

# MONTCLAIR STATE UNIVERSITY

## Request for Proposal # 1600

### For: Refrigeration Preventative Maintenance & Repair Services

Event	Date	Time
Request For Proposal Issuance	Wednesday, June 19, 2024	N/A
Site Visit/Pre-Bid Meeting (Refer to RFP Section 1.0 for more information.)	Thursday, June 27, 2024	11:00 AM
Questions Due	Tuesday, July 2, 2024	4:00 PM
Answers Posted (approximate date and time)	Monday, July 8, 2024	4:00 PM
<b>Bid Submission Due Date</b> (Refer to RFP Section 4.0 for more information.)	Monday, July 17, 2024	10:00 AM

Dates are subject to change. All changes will be reflected in Addendum issued. All times contained in the RFP refer to Eastern Time.

Small Business	Status	Category
<p style="text-align: center;"><b>Set-Aside</b></p> <p>(Refer to <a href="#">RFP Section 4</a> for more information.)</p>	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Entire Contract <input type="checkbox"/> Partial Contract <input type="checkbox"/> Subcontracting Only	<input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III

RFP Issued By  
 Office of Procurement Services  
 Montclair State University  
 Overlook Corporate Center  
 150 Clove Road, Third Floor  
 Little Falls, New Jersey 07424

Assigned Procurement Services Buyer:  
Osvald Pasho  
 Telephone #: (973) 655-6707  
 E-mail: [pashoo@montclair.edu](mailto:pashoo@montclair.edu)

SIGNATURE PAGE: REQUEST FOR PROPOSAL # 1600	
FOR: Refrigeration Preventative Maintenance & Repair Services	RETURN PROPOSAL TO: OFFICE OF PROCUREMENT SERVICES MONTCLAIR STATE UNIVERSITY 150 Clove Road, Third Floor Little Falls, NJ 07424
PROCUREMENT SERVICES BUYER: Osvald Pasho, (973) 655-6707, <a href="mailto:pashoo@montclair.edu">pashoo@montclair.edu</a>	
<p>1. PROPOSALS MUST BE RECEIVED AT OR BEFORE THE PUBLIC OPENING TIME OF <u>10:00 AM</u> ON Monday, July 17, 2024 AT THE FOLLOWING ADDRESS (NOTE: TELEPHONE, TELEFACSIMILE, EMAIL, OR TELEGRAPH PROPOSALS WILL NOT BE ACCEPTED):</p> <p style="text-align: center;"><b>OFFICE OF PROCUREMENT SERVICES MONTCLAIR STATE UNIVERSITY 150 CLOVE RD, 3<sup>RD</sup> FLOOR LITTLE FALLS, NJ 07424</b></p> <p>2. THE BIDDER MUST SIGN THIS REQUEST FOR PROPOSAL (RFP) SIGNATURE PAGE IN ADDITION TO THE ITEMS LISTED AS "APPLICABLE" IN APPENDIX #1 OF THIS REQUEST. HYPERLINKS TO EACH FORM HAVE BEEN PROVIDED WITHIN THE APPENDIX.</p> <p>3. THE PROPOSAL MUST INCLUDE ALL PRICE INFORMATION. PROPOSAL PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS. F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. PROPOSAL PRICES MUST BE FIRM THROUGH THE ISSUANCE OF A CONTRACT.</p> <p>4. ALL PROPOSAL PRICES MUST BE TYPED OR WRITTEN IN INK.</p> <p>5. THE BIDDER IS STRONGLY ENCOURAGED TO ATTEND THE PRE-BID CONFERENCE(S) AND SITE VISIT(S). NO SPECIAL ARRANGEMENTS WILL BE MADE FOR THOSE NOT ATTENDING. INFORMATION ON PRE-BID CONFERENCE(S) AND SITE VISIT(S) CAN BE FOUND IN THE SCHEDULE OF EVENTS SECTION OF THIS REQUEST.</p> <p>6. PROPOSALS SHALL REMAIN OPEN FOR ACCEPTANCE AND MAY NOT BE CHANGED OR WITHDRAWN FOR A PERIOD OF SIXTY (60) DAYS AFTER THE BID OPENING DATE.</p>	
<b>TO BE COMPLETED BY BIDDER</b>	
BIDDER NAME: _____	
ADDRESS: _____	
BIDDER TEL#: _____	EXT: _____
FEDERAL TAX IDENTIFICATION # _____	
BIDDER FAX#: _____	BIDDER E-MAIL: _____
SIGNATURE OF THE BIDDER ATTESTS THAT THE BIDDER HAS READ, UNDERSTANDS, AND AGREES TO ALL TERMS, CONDITIONS, AND SPECIFICATIONS SET FORTH IN THE REQUEST FOR PROPOSAL INCLUDING ALL ADDENDA, FURTHERMORE, SIGNATURE BY THE BIDDER SIGNIFIES THAT ADDENDA ISSUED, THE REQUEST FOR PROPOSAL, THE UNIVERSITY'S STANDARD TERMS AND CONDITIONS (APPENDIX 1) AND THE RESPONSIVE PROPOSAL CONSTITUTE A CONTRACT UPON THE UNIVERSITY'S OPTION TO ISSUE A WRITTEN NOTICE OF ACCEPTANCE TO BIDDER FOR ANY OR ALL OF THE ITEMS BID, AND FOR THE LENGTH OF TIME INDICATED IN THE REQUEST FOR PROPOSAL. FAILURE TO ACCEPT THE CONTRACT WITHIN THE TIME PERIOD INDICATED IN THE REQUEST FOR PROPOSAL, OR FAILURE TO HOLD PRICES OR TO MEET ANY OTHER TERMS AND CONDITIONS AS DEFINED IN EITHER ADDENDA OR THE REQUEST FOR PROPOSAL DURING THE TERM OF THE CONTRACT SHALL CONSTITUTE A BREACH AND MAY RESULT IN DEFAULT BY THE CONTRACTOR AND/OR CONTRACT TERMINATION.	
<b>ORIGINAL SIGNATURE OF BIDDER</b>	<b>DATE</b>
<b>PRINT/TYPE NAME</b>	<b>TITLE</b>

## Table of Contents

<b>1.0</b>	<b>INFORMATION FOR BIDDERS .....</b>	<b>5</b>
1.1	SCHEDULE OF EVENTS.....	5
1.1.1	REQUEST FOR PROPOSAL.....	5
1.1.2	SITE VISIT / PRE-BID MEETINGS .....	5
1.1.3	QUESTIONS AND ANSWERS .....	5
1.1.4	ADDENDUM.....	5
1.1.5	QUOTES / PROPOSALS / BIDS DUE DATE.....	6
1.2	PURPOSE AND INTENT .....	6
1.3	BACKGROUND.....	6
1.4	ADDITIONAL INFORMATION .....	7
1.4.1	BIDDER RESPONSIBILITY .....	7
1.4.2	COST LIABILITY.....	7
1.4.3	JOINT VENTURE.....	7
1.4.4	BID ERRORS.....	7
1.4.5	CONTENT OF PROPOSALS .....	8
<b>2.0</b>	<b>DEFINITIONS.....</b>	<b>9</b>
2.1	GENERAL DEFINITIONS .....	9
2.2	CONTRACT SPECIFIC DEFINITIONS .....	9
<b>3.0</b>	<b>SCOPE OF WORK .....</b>	<b>10</b>
3.1	GENERAL.....	10
3.2	CONTRACTOR REQUIREMENTS .....	10
3.2.1	PREVENTATIVE MAINTENANCE SERVICES.....	10
3.2.2	PREVENTATIVE MAINTENANCE SCHEDULE .....	12
3.3	PERMITS.....	12
3.4	PAYMENT TERMS .....	12
3.5	CONTRACTOR'S PERSONNEL.....	14
3.6	PARKING.....	15
<b>4.0</b>	<b>PROPOSAL PREPARATION AND SUBMISSION.....</b>	<b>16</b>
4.1	GENERAL.....	16
4.2	BID PROPOSAL DELIVERY AND IDENTIFICATION .....	16
4.3	SUBMISSION OF PROPOSAL .....	16
4.4	NUMBER OF PROPOSAL COPIES.....	17
4.5	PROPOSAL CONTENT .....	17
4.6	PRICING .....	17
4.6.1	PRICE ALTERATION .....	17
4.7	TECHNICAL PROPOSAL / STATEMENT OF QUALIFICATIONS.....	17
4.8	REQUIRED SUPPORTING BID DOCUMENTS.....	18
4.8.1	BID SECURITY .....	18
4.8.2	FINANCIAL CAPABILITY OF THE BIDDER.....	18
4.8.3	PUBLIC WORKS CONTRACTOR REGISTRATION .....	19
<b>5.0</b>	<b>PROPOSAL EVALUATION .....</b>	<b>20</b>
5.1	EVALUATION CRITERIA .....	20

5.1.1 TECHNICAL EVALUATION CRITERIA.....	20
5.1.2 PRICE EVALUATION .....	20
5.2 ORAL PRESENTATION AND/OR CLARIFICATION OF PROPOSAL.....	20
5.3 BEST AND FINAL OFFER (BAFO) .....	21
5.4 PROPOSAL DISCREPANCIES.....	21
<b>6.0 CONTRACT AWARD.....</b>	<b>22</b>
6.1 AWARD .....	22
6.2 BIDDERS RIGHT TO PROTEST AWARD OF CONTRACT.....	22
<b>7.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS .....</b>	<b>23</b>
7.1 PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS .....	23
7.2 CONTRACT TERM AND EXTENSION OPTION.....	23
7.3 CONTRACT TRANSITION .....	23
7.4 CONTRACT AMENDMENT.....	23
7.5 CONTRACTOR’S WARRANTY .....	23
7.6 ITEMS ORDERED AND DELIVERED.....	24
7.7 REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS.....	24
7.8 SUBSTITUTION OF STAFF.....	24
7.9 ADDITIONAL WORK AND/OR SPECIAL PROJECTS .....	24
<b>APPENDIX #1 - REQUIRED SUPPORTING BID DOCUMENTS (CHECKLIST).....</b>	<b>26</b>
<b>APPENDIX #2 - MONTCLAIR STATE UNIVERSITY REFRIGERATION EQUIPMENT INVENTORY 2024</b>	<b>27</b>
<b>ATTACHMENT #1 - PRICE SHEET .....</b>	<b>32</b>
<b>ATTACHMENT # 2 - SUMMARY INFORMATION SHEET .....</b>	<b>33</b>

## 1.0 INFORMATION FOR BIDDERS

### 1.1 SCHEDULE OF EVENTS

Event	Date	Time
Request For Proposal Issuance	Wednesday, June 19, 2024	N/A
Site Visit/Pre-Bid Meeting (Refer to RFP Section 1.1.2 for more information.)	Thursday, June 27, 2024	11:00 AM
Questions Due	Tuesday, July 2, 2024	4:00 PM
Answers Posted (approximate date and time)	Monday, July 8, 2024	4:00 PM
<b>Bid Submission Due / Public Bid Opening</b> (Refer to RFP Section 4.0 for more information.)	Monday, July 17, 2024	10:00 AM

#### 1.1.1 REQUEST FOR PROPOSAL

Bidders are requested to provide their proposals in accordance with the terms and conditions provided within this solicitation. A Proposal that is submitted with revisions or additions to the terms and conditions for this Request for Proposal (RFP) may be deemed non-responsive.

#### 1.1.2 SITE VISIT / PRE-BID MEETINGS

An Optional Pre-Bid Conference and Site Visit has been scheduled for this procurement on the date and time indicated on the RFP Cover Sheet. The location of the Site Visit will be as follows:

- 1) Outside of the main entrance to Freeman Dining Hall

A campus map is located at <https://www.montclair.edu/campus-map/>.

The Bidder is strongly encouraged to attend the pre-bid conference(s) and site visit(s). No special arrangements will be made for those not attending. The Bidder is responsible for the full Scope of Work regardless of attendance at the pre-bid conference(s) and site visit(s).

#### 1.1.3 QUESTIONS AND ANSWERS

Procurement Services will accept questions and inquiries from all potential Bidders via e-mail to [pashoo@montclair.edu](mailto:pashoo@montclair.edu). Bidders are not to contact the University user department directly, in person, by telephone or by email, concerning this RFP. All questions submitted by the above due date and time will be provided and answered via Addendum to this RFP on or around the date provided in RFP Section 1.1.

#### 1.1.4 ADDENDUM

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by Addendum. Any Addendum to this RFP will become part of this RFP and part of any Contract awarded as a result of this RFP.

ADDENDUM ISSUED WILL BE POSTED ON THE PROCUREMENT SERVICES WEBPAGE.

There are no designated dates for release of Addendum. Notice of Addendum issued may be emailed by the assigned Procurement Services buyer to the invited Bidders in advance of the bid opening date however interested Bidders should check the Procurement Services' webpage on a daily basis from the time of RFP issuance through Proposal submission. It is the sole responsibility of the Bidder to be knowledgeable of Addendum issued relating to this RFP.

### **1.1.5 QUOTES / PROPOSALS / BIDS DUE DATE**

Bidders must submit all information requested herein no later than the above referenced date and time in order to be considered for award. Incomplete proposals may be rejected. Bidder submissions must be in accordance with the instructions found in Section 4 of this solicitation.

**NOTE:** Bidders are not to contact the University using department directly, in person, by telephone or by email, concerning this RFP.

## **1.2 PURPOSE AND INTENT**

This RFP is issued by the Office of Procurement Services (Procurement Services), Montclair State University (University). The purpose of this RFP is to solicit proposals from qualified vendors to perform refrigeration maintenance and repair services on the University's commercial kitchen refrigeration equipment.

The intent of this RFP is to award a Contract to that responsible Bidder whose Proposal, conforming to this RFP is most advantageous to the University, price and other factors considered. The University reserves the right to award Contracts as a result of this RFP to more than one Bidder. The University may award any and all price lines. However, the University reserves the right to separately procure individual requirements that are the subject of the awarded Contract during the Contract term, when deemed by the University's Vice President for Finance and Treasurer to be in the University's best interest.

The University's Standard Contract Terms and Conditions (Appendix 1, Item 2.3), are part of the awarded Contract. The University's Standard Contract Terms and Conditions are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them.

## **1.3 BACKGROUND**

General: Montclair State University is a research doctoral institution ranked in the top tier of national universities. Building on a distinguished history dating back to 1908, the University today has 13 colleges and schools that serve approximately 22,500 undergraduate and graduate students with more than 300 doctoral, masters and baccalaureate programs. Situated on a beautiful, 252-acre suburban campus in Passaic and Essex Counties just 14 miles from New York City, Montclair State delivers the instructional and research resources of a large public university in a supportive, sophisticated and diverse academic environment. Effective July 1, 2023, Bloomfield College has officially become part of Montclair and will be known as "Bloomfield College of Montclair State University".

Project Specific: Qualified Bidders that are willing to enter into this contract with the University shall perform inspections, maintenance, repair and emergency services on the University's commercial kitchen refrigeration equipment. The Bidder shall provide all equipment, tools, labor, supervision, materials, transportation and all effort necessary to carry out the specifications herein.

## **1.4 ADDITIONAL INFORMATION**

### **1.4.1 BIDDER RESPONSIBILITY**

The Bidder assumes sole responsibility for the complete effort required in submitting a Proposal in response to this RFP. No special consideration will be given after Proposals are opened because of a Bidder's failure to be knowledgeable as to all of the requirements of this RFP.

### **1.4.2 COST LIABILITY**

The University assumes no responsibility and bears no liability for costs incurred by a Bidder in the preparation and submittal of a Proposal in response to this RFP.

### **1.4.3 JOINT VENTURE**

If a joint venture is submitting a Proposal, the agreement between the parties relating to such joint venture should be submitted with the joint venture's bid proposal. Authorized signatories from each party comprising the joint venture must sign the RFP Signature Page. All items on Appendix 1 must be completed by each party to the joint venture. Proposals should not include a structure that requires the University to create a joint venture with the Bidder(s).

### **1.4.4 BID ERRORS**

A Bidder may withdraw its Proposal prior to bid opening. Such request must be made, in writing, to the Assistant Vice President of Procurement of Procurement Services. The Bidder may submit a revised Proposal as long as the Proposal is received prior to the announced date and time for Proposal submission.

If, after the opening of Proposal but before Contract award, a Bidder discovers an error in its bid proposal, the Bidder may make written request to the Assistant Vice President of Procurement of Procurement Services for authorization to withdraw its bid proposal from consideration for award. Evidence of the Bidder's good faith in making this request shall be used in making the determination. The factors that will be considered are that the mistake is so significant that to enforce the Contract resulting from the Proposal would be unconscionable; that the mistake relates to a material feature of the contract; that the mistake occurred notwithstanding the Bidder's exercise of reasonable care; and that the University will not be significantly prejudiced by granting the withdrawal of the Proposal.

If, during the evaluation of Proposal received, an obvious pricing error made by a potential Contract awardee is found, the Assistant Vice President of Procurement of Procurement Services shall issue written notice to the Bidder. The Bidder will have five (5) days after receipt of the notice to confirm its pricing. If the Bidder fails to respond, its Proposal shall be considered withdrawn, and no further consideration shall be given it.

If it is discovered that there is an arithmetic disparity between the unit of measure and the total percentage of net tuition, the unit measure shall prevail. If there is any other ambiguity in the pricing other than a disparity between the unit of measure and net percentage and the Bidder's intention is not readily discernible from other parts of the Proposal, the assigned Procurement Services buyer may seek clarification from the Bidder to ascertain the true intent of the Proposal.

#### **1.4.5 CONTENT OF PROPOSALS**

Subsequent to bid opening, all information submitted by a Bidder in the Proposal is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and/or other applicable law.

A Bidder may designate specific information in its Proposal as confidential and proprietary if the Bidder has a good faith legal/factual basis for such assertion. The University reserves the right to make the determination and will advise the Bidder accordingly. Confidential and proprietary information shall be clearly and prominently identified in the Proposal and in a cover letter. The University will disregard any attempt by a Bidder either to designate its entire Proposal as confidential, proprietary and/or subject to copyright protection.

By signing the RFP Signature Page, the Bidder waives any claims of copyright protection set forth within its proposal and any third-party manufacturer's price list and/or catalogs. Price lists and/or catalogs cannot be kept confidential and must be accessible to University user departments.

The Bidder is advised to thoroughly read and follow all instructions contained in this RFP.

Note: Proposal shall not contain URLs (Uniform Resource Locators, i.e., the global address of documents and other resources on the World Wide Web) or web addresses. Inasmuch as the web contains dynamically changing content, inclusion of a URL or web address in a Proposal response is indicative of potentially changing information. Inclusion of a URL or web address in a Proposal response implies that the Proposal's content changes as the referenced web pages change.



## **2.0 DEFINITIONS**

### **2.1 GENERAL DEFINITIONS**

The following definitions will be part of the contract awarded as a result of this RFP:

Addendum - Written clarification or revision to this RFP issued by Procurement Services.

All-Inclusive Pricing - A price that is all-inclusive of all direct and indirect costs, including, but not limited to, third party fees, delivery, direct labor costs, overhead, fee or profit, equipment, materials, supplies, managerial support, documents, forms, travel, delivery, reproductions thereof and any other costs. No additional fees or costs shall be paid by the University unless there is a change in the scope of work.

Amendment - A change in the scope of work to be performed by the Contractor after Contract award. An Amendment is not effective until signed by the University's Vice President for Finance and Treasurer.

Best and Final Offer (BAFO) – Pricing timely submitted by a Bidder upon invitation by the Procurement Department after Proposal opening.

Bidder – An entity submitting a Proposal in response to this RFP.

Contract - The Contract consists of any Addendum to this RFP, this RFP, the University's Standard Terms and Conditions (Appendix 1, Item 2.3), the awarded Bidder's Proposal as accepted by the University and any subsequent written document memorializing the agreement, any modifications to any of these documents approved by the University, or post-award documents including Amendments agreed to by the University and the Contractor, in writing.

Contractor - The Contractor is the Bidder awarded a Contract.

AVP of Procurement Services- Assistant Vice President of Procurement of Procurement Services

Joint Venture – A business undertaking by two or more entities to share risk and responsibility for a specific project.

May - Denotes that which is permissible, but not mandatory.

Proposal – Bidder's timely response to the RFP including, but not limited to, technical Proposal, price Proposal including Best and Final Offer, any licenses, forms, certifications, clarifications, and/or other documentation required by the RFP.

Request for Proposal (RFP) - This document, which establishes the bidding and Contract requirements and solicits bid proposals to meet the purchase needs of the University.

Shall or Must - Denotes that which is a mandatory requirement.

Should - Denotes that which is recommended, but not mandatory.

### **2.2 CONTRACT SPECIFIC DEFINITIONS**

Not applicable for this RFP.

### 3.0 SCOPE OF WORK

#### 3.1 GENERAL

The Contractor shall provide emergency, maintenance, inspections, and repair services in accordance with the Preventative Maintenance Schedule, as outlined in subsection 3.2.2, for the University's 242 inventoried pieces of refrigeration equipment of various makes and models, as well as for each new piece of refrigeration equipment that the University acquires.

#### 3.2 CONTRACTOR REQUIREMENTS

##### 3.2.1 PREVENTATIVE MAINTENANCE SERVICES

The Contractor shall adhere to the following:

- a) Perform all maintenance as described in the attached specifications for all the **195** Refrigeration Equipment's outlined in **Appendix 2**, as well as for each piece of refrigeration equipment the University will acquire at the price according to the price sheet.
- b) Provide all equipment, tools, labor, supervision, materials, transportation and all effort necessary to carry out the specifications herein.
- c) Service and repairs will consist of the following:
  - i) Emergency and maintenance service shall be made available to the University in accordance with the Preventative Maintenance Schedule, as outlined in subsection 3.2.2. This service is to include trouble shooting and the performance of a preventative maintenance program that is consistent with commercial refrigeration industry standards for each piece of equipment. The preventative maintenance program is to include the precautionary shut down and start-up of units due to planned or emergency utility shutdowns. From time to time, the University must shut power to specific buildings. Occasionally, buildings at the University may lose power. The number of times when these "planned or emergency shutdowns" take place is not certain. Planned and unplanned outages historically have taken place no more than five (5) times per calendar year. This would include shutdowns that take place outside of normal business hours 7:00 AM-5:00 PM
  - ii) Inspections and repairs of the current and new pieces of refrigeration equipment. Repairs to any of the new refrigeration equipment will be handled under manufacturer warranty, for a minimum of one (1) year. Preventative maintenance service however, on each new piece of refrigeration equipment shall be automatically covered under this preventative maintenance contract
  - iii) The following maintenance services are listed as a minimum, but not limited to, and any contractor considering bidding must have the licenses, tools, equipment, materials and technical ability to perform such:
    - (1) **Ice Machine Deep Cleaning**
      1. Disassemble machine.
      2. Remove mold build-up and mineral deposits
      3. Complete de-liming procedures

4. Total removal and sanitizing of the ice bin
5. Refrigerant charging
6. Inspect and change water supply filters
7. Clean Condenser and evaporator
8. Inspect voltage of compressor
9. Inspect all wiring, switches and contractors
10. Sanitize and reassemble
11. Replace or clean air filters
12. Inspect air handler/cooler unit and evaporator shrouding
13. Note any missing and nonfunctional light bulbs

## **(2) Cold Side Services**

1. Clean condenser/evaporator coils
2. Clean condenser/evaporator fan blades. Straighten bent or damaged coil fins where practical.
3. Clean and flush evaporator pan, condensate removal pan, and drain lines
4. Install pre-filters where applicable. Cost of materials is covered under this PM contract.
5. Perform general check-up and identify deficiencies, assuring that the equipment is operating at maximum efficiency and safe operation.
6. Perform leakage tests and repair if necessary.
7. Calibrate thermostat and thermometer.
8. Replace or clean air filters
9. Clean and lubricate motors, if applicable.
10. Grease bearings and compressor mounts.
11. Check for belt condition and tightness. Tighten or replace belts when necessary.
12. Clean compressor and vacuum the entire mechanical area.
13. Check for belt condition and tightness. Tighten or replace belts when necessary.
14. Inspect air handler/cooler unit and evaporator shrouding.
15. Ensure lighting and safety bulb lens are in proper working order
16. Check defrosts cycles to make sure equipment is operating efficiently. The cost of adjusting cycles is part of the maintenance agreement.
17. Inspect for inefficient door gaskets; and lubricate door hinges. At time of routine maintenance schedule replace damaged door gaskets. If the gaskets are replaced after the routine maintenance schedule, the university is billed only for the cost of the gaskets.

d) All labor and material costs associated with performing the service actions outlined in subsection 3.2.1 paragraph c) iii are covered under this Preventative Maintenance contract. However, the cost of materials (specifically door gaskets, light lens covers, and water filters) is billed to the University at ARH Contractor ListPrice, as published by

Trade Service Directory found here: <http://www.tradeservice.com/products/pricing-books/arh-price-directory> plus the awarded mark up % per the awarded price sheet.

- e) For the purpose of this contract, the cost of any repair outside of the preventative maintenance coverage (**over \$600.00**) must be submitted for approval by the University's Director of Auxiliary Services or the Manager of Dining Services prior to repairs being performed by the Contractor. When the Contractor is contacted to repair a piece of equipment that is not operating properly, it is considered a repair. Repairs are items outside the schedule of services found under subsection 3.2.1 paragraph c) iii.

### **3.2.2 PREVENTATIVE MAINTENANCE SCHEDULE**

The Contractor shall adhere to the following Preventative Maintenance Schedule:

1. Ice Machines: January, March, May, July, September, December
  - a. Each Ice Machine shall be examined a maximum of six (6) times, once per each above-mentioned month.
2. Cold Side Equipment: December – January, April-May, July-August
  - a. Each refrigerated (non-ice machine) shall be examined three (3) times, once per each above-mentioned period.
3. Water Filters Changed: All replacement filters are required to be dated at time of replacement/installation.

### **3.3 PERMITS**

The Contractor shall hold and provide copies of license requirements as follows:

1. **A valid Public Works Contractor registration.**
2. **Technicians assigned to the account must be certified by the Environmental Protection Agency (EPA) and shall have their EPA Certification.**
3. **The supervising Manager must be a fully licensed "Master HVAC & R" in the State of New Jersey.**
4. **The Contractor must list all current Factory Authorized Warranty approvals they possess. Additionally, the contractor must notify the Manager of Dining Services of any change to that list during the length of the award period.**

### **3.4 PAYMENT TERMS**

The Contractor shall adhere to the following:

- a. Payment for repairs and maintenance will be made in accordance with the Montclair State University Terms & Conditions, but not less than net thirty (30) days, and shall be billed by the contractor in accordance with the following:

- i) Normal hours of service for maintenance and repairs is 7:00 AM – 5:00 PM, Monday through Friday. The technician must coordinate with the on-site Manager to select a time/date for repairs that causes the least interruption of service for our dining customers. Unless it's an emergency repair, regular service and maintenance repairs **shall be avoided** on (front-of-the-house) equipment, during hours when our customers are present. In no instance shall repairs occur during peak hours (when a food venue is in full service), unless prior permission is agreed to by the Manager or Director of Dining Services.
- ii) The contractor will invoice the University on a monthly basis for charges under this annual Preventive Maintenance contract. Charges for the preventative maintenance as well as for any repair service shall be invoiced to the University on a timely basis, via electronic method solely. Payment for goods and/or services purchased by the University will be made to the contractor within 30 days of the date of the later of an acceptable invoice from the contractor or the University's acceptance of the contracted products and/or services. The preferred method of payment is through the use of a Purchase Order. A single invoice is required for a single repair, for a single piece of equipment. In this single invoice, it shall include the labor costs associated with the initial diagnosis plus the final repair, as well as the cost of replacement parts. The cost of "second trips" or "call backs" regarding the same repair are not billable items. The University uses the ACH Electronic process to make payments to all contractors. No invoices shall be approved without the prior approval of the project manager.
- iii) The labor rates for repairs and maintenance are to be stated in the attached Pricing Schedule (Attachment 1-Price Sheet). The contractor must list their emergency and repair service rates for straight time, overtime, and holidays (see university holiday schedule here: <https://www.montclair.edu/human-resources/benefits/university-holidays/> These rates are at the contractor's discretion and may be the same or different.
- iv) The cost of repairs, outside of the regular maintenance contract, is billable to the University. A "repair service" is based on labor and cost of materials" arrangement. The cost of parts is to be of ARH (Air Refrigeration & Heat) Contractor List Price, as published by Trade Service Directory <http://www.tradeservice.com/products/pricing-books/arh-price-directory>. plus the awarded mark up % per the awarded price sheet; and labor charges are to follow the list prices found in (Attachment 1-Price Sheet).
- v) A repair *Service Call* that is made by Noon on a regular workday or work that has commenced before 5:00 PM is to be billed at regular hourly rates. It is expected that the Contractor will make every effort to avoid the necessity for overtime charges. This may include consultation with the Manager of Dining Services until work can be completed during the next regular business day, excluding emergency situations. A service call is defined as a call that takes place when the contractor is performing repairs outside the scope of preventative maintenance. (we can add the schedule here)
- vi) The University will not incur charges for the Contractor dispatching more than one service technician without prior authorization from the Manager of Dining Services.
- vii) Contractor shall use only the Original Equipment Manufacturer (OEM) or authorized new parts. Used, inferior parts or band aid repairs are not permitted. Contractor must provide a list of material suppliers/distributors that they have a pre-established account with.

- viii) The University will not be billed for transportation time, tolls, fuel surcharges at any time during this agreement. All parts and labor must be under warranty for a minimum of ninety (90) days.

### **3.5 CONTRACTOR'S PERSONNEL**

The Contractor's personnel shall adhere to the following:

- a) All personnel shall be physically able to do their assigned work.
- b) All personnel shall be capable employees thoroughly trained, qualified and certified in the work assigned to them.
- c) All personnel must observe all regulations in effect at the University. While on University property, employees shall be subject to control of the University, but under no circumstances shall such persons be deemed to be employees of the University.
- d) The contractor shall at all times enforce strict discipline and good order among its employees
- e) All Contractors' employees shall be subject to such security clearance by University Police as the University shall require. The Contractor shall require all employees to wear suitable uniforms during the time they are on the University property. Suitable uniforms shall mean a company uniform with the name and/or logo of the company.
- f) The contractor shall supervise, direct the work and be solely responsible for all service techniques, sequences, and procedures and for coordinating all portions of the work under this contract. Keep it
- g) The Contractor must have a dispatch service to provide 24/7 response and must include after hours, weekend and holiday service.
- h) The Contractor must provide Montclair State University's Manager of Dining Services with the appropriate office and cell phone numbers of all pertinent on-duty and off-hours personnel including Senior Executives of the firm.
- i) The Contractor must have the capability of having qualified, fully licensed, certified technicians familiar with the equipment on the job site at Montclair State University within two (2) hours of request for service in the event of an emergency or unforeseen problem. The two (2) hour period begins once the call for service is provided via the dispatch service or directly to the service contractor.
- j) In the event the Contractor does not respond to the request for service within the two(2) hour time frame or send a qualified technician to the jobsite, the Manager of Dining Services may call another repair company; and the related repair costs will be billed to the Contractor who holds this preventive maintenance contract. Labor costs associated with call back services are not billable to the University under this contract. A "call back" or "2<sup>nd</sup> trip" service is defined as a repeat repair to the same piece of equipment which was repaired within 72 hours prior.
- k) Contractor and repair team assigned to the University will arrange to meet all managers and supervisors of all dining service facilities within two (2) weeks of contract award.

- l) All Contractors' employees are responsible for leaving the worksite in a clean and safe condition. All trash must be removed from the kitchen/service area and properly disposed of, off University premises.
- m) Unless the circumstances are such that the tools used during repairs require additional time to fully complete the job, none of the contractor's equipment or supplies are to be left on University premises.

### **3.6 PARKING**

The Contractor shall adhere to the following:

- a) The Contractor must obtain the appropriate University parking identification tag(s) and pay the appropriate annual or daily parking fees. The University requires vehicle identification tags for all commercial vehicles. The University's parking rules and regulations can be found at <https://www.montclair.edu/facilities/our-services/parking-services/>
- b) Parking is not permitted in restricted areas, e.g. handicap zones, trash/utility access areas, or general no-parking zones. Parking citations issued to the Contractor are the responsibility of the Contractor.
- c) The University restricts vehicle traffic in the inner campus grounds. At specific locations, bollards are in place to restrict traffic flow. Technicians are required to park vehicles in authorized parking areas, then cart tools and parts to the location where equipment is to be repaired.
- d) If the delivery or removal of heavy equipment is required to complete a repair job, the Contractor must obtain advance clearance through the Manager of Dining Services so a bollard can be unlocked. Violations of this policy will result in tickets or fines. Vehicles are never permitted to avoid the bollards by travelling either on a walkway or grassy area.

## **4.0 PROPOSAL PREPARATION AND SUBMISSION**

### **4.1 GENERAL**

The Bidder is advised to thoroughly read and follow all instructions contained in this RFP, including the instructions on the RFP's Cover sheet, in preparing and submitting its Proposal. Failure to submit information as indicated below may result in your Proposal being deemed non-responsive.

### **4.2 BID PROPOSAL DELIVERY AND IDENTIFICATION**

In order to be considered, a Proposal must arrive at Procurement Services in accordance with the instructions on the RFP Signature Page.

Bidders are cautioned to allow adequate delivery time to ensure timely delivery of bid proposals. Late bid proposals are ineligible for consideration.

**THE EXTERIOR OF ALL PROPOSAL PACKAGES ARE TO BE LABELED WITH THE RFP NUMBER AND TITLE AND THE BIDDER'S NAME AND ADDRESS.**

### **4.3 SUBMISSION OF PROPOSAL**

In order to be considered for award, the Proposal must be received by Procurement Services at the location and by the required date and time identified in this RFP in a sealed envelope marked with the Proposal title and number.

If your proposal is being submitted by **US Mail**, it must be addressed to:

Montclair State University  
Office of Procurement Services  
1 Normal Avenue  
Montclair, New Jersey 07042

If your proposal is being submitted **BY HAND OR OVERNIGHT DELIVERY (FedEx, UPS, etc.)**, please address it to:

Montclair State University  
Office of Procurement Services,  
150 Clove Road, 3rd Floor,  
Little Falls, New Jersey 07424.

**ANY PROPOSAL NOT RECEIVED BY THE DATE, TIME AND AT THE LOCATION NOTED IN THIS RFP WILL BE REJECTED.**



Note: Bidders using US Regular or Express mail services should allow adequate time to ensure that Proposal are received at Procurement Services on the date and time indicated on the cover sheet.

#### **4.4 NUMBER OF PROPOSAL COPIES**

The Bidder must submit one (1) complete ORIGINAL Proposal, clearly marked as the “ORIGINAL” Proposal. **The Bidder should submit one (1) exact copy on a flash drive.** The copies requested are necessary in the evaluation of the Proposal. It is suggested that the Bidder make and retain a copy of its Proposal.

#### **4.5 PROPOSAL CONTENT**

Bidders are instructed to submit its Proposal in the following sections with the content of each section as indicated below:

1. Section 1 – Required Supporting Bid Documents (Appendix # 1)
2. Section 2 – Price Sheet (Section 4.6 and Attachment # 1)
3. Section 3 – Technical Proposal / Statement of Qualifications (Section 4.7)
4. Section 4 – Any other documents to be included by the Bidder

#### **4.6 PRICING**

The Bidder must submit its pricing using the format set forth in the price sheet(s) attached to this RFP (Attachment #1). Failure to submit all information required will result in the Proposal being considered non-responsive unless the University determines the information is not material and may be waived. Each Bidder is required to hold its prices firm through issuance of the Contract.

##### **4.6.1 PRICE ALTERATION**

Bid prices must be typed or written in ink. Any price change (including "white-outs") must be initialed. Failure to initial price changes may preclude a Contract award from being made to the Bidder.

#### **4.7 TECHNICAL PROPOSAL / STATEMENT OF QUALIFICATIONS**

The Bidder must provide the Statement of Qualifications listed below and should be presented in the same order as listed. Attachments that amplify responses or provide relevant illustrations are highly welcome. Failure to provide qualifications will result in your Proposal being deemed non-responsive. Bidders must meet the qualifications set forth in Section 4.7 and may not substitute the qualification of subcontractors to meet these requirements.

1. Summary Information Sheet (Attachment # 2) – Bidders must complete and provide with its Proposal
2. Financial – Refer to RFP Section 4.8.2 for instructions.
3. Provide copies of license requirements as follows:

- i. Bidder must submit proof of an EPA (Environmental Protection Agency) Certificate, per each technician assigned to the account.
  - ii. The supervising Manager/Supervisor must be a fully licensed “Master HVAC & R” in the State of New Jersey
  - iii. Bidder must list all current Factory Authorized Warranty approvals they possess. Additionally, the contractor must notify the Manager of Dining Services of any change to that list during the length of the award period.
4. The Bidder must submit the location of the dispatch office it will utilize for this contract. Travel distance between the University and the dispatch office should be one (1) hour or less.

#### **4.8 REQUIRED SUPPORTING BID DOCUMENTS**

The Bidder must submit Required Supporting Bid Documents (Appendix # 1) at the time of Proposal submission or prior to the issuance of the Contract, as outlined in Appendix # 1.

Note: The first section of Appendix # 1 references RFP specific submittals that are to be provided separately from the other items listed. Refer to RFP Section 4.5 for additional information regarding how Bidders are instructed to submit its Proposal.

##### **4.8.1 BID SECURITY**

Not applicable for this RFP.

##### **4.8.2 FINANCIAL CAPABILITY OF THE BIDDER**

In order to provide the University with the ability to judge the Bidder’s financial capacity and capabilities to undertake and successfully complete the Contract, the Bidder should submit its most recent annual audited or certified financial statement that includes a balance sheet, income statement and statement of cash flow, and all applicable notes for the most recent calendar year or the Bidder’s most recent fiscal year. If a certified financial statement is not available, the Bidder should provide either a reviewed or compiled statement from an independent accountant setting forth the same information required for the certified financial statement, together with a certification from the Chief Executive Officer and the Chief Financial Officer, that the financial statement and other information included in the statement fairly present in all material respects the financial condition, results of operations and cash flows of the Bidder as of, and for, the period presented in the statement. In addition, the Bidder should submit a bank reference.

If the financial information is not included with the Bidder’s response, the University may request the Bidder to submit it. If the University requests it be submitted and the Bidder fails to submit within seven (7) business days, the University may deem the Bidder’s Proposal non-responsive.

The Bidder may designate specific financial information as not subject to disclosure when the Bidder has a good faith legal/factual basis for such assertion. The Bidder may submit specific financial documents in a separate, sealed package clearly marked “Confidential-Financial Information” along with its Proposal. Each page of the financial information that the Bidder considers confidential must also be clearly and prominently marked “confidential.”

The University reserves the right to make the determination whether to accept the Bidder’s assertion of confidentiality and will advise the Bidder accordingly.

#### **4.8.3 PUBLIC WORKS CONTRACTOR REGISTRATION**

Pursuant to N.J.C.A. 12:62-2.1 and N.J.S.A. 34:11-56.51, the Bidder and all named Subcontractors must be registered with the Department of Labor and Workforce Development (DLWD) at the time of bid opening. Failure to possess a valid public works contractor registration at the time of bid opening shall deem the proposal non-responsive. Applications in progress or pending DLWD approval are not valid registrations. Please contact the DLWD for any questions regarding Contractor Registration at:

- New Jersey Division of Wage & Hour Compliance
- PO Box 369 Trenton, NJ 08625-0389
- Phone: 609-292-2305
- Email: [wage.hour@dol.nj.gov](mailto:wage.hour@dol.nj.gov)

For additional information the following web site should be checked:

<https://www.nj.gov/labor/wageandhour/registration-permits/register/publicworksregistration.shtml>.

## **5.0 PROPOSAL EVALUATION**

The University reserves the right to waive minor irregularities or omissions in a Proposal. The University also reserves the right to waive a requirement provided that the requirement does not materially affect the procurement or the University's interests associated with the procurement.

### **5.1 EVALUATION CRITERIA**

Proposals will be evaluated on Price and other factors. The following evaluation criteria categories, not necessarily listed in order of significance, will be used to evaluate Proposals received in response to this RFP.

#### **5.1.1 TECHNICAL EVALUATION CRITERIA**

The following criteria will be used to evaluate all Proposal that meet the requirements of this RFP. The criteria are not necessarily listed in order of importance:

1. Experience of Firm: The Bidder's documented experience in successfully completing contracts of a similar size and scope in relation to the work required by this RFP.
2. Ability of firm to complete the Scope of Work 3.0 based on its Technical Proposal: The overall ability of the Bidder to undertake and successfully complete the technical requirements of the Contract in a timely and effective manner.

#### **5.1.2 PRICE EVALUATION**

For evaluation purposes, Bidders will be ranked from lowest to highest according to the total Proposal price calculated from the pricing located on Attachment # 1 -Price Sheet accompanying this RFP.

### **5.2 ORAL PRESENTATION AND/OR CLARIFICATION OF PROPOSAL**

After Proposals are reviewed, the University may request one (1), some or all Bidders to give an oral presentation to the University concerning its Proposal. Bidders may not attend presentations made by their competitors.

The University may also require the clarify certain aspects of its Proposal. A request for clarification may be made in order to resolve minor ambiguities, irregularities, informalities or clerical errors. Clarifications cannot correct any deficiencies, material omissions, or used to revise or modify a Proposal.

It is within the University's discretion whether to require the Bidder to give an oral presentation, or require the Bidders to submit written responses to questions regarding its Proposal. Action by the University in this regard should not be construed to imply acceptance or rejection of a Proposal. Procurement Services is the sole point of contact regarding any request for an oral presentation or clarification.

### **5.3 BEST AND FINAL OFFER (BAFO)**

The University may invite one (1) Bidder or multiple Bidders to submit a Best and Final Offer (BAFO). Said invitation will establish the time and place for submission of the BAFO. Any BAFO that does not result in more advantageous pricing to the University will not be considered, and the University will evaluate the Bidder's most advantageous previously submitted pricing.

BAFOs will be conducted only in those circumstances where it is deemed by the Director to be in the University's best interests and to maximize the University's ability to get the best value. Therefore, the Bidder is advised to submit its best technical and price proposal in response to this RFP since the University may, after evaluation, make a Contract award based on the content of the initial submission. The University may conduct more than one (1) round of BAFO in order to attain the best value for the University.

If the University contemplates BAFOs, prices will not be publicly read at the bid opening. Only the name and address of each Bidder will be publicly announced at the bid opening.

### **5.4 PROPOSAL DISCREPANCIES**

In evaluating Proposal, discrepancies between words and figures will be resolved in favor of words. Discrepancies between unit of measure and totals of unit prices will be resolved in favor of unit prices. Discrepancies in the multiplication of units of measure and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated total of multiplied unit prices and units of measure and the actual total will be resolved in favor of the actual total. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the corrected sum of the column of figures.

## **6.0 CONTRACT AWARD**

### **6.1 AWARD**

The Contract award shall be made with reasonable promptness by written notice to that responsible Bidder, whose Proposal, conforming to this RFP, is most advantageous to the University, price, and other factors considered. The University reserves the right to reject all bids, to reject those bids that are non-responsive, or to award in whole or in part, if deemed to be in the best interest of the University to do so. Furthermore, the University reserves the right to waive any minor informality where such waiver is permitted by law.

### **6.2 BIDDERS RIGHT TO PROTEST AWARD OF CONTRACT**

A Bidder who submits a proposal in response to an RFP may submit a written protest to the Assistant Vice President of Procurement of Procurement Services, setting forth in detail the specific grounds for challenging the award. The protest shall be filed within ten (10) business days following the Bidder's receipt of written notification, sent either by certified mail or facsimile transmission, that its Proposal was not accepted or of notice of the decision to award the Contract. Any protest filed after the 10-day period may be disregarded. If the Contract award is protested, the University may proceed to award the Contract if the failure to award will result in substantial cost to the University or if public exigency so requires. All contract awards will be posted on the Procurement Services website: <https://www.montclair.edu/procurement/awarded-contracts/>.

## **7.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS**

### **7.1 PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS**

The Contract awarded as a result of this RFP shall consist of Addendum to this RFP, this RFP (including the University's Standard Contract Terms and Conditions (Appendix 1, Item 2.3), the Contractor's Proposal and the University's Agreement incorporating these documents and signed by the Contractor and the University's Vice President for Finance and Treasurer.

In the event of a conflict between provisions within the Contract documents, the Contract documents shall have the following order of priority: Contract, RFP Addendum in the order of the most recent issuance date, the RFP, the University's Standard Contract Terms and Conditions and the Contractor's Proposal.

### **7.2 CONTRACT TERM AND EXTENSION OPTION**

The term of the Contract shall be for a period of (3) years. The anticipated "Contract Effective Date" is provided on the Signature Page of this Request for Proposal. If delays in the procurement process result in a change to the anticipated Contract Effective Date, the Bidder agrees to accept a Contract for the full term of the contract. The Contract may be extended for all or part of two (2), one-year periods, by the mutual written consent of the contractor and the University's Vice President of Finance and Treasurer.

### **7.3 CONTRACT TRANSITION**

In the event that a new Contract has not been awarded prior to the Contract expiration date, as may be extended herein, it shall be incumbent upon the Contractor to continue the Contract under the same terms and conditions until a new Contract can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the expiration date of the Contract.

### **7.4 CONTRACT AMENDMENT**

Any changes or modifications to the terms of the Contract shall be valid only when they have been reduced to writing and signed by the Contractor and the University's Vice President for Finance and Treasurer.

### **7.5 CONTRACTOR'S WARRANTY**

The Contractor is responsible for the quality, technical accuracy, timely completion and delivery of all deliverables and other services to be furnished by the Contractor under the Contract. The Contractor agrees to perform in a good, skillful and timely manner all services set forth in the Contract.

The Contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its services and deliverables furnished under the

Contract. The approval of interim deliverables furnished under the Contract shall not in any way relieve the Contractor of fulfilling all of its obligations under the Contract. The acceptance or payment for any of the services rendered under the Contract shall not be construed as a waiver by the University, of any rights under the agreement or of any cause of action arising out of the Contractor's performance of the Contract.

The acceptance of, approval of or payment for any of the services performed by the Contractor under the Contract shall not constitute a release or waiver of any claim the University has or may have for latent defects or errors or other breaches of warranty or negligence.

#### **7.6 ITEMS ORDERED AND DELIVERED**

Not applicable for this RFP.

#### **7.7 REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS**

In the event that the Contractor fails to comply with any material Contract requirements, the University's Vice President for Finance and Treasurer may take steps to terminate the Contract in accordance with the provisions herein and/or authorize the delivery of Contract items by any available means, with the difference between the price paid and the defaulting contractor's price either being deducted from any monies due the defaulting Contractor or being an obligation owed the University by the defaulting Contractor.

#### **7.8 SUBSTITUTION OF STAFF**

If it becomes necessary for the Contractor to substitute any management, supervisory or key personnel, the Contractor shall identify the substitute personnel and the work to be performed. The Contractor must provide detailed justification documenting the necessity for the substitution. Resumes must be submitted evidencing that the individual(s) proposed as substitute(s) have qualifications and experience equal to or better than the individual(s) originally proposed or currently assigned.

The Contractor shall forward a request to substitute staff to the University for consideration and approval. No substitute personnel are authorized to begin work until the Contractor has received written approval to proceed from the University.

#### **7.9 ADDITIONAL WORK AND/OR SPECIAL PROJECTS**

The Contractor shall not begin performing any additional work or special projects related to this RFP without first obtaining the University's written approval.

In the event of additional work and/or special projects, the Contractor must present a written Quote to perform the additional work to the University. The Quote should provide justification for the necessity of the additional work. The Contractor's written Quote must



provide a detailed description of the work to be performed broken down by task and subtask. The written Quote must detail the cost necessary to complete the additional work in a manner consistent with this Contract. The written price schedule must be based upon the hourly rates, unit costs or other cost elements submitted by the Contractor in the Contractor's original Proposal submitted in response to this RFP. Whenever possible, the price schedule should be a firm, fixed all-inclusive price to perform the required work. A payment schedule, tied to successful completion of tasks and subtasks, must be included.

In the event the Contractor proceeds with additional work and/or special projects without the University's written approval, it shall be at the Contractor's sole risk. The University shall be under no obligation to pay for work performed without the University's written approval.

## APPENDIX #1 - REQUIRED SUPPORTING BID DOCUMENTS (CHECKLIST)

NOTE: The documents listed below are required by State Law and University Policy. All documents are required to be completed. Procurement Services Forms can be found at:

<https://www.montclair.edu/procurement/forms/>.

<b>THIS CHECKLIST WAS CREATED AS A GUIDE TO ASSIST BIDDERS AND MAY NOT IDENTIFY ALL REQUIREMENTS FOR SUBMITTING A COMPLETE PROPOSAL. IT IS THE BIDDER'S RESPONSIBILITY TO ENSURE THAT ALL REQUIREMENTS OF THE RFP HAVE BEEN MET.</b>		
<b>1. RFP SPECIFIC SUBMITTALS THAT MUST BE SUBMITTED BY THE BIDDER <u>WITH THE PROPOSAL</u>.</b>		
#	Document Title	Applicable?
1	<b>PRICE SHEET</b> – Refer to Section 4.6 and Attachment 1 for information.	Yes
2	<b>TECHNICAL PROPOSAL / STATEMENT OF QUALIFICATIONS</b> – Refer to Section 4.7 for information.	Yes
3	<b>PUBLIC WORKS REGISTRATION</b> – Refer to RFP Section 4.8.3	Yes
<b>2. STANDARD SUBMITTALS THAT MUST BE SUBMITTED BY THE BIDDER <u>WITH THE PROPOSAL</u>.</b>		
#	Document Title	Applicable?
1	<b>SIGNATURE PAGE</b> – Refer to Page 2 of this RFP.	Yes
2	<b>OWNERSHIP DISCLOSURE FORM</b> - Refer to Ownership Disclosure Form (PDF)	Yes
3	<b>MONTCLAIR STATE UNIVERSITY STANDARD CONTRACT TERMS AND CONDITIONS</b> - Refer to Montclair State University Standard Terms and Conditions (PDF)	Yes
<b>3. STANDARD SUBMITTALS THAT SHOULD BE SUBMITTED BY THE VENDOR WITH THE PROPOSAL. THESE FORMS MUST BE SUBMITTED PRIOR TO THE ISSUANCE OF CONTRACT.</b>		
#	Document Title	Applicable?
1	<b>BUSINESS REGISTRATION CERTIFICATE</b> - Refer to New Jersey Business Registration Certificate (BRC) Instructions & Sample (PDF)	Yes
2	<b>POLITICAL CONTRIBUTION DISCLOSURE (CHAPTER 51)</b> - Refer to Chapter 51 / EO 117 Vendor Certification and Disclosure of Political Contributions (PDF)	Yes
3	<b>MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE</b> - Refer to AA-302 Employee Information Report for Good and Services (PDF)	Yes
4	<b>FINANCIAL CAPABILITY OF THE BIDDER</b> - Refer to RFP Section 4.7.2	Yes

**APPENDIX #2 - MONTCLAIR STATE UNIVERSITY REFRIGERATION  
EQUIPMENT INVENTORY 2024**

Qty	Item Name	Make	Building Location
<b>Refrigerators</b>			
1	Reach-in Refrigerator	Traulsen	Freeman
2	Reach-in Refrigerator	TRUE	Freeman
1	Refrigerator	Victory	BISTRO 62
1	Beverage Refrigerator	N/A	BISTRO 62
2	Walk-in Refrigerator	Sico	Univeristy Hall - Catering
2	Reach-in Refrigerator	Traulsen	Univeristy Hall - Catering
1	Refrigerator - Counter Top	Beverage Air	Student Center C-Store
1	Refrigerated Sandwich Prep Table (2-door)	Continental	Student Center - Pizzeria
1	Refrigerated Pizza Prep Table	Randell	Student Center - Pizzeria
2	Lowboy Refrigerator	Continental	Student Center - Pizzeria
1	Walk-in Refrigerator	Randell	Student Center - Pizzeria
1	Refrigerated Display Case	Randell	Red Hawk Diner
1	Refrigerated Display Case	TRUE	Red Hawk Diner
1	Refrigerated Salad Bar	Delfield	Student Center - Dining Room
3	Refrigerator	Traulsen	Student Center - Main Kitchen
1	Refrigerator	Traulsen	Student Center - Main Kitchen
1	LOW BOY REFRIGERATOR	CONTINENTAL	Student Center - Middle Eastern Theme
1	REFRIGERATED LONG UNIT 4DR	CONTINENTAL	Student Center - Middle Eastern Theme
1	REFRIGERATED LONG UNIT 4C	CONTINENTAL	Student Center - Grill
1	LOWBOY REFRIGERATOR	DELFIELD	Student Center - Patio
2	Undercounter Refrigerator	Contenital	Student Center Servery
1	Reach in Refrigerator	Victory	Blanton - Back-of-House
1	Reach in Refrigerator	Victory	Blanton - Back-of-House
1	Reach in Refrigerator	Victory	Blanton - Back-of-House
2	Compact Undercounter Refrigerator/Freezer	Delfield	Blanton - D&D
1	Compact Undercounter Refrigerator/Freezer	Delfield	Blanton - D&D

1	Refrigerated Prep Units w/Drawers	Delfield	Blanton - D&D
2	Two Door Reach-in Refrigerator	Norlake - NOVA	Blanton - D&D
1	Two Door Reach-in Refrigerator	Norlake - NOVA	Blanton - D&D
1	Three Door Reach-in Refrigerator	Norlake - NOVA	Blanton - D&D
1	Refrigerator (single door)	Beverage Air	Cafe Diem
2	Refrigerator (Single Door)	Continental	Cafe Diem
1	Single Door Refrigerator	Delfield	SBUS
1	2 Drawer Refrigerator	Delfield	SBUS
1	Display Case Refrigerator	Federal	SBUS
1	4 Drawer Refrigerator	Delfield	SBUS
1	Single Door Refrigerator	Delfield	SBUS
1	2 Drawer Refrigerator	Delfield	SBUS
1	4 Drawer Refrigerator	Delfield	SBUS
1	Single Door Refrigerator	Delfield	SBUS
1	Walk-in Refrigerator/Freezer Combo	American Panel	Blanton - C-Store
1	Refrigerator	Continental	Blanton - C-Store
1	Refrigerated Self-Serve open air	Oasis	Blanton - C-Store
1	Refrigerated drop-in	Reegin	Blanton - C-Store
1	Reach-In Refrigerator	TRUE	Cole Hall/Panera Bread
1	Undercounter Refrigerator	TRUE	Cole Hall/Panera Bread
1	Refrigerated Work Top	TRUE	Cole Hall/Panera Bread
1	Dessert Fridge	Victory	Sam's Place
1	Double Door Fridge	Continental	Sam's Place
1	Open Air Fridge	Turbo Air	Sam's Place
1	Single Door Fridge	Victory	Sam's Place
1	2 Door Fridge	Traulson	Sam's Place
1	Table top fridge	Delfield	Student Center - Dining Room
1	2 DOOR COUNTER TOP FRIDGE	TRUE	Blanton - Back-of-House
1	OPEN TOP FRIDGE 2 DR COOLER	DELFIELD	Blanton - Back-of-House
1	REF. PREP TABLE 2 DOOR	RANDELL	Student Center - Asian theme
1	REF. PREP TABLE 2DOOR	LAROSA	Student Center - Middle Eastern Theme
1	REF. PREP TABLE 2CR	CONTINENTAL	Student Center - Grill
1	Two Door Salad Fridge	Victory	Sam's Place

3	LOW BOY	BEVERAGE AIR	Sam's Place
4	Double Door Lowboy	Contenintal	Student Center - Patio
1	Lettuce Crisper	Silver King	Cole Hall/Panera Bread
3	Pizza Prep	Randell	Cole Hall/Panera Bread
1	2 DOOR WORKTOP	TRUE	Blanton - Back-of-House
1	Two-Drawer	Delfield	Blanton - C-Store
1	Blast Chiller	Alto Sham	Freeman
1	Refrigerated Counter Stand	TRUE	Freeman
3	Refrigerated Prep Stations	TRUE	Freeman
1	Walk-In Refrigerator	N/A Built In	Freeman
1	Single Door Fridge	Continental	Sam's Place
1	Walk-In Refrigerator/Freezer Combo	N/A Built In	Freeman
2	Under Counter Fridge	Continental	Sam's Place
2	LOW BOY REFRIGERATORS	TRUE	Sam's Place
1	Refrigerator	TRUE	Sam's Place
1	Refrigerator	TRUE	Sam's Place
1	Refrigerator Double Drawer	TRUE	Sam's Place
1	Refrigerator Single Door	TRUE	Sam's Place
1	Three Door Reach-in Refrigerator	Norlake-Nova	Blanton D&D
1	REF. PREP TABLE 4 DOOR	RANDELL	Student Center - Asian theme
<b>Ice Machines</b>			
1	Ice Machine	Hoshizaki	Athletics - Softball Stadium
1	Ice Machine	Hoshizaki	Panzer Gym
1	Ice Machine	Hoshizaki	Pittser Field
1	Ice Machine	Hoshizaki	Field House
1	Ice Machine	N/A	Bloomfield Campus - Residential Dining Room
1	Ice Machine	N/A	Bloomfield Campus - Retail Space
1	Ice Machine	Hoshizaki	Athletics - Baseball Stadium
2	Ice Machines	Russell	Yogi Berra Concession
1	Ice Cuber	Hoshizaki	Cole Hall/Panera Bread
1	Ice Cuber - BOH	Hoshizaki	Cole Hall/Panera Bread
4	Ice Maker - Beverage	Scottsman	Sam's Place
2	Ice Cream Dipping Cabinet	Glasstender	Freeman
1	Ice Maker	Hoshizaki	SBUS
1	Ice Maker - Beverage	Scottsman	BISTRO 62
1	Ice Maker - Beverage	Manitowac	Blanton - C-Store
1	Ice Maker - Beverage	Lancer	Blanton - C-Store

1	Ice Machine	Manitowoc	Cafe Diem
1	Ice Machine	Scotsman-Prodigy	Blanton - D&D
1	Ice Machine	Scotsman	Blanton - Back-of-House
1	Ice Machine	Hoshizaki	Univeristy Hall - Catering
1	Ice machine	Hoshizaki	Student Center - Main Kitchen
1	Ice machine	Hoshizaki	Student Center - Main Kitchen
1	Ice Machine (BEV)	Scottsman	Freeman
1	Ice Maker	Hoshizaki	Student Center - Pizzeria
1	ICE MACHINE	Hoshizaki	Red Hawk Diner
<b>Freezers/Coolers</b>			
1	Open air cooler	Structural	University Hall - Coffee Shop
1	2 door under counter cooler	Continental	University Hall - Coffee Shop
1	Single glass door under counter cooler	Continental	University Hall - Coffee Shop
1	Walk-in Freezer	Nor-Lake	Cole Hall/Panera Bread
1	Walk-in Refer/Freezer Combo	Kolpak	SBUS
1	Open air cooler	CRMA	Blanton - C-Store
1	Walk-In Freezer Unit	American Panel	Cafe Diem
1	Stand Alone Freezer	Victory	Cafe Diem
1	Walk In Cooler	Hardford Duracool	Cafe Diem
1	Reach in Freezer	Victory	Blanton - Back-of-House
1	Frozen Beverage Freezer	Taylor	Blanton - D&D
1	Open Air Cooler	OASIS	Student Center Servery
1	2 DRAWER COOLER	TRUE	Blanton - Back-of-House
1	LOW BOY FREEZER	RANDELL	Student Center - Asian theme
3	Walk in	Penn	Student Center - Main Kitchen
1	Freezer	Penn	Student Center - Main Kitchen
1	Freezer	Vollrath	Student Center - Main Kitchen
1	STANDING FREEZER	Economy	Student Center - Grill
1	Walk-in Beverage Center (8 Panel Reach-in)	Randel	Student Center C-Store
1	Freezer - Counter top	Turbo air	Student Center C-Store
1	Combination freezer/walk-in	Penn	Red Hawk Diner
1	Freezer (Reach in )kitchen	Randell	Red Hawk Diner
1	2-Door Stand Alone Freezer	Traulsen	Student Center - Pizzeria
1	Walk-in Freezer	Crown	Sam's Place
1	Freezer	Victory	BISTRO 62
1	Baine Marie	Victory	BISTRO 62

1	Baine Marie	BEVERAGE AIR	BISTRO 62
1	Cold Well	Delfield	Bistro 62
1	Walk-in Freezer	Sico	Univeristy Hall - Catering
2	Freezer	Victory	Sam's Place
2	Reach-in Freezer	Hoshizaki	Freeman
1	Blast Chiller	Alto-Sham	Sam's Place
1	Walk -In	American Panel	Sam's Place
1	Deli Display Case	Federal	Sam's Place
2	Cold Wells	Delfield	Student Center - Middle Eastern Theme
1	COLD WELL	RPI INDUSTRY	Student Center - Grill
1	Cold Well	Delfield	Student Center - Patio
1	Display Gondella	Federal	SBUS
1	Display Case (Bakery)	Federal	SBUS
1	Deli Display	Delfield	SBUS
1	Open Air Display	Structural	SBUS
2	Cold Well	Delfield	Student Center Servery
1	Walk-In	Nor-Lake	Cole Hall/Panera Bread
2	Low Boy Units	Randell	Yogi Berra Concession
1	Ref grill topping station	Welbilt	Blanton - C-Store
1	Walk-In Freezer	American Panel	Sam's Place
5	Cold Wells	Delfield	Freeman
7	Cold Wells	Delfield	Sam's Place
<b>195</b>			

**ATTACHMENT #1 - PRICE SHEET**

Bidder Name: \_\_\_\_\_

The University will award this contract based on price and other factors. The pricing to be submitted is listed below or attached to this RFP. Please reference Scope of Work Section 3.0. Pricing must be submitted in the provided format. No other price format will be considered or your Proposal may be non-responsive.

**Cooperative Partners Price Extension**

Montclair's Board of Trustees adopted a Resolution on April 16, 2021 authorizing the establishment of a cooperative pricing system with other New Jersey public colleges and universities. This RFP may establish a master agreement with Montclair to procure goods and services through a cooperative pricing system so that New Jersey public colleges and universities may procure goods or services of the same specification, quality and price as that contained in the master contract with Montclair. Please respond to the following questions:

1. Will you extend bid prices to any New Jersey Public College or University? Yes\_\_\_\_\_ No \_\_\_\_\_
2. Will you enter into a master agreement that incorporates your bid and establish a cooperative pricing system with other New Jersey Public Colleges and Universities? Yes\_\_\_\_\_ No \_\_\_\_\_
3. Montclair State University is a member of the New Jersey Higher Purchasing Association (NJHEPA), whose members include the 4 year Public Colleges and Universities, as well as private institutions: the private Universities include: Princeton University, Seton Hall University, Rider University, and Monmouth University. Will you extend pricing to members of NJHEPA that are not a New Jersey Public College or University: Yes\_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Phone Number



## ATTACHMENT # 2 - SUMMARY INFORMATION SHEET

FIRM NAME: _____
1. THE FIRM HAS BEEN AT LEAST 5 YEARS IN OPERATION: _____
2. CONTACT/LOCATION OF THE RESPONDENT'S OFFICE THAT WILL BE RESPONSIBLE FOR MANAGING THIS CONTRACT: NAME: _____ TITLE: _____ ADDRESS: _____ PHONE: _____ CELL PHONE: _____ EMAIL: _____
3. NAME(S) AND TELEPHONE NUMBER(S) OF MANAGEMENT PERSONNEL TO BE CONTACTED IF PROBLEMS OR EMERGENCIES OCCUR: _____
<b>CURRENT CONTRACTS</b>
4. PLEASE LIST THE NEW JERSEY AGENCIES, US GOVERNMENTAL AGENCIES, PUBLIC AND PRIVATE COLLEGES AND UNIVERSITIES NOW UNDER CONTRACT WITH THE RESPONDENT FIRM: _____
5. PLEASE LIST 2 CURRENT REFERENCES AND 2 PAST ONES, WHERE SIMILAR TYPE SERVICES WERE PROVIDED. PROVIDE THE NAME, TITLE, AND TELEPHONE NUMBER OF AN INDIVIDUAL AT EACH REFERENCE SITE WHO CAN PROVIDE AN INDEPENDENT ASSESSMENT OF THE PROPOSER'S PERFORMANCE:  COMPANY NAME: _____ NAME/TITLE: _____ TEL.#: _____ EMAIL #: _____  COMPANY NAME: _____ NAME/TITLE: _____ TEL.#: _____ EMAIL #: _____  COMPANY NAME: _____ NAME/TITLE: _____ TEL.#: _____ EMAIL #: _____  COMPANY NAME: _____ NAME/TITLE: _____ TEL.#: _____ EMAIL #: _____
6. PLEASE LIST CONTRACTS THE RESPONDENT HAS HAD TERMINATED DURING THE LAST THREE YEARS WITH THE REASON THE CONTRACT WAS TERMINATED FOR EACH JOB. IF NONE, INDICATE SO:  TERMINATED CONTRACT: _____ TERMINATED CONTRACT: _____ TERMINATED CONTRACT: _____