the contractor receiving payments in excess of the contractor's actual, net allowable costs.
- **DURATION OF CONTRACT (FSMC SPECIFIC):** This requirement is for all school food authority's that enter into a contract with a Food Service Management Company.

- (7 CFR 210.16 (d)) Duration of contract. The contract between a school food authority and food service management company shall be of a duration of no longer than 1 year; and options for the yearly renewal of a contract signed after February 16, 1988, may not exceed 4 additional years. All contracts shall include a termination clause whereby either party may cancel for cause with 60-day notification.
- **RECALL CONTACTS (USDA FOODS PROCESSING SPECIFIC):** The following two provisions must be included in all bids/responses for USDA Foods Processing (Responding to a Food Recall – Procedures for Recalls of USDA Foods).
  - A provision for information for processor food recall procedures.
  - Contact information for a point and backup person for handling food recalls.
- **USDA NONDISCRIMINATION STATEMENT:** All publications that mention USDA Child Nutrition Programs must include the following revised nondiscrimination statement. This includes solicitation and bid documents.
  - In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
  - Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
  - To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
    - (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
    - (2) Fax: (202) 690-7442; or
    - (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

*This institution is an equal opportunity provider*

## MANUFACTURER'S NAME AND SUBSTITUTIONS

- A. If a bidder chooses to bid a "Substitute Brand", proof of equality must be submitted on bid opening date. Model number and any and all variances in construction, design, performance and accessories from the item specified must be submitted to the Coordinator of Purchasing. This information shall be submitted in addition to manufacturer's cut sheet.
- B. Bidders submitting substitutions are cautioned to examine mechanical and electrical plans and building conditions to determine if such substitution will require changes in mechanical or electrical connections or require rearrangement. If any of the above changes would be involved, a layout of such changes and any additional cost (itemized) must be submitted with the request for substitution. If proposed substitutions entail additional cost which was not submitted with the request for substitution and approval is granted, bidders shall be responsible for such costs.
- C. In addition, bidders must submit with their bid proposal the manufacturer's specifications and the "Substitution Request Form" which provides the School Board with a detail description of the manner in which the proposed substitution conforms and/or varies from the item specified. No request for substitution will be considered without an accompanying "Substitution Request Form".
- D. It is understood by the School Board that no agent, dealer, broker or agency may bind a manufacturer beyond the manufacturer's own printed literature. Therefore, any party submitting a Substitution Request Form stating compliance with a feature specified for the prime specified item by a manufacturer in a manner not identified as a standard of production or as an option for that item in the manufacturer's literature must be accompanied by a letter on the Manufacturer's own letterhead stating that the manufacturer shall comply with the specified feature and such compliance shall not adversely affect the manufacturer's product performance, reliability, durability, appearance or effect the warranty.
- E. If the substituted item is approved and subsequently installed and upon final inspection found to deviate from the specifications in a manner not detailed in the "Substitution Request Form" the F.S.E. Contractor shall at the discretion of the School Board bring the equipment into compliance or remove the equipment and replace it with one in compliance with the specifications at his own cost. In consideration of the job stage at the time of final inspection, the F.S.E. Contractor shall take no more than 5 working days to make this replacement. Bidders are encouraged to review the "Substitution Request Form" prior to using such items in their bid. Awarded Contractor shall be responsible for deviations not detailed in the "Substitution Request Form" submitted FROM ANY SOURCE. Approval of submittals by the School Board does not relieve the F.S.E. Contractor of this condition. The "Substitution Request Form" can be found at the end of this document.

**SUBSTITUTION REQUEST FORM**

TO: Board of School Commissioners of Mobile Country

PROJECT: Bid No. 24-49

CONTRACT BID DATE: October 31, 2024

We hereby submit for your consideration the following product for prior approval in lieu of the specified item:

DRAWING	SPEC. SEC. NO.	ITEM NO.	SPECIFIED ITEM
_____	_____	_____	_____

Proposed Substitution: \_\_\_\_\_

Model Number: \_\_\_\_\_

Attach complete information on changes to Drawings, Mechanical, Electrical or Plumbing Specifications which proposed substitution will require for its proper installation.

Submit with request all literature and substantiating data to prove equal quality and performance to that which is specified. Clearly mark manufacturer's literature to indicate quality in performance. It shall not be the responsibility of the reviewing School Board to search unfamiliar literature to identify compliance. Therefore, unmarked literature shall be considered reason for disapproval of the submittal.

**FILL IN THE BLANKS BELOW:**

- A. Does the substitution affect dimensions shown on Drawings? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, clearly indicate changes: \_\_\_\_\_
- B. Does the substitution require different or additional mechanical, electrical or plumbing requirements? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, clearly indicate changes \_\_\_\_\_
- C. The undersigned fully acknowledges responsibility to pay for changes to the building design, including engineering and detailing costs caused by the requested substitution.  
Initials \_\_\_\_\_
- D. What affect does the substitution have on other Contracts or other trades? \_\_\_\_\_  
\_\_\_\_\_
- E. What affect does the substitution have on the construction schedule? \_\_\_\_\_  
\_\_\_\_\_
- F. Manufacturer's warranties of the substitution are \_\_\_\_\_ Same or \_\_\_\_\_ Different...than the specified item. If different, attach copy of the proposed manufacturer's printed warranty, provide a letter of compliance on the manufacturer's own letterhead.
- G. Itemized comparison of specified item with the proposed substitution: (list all features identified in the specifications for the specified item and corresponding notation of compliance or manner of deviation. Reference all notations below by marking manufacturer's literature as confirmation. Compliance to a feature in the specifications not substantiated by a corresponding notation on the manufacturer's literature requires written confirmation as detailed in "Manufacturer's Name and Substitution" Para. D").



**SPECIFIED FEATURE**

**COMPLIANCE OR DEVIATION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(attach additional sheets if required)

**CERTIFICATION OF EQUAL PERFORMANCE  
AND ASSUMPTION OF LIABILITY FOR  
EQUAL PERFORMANCE**

The undersigned states that  
The function, appearance and quality  
Are equivalent or superior to the  
Specified item.

For use by School Board:

- \_\_\_\_\_ ACCEPTED
- \_\_\_\_\_ ACCEPTED AS NOTED
- \_\_\_\_\_ NOT ACCEPTED
- \_\_\_\_\_ RECEIVED TOO LATE

Submitted by Bidder:

\_\_\_\_\_  
Signature Title

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Date

BY \_\_\_\_\_

DATE \_\_\_\_\_

REMARKS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature shall be by person having authority to legally bind his firm to the above terms. Failure to provide legally binding signature will void application for approval.

BOARD OF SCHOOL COMMISSIONERS  
MOBILE COUNTY PUBLIC SCHOOLS

VENDOR MINORITY QUESTIONNAIRE

BID #: 24-49

Please complete this form and return it with your bid proposal. Should you choose not to bid at this time, please complete this form and forward back to our office as soon as possible. It is necessary that you check all categories that apply to your company. Failure to comply could result in rejection of your proposal and/or removal of your name from our bidder's list, as we are now required to provide this information to the State Department.

VENDOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

FAX #: \_\_\_\_\_

IS THE COMPANY MINORITY OWNED?:    \_\_\_ YES    \_\_\_ NO

IS THE COMPANY OWNED BY:            \_\_\_ MALE    \_\_\_ FEMALE    \_\_\_ BOTH

IS THE COMPANY INCORPORATED        \_\_\_ YES    \_\_\_ NO

ETHNICITY OF OWNERSHIP:

\_\_\_ ASIAN AMERICAN

\_\_\_ AMERICAN INDIAN

\_\_\_ BLACK

\_\_\_ DISABLED

\_\_\_ HISPANIC

\_\_\_ OTHER (PLEASE SPECIFY): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## **CRIMINAL BACKGROUND CHECKS**

**Criminal Background Checks.** By submitting a bid, BIDDER agrees that the BIDDER and each officer, director, employee, servant, agent, and subcontractor of the BIDDER, and any other individual who will provide services involving access to and/or communication with students on the BIDDER's behalf, will fully cooperate with the BOARD in complying with all laws and regulations regarding criminal background checks. This cooperation will include, but will not be limited to, giving written consent to obtain criminal history background information checks and providing fingerprints for each individual who will have access to students to either agents of the BOARD or to another entity as directed by the BOARD and authorized by Alabama law. All individuals must pass the required criminal background check prior to having access to and/or communication with students. As of this date, criminal background checks are being handled through the BOARD's human resources department and processed by the State Board of Education. A copy of the fingerprinting process overview is attached hereto. **Once the background check has been completed successfully, the Board's human resources department will issue an identification badge. This badge is to be worn visibly at all times while on school board property. The cost of this badge is \$5.00, and the cost is the responsibility of the vendor.**

Prior to beginning work for the BOARD, the BIDDER, or a representative thereof with similar managerial authority, shall submit an Affidavit under oath to the BOARD, in a form satisfactory to the BOARD, stating that the BIDDER has satisfied the above requirements concerning fingerprint-based criminal background checks and will continue to do so. The BIDDER acknowledges that these requirements set forth a continuing obligation on the part of the BIDDER to assure that all persons having access to and/or communication with students will have passed the required background checks.

In the event any of the above referenced individuals are found to be unsuitable by the State Board of Education, all challenges allowed by law, administrative and through litigation, are expressly waived by the BIDDER on BIDDER's own behalf and on behalf of the individual, and such individual is precluded from providing any services to BOARD. If a replacement individual satisfactory to BOARD is not provided by the BIDDER within five (5) days, the BOARD may terminate the contract in accordance with its termination provisions.

Nothing contained herein shall be construed as establishing an agency relationship between the BIDDER and the BOARD nor shall anything contained herein be construed as an assertion of control, or reserved right of control over the activities of the BIDDER or the agents or employees of the BIDDER.

## ALABAMA STATE DEPARTMENT OF EDUCATION BACKGROUND AND FINGERPRINT INSTRUCTIONS

Fingerprints and background checks, follow the links below to create an account and register:

Below are the updated links for fingerprinting, as well as tutorials ALSDE made to help navigate the fingerprint process.

### **Step 1:** Create an AIM

Account: <https://content.myconnectsuite.com/api/documents/71ce52e65b444567a742cc3425f2f972>

*Creating an AIM account Video Tutorial:* <https://youtu.be/OGliSwfnWrM>

### **Step 2:** Registration and

Fingerprinting: <https://content.myconnectsuite.com/api/documents/f53013a630844fbb8178e1e8ce8365e8>

*Registering with Fieldprint Video Tutorial:* <https://youtu.be/XviAd6avZH0>

Any questions you may have regarding registering and fingerprinting please contact:

Claudia Baker @ [cbaker@mcpss.com](mailto:cbaker@mcpss.com) or  
Bryan Ashmore @ [bashmore@mcpss.com](mailto:bashmore@mcpss.com)  
(251) 221-4500

## CHECKLIST

This checklist is provided to assist Bidders in the preparation of their bid response. Included in this checklist are important requirements that are the responsibility of each Bidder to submit with their response in order to make their bid response fully compliant. This checklist is only a guideline; it is the responsibility of each Bidder to read and comply with the Invitation to Bid in its entirety.

\_\_\_\_\_ Mailing envelope has been addressed to:

Board of School Commissioners  
Purchasing Office  
P. O. Box 180069  
Mobile, AL 36618

OR

Board of School Commissioners  
Purchasing Office  
1 Magnum Pass  
Mobile, AL 36618

\_\_\_\_\_ Mailing envelope must be sealed and marked with:

- Bid Number
- Bid Title
- Bid Opening Date and Time

**TO HELP REDUCE POSTAGE COSTS, AWARD NOTICES WILL ONLY BE MAILED TO SUCCESSFUL BIDDERS. THE BID RESPONSES CAN BE VIEWED ON THE WEBSITE; AFTER BOARD APPROVAL, THE OFFICIAL AWARD CAN BE VIEWED ON THE WEBSITE (ACTIVE CONTRACTS).**

**ALL COURIER DELIVERED BIDS MUST HAVE THE BID NUMBER AND TITLE ON THE OUTSIDE OF THE COURIER PACKET**

**Check Each Of The Following As The Necessary Action Is Completed.**

- The **Invitation to Bid** sheet has been signed
- The minority questionnaire
- The variance sheet (if applicable)
- The debarment sheet
- No Bid Bond required
- Addendum (if any) has been included
- AOC Vendor Enrollment Data Sheet
- Read all bid requirements and specifications
- Alabama Immigration Law Compliance Documents
- Vendor Disclosure Statement





# Mobile County PUBLIC SCHOOLS

Don Stringfellow, President, District  
L. Douglas Harwell, Jr., Vice President, District  
Reginald A. Crenshaw, Ph.D., District  
Sherry Dillihay-McDade, District  
Johnny Hatcher, District

1 Magnum Pass, Mobile, Alabama 36618 | [www.mcps.com](http://www.mcps.com)

Superintendent Chresal D. Threadgi

Purchasing Department

Phone (251) 221-4473

Fax (251) 221-4472

[purchasing@mcps.com](mailto:purchasing@mcps.com)

Bid No. 24-49

October 7, 2024

BUYER: CYNTHIA MARTIN

**INSTRUCTIONS FOR ALL BIDDERS WHO ARE  
BIDDING A SUBSTITUTE ITEM:**

**YOU MUST SUBMIT A MANUFACTURERS, SPECIFICATION SHEET WITH BID  
PROPOSAL FOR EACH ITEM YOU ARE BIDDING. YOU MUST ALSO LIST THE  
CORRECT BID ITEM NUMBER ON THE SPECIFICATION SHEET YOU ARE  
SUBMITTING. IF YOU DO NOT SUBMIT THE MANUFACTURERS SPECIFICATION  
SHEET WITH THE BID ITEM NUMBER, THIS MAY BE CAUSE FOR YOUR BID TO  
BE REJECTED.**

**BID ON: SMALL CAFETERIA SUPPLIES & EQUIPMENT - AS NEEDED UNTIL DECEMBER 31, 2025**

**BID NO: 24-49**

**OPENED: OCTOBER 31, 2024 @ 2:00 PM**

**ITEM NSF  
CERTIFIED  
YES/NO**

<b>ITEM #</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>BIDDER</b>	<b>UNIT COST</b>	<b>BRAND &amp; MODEL</b>	<b>DELIVERY</b>	<b>ITEM NSF CERTIFIED YES/NO</b>
1	Aprons A. Black B. Red C. White	Ea.					
2	Bars, Adaptor for Food Service Pans A. 12 inch bar B. 20 inch bar	Ea.					
3	Brushes, Dish Machine/Kettle, Fryer A. 28" Dish Machine Brush B. 26" Kettle Valve Brush	Ea.					
4	Brushes, Pastry A. 3" wide brush B. 4" wide brush C. 3" wide brush with hook molded into handle	Ea.					
5	Brushes, Utility 8"	Ea.					



ITEM #	DESCRIPTION	UNIT	BIDDER	UNIT COST	BRAND & MODEL	DELIVERY	ITEM NSF CERTIFIED YES/NO
6	Bucket, Utility Pail A. 10 qt., gray B. 14 qt., gray	Ea. Ea.					
7	Pail, Sanitizing & Cleaning, 6 qt. A. Red sanitizing pail, 6 qt B. Green cleaning pail, 6 qt	Ea. Ea.					
8a	Manual Can Opener - Model U-12S	Ea.					
8b	Replacement Knife Blade Kit	Ea.					
9	Cart, Mobile, Molded Plastic 19" x 39" x 33" high	Ea.					
10	Cart, Mobile, Platform Truck A. 24" x 36" B. 24" x 48"	Ea. Ea.					
11	Cart, Utility 18" x 31" x 37 1/2" high	Ea.					
12	Colander A. S/S 14 qt. B. Aluminum 16 qt.	Ea. Ea.					

**ITEM NSF  
CERTIFIED  
YES/NO**

ITEM # DESCRIPTION	UNIT	BIDDER	UNIT COST	BRAND & MODEL	DELIVERY	ITEM NSF CERTIFIED YES/NO
13 Cold Keeper	Ea.					
14 Container, Insulated Chest, 54 qt.	Ea.					
15 Cutting Boards						
A. 18" x 24" Red	Ea.					
B. 18" x 24" Green	Ea.					
C. 18" x 24" Yellow	Ea.					
D. 18" x 24" Blue	Ea.					
E. 12" x 18" Red	Ea.					
F. 12" x 18" Green	Ea.					
G. 12" x 18" Yellow	Ea.					
H. 12" x 18" Blue	Ea.					
I. Assorted set of cutting board brushes	Ea.					
J. Cutting board scraper or refinish tool	Ea.					
16 Disher, Ice Cream						
A. Size 4	Ea.					

**ITEM NSF  
CERTIFIED  
YES/NO**

<b>ITEM #</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>BIDDER</b>	<b>UNIT COST</b>	<b>BRAND &amp; MODEL</b>	<b>DELIVERY</b>	<b>ITEM NSF CERTIFIED YES/NO</b>
	B. Size 8	Ea.					
	C. Size 10	Ea.					
	D. Size 16	Ea.					
	E. Size 24	Ea.					
	F. Size 30	Ea.					
	G. Size 40	Ea.					
17	Dishwashing Basket, Sanitizing	Ea.					
18	Dishwashing Racks						
	A. All Purpose Plate/Tray	Ea.					
	B. Combination Cup/Flatware	Ea.					
	C. Open Side Rack	Ea.					
	D. Open End Peg Rack	Ea.					
19	Dispenser, Napkin, Super Serve	Ea.					
20	Dispenser, Tea						
	A. Plastic - 3 gal	Ea.					

ITEM NSF  
CERTIFIED  
YES/NO

ITEM #	DESCRIPTION	UNIT	BIDDER	UNIT COST	BRAND & MODEL	DELIVERY	ITEM NSF CERTIFIED YES/NO
	B. Stainless Steel - 5 gal	Ea.					
	C. Stainless Steel - 10 gal	Ea.					
	D. Replacement faucet for Cecilware	Ea.					
21	Food Storage Boxes w/lids (Set of 5) A. 12 X 18 X 6 List colors and product numbers for both boxes and lids quoted.	Set					
22	Fork, Cook's	Ea.					
23	Grate, Wire - 12" x 20"	Ea.					
24	Hand Truck	Ea.					
25	Knives A. Paring, 3" to 3-1/2" blade B. Boning, 6" blade (wide) C. Slicer, Cold Meat, 10" blade D. Slicer, Scalloped Edge, 10" blade E. Cooks, 10" blade	Ea.					

**ITEM NSF  
CERTIFIED  
YES/NO**

<b>ITEM #</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>BIDDER</b>	<b>UNIT COST</b>	<b>BRAND &amp; MODEL</b>	<b>DELIVERY</b>	<b>ITEM NSF CERTIFIED YES/NO</b>
	F. Rack, Knife	Ea.					
26	Ladle, Serving A. 1 oz. ladle	Ea.					
25	Knives A. Paring, 3" to 3-1/2" blade B. Boning, 6" blade (wide)	Ea.					
	C. Slicer, Cold Meat, 10" blade	Ea.					
	D. Slicer, Scalloped Edge, 10" blade	Ea.					
	E. Cooks, 10" blade	Ea.					
	F. Rack, Knife	Ea.					
26	Ladle, Serving A. 1 oz. ladle	Ea.					
27	Ladle, Transfer	Ea.					
28	Light Bulbs A. 60 watt - coated B. 100 watt - coated	Ea.					

**ITEM NSF  
CERTIFIED  
YES/NO**

<b>ITEM #</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>BIDDER</b>	<b>UNIT COST</b>	<b>BRAND &amp; MODEL</b>	<b>DELIVERY</b>	<b>ITEM NSF CERTIFIED YES/NO</b>
	C. Globes	Ea.					
	D. 18" Flow Bulbs	Ea.					
29	Masher, Square	Ea.					
30	Mats, Fatigue -						
	A. 36" x 60"	Ea.					
	B. 36" x 60"	Ea.					
31	Measures, Liquid and Dry (Alum)						
	A. 4 qt. liquid	Ea.					
	B. 4 qt. dry	Ea.					
	C. 2 qt. liquid	Ea.					
	D. 2 qt. dry	Ea.					
	E. 1/2 qt. liquid	Ea.					
	F. 1/2 qt. dry	Ea.					
32	Measures, Liquid (Poly)						
	A. 4 qt. liquid	Ea.					
	B. 2 qt. liquid	Ea.					

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CERTIFIED  
YES/NO**

<b>ITEM #</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>BIDDER</b>	<b>UNIT COST</b>	<b>BRAND &amp; MODEL</b>	<b>DELIVERY</b>	<b>ITEM NSF CERTIFIED YES/NO</b>
	C. 1 qt. liquid	Ea.					
	D. 1 pt. liquid	Ea.					
33	Measuring Cup Set - (S/S)	Ea.					
34	Measuring Spoon Set (Stainless Steel)	Ea.					
35	Ice Paddle	Ea.					
	A. 64 oz paddle						
	B. 128 oz paddle	Ea.					
36	Paddle, Mixing - 36" handle	Ea.					
37	Pan, Bake & Roast	Ea.					
38	Pan, Bun	Ea.					
	A. Full Size: 18" x 26" x 1"						
	B. Half Size: 13" x 18" x 1"	Ea.					
	C. Full Size Perforated: 18 x 25 3/4 x 1	Ea.					
	D. Half Size Perforated: 17 3/4 x 12 7/8 x 1	Ea.					

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39	Pan, Cup Cake (Muffin), 24 ct.	Ea.					
40	Pan, Dish Utility	Ea.					
41	Pans, Food Service and Accessories (Poly)						
	A. Full size - 4" deep	Ea.					
	B. Full size perforated drain bottom	Ea.					
	C. Full size cover with handle	Ea.					
	D. Half size - 4" deep	Ea.					
	E. Half size perforated drain bottom	Ea.					
	F. Half size cover with handle	Ea.					
	G. One third size - 4" deep	Ea.					
	H. One third size cover with handle	Ea.					
	I. One fourth size - 4" deep	Ea.					
	J. One fourth size cover with handle	Ea.					
	K. One sixth size - 4" deep	Ea.					



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L. One sixth size cover with handle, notched	Ea.					
M. One sixth size cover with handle	Ea.					
42 Pans, Food Service and Accessories (S/S)						
A. Full size - 6" deep	Ea.					
B. Full size - 4" deep	Ea.					
C. Full size - 2-1/2" deep	Ea.					
D. Full size cover, flat	Ea.					
E. Full size cover, plain dome	Ea.					
F. Half size - 4" deep	Ea.					
G. Half size - 2-1/2" deep	Ea.					
H. Half size cover flat	Ea.					
I. Long one half size - 4" deep	Ea.					
J. Long half size 2-1/2" deep	Ea.					
K. Long half-size cover, flat	Ea.					

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	L. One third size 4" deep	Ea.					
	M. One third size 6" deep	Ea.					
	N. One third size cover, flat	Ea.					
	O. One fourth size 6" deep	Ea.					
	P. One fourth size cover, flat	Ea.					
43	Pans, Food Service Perforated (S/S)						
	A. Full size - 4" deep	Ea.					
	B. Full size - 2-1/2" deep	Ea.					
	C. Half size 4" deep	Ea.					
44	Pans, Sauce and Lids						
	A. Sauce pan, 2 - 3 qt. tapered sides	Ea.					
	B. Sauce pan, 7 qt. tapered sides	Ea.					
	C. Sauce pan, 4 - 4-1/2 qt. tapered sides	Ea.					
	D. Lid for B - 7 qt.	Ea.					
	E. Lid for C - 4 - 4-1/2 qt.	Ea.					

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<b>ITEM #</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>BIDDER</b>	<b>UNIT COST</b>	<b>BRAND &amp; MODEL</b>	<b>DELIVERY</b>	<b>ITEM NSF CERTIFIED YES/NO</b>
45	Peeler, Vegetable (S/S blade)	Ea.					
46	Pitcher, Water, 64 oz	Ea.					
47	Pot, Stock W/Lid	Ea.					
	A. Stock Pot - 20 qt.						
	B. Lid for A - 20 qt. stock pot	Ea.					
48	Rack Dunnage (Poly)	Ea.					
	A. 21" D x 30" W						
	B. 21" D x 36" W						
	C. 21" D x 48" W	Ea.					
49	Rolling Pin - 15" (heavy duty aluminum)	Ea.					
50	Scale, Dial, Portion	Ea.					
	A. 5 lb. capacity						
	B. 60 lb. capacity	Ea.					
51	Scale, Digital, Portion	Ea.					
52	Scoop	Ea.					
	A. Scoop, approx. 5 oz. capacity						
	B. Scoop, approx. 24 oz. capacity	Ea.					

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	C. Scoop, approx. 50 oz. capacity	Ea.					
53	Sharpener, Knife, Electric	Ea.					
54	Shears, Poultry	Ea.					
55	Shelf, Wall A. 18" X 36", solid B. 18" X 48", solid	Ea.					
56	Sifter, Flour - 3 lb capacity	Ea.					
57	Silverware Cylinders - (S/S)	Ea.					
58	Silverware Holder - (S/S)	Ea.					
59	Skimmer - (S/S)	Ea.					
60	Skimmer, Wire Mesh, 9"	Ea.					
61	Special Needs A. Food Processor B. Blender	Ea.					

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62	Spatula, Frosting, 8-10" blade	Ea.					
63	Spatula, Scraper A. Plate Scraper B. Spoon Shaped Scraper C. High Heat Scraper	Ea.					
64	Spoon, Cook's (20 guage SS) A. Solid B. Perforated C. Slotted	Ea.					
65	Spreader, Sandwich, 3 1/2" blade	Ea.					
66	Thermometer, Digital, w/probe -40/+300 degrees	Ea.					
67	Thermometer, Freezer/Refrigerator -20/+60 degrees, dial type.	Ea.					
68	Thermometer, Meat 120/200 degrees	Ea.					
69	Thermometer, Oven 100/600 degrees	Ea.					

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70	Thermometer, Pocket A. 0/220 degrees dial type	Ea.					
	B. -50/+300 degrees. Digital	Ea.					
71	Thermometer, Wall Mount	Ea.					
72	Tongs, Utility (Stainless Steel) Heavy Duty, Cool touch handles A. Tong 9"	Ea.					
	B. Tong 12"	Ea.					
73	Tongs, Utility (Plastic) A. 9" utility	Ea.					
	B. 9" salad	Ea.					
74	Trays - (4 compartment) 8-1/2" x 11"	Dz.					
75	Trays - (6 compartment) 10" x 13"	Dz.					
76	Trays, Round (Plates)	Dz.					
77	Turner A. Turner, off set, blade size approx. 2" x 2 1/2"	Ea.					
	B. Turner, off set, blade size approx. 4" x 2"	Ea.					

ITEM #	DESCRIPTION	UNIT	BIDDER	UNIT COST	BRAND & MODEL	DELIVERY	ITEM NSF CERTIFIED YES/NO
	C. Turner, hamburger	Ea.					
	D. Turner, 12" handle	Ea.					
	E. Turner - 14" with solid blade approx . 8" x 3"	Ea.					
78	Utensils, Pasta Server						
	A. Tong - 8"	Ea.					
	B. Pasta Server Fork - 9 1/2"	Ea.					
79	Utensils, Portion Control (Polycarbonate)						
	A. Solid bowl server - 3 oz.	Ea.					
	B. Solid bowl server - 4 oz.	Ea.					
	C. Solid bowl server - 6 oz.	Ea.					
	D. Turner (blade approx. 5" x 3"	Ea.					
	E. Spoon, solid bowl	Ea.					
	F. Spoon, perforated bowl	Ea.					
	G. Tongs - 6"	Ea.					
	H. Tongs - 12"	Ea.					

ITEM #	DESCRIPTION	UNIT	BIDDER	UNIT COST	BRAND & MODEL	DELIVERY	ITEM NSF CERTIFIED YES/NO
80	Utensils, Portion Control (Stainless Steel)	Ea.					
	A. Solid bowl server - 3 oz.						
	B. Solid bowl server - 4 oz.						
	C. Perforated bowl server - 4 oz.						
	D. Solid bowl server - 8 oz.						
	E. Perforated bowl server - 8 oz.						
81	Water Hose (Hot water type)	Ea.					
	A. 25'						
	B. 50'						
82	Nozzle (for Hot water hose)	Ea.					
83	Wedge/Corer	Ea.					
	A. 4 wedge						
	B. 6 wedge						
84	Whip, French Wire (S/S)	Ea.					
	A. 12" long						
	B. 18" long						



ITEM #	DESCRIPTION	UNIT	BIDDER	UNIT COST	BRAND & MODEL	DELIVERY	ITEM NSF CERTIFIED YES/NO
85	Apron, Bib (Pencil Pocket) A. White	Ea.					
	B. Black	Ea.					
86	Pan Lift Handles	Ea.					
87	Bung Wrench Lid Lifter Tool	Ea.					
88	Dishers/Scoops, Ambidextrous A. Size 8	Ea.					
	B. Size 10	Ea.					
	C. Size 16	Ea.					
	D. Size 24	Ea.					
	E. Size 30	Ea.					
	F. Size 40	Ea.					
89	T-Shirt Bags, 1,000 in case	Case					
90	T-Shirt Bag Stand, 2 per case	Case					
91	Reclosable Poly Bag, Zipper, 1,000 per case	Case					

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YES/NO

ITEM #	DESCRIPTION	UNIT	BIDDER	UNIT COST	BRAND & MODEL	DELIVERY	ITEM NSF CERTIFIED YES/NO
92	Disposable Wipes, 6/270 case	Case					
93	Food Carrier, Insulated Plastic	Ea.					
94	Heat Warmer	Ea.					
95	Dolly	Ea.					
96	Freezer Jacket A. XL Size	Ea.					
	B. XXL Size	Ea.					
97	Washer Basket	Ea.					
98	Spoodle, 8 oz., Perforated	Ea.					
99	Thermometer, Pocket, Thin Tip	Ea.					
100	Thermometer, Dishwasher, Front Display	Ea.					
101	Insulated Food Delivery Bags A. 21" x 15" x 17"	Ea.					
	B. 18" x 14" x 12"	Ea.					

**NOTE: THE BID PRICE SHEETS MUST BE TYPED. ALL HANDWRITTEN PRICE SHEETS  
WILL BE REJECTED.**