

Instructions to Bidders
Newaygo Public Schools

Food Service Summer Program / Refrigerator & Freezer Rental

Introduction

The Newaygo Public Schools Board of Education is accepting bids from qualified vendors for delivery, rental and pick up of two portable walk-in refrigeration/freezer units. These units will be used outdoors to store perishable items and must meet our operational requirements for durability and efficiency.

Background

Newaygo Public Schools Food Service Department sponsors a Summer Food Service Program (SFSP) for children. Free meals will be made available to children 18 years of age and under or persons up to age 26 who are enrolled in an educational program for the mentally or physically disabled that is recognized by a State or local public educational agency. The meals will be provided without regard to race, color, national origin, age, sex (including gender identity and sexual orientation), or disability. The expansion of this program has surpassed our present equipment capacity. We require this equipment to ensure proper storage of food items.

Your proposal marked “Sealed Bid: Newaygo Public Schools – Food Service Summer Program / Refrigerator & Freezer Rental” will be accepted **NO LATER THAN 2:00pm, Thursday March 13, 2025**. Bids can be sent to Newaygo Public Schools Administrative Office, Attention Mary Anne Charette, 360 Mill Street, PO Box 820, Newaygo, MI 49337.

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid proposal. The bid proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Newaygo Public Schools Board of Education or the Newaygo Public Schools Superintendent. The District will not accept a bid proposal that does not include these sworn and notarized disclosure statements. All bidders must provide a reference sheet (such as the one provided). If you have another format to provide this information, please do so in that other format. The Board of Education reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and in general to make awards in any manner deemed to be in the best interests of the owner.

General Requirements

1 Refrigeration Unit

- Type: Outdoor walk-in refrigeration unit
- Dimensions: 8' wide X 20' deep X 7' height (or higher)

Temperature: Constant Range 33F to 41F
Power Supply: 220V, 30 amps, single phase, 4 wire connection
Security Feature: Lockable Door

1 Freezer Unit

Type: Outdoor walk-in freezer unit
Dimensions: 8' wide X 20' deep X 7' height (or higher)
Temperature: Constant Range 0F to -10F
Power Supply: 220V, 30 amps, single phase, 4 wire connection
Security Feature: Lockable Door

Two Month Lease: Approximately June 12 to August 11

Features: Durable, Weather Resistant
Pre-Assembled
Pre-Wired
Electrical Powered
Energy-Efficient
Ground Level Entrance

Delivery / Pick Up Requirements: Units will be delivered to and picked up from
Newaygo Middle School
850 East 76th Street
Newaygo, MI 49337.

Newaygo Public Schools
Food Service Summer Program / Refrigerator & Freezer Rental
Bid Response

Pricing is firm and shall remain in effect for 90 days.

Company Name

Website

Address

Phone Number

Email Address

Date

Signature

Printed Name

Title

Deadline

Bids will be received by the deadline of March 13, 2025 @ 2:00pm. Bids will be publicly opened and read at Newaygo Administration Office at 360 S. Mill St, Newaygo, MI 49337. No late bids will be accepted. Please return one (1) copy of each, Page 3, 5 & 6.

Evaluation Criteria

Bids will be evaluated based on compliance with specification, cost-effectiveness and references received in the bid packet.

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Questions

For any questions regarding this RFP, please contact Mary Anne Charette at mcharette@newaygo.net

Conclusion

We look forward to receiving your proposal and appreciate your interest in partnering with Newaygo Public Schools for our outdoor refrigeration/freezer needs.

References

List references for similar services provide for at least three (3) clients in the past five (5) years.

Client 1:

Organization Name: _____

Contact Name: _____

Phone: _____

Project(s): _____

Client 2:

Organization Name: _____

Contact Name: _____

Phone: _____

Project(s): _____

Client 3:

Organization Name: _____

Contact Name: _____

Phone: _____

Project(s): _____

Affidavit of Bidder

The undersigned, owner or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Newaygo Public Schools (School District) advertisement for Food Service Summer Program / Refrigerator & Freezer Rental hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the "Bidder" and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships (or state "None")

Bidder:

Signature of Bidder

Printed Name

Title

STATEOFMICHIGAN

COUNTY OF _____

This instrument was acknowledged before me on the day of _____, 2025, by

Notary Public

_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____