



**AUSTIN PEAY STATE UNIVERSITY**  
**Purchasing Department**  
**505 York Street**  
**P.O. Box 4638**  
**Clarksville, Tennessee 37040**  
**Telephone (931) 221-7032**  
**Fax (931) 221-6300**

**REQUEST FOR QUOTATION**

1. FILE NUMBER: 12-075
2. DUE DATE – BID OPENING AT 02:00 PM (Central Time), Wednesday, February 22, 2012
3. FOR THE PURCHASE OF: Dish Machine System
4. FOR DELIVERY TO: Austin Peay State University, Clarksville, Tennessee
5. I (We) propose to furnish the goods and/or services specified herein, at the price(s) quoted opposite each item listed in this Request for Quotation.
6. It is understood and agreed that this quotation shall constitute an offer to sell which when accepted in writing by Austin Peay State University’s Purchasing Department, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and APSU.
7. Institution is exempt from state, federal, and local taxes; do not include taxes in quotation. Quote F.O.B., Austin Peay, Clarksville, Tennessee. Minimum terms: Net 30 days. Prepayment not allowed.
8. **IMPORTANT:** This quotation must be manually signed by Seller’s person with proper signature authority. Failure to sign and submit **original signature** on this document will result in **REJECTION** of your quotation. **Quotation must be received in the Purchasing Department by the designated time or bid will be REJECTED. Faxed bids will NOT be accepted.**
9. These prices \_\_\_\_\_ will be extended \_\_\_\_\_ will not be extended to other state institutions of higher education.
10. If accepted within \_\_\_\_\_ days of bid opening (above), the undersigned offers and agrees to honor this quotation.

(Name of Corporation, Firm or Person)	(Number of Days to Make Delivery)
(Mailing Address – PO Box or Street)	(Payment Terms/Cash or Time Discounts)
(City, State, ZIP Code)	(Telephone/Fax Numbers)
(Authorized Signature for the Bidder)	(Date Signed)
(Typed or Printed Name and Title of Person Signing)	(F.O.B. Point) Austin Peay State University, Clarksville, TN



**AUSTIN PEAY STATE UNIVERSITY  
MINIMUM GENERAL BID CONDITIONS**

**1. PREPARATION AND SUBMISSION OF BID.**

- a. Failure to examine any drawings, specifications, or instructions will be at the bidder's risk.
- b. **BID SUBMITTAL / SIGNATURE:** Bid shall give the full name and business address of the bidder. If the bidder is a corporation, the name shall be stated as it is in the corporate charter. Bids must be signed in ink by the bidder's authorized agent. Unsigned bids will be rejected. Bids are to be sealed and the outside of the envelope is to reference the bid number. The person signing the bid must show his title, and if requested by the institution, must furnish satisfactory proof of his or her authority to bind his or her company in contract. Bidder understands that by submitting a bid with an authorized signature, it shall constitute an offer to the institution. Bids must be typewritten or in ink; otherwise they may not be considered. Purchase orders will be issued to the firm name appearing on the bid.
- c. Bids are to be received in the location designated on the bid no later than the specified date and time. Late bids will NOT be opened or considered.
- d. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent to error and must be initialed in ink by person signing bid.
- e. Discounts other than "Time" or "Cash" offered should be deducted from the unit price.
- f. **Specifications:** Reference to available specifications shall be sufficient to make the terms of the specifications binding on the bidder. The use of the name of a manufacturer, or any special brand or make in describing an item does not restrict the bidder to that manufacturer or specific article, unless specifically stated. Comparable products of other manufacturers will be considered if proof of compatibility is contained in the bid. Bidders are required to notify the Institution's RFQ Coordinator whenever specifications/procedures are not perceived to be fair and open. All suggestions or objections shall be made in writing and received by the RFQ Coordinator at least three (3) working days prior to the bid opening. **The articles on which the bids are submitted must be equal or superior to that specified.** **Informative and Descriptive Literature:** The bidder must show brand or trade names of the articles bid, when applicable. It shall be the responsibility of the vendor, including vendors whose product is referenced; to furnish with the bid such specifications, catalog pages, brochures or other data as will provide an adequate basis for determining the quality and functional capabilities of the product offered. Failure to provide this data may be considered valid justification for rejection of bid.
- g. **Samples:** Samples of items when called for, must be furnished free of expense, and if not destroyed will, upon vendor's request within ten (10) days of bid opening, be returned at the bidder's expense. Each sample must be labeled with the bidder's name, manufacturer's brand name and number, bid number and item reference.
- h. **Time of Performance:** The number of calendar days in which delivery is to be made after receipt of order shall be stated in the bid and may be a factor in making an award, price notwithstanding. If no delivery time is stated in the bid, bidder agrees that delivery is to be made within two weeks (10 business days) of order.
- i. Transportation and delivery charges should be included in the price and be fully prepaid by the vendor to the destination specified in the bid. Bid prices shall include delivery of all items F.O.B. destination.
- j. New materials and supplies must be delivered unless otherwise specifically stated in the bid.
- k. Alternate/multiple bids will not be considered unless specifically called for in the bid.
- l. **Bond requirements.** The institution reserves the right to require that the selected vendor post a performance and/or payment bond in such amount as deemed reasonable by the institution. Any bond requirement should be included in the bid, itemized separately.
- m. Only bids submitted on bid forms furnished by the Institution will be considered, except that the Institution reserves the right to consider telephone, faxed or electronically submitted bids for purchases totaling less than \$25,000 if received by the deadline and confirmed in writing within five (5) days on Institution forms.
- n. By signing this bid where indicated, the bidder agrees to strictly abide by all state and federal statutes and regulations. The bidder further certifies that this bid is made without collusion or fraud.
- o. **Failure to Bid/Error in Bid.** Failure to bid without advising the Institution that future invitations for bids are desirable may result in removal from Institution's bidders' list covering this category of items. In case of error in the extension of prices in the bid, the unit price will govern. Late bids will NOT be opened or considered. Bidders are cautioned to verify their bids before submission, as amendments received after the bid deadline will not be considered. No bid shall be altered, amended or withdrawn after opening. After bid opening, a bidder may withdraw a bid only when there is obvious clerical error such as a misplaced decimal point, or when enforcement of the bid would impose unconscionable hardship due to an error in the bid resulting in a quotation substantially below the other bids received. Bid withdrawals will be considered only upon written request of the bidder.

**2. INSPECTION.** All bids will be publicly opened and are subject to public inspection after the award. Bidders may be present at bid opening.

**3. ACCEPTANCE AND AWARD.** The Institution reserves the right to reject any and all bids and to waive any informality in bids and, unless otherwise specified by the bidder to accept any item in the bid. Action to reject all bids shall be taken for unreasonably high prices, errors in the bid documents, cessation of need, unavailability of funds, or any other reason approved by the Tennessee Board of Regents.

- a. Contracts and purchases will be made with the lowest, responsible, qualified bidder. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the Institution, cash discount offered and the delivery terms will be taken into consideration.
- b. The Institution reserves the right to order up to 10% more or less than the quantity listed in the bid.
- c. If a bidder fails to state a time within which a bid must be accepted, it is understood and agreed that the Institution shall have sixty (60) days to accept.
- d. A written purchase order mailed or otherwise furnished, to the successful bidder within the time period specified in the bid results in a binding contract without further action by either party. The contract may not be assigned without written Institution consent.
- e. If the appropriate space is marked on the bid, other state institutions of higher education may purchase off the contract during the same period as the Institution.

**4. DISCOUNT PERIOD.** Time in connection with discount offered will be computed from the date of delivery at destination, or from the date correct invoices are received, whichever is later.

**5. DEFAULT OF SELECTED VENDOR.** In case of vendor default, the Institution may procure the articles or services from other sources and hold the defaulting vendor responsible for any resulting cost.

**6. INSPECTION OF PURCHASES.** Articles received which are not equivalent will not be accepted and will be picked up by the vendor or returned to vendor, shipping charges collect. Institution shall have a reasonable period in which to inspect and accept or reject materials without liability. If necessity requires Institution to use nonconforming materials, an appropriate reduction in payment may be made.

**7. TAXES.** Institution is tax exempt; do not include taxes in quotation. Vendors making improvements or additions to, or performing repair work on real property for Institution are liable for any applicable sales or use tax on tangible personal property used in connection with the contract or furnished to vendors by the state for use under the contract.

**8. NONDISCRIMINATION.** The Institution and bidder agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to employees or applicants for employment and/or students, because of race, religion, creed, color, sex, age, disability, veteran status or national origin.

**9. PROHIBITIONS/NO VENDOR CONTRACT FORM/TENNESSEE LAW/AUDIT.** Acceptance of gifts from vendors is prohibited. TCA §12-3-106. Bidding by state employees is prohibited. TCA §12-4-103. The bidder warrants that no part of the total contract amount shall be paid directly or indirectly to any officer or employee of the State of Tennessee. The contract documents for purchase under this bid request shall consist of the successful bidder's bid and the Institution's purchase order. **Bidders may not require any other written contract terms or conditions, nor may any other terms and conditions be imposed by means of subsequent documents, such as invoices, warranty agreements, license agreements, etc. Should the bidder request exceptions to terms and conditions and/or those proposed by the bidder vary from the bid and TBR Policies and Guidelines, Institution may render the bid unresponsive and subject the bid to rejection. The contract shall be governed by Tennessee law.** For all awards other than for a firm, fixed price, vendor shall maintain books and records for a period of three (3) years from final payment, and these records shall be subject to audit by the State.

**10. PURCHASING POLICIES/BID PROTESTS.** This bid request and any award made hereunder are subject to the policies and guidelines of the Tennessee Board of Regents ([www.tbr.state.tn.us](http://www.tbr.state.tn.us)) and Institution (available upon request). Bid protest procedures are available at:

[http://www.tbr.state.tn.us/policies\\_guidelines/business\\_policies/4-02-10-00.htm](http://www.tbr.state.tn.us/policies_guidelines/business_policies/4-02-10-00.htm)

**AUSTIN PEAY STATE UNIVERSITY**  
**RFQ 12-075**  
**Dish Machine System**

The contractor is responsible for compliance with all state, city, and local code requirements. All work associated with this quotation must be scheduled through the Director of Physical Plant and Director of Housing.

Please quote your company's best firm fixed price to furnish all items identified on the attached Specification and Quotation Sheets. Bid each item separately.

Brand names and model numbers are shown in the interest of clarity, and to provide an indication of the level of quality desired. Comparable products of other manufacturers will be considered if proof of comparability is contained in the bid. It shall be the responsibility of the bidders, including bidders whose product is referenced, to furnish with the bid such specifications, catalog pages, brochures, or other data to provide an adequate basis for distinguishing the quality and functional capabilities of the product(s) offered. Failure to provide this data **will be** considered valid justification for rejection of a bid.

Austin Peay reserves the right, to accept or reject all, part or any combination thereof, of the RFQ submitted as deemed in its best interest, or complete and accurate pricing, including itemized prices in the format prescribed in this RFQ. Consideration will be given to installation and delivery time-frames.

**All potential bidders are encouraged to attend a pre-bid meeting and to be held in the Shasteen Conference Room, Wednesday, February 15, 2012 at 1:00 pm.**

Contractor terms and conditions apply to this bid and can be found at [www.apsu.edu/purchasing](http://www.apsu.edu/purchasing) under terms and conditions.

PLEASE NOTE THAT TENNESSEE WAGE AND LABOR RATES WILL APPLY TO THIS PROJECT. WE ARE LOCATED IN REGION 5.

**Any questions for this project must be submitted in writing at [appurchasing@apsu.edu](mailto:appurchasing@apsu.edu) or by fax at 931-221-6300.**

**AUSTIN PEAY STATE UNIVERSITY  
RFQ 12-075  
Dish Machine System**

	<b>Description</b>	<b>Total Price</b>
Line item 1	Dish Machine	_____
	Installation for Dish Machine	_____
	Removal and Disposal of old Dish Machine	_____
	Year 2 Maintenance Warranty	_____
	Year 3 Maintenance Warranty	_____
	Year 4 Maintenance Warranty	_____
	Year 5 Maintenance Warranty	_____
	<b>TOTAL</b>	_____

**Successful vendor will supply warranty and service as follows:  
Eighteen Month – Manufacturer’s warranty and if service is needed, the successful vendor will supply.**

**Years Two through Five – (after initial 18 month warranty) Successful vendor will supply warranty and service to include parts, labor, all-inclusive travel and 48 hour turnaround time for a total of 66 months.**

Line item 2	Food Waste Disposal	_____
	Installation of food waste disposal	_____
	Removal and Disposal of Food Waste Disposal	_____
	Year 2 Maintenance Warranty	_____
	Year 3 Maintenance Warranty	_____
	Year 4 Maintenance Warranty	_____
	Year 5 Maintenance Warranty	_____
	<b>TOTAL</b>	_____

**Successful vendor will supply warranty and service as follows:  
Year one – Manufacturer’s warranty and if service is needed, the successful vendor will supply.**

**Years Two through Five – Successful vendor will supply warranty and service to include parts, labor, all-inclusive travel and 48 hour turnaround time.**

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Line item 3	Soiled Tray Handling System	_____
	Installation of Soiled Tray Handling System	_____
	Removal and Disposal of Soiled Tray Handling	_____
	Year 2 Maintenance Warranty	_____
	Year 3 Maintenance Warranty	_____
	Year 4 Maintenance Warranty	_____
	Year 5 Maintenance Warranty	_____
	<b>TOTAL</b>	_____

**Successful vendor will supply warranty and service as follows:**  
**Year one – Manufacturer’s warranty and if service is needed, the successful vendor will supply.**  
**Years Two through Five – Successful vendor will supply warranty and service to include parts, labor, all-inclusive travel and 48 hour turnaround time.**

Line item 4	Modification of Existing Venting	_____
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**Dish Machine System**

**Scope of Job:** In summary: The winning bidder will remove and dispose of the existing dish machine, soiled tray dish return line, and all existing associated equipment/parts to allow for the installation of a new dish machine, soiled tray dish return line, and all associated equipment/parts – also to be performed by winning bidder.

**Date of Completion:** All work cannot start any earlier than 5/13/12 (may start on 5/13/12) and must be completed and ready for use by 5/31/12.

**DISH MACHINE**

Quantity: One (1)  
MANUFACTURER: Hobart Corporation or approved equal  
MODEL: FT9222D-BD or approved equal, must meet or exceed below specs  
ELECTRICAL: One (1) 208/60/3, 73.8 amps-motors and controls, auxiliary rinse – CONFIRM  
VOLTAGE

**SPECIAL DESCRIPTION:**

1. Right to left operation.
2. Three HP TEFC prewash, power wash, and power rinse motors, SST pumps and impellers. 2 HP dryer motor. ½ HP conveyor drive unit. 1/6 HP auxiliary rinse.
3. Final rinse to be use no more than **90 GPH**. Minimum 14,316 dishes/Hr.
4. Auto timer, auto fill and vent fan control built into dish machine control panel. Start/stop switches at both ends. Variable speed conveyor, single point vent connection.
5. Tank heat to be steam coils 10-20 PSI. Built in circuit breaker, 208/60/3.
6. Common drain connection on load end. Doors closed indicator, load end flush system.
7. 42" HINGED insulated access doors on power wash & power rinse chambers, 34" on prewash and B/D chamber.
8. 30 ½" wide conveyor. Easy to remove wash arms, scrap trays and baskets. Insulated hinged doors. Front and rear panels. Removable side panels.
9. Conveyor jam protection and reverse anti jam switch. Type BB conveyor.
10. Built in #150 steam booster heater. Water hammer arrestor kit. On/Off interwired.
11. Energy recovery system to capture heat from exhaust air to preheat inlet water for energy savings while thermostatically monitoring the water leaving recovery coil to and automatically adjust for temperatures. Dishes can be processed while heat recovery system activates.
12. Steam heated built in blower/dryer. 10-20 PSI. Pre wash temperature control. Hinged insulated door.
13. Built in circuit breaker.
14. A stainless steel control panel houses the machine operating status display. Control box house accurate digital temperature displays and visual alarms at an easy to read eye level. Photo electronic eyes positioned at the load end to detect all sizes of ware. Photo electronic eyes to activate machine operation and sequence the fresh water rinse system to provide a reduction in operating cost. All wiring from components to control box to be corded and labeled without intermediate plug and socket connectors. Full time auto fill to be standard.
15. Warranty: Unit to have full 18-month warranty on parts labor and mileage against manufacturer's defects. Service shall be available thru a manufacturer owned and operated service office with factory-trained technicians. After utility connections are made, winning bidder will complete no cost, and start up and checkout for proper installation.
16. Office to stock all common breakdown parts. Unit listed by NSF and UL. No substitutions are acceptable. Demonstration of use and care by installing contractor or factory representative.

**AUSTIN PEAY STATE UNIVERSITY**  
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**Dish Machine System**

**Food Waste Disposer**

Quantity: One (1)  
Manufacturer: Hobart Corporation or approved equal  
Model: FD500-9 or approved equal, must meet or exceed below specs  
Electrical: 208/60/3. Confirm voltage

1. 5 HP continuous duty motor. Permanently lubricated bearings and inherent overload protection.
2. Heavy aluminum grind and discharge housing.
3. Stationary Ni-Hard, 2 ½" high shredder ring, 4 primary action breaker bars and 42 secondary action grinding teeth.
4. Automatic dual direction grinding. 9" diameter Ni-Resist hardened flywheel.
5. 7" SST adaptor ring (mounted in Aerowerks conveyor as shown on drawing). Fixed direction water inlet, vacuum breaker and Nitrile rubber silver-saver splash guard ring. Flow control.
6. NEMA 12 enclosed controls to include magnetic contactors, pushbutton Start/Stop switch, automatic reversing, low water cutoff, time delay for water shut-off, line disconnect and solenoid valve.

**SOILED TRAY HANDLING SYSTEM**

Quantity: One (1)  
Manufacturer: Aerowerks or approved equal  
Model: SBC C or approved equal must meet or exceed below specs

1. Provide conveyor size and shape as shown on plan.
2. Belting shall have a tensile strength of 6100lbs and there shall be no sliding friction at corners between belt and groove or guide rail. Both slide bed groove and return track shall be self-cleaning by the action of the belt. Belt take-up shall be accomplished by compression of slack in the return strand using belt guides integrally mounted in the drive unit.
- 2 Drive Frame. All Stainless steel angle frame with 1-5/8" diameter 6" high stainless steel legs and adjustable stainless steel bullet feet.
- 3 Drive Housing and frame shall be fitted with a 18 ga. stainless steel housing to enclose drive frame on all sides. For access provide stainless steel double wall hinged insulated doors. Where side or end panels are fitted to frame, they shall be sealed with silicone. Drive cabinet to house all necessary plumbing and detergent injection pump for the belt wash system.
- 4 Drive Tank shall be all welded 14 ga stainless steel wash chamber equipped with lift-off access panels and removable scrap tray.
- 5 Drive Shaft. Provide 1" stainless steel drive shaft mounted within wash chamber on dual-type sealed bearings (Aerowerks grease-filled sealed cartridge inside chamber; precision ball bearing flange cartridge outside chamber).
- 6 Belt Wash. Provide wash system consisting of stainless steel manifolds inside wash chamber. Spray manifolds to be strategically located to effectively clean the belt, and shall be easily removable without tools.
- 7 Drive Motor. Provide variable speed ¾ hp DC Motor and gear reducer. Speed to be changed by turning a knob located on the control panel. 208/60/1. 3.3 amps.
- 8 Plumbing Connections
  - At Drive Cabinet:
    - 1 ½" waste, ½" hot and cold water
  - At Tail Tank
    - 1 ½" waste

9. C/W waste trough, "EZ-Glide tray slides, magnetic silver saver, 2-pre rinse stations, perforated s/s ledges, hip switches, electrical control panel, disposer flanges connection and disposer control bracket. Magnetic silver saver, auto plate rinse station. Overhead tubular rack shelf. Hose clean up station and under counter mobile soak sink.
10. Double slat belt accumulator, with remote START/STOP station and anti-jam switch.
11. Factory Technician to assemble, field weld, polish and interconnect equipment. Re-use and field re-work of straight bed.

## **INSTALLATION**

MANUFACTURER: To be performed by winning bidder  
 MODEL: N/A  
 ELECTRICAL: N/A  
 SPECIAL DESCRIPTION:

1. Remove existing machine, and conveyor. Dispose of per local regulations.
2. Receive, deliver, uncrate, assemble and set new dish machine, disposer and conveyor system in place ready for utility connections. Dispose of project waste.
3. Make all final utility connections including water, electrical and drains.
4. Insulate exposed steam lines.
5. Relocate and resize existing utilities, as needed, to facilitate installation of new machine and associated equipment.
6. Installation to include custom items associated with the soiled tray handling system.
7. Start up and adjust all equipment.
8. Provide options on service warranty extensions.

### NOTES:

1. Vendor will relocate and resize existing source electrical and plumbing to the final connection points.
2. All installation must be completed in a professional manner.
3. It is required that all bidders visit the job site to verify dimensions and intent. Suppliers are to provide all items not inclusive to this spec required to insure a complete professional installation.
4. \*\*Provide as an optional cost 2<sup>nd</sup> year warranty on all applicable equipment.\*\*

## **MISC INSTALLATION**

MANUFACTURER: To be performed by winning bidder  
 MODEL: N/A  
 ELECTRICAL: N/A  
 SPECIAL DESCRIPTION:

1. Modify the existing ventilation system to match the new machine. Any repair work above the modified vent modified vent duct to be conducted by the university.

## **GENERAL REQUIREMENTS**

Owner is to prepare the room for new equipment, to include any necessary painting or floor work. The successful bidder will co-ordinate work with the owner removal of old machines to allow owner sufficient time to complete all necessary repairs or modifications before the new machine is installed. The successful bidder is to deliver, uncrate and sit in its proper location all new equipment for final connection.

Vendor will relocate and/or resize existing utility/plumbing to the final connection point for connection by appropriate contractor.

It is recommended that all bidders visit the job site to fully understand the scope of the installation. Successful bidder will be responsible for all items not inclusive of the spec to assure a complete professional installation.

Successful bidder will provide shop drawings for approval.

Substitutions must meet or exceed all above specifications.

Work may start on 5/13/12, but not before, and must end by 5/31/12. This includes any necessary floor/utility work to be performed by the university if needed.

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**Dish Machine System**

**General Comments:**

1. All bidders are advised to visit the job site to determine the working conditions, clarifications, distances, and routing for all components, prior to bidding. To schedule a visit, call the Housing Department at (931) 221-7456.
2. The contractor shall employ only personnel that are trained and experienced in installation of equipment called for under this contract.
3. All workers must be either in uniform or with proper identification, and wear name tags noting their name and the name of their company.
4. Bathroom facilities will be available in the University Center and must be arranged by the APSU Physical Plant.
5. All vehicles used on campus must have a visitor decal. Vehicles must be parked in valid spots.
6. No harassment of any member of the APSU community will be tolerated.
7. Work hours will be set by the APSU Housing Department.
8. Weekend and evening hours are permitted after approval from APSU Physical Plant.
9. The contractor shall be responsible for disposing of any/all construction debris created by this project off campus.
10. The contractor is to leave area the same or better after job is complete.
11. All public areas and outside areas are to be cleaned up at close of work day.
12. Limited storage might be available with permission from the APSU Physical Plant.
13. Contractor is to supply all materials/tools/equipment to complete job.
14. No change in job scope is valid until approved by the APSU Physical Plant and Purchasing.
15. There is no smoking on campus except in designated parking lots.
16. Any keys for access to areas can be obtained from the Physical Plant.
17. The contractor shall provide a list of all equipment bids, to include specifications and cut sheets.
18. The successful bidder shall provide proof of insurance.
19. A warranty for all materials and labor shall be provided for a period of one year from date of completion of the project.
20. The work schedule shall be completed prior to May 31, 2012. For each calendar day over completion date, \$200.00 per day in liquidated damages will be charged.
21. The contractor may work evening and weekend hours for his own convenience if approved by Director of Housing.