



**ALABAMA A&M UNIVERSITY
NOTICE TO BIDDERS**

REQUEST FOR PROPOSALS #P0023

Food Service Equipment, Chemicals, Supplies and Services

RFP Issued: January 27th, 2022
Deadline for Submitting Questions: February 10th, 2022 at 2:00 P.M. CST. (See Page 3)
Proposals Due: February 15th, 2022 at 2:00 p.m. CST. (See Page 3)

Contact: Jeffrey L Robinson
Director of Purchasing
P: (256) 372-8361
Email: jeffrey.robinson1@aamu.edu

By: _____
Jeffrey L. Robinson,
Director of Purchasing



PROPOSAL SUBMITTAL FORM

This form must be completed and returned with your proposal. Failure to submit this form may render your proposal as unresponsive.

1. Name of Firm: _____

2. Address: _____

3. Email Address: _____

4. Telephone Number: ____ () ____ — _____

5. Fax Number: ____ () ____ — _____

6. Point of Contact: _____ Title: _____
Printed Name

_____ Date: _____
Signature



NOTICES FOR OFFERORS

PROPOSAL DUE DATE:

February 15th, 2022 at 2:00 p.m. CST

PROPOSALS WILL NOT BE ACCEPTED ELECTRONICALLY

LOCATION OF SOLICITATION DOCUMENTS:

Solicitation documents are located at <https://www.aamu.edu/about/administrative-offices/purchasing/> If you encounter a problem while accessing the solicitation, please contact jeffrey.robinson1@aamu.edu for assistance.

REQUEST FOR PROPOSAL:

This solicitation document is a Request for Proposal by Alabama A&M University for the category:

RFP P0023 - Food Service Equipment, Chemicals, Supplies and Services

NOTICE: The type of solicitation document is identified directly above. The use of terms such as: "Solicitation", "Bid", "Request for Proposal", "RFP", "Request for Competitive Sealed Proposal", "RCSP", or other specific terms, may be inaccurate legal terminology and should be construed to mean the method of competitive procurement identified directly above with the legal citation. .

C. QUESTIONS, INQUIRIES, OR REQUESTS FOR CLARIFICATION

1. Any explanation desired by any Offeror regarding the meaning or interpretation of this RFP, Scope of Work and/or technical specifications and other solicitation documents must be submitted to Mr. Jeffrey Robinson, email jeffrey.robinson1@aamu.edu , in Microsoft Word format via electronic mail, no later than the *date and time specified on Page 1* of this RFP.
2. Questions and answers will be posted in the form of an addendum on the University's Website and sent to all prospective Offerors who attend the mandatory pre-proposal conference. Oral responses provided by the University at the pre-proposal meeting shall not be considered official until posted on the website.
3. It shall be the obligation of the Offeror to exercise due diligence to discover and to bring to the attention of the University, at the earliest possible time, any ambiguities, discrepancies, inconsistencies, or conflicts in or between any of the technical, pricing, or contractual provisions in this RFP.



PART I—SCOPE OF WORK

I.A: SCOPE OF SERVICES

I.A.1 PURPOSE

It is the purpose of this SOLICITATION to establish awarded vendor agreement(s) to satisfy the procurement needs of Alabama A&M University in this particular commodity category. These awarded agreement(s) will enable Alabama A&M University to purchase on an “as needed” basis from competitively awarded agreements with high performance vendors. Proposers are requested to submit a proposal for offering their line of available products that are commonly purchased by government agencies, cities, counties and educational entities for use in food service cafeterias and classroom kitchens.

- Awards will be made to the successful proposer(s) for the products and/or services. (Unless proposer has submitted inappropriate items for the commodity category. Those items will not be awarded. Example: a software company may not propose to perform construction work)
- Alabama A&M University (AAMU) reserves the right to award multiple vendors for each solicitation.
- AAMU reserves the right to extend the proposal deadline for any reason.
- AAMU reserves the right to make changes to this Solicitation by way of one or more posted addenda.

I.A.2 BACKGROUND

Organized in 1875, Alabama Agricultural and Mechanical University is a public, historically black, land-grant university located in Normal, Madison County, Alabama. Its support comes from the State of Alabama and federal funds appropriated to assist in carrying on work stipulated by the Morrill Acts of 1862 and 1890. The University is under the control of a board of trustees appointed by the Governor, who serves as ex officio Chairman.

Since 1998-99, enrollment has steadily increased to a 2015 enrollment of 5,630. There are approx. 1,720 Faculty and Staff employees. The campus is comprised of 70 buildings on over 1,000 acres of land.



Term of Agreement and Renewals

The Agreement with Alabama A&M University(AAMU) is for three (3) years with an option for renewal for an additional two (1) consecutive year period totaling potential 5 years if both parties agree. AAMU may or may not exercise the two (1) one-year extensions beyond the base three-year term and whether or not to offer the extension is at the sole discretion of AAMU. The scheduled Agreement termination date shall be the last date of the month of the last month of the agreement's legal effect.

Example: *If the agreement is scheduled to end on May 23, the anniversary date of the award, it would actually be extended to May 31 in the last month of the last year the contract is active.*

THIS CLAUSE CONTROLS OVER ANY OTHER TERM IN ANY OTHER PART OF THIS SOLICITATION. AAMU reserves the right to solicit proposals at any time it is in the best interest of AAMU.

Termination

AAMU or the awarded vendor may terminate an award under this solicitation at will for cause or no cause for convenience. AAMU must provide the vendor with 30 days prior written notice to the awarded vendor at the address provided in the response or as otherwise provided. The Awarded vendor shall provide AAMU with 90 days prior written notice of termination in order to protect the interests of the AAMU that may be in negotiation or budget approval process.

Vendor Questions Questions about the specific SOLICITATION shall be submitted to jeffrey.robinson1@aamu.edu with the following in the subject line: "Food Service Equipment, Chemicals, Supplies and Services RFP P0023 – Proposing Vendor Question". Questions of a ministerial nature will be answered without an addendum, but questions of a substantive nature that are not addressed in the SOLICITATION or deemed relevant to the process by AAMU will be addressed by properly posted addendum.

SUBSTANTIVE QUESTIONS WILL BE RECEIVED UNTIL February 10th, 2022 AT 2:00 p.m.CST



ANTICIPATED SCHEDULE OF AWARD OR RELATED EVENT:

These anticipated dates may change due to number of responses or extension of time for the due date.

Posting Date	January 27th, 2022	Noon CST
Deadline for Questions	February 10th, 2022	COB 5 p.m. CST
Proposal Deadline	February 15th, 2023	2 p.m. CST
Proposal Opening	February 15th, 2023	2 p.m. CST
Proposal Review	February 16th, 2023	
Proposal Award	February 18th, 2023	2 p.m. CST
Award Notification	February 19th, 2023	



Pricing Models

I. Pricing for Line Items or Catalog

It is the intention of AAMU to establish an agreement to furnish and/or deliver all goods and services provided by awarded vendors to AAMU departments. Proposers are requested to submit a proposal for offering their complete and total line of available products and services to governmental entities, including school districts and University's' Food Service units.

If a name brand is mentioned in the specifications, proposals on any reputable manufacturer's regularly produced equipment of such items of a similar nature or similarly used and substantially equivalent will be considered.

The list or category of goods or services sought by this solicitation is inclusive and not exclusive. There may be other similarly used items that are sold by the responding vendors that may be included as part of the proposing vendor's "catalog" (defined below) now or during the life of the agreement that are considered included in this solicitation and subject to the minimum discount proposed. Pricing may also be exclusively line item pricing or, and recommended, in combination with a minimum catalog discount.

Example: During the life of the agreement, models change and new products come to market that are in the same category and are added to the vendor's "catalog" and are available for purchase by users of the agreement. If you fail to propose a minimum discount off your catalog, it may limit the ability to change pricing of catalog items and services during the life of the award.

II. Definition of "catalog"

"Catalog" means the available list of tangible personal property or services, in the most current listing, regardless of date, during the life of the contract, that takes the form of a catalog, price list, schedule, shelf price or other form that:

- A. is regularly maintained by the manufacturer or vendor of an item; and



- B. is either published or otherwise available for inspection by a customer during the purchase process;
- C. to which the minimum discount proposed by the proposing vendor may be applied.

III. Adding New or Replacement Goods Items During the Life of the Agreement

Is easiest proposing a Minimum Discount off (PREFERRED MODEL) catalog prices for goods or a markup on vendor's cost of a good item.

Pay Careful Attention to This When Providing the Pricing spreadsheets.

IV. Adding New or Replacement Services During the Life of the Agreement

Is easiest proposing a Discount off (PREFERRED MODEL) catalog prices for Services because there is no manufacturer or supplier's price in which to apply a markup percentage. *Pay Careful Attention to This if Providing a Pricing spreadsheet.*

Explanation:

Markup on cost

Vendors may propose a markup on miscellaneous items that are not ordinarily in their catalog or for which no list or manufacturer's pricing is available. It is NOT recommended proposers use the Markup pricing method EXCLUSIVELY because many departments are not allowed to use a bid with a markup pricing method, specifically when using Federal Grant Funds. Using this pricing method may limit the effectiveness of your award.

If you choose to use the markup pricing method: When proposing a markup on cost model, the vendor shall be required to provide proof of actual cost to the vendor of the goods sold to verify pricing markup is properly and legally applied for the sale of the goods.

NEW ITEMS: AAMU will allow the addition of new goods items to be added to the agreement when they become available to the market through the vendor under the discount off published pricing model or markup on cost model. You must stipulate a discount or markup on catalog price in the appropriate section of the pricing Excel sheet to be eligible for this option. You may stipulate discount off specific brands or lines of goods if you desire. Be thorough and concise. Any items added must be available to all customers, within legal or contractual limitations, if

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any. (Example: Apple products are not permitted to be sold to the education market without special agreement from Apple but may be sold to other government customers.)

REPLACEMENT OF DISCONTINUED OR LIMITED AVAILABILITY

ITEMS: When proposing a Line Item pricing model - AAMU will allow replacement items to the original list item if it is no longer manufactured or is available in limited quantities. Limited availability must be documented by a letter from the manufacturer. Vendor may replace it with an item of like kind and quality and the price will remain the same as proposed, except if it is cheaper, vendor shall lower the price accordingly and if it is more expensive due to vendor's actual cost from the manufacturer, it will be priced and the same discount shall apply as the item it replaces. Vendor shall be required to prove the pricing if the cost is higher than the original core list price to customer.

Note: If you propose a minimum Discount off catalog, you avoid this process since you are adding an item to your catalog and list price and the proposed minimum discount off catalog would apply to the new item.

Shipping cost:

Pricing presented for goods offered should not include shipping costs from dealer to AAMU. **IF** shipping is included in the price regardless of the situation, then you simply state no additional cost for shipping or delivery to any customer. Example if the truck includes deliver but parts do not, then be sure to specify the variations in your pricing. Shipping method is determined by the vendor and the AAMU Customer at the time of the quote/purchase by the AAMU Customer and satisfactory shipping methods and costs are agreed at that time. Shipping should be passed through at actual cost to the AAMU Customer.

SPECIFICATIONS and PRICING FORMAT (EXCEL SPREADSHEET Preferably)

Proposals on any reputable manufacturers regularly produced goods falling within the general categories solicited herein will be considered for award. If a name brand is mentioned, it is only to illustrate type and quality and is not intended to restrict competition. Any list included herein is inclusive and not exclusive. There may be other similarly used items that are sold by the responding vendors that may



be included as part of the proposing vendor's "catalog" (Defined above) now or during the life of the contract that are considered included in this RFP. Example: During the life of the contract, models change and new products come to market that are in the same category and are added to the vendor's "catalog" and are available for purchase by users of the contract provided the catalog discount or cost markup proposed is honored by the awarded vendor.

AAMU leaves it to the proposer to determine what goods or services that perform or serve this function and the proposer may list or include anything applicable.

This solicitation is seeking providers for:

Food Service Equipment, Chemicals, Supplies and Services

Specifications and Pricing

It is the intention of AAMU to contract with reliable, high performance vendors to supply food service equipment, chemicals, supplies and services to public agencies in the United States.

Food Service: Equipment, Chemicals, Supplies, and Services

AAMU is seeking any relevant goods or services under this category.

This solicitation is not seeking ACTUAL NUTRITIONAL FOOD ITEMS.

A. EQUIPMENT – Described as any large or small food service, cafeteria, or food preparation equipment, materials, or supplies.

B. CHEMICALS – Described as liquid, foam, powder, gel, or any other types of agents used in a food service environment for cleaning and food services janitorial services. These chemicals may be dilution control chemicals and delivery systems ranging from handheld to wall-mounts. Green products are acceptable when meeting industry certified green standards.

C. SUPPLIES – Described as products that would be used in a kitchen, cafeteria, break room, or food preparation area.

Any goods that are used in a food preparation area are eligible for proposal consideration.



If a price list or catalog is submitted or available as defined herein, then a percentage off catalog is acceptable. If line item pricing is proposed, proposals should include any and all listings of product names, sizes, packaging, quantity, pricing, description of services and any other related information.

Proposals should include all listings of food service equipment, chemicals, supplies, services, descriptions of services, and any other services related to this category. **DO NOT INCLUDE ITEMS THAT ARE NOT CONSIDERED** food service equipment, chemicals, supplies and services. Hourly or other unit pricing for services providing installation, repair, or maintenance to may be submitted. Accessories to support food service equipment, chemicals, supplies and services should be submitted.

Awarded vendor(s) shall perform covered services under the terms of this agreement.

Offerors shall provide pricing based on a discount from a manufacturer's price list or catalog, or fixed price, or a combination of both with indefinite quantities. An Electronic Catalog, links to same, and/or availability to access the list prices must accompany the proposal if a discount off catalog is proposed. Multiple percentage discount structure is also acceptable. Please specify where different percentage discounts apply. Additional pricing and/or discounts may be included. Each service proposed is to be priced separately with all ineligible items identified. Services may be awarded to multiple vendors. See pricing instruction in this document and on the pricing forms 1 and 2.

Offerors may elect to limit their proposals to a single service within any category, or multiple services within any or all categories. AAMU is seeking service providers that have the depth, breadth and quality of resources necessary to complete all phases of this contract. In addition, AAMU also requests any value add commodity or service that could be provided under this contract. While this solicitation specifically covers the above-mentioned category, Offerors are encouraged to submit an offering on any and all products or services available that they currently perform in their normal course of business. Respondent shall perform and provide these products and/or services under the terms of this agreement. The supplier shall assist the end user with making a determination of their individual needs. The following is a list of included (but not limited to) categories.



Vendors should submit all items and goods related to supplying food service equipment, chemicals, supplies and services. Bidder should submit all applicable services for all types of food service equipment, chemicals, supplies and services.

Value Added Pricing

Value added services should be explained in detail. If bidder can offer greater quantities at lower pricing, these “value added” prices should be submitted in this section.

Proposal should list offerings to be considered as part of the category of food service equipment, chemicals, supplies and services that can be provided by the Vendor. Servicing of food service equipment or any related service to support food service equipment, chemicals, supplies and services may be included in this proposal.

A discount off list price pricing model is ideal as list prices change over the life of the awarded agreement. Possible pricing models are discussed in this document. Any other goods and services that are logically related to this general category. TIPS reserves the sole right to determine whether or not proposed goods or services are logically related to this general category.

Additional Services:

Bidder should list in the Pricing Sheet 2 excel spreadsheet all related services, installation, travel, and hourly fee or other defined unit cost according to category offered on this contract. Offering must be related to this category. No inappropriate offerings will be considered.

The Vendor shall furnish all necessary labor, materials, tools, supplies, equipment, transportation, supervision, management and shall perform all operations necessary and required for services. All work shall be performed in accordance with the requirements set forth in the resulting contract and each mutually agreed upon work request or purchase order issued by TIPS participating members.

NOTHING IN THIS SOLICITATION IS REQUESTING SERVICES THAT ARE CONSIDERED A PUBLIC WORK/CONSTRUCTION.

Pricing Sheets 1 and 2 must be downloaded from the “Attachments” section, completed and uploaded to the “Response Attachments” PRICING sections. Since the list of items a vendor may carry is potentially very long, and items are removed and added to the market frequently, it may be more advantageous to



propose a **minimum discount** off your catalog for goods and services. You may offer different discounts for different brands or lines or services of goods if you choose.

A zero discount off catalog proposal is permitted, but AAMU encourages vendors to propose the best discount they feel is necessary to compete with other retailers to provide the greatest benefit to TIPS members.

Please propose a minimum discount off catalog for all non-line items proposed so you will be covered when future items are available in you catalog. By doing this, the pricing is a ceiling and not a floor. You may always lower your price or increase your minimum discount percentage to be more competitive in a particular situation.

You may propose all goods as a line item list if you prefer but the **PREFERRED** proposal method is a minimum discount off catalog prices. Line item proposal prices may only be increased by the markup method or by application of the US Department of Labor (General (not industry specific) Consumer Price Index (CPI) percentage increase applied annually, so proposing the discount off catalog price may provide easier price adjustments but ensures that they are applied fairly to all customers of the vendor because they are published for all customers to see. **You may propose, both discount off a catalog AND line item pricing for specific lists of items if you choose to.**

Caution: Using the Markup method of pricing may exclude some AAMU departments when using Federal funds as Federal regulations prohibit this type of pricing and some local regulations prohibit this type of pricing and it always requires the proposer to make available to TIPS or its members proof of the cost of the item to the proposer to verify the markup is applied according to the terms of this solicitation ad resulting award.

You may stipulate different discounts off on specific brands or lines of goods if you desire.

PRICING FORMAT

DO NOT PROPOSE “PRICE TO BE DETERMINED” or “ON REQUEST”. This method is not lawful to award by the State of Alabama govrnance.

You must have unit pricing that can be applied to the needs of the customer.

Pricing Sheet 1

The discount off catalog price is an excellent method if list prices are available and please propose that method in addition to any other method you desire to cover future item or service availability.



Example: IF you are providing a line item pricing sheet AND a discount off the rest of your catalog, be sure to provide both the line item prices on the list of items proposed and a minimum discount off the rest of your catalog. If different sections of your catalog have different minimum discounts, please note accordingly.

Pricing Sheet 2

List any other services, maintenance agreements, mileage fees, maximum travel costs, etc. with line item pricing for year One and maximum percentage increase in pricing for years Two and Three of the awarded contract AND/OR discount off Catalog price as defined above if services are routinely listed in your catalog and priced therein.

Vendor may provide additional pricing in another format.

ALL PRICING SHALL BE FIRM AND CALCULABLE AT THE TIME OF SALE DURING THE LIFE OF THE CONTRACT AND MUST CONFORM AND COMPLY WITH THE VENDOR'S PROPOSED PRICING MODEL IN RESPONSE TO THE ORIGINAL SOLICITATION. DO NOT PROPOSE "PRICE TO BE DETERMINED". If you have question on this process, email Jeffrey.robinson1@aamu.edu for clarification.

Example: Proposed catalog, web or store price for an item is \$10.00 each and your proposed minimum discount is 5%, then the price is firm and calculable as \$9.50.

Please provide any explanatory information on your pricing proposal you believe is necessary to fully inform TIPS of your intent.

Service Incidental to the Sale of Goods

Many times, the sale of goods may be accompanied by the installation or set up of said goods. Proposers may submit pricing for the services in the Pricing Sheet 2 spreadsheet or in an attachment.

Any and All SERVICES may be proposed, but must be priced either as a line item or as a discount off the published Catalog price for said services. You may provide a catalog of services or a link to the available services or you may create a AAMU-specific Catalog list of services with applicable pricing. Please specify or illustrate your chosen method.

If LINE ITEM GOODS pricing, and during the life of the award, prices may be increased only commensurate, dollar for dollar as your cost for the item increases. To increase the price of a line item prices good, vendor must submit



proof from the manufacturer or distributor that the pricing has increased and by how much.

NOTE: FAILURE TO PROPOSE SERVICES SHALL EXCLUDE THEM FROM YOUR OFFERING THROUGH THIS AWARD SO, PLEASE INCLUDE THEM IN SOME CALCULABLE WAY. YOU MAY PROVIDE A PERCENTAGE DISCOUNT OFF POSTED PRICES OR CATALOG PRICES FOR THE LOCATION OF THE STORE OR IN SOME SPECIFIC MANNER THAT FITS YOUR BUSINESS MODEL.

When using line item pricing, vendor should provide a pricing template of a maximum price increase percentage for annually for renewal years.

PROPOSAL SCORING AND EVALUATION

AAMU staff evaluates and scores all responsive proposals.

Recommendations for award. The awarding factors which will be considered and assigned points in each area as follows (100 total points possible).

AAMU utilizes a value approach for awarding agreements under this solicitation and applies the mandated evaluation criteria. AAMU reserves the right to assign any number of point awards or penalties it considers warranted if an offeror stipulates exceptions, exclusions, or limitations of liabilities. AAMU shall reserve the right to reject any or all proposals or any part of any proposal. AAMU is the sole arbiter of scoring.

Evaluation Criteria

1. **Purchase Price:** (20) point weight. Per prices quoted as related to information within the request for proposals and/or the discount off MSRP or other published list pricing or stated prices of goods. Points are awarded based on the prices and or discount, and the reasonableness in the market of the pricing offered. AAMU is the sole arbiter of what constitutes price criterion scoring.



2. **The reputation of the vendor and of the vendor's goods or services;** (20) point weight. References or AAMU staff knowledge and any other available information known to AAMU may be used to score this criterion.

3. **The quality of the vendor's goods or services;** (20) point weight. References or AAMU staff knowledge or any other available information known or available through the RFP or otherwise to TIPS may be used to score this criterion.

4. **The total long-term cost to AAMU to acquire the vendor's goods or services;** (10) point weight. **Points will be assigned to this criterion based on your answer to the Attribute entitled “Long Term Cost Evaluation Criterion”** of this solicitation. Points are awarded if you agree not increase your catalog prices (as defined herein) more than X% annually over the previous year for years two and three and potentially year four and five, **unless an exigent circumstance exists in the marketplace and the excess price increase which exceeds X% annually is supported by documentation provided by you and your suppliers and shared with AAMU, if requested.** If you agree NOT to increase prices more than 5%, **except when justified by supporting documentation**, you are awarded 10 points; if 6% to 14%, **except when justified by supporting documentation**, you receive 1 to 9 points incrementally. Price increases 14% or greater, except when justified by supporting documentation, receive 0 points. AAMU is the sole arbiter of what constitutes **“justified by supporting documentation”**.

5. **Extent to which the Goods or Services meet the Needs:** (10) point weight. TIPS evaluators will determine if the proposal provides value to TIPS members and if the goods and/or services offered by the proposer meets the needs outlined in the solicitation. In the judgment of TIPS points are awarded incrementally 0-21.5 points depending if the proposal meets the needs outlined in the solicitation.

6. **Vendor’s Past Relationship:** (10) point weight – No past relationship scores 5 points and a good relationship scores 6 to 10 points and a poor relationship scores 0 to 4 points.

7. **Experience:** 10 point weight - <1 year = 0 points; 1 -3 years = 5 points; 4-5 years = 8 points; >5 years = 10 points

PROPOSERS FALLING BELOW AN 70-POINT THRESHOLD WILL NOT BE CONSIDERED FOR AN AWARD.



Proposal Instructions

1. Electronically sealed proposals will not be accepted.
2. No addendum will be issued within five calendar days of the opening unless it is to extend the opening or address a non-substantive issue. Legal holidays not counted as calendar days are New Year's Day, Martin Luther King Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas.
4. Proposals may be submitted on any or all sections, related to the category, unless stated otherwise. AAMU reserves the right to reject any or all proposals and to accept any proposal(s) deemed advantageous to the AAMU and to waive any informality in the proposal process.
5. Deviations to any Terms, Conditions and/or Specifications shall be clearly noted in writing by the contractor and shall be included with the proposal. There are attributes that you must respond to in order to submit a proposal that address deviations.
6. Withdrawal of proposals will not be allowed for a period of 90 days following the opening unless approved by AAMU.
7. Addenda, if required, will be issued by AAMU by email to the proposer's designated contact to all those vendors known to have reviewed the SOLICITATION documents through our electronic bidding software and posted on our bid registry site.

PROPOSAL FORMAT - PROPOSERS PAY CLOSE ATTENTION TO DETAILS LISTED.

AAMU reserves the right to waive any informality and/or reject any or all proposals.

All responses should be direct, concise, complete, and unambiguous. With regard to those items that cannot be answered in the affirmative, clearly explain the precise portion to which you disagree and why you disagree. Proposers must propose pricing that is calculable based on the prices presented or discounts proposed as they relate to a published price of the goods or services. Published prices are prices that are provided by a catalog, website, shelf, price list accessible to AAMU at any time during the term of an awarded agreement with the vendor or specifically proposed. Other methods of publishing prices will be considered if proposed but must be calculable.

References

The proposal response should contain a minimum of Three (3) references of customers you have served that would be considered eligible for membership in TIPS (i.e. K-12 School Districts,
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College/Universities, and/or City/County Government Entities, Water or Fire Districts, etc.). In addition to the name of the entity, a contact name, email and phone number shall be included. The references document must be downloaded from the “Attachments” section, completed and uploaded to the “Response Attachments” REFERENCES section.

Resellers/Dealers

Vendors with Resellers/Dealers must provide the Resellers/Dealers documentation in the proposal

Vendor Certifications

Vendor certifications should include applicable D/M/WBE, HUB and manufacturer certifications for sales and service (if applicable). Certificates must be included. Whether or not you are a D/M/WBE, HUB or similar business will have no bearing on the evaluation score, but provides AAMU the information if it is part of grant issuer’ policies.

Warranty (If applicable) Warranty documentation should be included in the proposal.

Supplementary Catalogs and Information if Applicable

Supplementary Catalogs and Information documentation should be included in proposals. You may provide a link to catalogs or pricing that is published for all customers to see when shopping for your goods or services. Links to catalog pricing must be kept current during the term of the awarded agreement. It is the intent of AAMU to award a manufacturer’s complete line of products, when possible.

Terms and Conditions

- 1. Exclusivity-** Any award under this solicitation is not exclusive and TIPS reserves the right to multi award or not award. AAMU reserves the right to solicit same or similar categories again for additional awards during the life of an existing agreement with one or more awarded vendors of another solicitation, if AAMU decides it is in the best interest of the University.
- 2. Confidentiality of Proposal** - If you believe part of your proposal is confidential and not subject to sunshine laws such as the Public Information Act, there is a form to complete to make such a declaration. Read it carefully.
- 3. Best and Final Offer** – There will be NO best and final offer, your proposal will be your final offer for solicitation competition purposes. Vendor may lower prices at any time during agreement period. See pricing section.



4. Non-Responsive Proposals: All proposals will be reviewed for responsiveness to the material requirements of the solicitation. A proposal that is not materially responsive shall not be eligible for further consideration for award of the agreement. There may be required specifications for this proposal and desired and other specifications. IF YOUR PROPOSAL FAILS TO MEET ANY OF THE DESIGNATED **REQUIRED** SPECIFICATIONS, YOUR PROPOSAL SHALL BE DEEMED NON-RESPONSIVE AND WILL NOT BE EVALUATED FURTHER OR CONSIDERED FOR AWARD.

5. Deviations and Exceptions: Deviations or exceptions stipulated as non-negotiable in the response by the proposer may result in disqualification if they are not acceptable to TIPS.

6. Equal Pricing – Pricing proposed shall be provided to any TIPS member and regardless of the quantity of product or service purchased from the awarded vendor. Pricing may always be lowered by the vendor if circumstances permit to provide better value to TIPS members and for the vendor to be more competitive in that particular circumstance of sales opportunity. If prices are lowered in a specific circumstance, the same lowered pricing must be offered to all TIPS members if the quantities, timing and all other circumstances are identical.

7. Estimated Quantities: Because TIPS cannot accurately anticipate which members will utilize the awarded agreements due to the thousands of members and the different government entity types, TIPS makes no guarantee or commitment of any kind concerning quantities or usage of agreements resulting from this solicitation. This information, if provided, is provided solely as an aid to vendors in preparing proposals only. The successful Vendor(s) discount and pricing schedule shall apply regardless of the total cumulative volume of business under the agreement.

8. Conditions of Agreement - The terms and conditions of this solicitation shall control in the order that best serves the TIPS members' needs and deciding the controlling order is at the sole discretion of TIPS. The terms and conditions of this solicitation shall be incorporated by reference in a resulting agreement unless expressly agreed otherwise by the parties in writing.

9. Name brands – If name brands are required to be priced but other products of equal or similar type and quality may also be represented in the pricing and will be considered. TIPS want pricing either in a fixed price or a discount off published or available to TIPS Members catalog price or both if applicable to your proposal. A “catalog” is defined above and includes pricing of goods and /or services.



10. **Evaluation** – TIPS will evaluate the best value by rating the proposals submitted by the vendors. The point score received will be the weighted score which will be used to determine awarded vendors. See Evaluation criteria sheet with applicable point weights in this document. If applicable, extensions of unit prices shown will be subject to verification by the district. In case of variation between the unit price and the extension, the unit price will be considered to be the proposal.

11. **LIMITATION OF LIABILITY – Waiver:** BY SUBMITTING A PROPOSAL, OFFERER EXPRESSLY AGREES TO WAIVE ANY CLAIM IT HAS OR MAY HAVE AGAINST AAMU, ITS DIRECTORS, OFFICERS, ITS TRUSTEES, OR AGENTS ARISING OUT OF OR IN CONNECTION WITH (1) THE ADMINISTRATION, EVALUATION, RECOMMENDATION OF ANY PROPOSAL; (2) ANY REQUIREMENTS UNDER THE SOLICITATION, PROPOSAL PACKAGE, OR RELATED DOCUMENTS; (3) THE REJECTION OF ANY PROPOSAL OR ANY PART OF ANY PROPOSAL; AND/OR (4) THE AWARD OF AN AGREEMENT, IF ANY. AAMU NOT SHALL BE RESPONSIBLE OR LIABLE FOR ANY COSTS INCURRED BY PROPOSERS OR THE SELECTED CONTRACTOR IN CONNECTION WITH RESPONDING TO THE SOLICITATION, PREPARING FOR ORAL PRESENTATIONS, PREPARING AND SUBMITTING A PROPOSAL, ENTERING OR NEGOTIATING THE TERMS OF AN AGREEMENT, OR ANY OTHER EXPENSES INCURRED BY A PROPOSER. THE PROPOSER OR SELECTED CONTRACTOR IS WHOLLY RESPONSIBLE FOR ANY SUCH COSTS AND EXPENSES AND SHALL NOT BE REIMBURSED IN ANY MANNER BY AAMU.

12. **RESERVATION OF RIGHTS** - AAMU expressly reserves the right to:

- a) Reject or cancel any or all proposals;
- b) Waive any defect, irregularity or informality in any proposal or SOLICITATION procedure provided the waiver is equally applied to all Offerors and an Offeror is not prejudiced by the waiver as compared to other Offerors;
- c) Waive as an informality, minor deviations from specifications for goods or services at a lower price than other proposals meeting all aspects of the specifications if it is determined that total cost is lower and the overall function is not impaired;
- d) Reissue a SOLICITATION;
- e) Consider and accept an alternate proposal as provided herein when most advantageous to AAMU;



f) AAMU has the right to terminate the agreement for cause or no cause for convenience with a thirty-day written notice, unless otherwise agreed in writing in an executed agreement between the parties;

g) This is not an exclusive award and no guaranteed volumes of purchases are guaranteed. TIPS and its members reserves the right to procure any items or services by other means at the sole discretion of AAMU.

PART II—PROPOSAL REQUIREMENTS

II.A: PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

II.A.1 GENERAL

This section specifies the general requirements for the preparation and submittal of proposals in response to this Request for Proposals. Proposals shall be submitted under the specified guidelines herein.

II.A.2 COPIES

The Offeror shall submit three 3 original copies of the proposal with one electronic copy on a thumb drive. All expenses associated with this submittal will be borne solely by the Offeror.

II.A.3 HAND DELIVERY OR MAILING OF PROPOSALS

Proposals shall be delivered in sealed envelopes or boxes and must be received no later than 2:00 p.m. on **February 15th, 2023**. Packages must be addressed to:

Jeffrey Robinson
Purchasing Department
Alabama A&M University
305 Patton Hall
4900 Meridian Street
Normal, Alabama 35762



The Submittal Form (see page 2) must be completed, signed, and incorporated into the Proposal. Envelopes or boxes should be clearly marked “**Proposal for Food Service Equipment, Chemicals, Supplies and Services**”. Offerors are fully responsible for timely delivery of Proposals. Any Proposal received after the stated closing time will be returned unopened. If Proposals are sent by mail to the Purchasing Department, the Offeror shall be responsible for actual delivery of the Proposal to the Purchasing Department before the advertised date and hour for the opening. Proposals, which are delayed, will not be considered and will be returned unopened. Electronic, facsimile or verbal proposals shall **not** be accepted. Proposals shall be kept unopened until after the closing date and time.



Additional Required Forms

See additional attachment

Disclosure Statement

Beason Act

Proof of E-Verify

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