

**JEFFERSON COUNTY SCHOOL DISTRICT
REQUEST FOR PROPOSAL
Equipment for Child Nutrition and Cafeteria**

Overview

1. Introduction: The Jefferson County School District (JCS D) is located in Fayette, MS. School facilities consist of four schools and one central office. The district has approximately 1,050 students.
2. Purpose of RFP: The district is requesting sealed bid proposals in the areas of **Equipment (Cafeteria/ Food Service)** for 2 separate and distinct cafeteria locations in the school district(See A for specifics).
3. Each category can be bid on separately (See A).
4. Tentative schedule of RFP events are as follows:
 - a. **RFP Released: 8/8/2022- 8/26/2022**
 - b. **Proposal Due Date: 8/29/2022 at 10:00 a.m. Bid Opening: 9/12/2022 at 5:00 p.m.**
5. These services shall be provided to the Jefferson County School District at the point of bid acceptance notification with equipment installation provided immediately - but no later than September 30, 2022.
6. The Superintendent reserves the right to reject any and all bids.
7. General Specifications and Instructions to Bidders:
 - a. A paper copy or an email copy of this document, including any addendums, can be obtained by request below. You may also see the district's website.

Dr. Adrian Hammitte, Superintendent
Dr. Faye Brown, Director of Child Nutrition
Jefferson County School District
Post Office Box 157
942 Main Street
Fayette, MS 39069
(601) 786-3721 (voice)
(601) 786-8441 (fax)
E-Mail: ahammitte@jcpsd.net

- b. RFP Submission requirements: **Submit 4 copies** of the RFP response **in one sealed package with Equipment for Child Nutrition and Cafeteria** indicated on the outside of the package by 8/29/2022 10:00 a.m. to the following address:

Dr. Adrian Hammitte, Superintendent
Dr. Faye Brown, Director of Child Nutrition
Jefferson County School District
Post Office Box 157
942 Main Street
Fayette, MS 39069

COMMUNICATIONS REGARDING THE RFP

All questions regarding the RFP are to be submitted, in writing to
Dr. Faye Brown, Director of Child Nutrition
Jefferson County School District
Post Office 157
2277 Main Street
Fayette, MS 39069
E-Mail: fbrown@jcpsd.net

The deadline for submission of written questions is August 15, 2022. All responses to written questions and changes to specification requirements will be communicated via email to the person submitting questions.

All questions, comments and requests for clarifications must be in writing. Any oral communications shall be considered unofficial and non-binding.

Only written responses to written communications shall be considered official and binding upon the School District. The School District reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions and requests for clarification.

All addendums and/or any other correspondence (general information, question and responses) to this RFP will be made available **exclusively** through the Jefferson County School District. Contractors are solely responsible for frequently checking this website for updates to this RFP.

Minimum Eligibility Requirements for Contract Award

1. Applicants must provide documentation of a minimum of five (5) years of experience providing commercial equipment.
2. Applicants must address and provide (if applicable) a list of any pending/past litigation or investigations that have occurred within the past five (5) years.
3. Applicants must have financial stability and adequate staff to manage the program.
4. Applicants must, at all times during the contract term and at their own expense, keep in full force and effect comprehensive general liability insurance with "personal injury" coverage; commercial or business auto liability insurance; physical and contractual liability coverage, with minimum limits of ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) on account of bodily injuries to or death of one person and an aggregate of THREE MILLION AND NO/100 DOLLARS (\$3,000,000.00) for any one occurrence. **Jefferson County School District** and **Jefferson County School District's Superintendent** shall be named additional insured on the said policy. The insurance policies required under this Section shall not be modified or canceled except upon 30 days written notice to **Jefferson County School District**. Proof of insurance must be submitted to the **Jefferson County School District** at the time the contract is executed.
5. Applicants must, at all times during the contract term and at their own expense, keep in full force and effect a policy of workers' compensation insurance for coverage in Mississippi with an employer's liability limit of:

Bodily Injury by accident - \$500,000.00 each employee

Bodily Injury by disease - \$500,000.00 policy limit

Bodily Injury by disease - \$500,000.00 each employee

The **Jefferson County School District School Board** shall be named additional insured on the said policy. The insurance policies required under the Section shall not be modified or canceled except upon

30 days written notice. Proof of insurance must be submitted to the **Jefferson County School District** at the time the contract is executed.

6. Contractors' staff involved in this project may be required to participate in a criminal background check process as prescribed by the school district.
7. Applicants must comply with all applicable licensing and certification requirements specific to the proposed services.
8. Applicants must be in compliance with all applicable City, County, State and Federal laws, regulation codes and ordinances. The vendor must reference in its contract if awarded the bid that the vendor has read, understood, agreed, signed and submitted an original copy of the ARRA Contractual Services Providers' Assurances to the LEA - Exhibit I.

Purpose of RFP

To solicit requests from qualified vendors to bid on Equipment for Child Nutrition and Cafeteria in the **Jefferson County School District**

Proposal Requirements and Project Scope

A- Jefferson County TriPlex Cafeteria and Jefferson County High School Cafeteria.

Professional Development Services Specifications

JEFFERSON COUNTY SCHOOL DISTRICT

The Jefferson County School District is requesting bids for the following: An equipment implementation plan for child nutrition food safety and management of Jefferson County TriPlex Cafeteria and Jefferson County High School Cafeteria that focuses on industry compliant food service equipment. **The equipment implementation plan will:**

- Provide walk-in coolers, freezer, cooler//freezer, milk coolers, convection steamers, combi oven, convection oven, reach-in freezer, meat slicer, ingredient bins, mobile heated cabinet, including but not limited to product identification and implementation.
- Provide coaching to district maintenance staff and HVAC staff to develop and implement product maintenance plans and proper product usage/maintenance.
- Provide professional development to district maintenance child nutrition staff to develop and implement proper product usage/maintenance.
- Provide warranty, product sustainability and product complement to the implement approved HACCP and Food Safety Management.
- Provide any other applicable implementation service as identified by observation or upon the district's request.

All responses to the RFP must demonstrate the vendor's expertise and capacity to integrate the use of industry knowledge to do the following at each school:

- Guide child nutrition staff in setting up technology in their office/cafeteria to monitor usage/ compliance of installed equipment - where applicable.
- Model proper equipment use for district child nutrition, maintenance and HVAC staff of installed equipment.
- Model proper equipment maintenance for district child nutrition, maintenance and HVAC staff of installed equipment.

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SCORING METHODOLOGY

**Jefferson County School District
Post Office Box 157
942 Main St.
Fayette, MS 39069
(601) 786-3721**

Jefferson County School District will use any or all of the following categories in developing a scoring mechanism for this bid prior to the receipt of proposals. All information provided by the Vendors, as well as any other information available to Jefferson County School District staff, will be used to evaluate the proposals.

1. Organizational Experience **20 Points**

Variables considered in evaluating this category will include, but not be limited to the following:

- a) Applicant's experience and success in conducting similar work
- b) Experience in fulfilling contract of similar nature
- c) Quality and completeness of proposal
- d) Number of years in business

2. Program Design **35 Points**

Variables considered in evaluating this category will include, but not be limited to the following: overall approach and the Applicant's grasp of the project as shown by the depth, breath, and clarity of the proposal;

- a) Innovative and creative approach
- b) Connection, representation and sensitivity to cultural and ethnic diversity
- c) Ability to maintain alignment with Standards of the Mississippi Department of Education, ELA Shifts & Math Practices, PLCs, State Assessments, and Teacher Evaluation System.
- d) Demonstration of capacity to help teachers integrate the Jefferson County School District technology equipment in classrooms

3. Cost Efficiency **20 Points**

- a. Total cost of proposed services
- b. Service and support cost;

4. Program Operations **25 Points**

- a. Adequacy of resources, including personnel, equipment, financial stability and other related factors
- b. Management and planning: The quality of procedures and organizational structures proposed for completion of the work
- c. Timeliness of services;

Total Possible Score: **100 Points** *(Plus *Value Added)*

- A. The Applicants should propose its best and final cost offer in the proposal. The district, at its sole discretion, may open negotiations with responsible applicants after submission of proposals and prior to award. The district specifically reserves the right to award without negotiations based upon written proposals only.
- B. The evaluation process will include contact with individuals or organizations identified by the Applicant as a current/former customer or reference. The evaluation process also includes a status check with the Mississippi State Comptroller to ensure that the Applicant is in good standing.

**Value-Added is defined as a product(s) or service(s), exclusive of the stated functional and technical requirements and provided to the District at no additional charge, which, in the sole judgment of the District, provides both benefit and value to the District significant enough to distinguish the proposal and merit the award of additional points. A Value-added rating between 0 and 5 may be assigned based on the assessment of the District. These points will be added to the total score.*