

## Invitation for Bid 0057220

For

Ice Machines and Ice Bins

July 11, 2018

**Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.**

**INVITATION FOR SEALED BID # 0057220**

**Ice Machines and Ice Bins**

**VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (VIRGINIA TECH)**

**PROCUREMENT DEPARTMENT (MC 0333)**

**NORTH END CENTER, SUITE 2100, 300 TURNER STREET NW**

**BLACKSBURG, VIRGINIA 24061**

|  |  |  |
| --- | --- | --- |
| DATE  July 11, 2018 | BID RETURN DATE AND HOUR | BID OPENING DATE AND HOUR  August 1, 2018 3PM |

BIDDERS ADDRESS

|  |  |  |
| --- | --- | --- |
|  |  | ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO:  **Trisha Wilson, CPPB**  Senior Buyer  E-MAIL ADDRESS: wilsont@vt.edu  TELEPHONE NUMBER (540) 231-7402  FAX NUMBER (540) 231-9628  AFTER HOUR MESSAGES (540) 231-6221 |

**SPECIAL INSTRUCTIONS**

1. **Sealed Bids** must be mailed, express mailed or hand delivered directly to the Procurement Department.

Sealed Bids cannot be faxed or emailed directly to the Procurement Department, see “Facsimile Bids” of the attached General Terms and Conditions.

1. **Unsealed Bids** can be faxed or emailed and must be received prior to the time and date designated.
2. Responses must be submitted on this form and the attachment (s) provided.
3. Responses shall be signed below.
4. Responses will be received in the Virginia Polytechnic Institute and State University (Virginia Tech), Procurement Department (MC 0333), North End Center, Suite 2100, 300 Turner Street, NW, Blacksburg, VA 24061 until the bid opening date and hour or, if specified, the bid return date and hour shown above.

Please note that USPS is delivered to a central location and is not delivered directly to Procurement. Allow extra time if sending proposal via USPS. It is the vendor’s responsibility to ensure proposals are received in the Procurement office at the appropriate date and time for consideration

1. Contact the buyer listed above for bid award information. Enclose a self-addressed stamped envelope if you wish to obtain price information.
2. **DELIVERY IS F.O.B. DESTINATION UNLESS OTHERWISE NOTED IN THE BODY OF THE BID.**
3. Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.apps.vpfin.vt.edu/html.docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.
4. **Bidders must be aware of the fees associated with the eVA Business-To-Government Vendor Registration requirement described herein and at http://www.eva.state.va.us/ and submit prices accordingly.**
5. **OPTIONAL SITE VISIT:** See Section VI regarding arranging a site visit.

CERTIFICATION: IN ACCORDANCE WITH THIS INVITATION FOR SEALED BID AND SUBJECT TO ALL TERMS AND CONDITIONS CONTAINED HEREIN INCLUDING THE GENERAL TERMS AND CONDITIONS SHOWN AT <http://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_BID_01012018.pdf>

THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE GOODS OR SERVICES FOR THE PRICE(S) OFFERED.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FULL LEGAL NAME (PRINT)  (Company name as it appears with your Federal Taxpayer Number) | | | | FEDERAL TAXPAYER NUMBER (ID#) | | | | DELIVERY DATE |
| BUSINESS NAME/DBA NAME/TA NAME  (If different than the Full Legal Name) | | | | FEDERAL TAXPAYER NUMBER  (If different than ID# above) | | | | |
| BILLING NAME  (Company name as it appears on your invoice) | | | | FEDERAL TAXPAYER NUMBER  (If different than ID# above) | | | | |
| PURCHASE ORDER ADDRESS | | | | PAYMENT ADDRESS | | | | |
| CONTACT NAME/TITLE (PRINT) | | | | SIGNATURE (IN INK) | | | | DATE |
| E-MAIL ADDRESS | TELEPHONE NUMBER | | | TOLL FREE TELEPHONE NUMBER | | | | FAX NUMBER |
| \*BUSINESS CLASSIFICATION | | LARGE | SMALL | | MINORITY-OWNED | | WOMEN-OWNED | |
| \*Business Classification definitions can be viewed at <http://www.procurement.vt.edu/vendor/class.html> | | | | | | | | |
| \*Is your Classification certified by the Virginia Department of Small Business and Supplier Diversity (SBSD)?  Yes  No | | | | | | If yes, provide Certification Number: | | |
| \*For assistance with certification questions, please visit: <http://sbsd.virginia.gov/> | | | | | | | | |

I acknowledge that I have received the following addendums posted for this solicitation.

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5\_\_\_\_\_ 6\_\_\_\_\_ (Please check all that apply)

Is any member of the firm an employee of the Commonwealth of Virginia who has a personal interest in this contract pursuant to the Code of Virginia? YES\_\_\_\_\_\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**THIS IS NOT AN ORDER**

Revised 01/01/2018

I. PURPOSE:

The intent and purpose of this Invitation For Sealed Bid is to establish a purchase order with one qualified source that can provide **ice machines and ice bins** for Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

II. SMALL, WOMAN-OWNED AND MINORITY (SWAM) BUSINESS PARTICIPATION:

The mission of the Virginia Tech supplier opportunity program is to foster inclusion in the university supply chain and accelerate economic growth in our local communities through the engagement and empowerment of high quality and cost competitive small, minority-owned, women-owned, and local suppliers. Virginia Tech encourages prime suppliers, contractors, and service providers to facilitate the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

III. BACKGROUND:

Virginia Polytechnic Institute and State University (Virginia Tech) is located in Blacksburg, Virginia, approximately 40 miles southwest of Roanoke, Virginia, the major commercial hub of the area. In addition to the university’s main campus in Blacksburg, major off campus locations include twelve agriculture experiment research stations, the Marion duPont Scott Equine Medical Center and graduate centers in Roanoke and Fairfax, Virginia. Regularly scheduled air service is provided at the Roanoke Regional Airport.

Dedicated to its motto, Ut Prosim (That I May Serve), Virginia Tech takes a hands-on, engaging approach to education, preparing scholars to be leaders in their fields and communities. As the Commonwealth’s most comprehensive university and its leading research institution, Virginia Tech offers 240 undergraduate degree programs to more than 31,000 students and manages a research portfolio of nearly $513 million. The university fulfills its land-grant mission of transforming knowledge to practice through technological leadership and by fueling economic growth and job creation locally, regionally, and across Virginia.

Owens Dining Center is the home of Owens Food Court, which consists of 12 specialty shops serving international and American favorites. The building also contains Hokie Grill & Co., home to Pizza Hut®, Chick-fil-A®, Blue Ridge Barbecue, and Dunkin Donuts. A soup, salad, and fruit bar are offered along with deli sandwiches and bakery-style cookies.

Dining Services is in need of four (4) Follet Ice Machines, Nugget Compressed, Model No. HCC1410WBT and two (2) Follett Ice Bins for the Ice Machines, Model No. ITS2250SG-60.

IV. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. *We are, therefore, requesting that your firm register as a trading partner within the eVA system.*

There are registration fees and transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <http://www.eva.virginia.gov/pages/eva-registration-buyer-vendor.htm> and **register both with eVA and Ariba**. *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: <http://www.eva.virginia.gov>, or call 866-289-7367 or 804-371-2525.

V. SCOPE OF WORK:

A. OVERVIEW

The vendor shall remove current ice machines and furnish, deliver, set in place and connect to utilities for four (4) Follett LLC Ice Machines, Model No. HCC1410WBT and two (2) Follett LLC Ice Bins for Ice Machines Model No. ITS2250SG-60. No substitutions allowed. The contractor and any subcontractors are to be properly licensed for the goods/services provided. The contractor shall have proof of insurance. Installation to be completed during Summer Break 2018.

Utilities to be provided to the equipment location by Virginia Tech.

B. SPECIFICATIONS

(1) Follett LLC Ice Machine, Nugget Compressed, Model No. HCC1410WBT, Quantity=4 each

* Dimensions: 22.5(h) x 29.15(w) x 29.15(d)
* Horizon Elite Chewblet Ice Machine
* Water–cooled
* Self-contained condenser, for mounting on Follett ice storage bins
* Up to 1475 lb production in 24 hours
* LED display
* Agion antimicrobial protection
* Antimicrobial evaporator
* Semi-automatic cleaning & sanitizing system
* NSF
* ETL
* 3 year parts & labor warranty
* Additional 2 years compressor warranty (parts only), standard
* 208-230/60/1, 14.0 Amps, NEMA 6-20P, standard
* Model 00978957 High Capacity Walter Filter System, Qty=4 each (one per ice machine), for use with all Follett Ice Machines & Ice & Water Dispensers. Filtration capacity 15,000 gallons (56,781 liters), NSF

(2) Follett LLC Ice Bin for Ice Machines, Model No. ITS2250SG-60, Quantity=2 each

* Dimensions: 97(h) X 60 (w) X 40(d)
* ITS Ice Storage & Transport System
* Elevated bin
* 2,133 lb bin storage,
* For cube or flake ice
* 2 Polyethylene carts with lids & casters, cart cap. 240lb., ice paddle, poly liner, SmartGATE, poly lift door with PowerHinge, stainless steel exterior, custom cust top, NSF
* 5 year parts & labor warranty, standard
* 4 st Model ABICETOTP Totes Ice Carrier, 25 lb maxium capacity, for ITS series, set of 6

VI. OPTIONAL SITE VISIT:

It will be the responsibility of the bidder to request clarification concerning any and all questions pertaining to the terms and conditions, specifications, and definitions contained within this bid no later than five days prior to the bid opening date. Questions should be directed to:

For technical information and to arrange an optional site visit contact:

Main contact person:

Virginia Polytechnic Institute and State University (Virginia Tech)

Attn: Christine Boling

Dining Services (0428)

New Hall West, Suite 109

Blacksburg, Virginia 24061

540-231-5993

Secondary contact person:

Joe Bermo

Dining Services-Maintenance (0701)

150 Kent Street

41Owens Hall

Blacksburg, Virginia 24061

Phone: 540-231-5845

Cell: 750-0234

For bid information contact:

Trisha Wilson, CPPB

Contract Officer/Buyer, Senior

Virginia Tech

Procurement Department (MC 0333)

North End Center Suite 2100

300 Turner Street NW

Blacksburg, VA 24060

Phone: 540-231-7402

**It is strongly recommended that you obtain a Virginia Tech parking permit for display on your vehicle prior to attending the site visit. Parking permits are available from the Virginia Tech Parking Services Department located at 605 Research Center Drive, phone: (540) 231-3200, e-mail:** [**parking@vt.edu**](mailto:parking@vt.edu)**.**

VII. PRICE SCHEDULE: (TO BE COMPLETED BY BIDDER):

The vendor shall remove current ice machines and furnish, deliver, set in place and connect to utilities for four (4) Follett LLC Ice Machines, Model No. HCC1410WBT and two (2) Follett LLC Ice Bins for Ice Machines Model No. ITS2250SG-60 in accordance with all specifications, terms and conditions contained herein, for the lump sum price of:

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VIII. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor after satisfactory delivery of the specified ice machines and ice bins and receipt of the contractor’s invoice.

Payment can be expedited through the use of the Wells One AP Control Payment System. Virginia Tech strongly encourages participation in this program. For more information on this program please refer to Virginia Tech’s Purchasing website: <http://www.procurement.vt.edu/vendor/wellsone.html> or contact the person in Procurement Department identified in the IFB.

IX. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted by email to [vtinvoices@vt.edu](mailto:vtinvoices@vt.edu) or by mail to:

Virginia Polytechnic Institute and State University (Virginia Tech)

Accounts Payable

North End Center, Suite 3300

300 Turner Street NW

Blacksburg, Virginia 24061

X. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.apps.vpfin.vt.edu/html.docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

XI. CONTROLLING VERSION OF SOLICITATION:

The posted version of the solicitation and any addenda issued by Virginia Tech Procurement Services is the mandatory controlling version of the document. Any modification of/or additions to the solicitation by the Bidder shall not modify the official version of the solicitation issued by Virginia Tech Procurement Services. Such modifications or additions to the solicitation by the Bidder may be cause for rejection of the bid; however, Virginia Tech reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid.

XII. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions.

XIII. ATTACHMENTS:

Attachment A – Terms and Conditions

**ATTACHMENT A**

**TERMS AND CONDITIONS**

**RFP/BID GENERAL TERMS AND CONDITIONS**

See <http://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_BID_01012018.pdf>

**ADDITIONAL TERMS AND CONDITIONS**

1. **ADDITIONAL GOODS AND SERVICES**: The University may acquire other goods or services that the supplier provides than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement, and should be provided at favored nations pricing, terms and conditions.
2. **AUDIT**: The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
3. **AVAILABILITY OF FUNDS**: It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

**D. IDENTIFICATION OF BID/PROPOSAL ENVELOPE**: The signed bid or proposal should be returned in a separate envelope or package and identified as follows:

From: \_\_\_\_

Name of Bidder or Offeror Due Date Time Due

\_\_\_\_\_

Street or Box No. Solicitation Number

\_\_\_\_\_

City, State, Zip Code Solicitation Title

Name of Procurement Officer: \_\_\_\_

The envelope should be addressed to:

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)

Procurement Department (MC 0333)

North End Center, Suite 2100

300 Turner Street NW

Blacksburg, Virginia 24061

The offeror takes the risk that if the envelope is not marked as described above, it may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. Bids or Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other bids/proposals should be placed in the envelope.

**E. Notices**: Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing, hand delivered or mailed to the address of the respective party at the following address

If to Contractor: Address Shown On IFB Cover Page

Attention: Name Of Person Signing IFB

If to Virginia Tech:

Virginia Polytechnic Institute and State University (Virginia Tech)

Attn: Trisha Wilson

Procurement Department (MC 0333)

North End Center, Suite 2100

300 Turner Street NW

Blacksburg, Virginia 24061

and

Virginia Polytechnic Institute and State University (Virginia Tech)

Attn: Christine Boling

Dining Services (0428)

New Hall West, Suite 109

Blacksburg, Virginia 24061

**F.** **SEVERAL LIABILITY**: Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

1. **CLOUD OR WEB HOSTED SOFTWARE SOLUTIONS**: For agreements involving Cloud-based Web-hosted software/applications refer to link for additional terms and conditions: <http://www.ita.vt.edu/purchasing/VT_Cloud_Data_Protection_Addendum_final03102017.pdf>

**SPECIAL TERMS AND CONDITIONS**

**1. COMPLETE INFORMATION:** All Bidders shall state manufacturer and product offered, and enclose

completre and detailed specifications with bid for all products offered. This is required even if quoting

on the exact brand name as shown. Failure to do so may cause bid to be considered nonresponsive.

**2. CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT:** By my signature on this solicitation,

I certify that this firm/individual and/or subcontractor is properly licensed for providing the goods/services specified

Contractor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subcontractor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

License #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. ELECTRICAL INSTALLATION:** All equipment/material shallconform to the latest issue of all applicable standards as established by National Electrical Manufacturer's Association (NEMA), American National Standards Institute (ANSI), and Underwriters' Laboratories, Incorporated (UL) or other Nationally Recognized Testing Laboratories (NRTL) currently listed with the US Department of Labor. All equipment and material, for which there are NEMA, ANSI, UL or other NRTL standards and listings, shallbear the appropriate label of approval for use intended.

**4. FINAL INSPECTION**: At the conclusion of the work, the contractor shall demonstrate to the authorized owner’s representatives that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the contractor at the contractor's sole expense prior to final acceptance of the work

**5. INSPECTION OF JOB SITE**: My signature on this solicitation constitutes certification that I have

inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by Virginia Tech.

**6. INSURANCE**:

By signing and submitting a Proposal/Bid under this solicitation, the offeror/bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract, Virginia Tech reserves the right to require the contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:

A. Worker's Compensation - Statutory requirements and benefits.

B. Employers Liability - $100,000.00

C. General Liability - $1,000,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.

D. Automobile Liability - $500,000.00

E. Builders Risk – For all renovation and new construction projects under $100,000 Virginia Tech will provide All Risk – Builders Risk Insurance. For all renovation contracts, and new construction from $100,000 up to $500,000 the contractor will be required to provide All Risk – Builders Risk Insurance in the amount of the contract and name Virginia Tech as additional insured. All insurance verifications of insurance will be through a valid insurance certificate.

F. The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.

**7. MAINTENANCE MANUALS**: The contractor shall provide with each piece of equipment an

operations and maintenance manual with wiring diagrams, parts list, and a copy of all warranties.

**8. WORK SITE DAMAGES**: Any damage to existing utilities, equipment or finished surfaces resulting

from the performance of this contract shall be repaired to the Owner's satisfaction at the contractor's

expense.