

## Maintenance of Refrigeration Equipment for Various SCBE Cafeterias 2021-2022

### General Conditions:

1. The commercial refrigeration kitchen equipment located at various cafeterias in the Shelby County Board of Education (SCBE) system requires routine maintenance and repair to run efficiently. Vendors are asked to submit bids for the routine checking as well as repairing of this equipment.

2. The successful bidder(s) shall be responsible for maintenance and repairs on all refrigeration equipment in school cafeterias as listed below. This list is an approximate total and may not include all types and exact quantities of refrigeration equipment. This maintenance contract is to include all refrigeration equipment regardless of makes, models, and manufacturers.

WALK IN COOLER-FREEZERS	(140)
REACH IN REFRIGERATORS	(325)
REACH IN FREEZERS	(225)

MILK BOXES	(375)
ICE MACHINES	(181)

3. Service requests will be reported by the cafeteria managers to the Nutrition Services Division, which will prepare a work order and request service as necessary. Service requests **MUST NOT** be accepted from the individual schools.

4. Service requests must be answered within (24) hours, and all equipment repaired within five (5) business days.

5. Service calls and requests will be limited to **refrigeration equipment only**.

4. The successful bidder(s) must have adequate staff to provide continuous service as well as adequate replacement parts.

7. Service must be available between the hours of 7:00am to 4:45pm Monday through Friday.

5. The contract with the successful bidder(s) will be for one (1) year. Shelby County Board of Education (SCBE) reserves the right to extend contract prices for two (2) additional terms of one (1) year each.

6. All repairs over \$500.00 will require approval by one (1) SCBE individual designated by the Director of Nutrition Services.

7. Invoices must reflect the following:

- a. Work performed and date
- b. Description and cost of parts
- c. Start and finish time and total hours worked.
- d. Labor cost

8. A copy of the invoice from the manufacturer showing actual cost of all replacement parts must be supplied to SCBE if requested.

9. A work order must be submitted with each invoice. The arrival time and departure time must be signed by each cafeteria manager, building engineer or principal before an invoice will be considered.

10. All invoices must be submitted for consideration of payment within thirty (30) days after services are rendered. Any invoice submitted after this date will not be considered.

11. SCBE reserves the right to dispute any unreasonable charge.

12. The Shelby County Board of Education (SCBE) reserves the right to award the bid in any manner which is in the best interest of the SCBE.

**13. All interested bidders must be able meet the following SCBE requirements to be considered for this bid.**

- a. Bidder has been in the refrigeration business for a minimum of three (3) years.
- b. Bidder employs at least two (2) technicians with a minimum of one (1) year of experience.
- c. Bidder will be able to respond to calls 24 hours a day, 7 days a week, including holidays, 365 days per year.
- d. Bidder shall respond within a minimum of two (2) hours on emergency calls.
- e. Bidder has liability insurance coverage. **(Include a copy of insurance certificate.)**
- f. Bidder carries workman's compensation insurance. **(Include a copy of insurance certificate.)**
- g. Bidder must submit at least three (3) references for whom your firm has performed maintenance of similar type. **(Include schedule of name, address, phone number and contact person.)**