

<b>I. RESPONSIBILITY FOR DESIGN, CONSTRUCTION, OPERATIONS</b>			
Project Name	Phone	Fax	E-mail
Address			
School District			
Project Coordinators			
Address			
Address			
Architect			
Contact			
Address			
Food Service Consultant			
Address			
Program Dates:			
Design Completion:		Construction Start:	
Bidding:		Construction Completion:	
Foodservice Facility Budget: (attach)			
Approval procedure: (Note here the steps in the approval procedure, dates, contact names, and numbers)			



II. CUSTOMER POTENTIAL

Grade Levels \_\_\_\_\_ Student Ages \_\_\_\_\_

School Capacity \_\_\_\_\_ Projected Enrollment \_\_\_\_\_

Location of School: Rural \_\_\_\_\_ Urban \_\_\_\_\_ Suburban \_\_\_\_\_

Meal Service Offered: (Check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Breakfast       | <input type="checkbox"/> Extended School Care    |
| <input type="checkbox"/> Lunch           | <input type="checkbox"/> Community Meal Service  |
| <input type="checkbox"/> Snack Programs  | <input type="checkbox"/> Senior Citizens Program |
| <input type="checkbox"/> Meals on Wheels | <input type="checkbox"/> Other _____             |

Anticipated Maximum	Daily Customer Count		
	Breakfast	Lunch	Other
Students			
Teachers/Staff			
Others			

III. MEAL SERVICE INFORMATION

Number of Breakfast Periods \_\_\_\_\_ Length of Session \_\_\_\_\_

Number of Lunch Periods \_\_\_\_\_ Length of Session \_\_\_\_\_

- |                        |                              |                             |
|------------------------|------------------------------|-----------------------------|
| Block Class Scheduling | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Continuous Service     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Open Campus            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Student Canteen        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Other                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Hours of Service: Breakfast \_\_\_\_\_  
 Lunch \_\_\_\_\_  
 Other \_\_\_\_\_

Maximum Seating at One Time \_\_\_\_\_



<b>IV. TYPE OF KITCHEN</b>			
<input type="checkbox"/> On-site production and serving <input type="checkbox"/> Finishing: finish production and serving <input type="checkbox"/> Central: production only <ul style="list-style-type: none"> <li><input type="checkbox"/> Full menu items</li> <li><input type="checkbox"/> Specialized menu items (list) _____</li> <li><input type="checkbox"/> Bakery items</li> </ul> <input type="checkbox"/> On-site production for outside serving and satellite locations			
		Number of meals served	
Satellite School/Location	Breakfast	Lunch	Other
<input type="checkbox"/> Satellite receiving and serving <ul style="list-style-type: none"> <li><input type="checkbox"/> Bulk hot</li> <li><input type="checkbox"/> Bulk chilled for heating and serving</li> <li><input type="checkbox"/> Pre-plated                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Hot</li> <li><input type="checkbox"/> Chilled for reheating and serving</li> </ul> </li> </ul>			
<b>V. TYPE OF PRODUCTION</b>			
<input type="checkbox"/> Cook and serve <input type="checkbox"/> Chilled food system <ul style="list-style-type: none"> <li><input type="checkbox"/> Blast chill</li> <li><input type="checkbox"/> Blast freeze</li> <li><input type="checkbox"/> Water bath chill</li> <li><input type="checkbox"/> Combination system</li> </ul> <input type="checkbox"/> Rethermalization system <ul style="list-style-type: none"> <li><input type="checkbox"/> Conventional equipment</li> <li><input type="checkbox"/> Specialized equipment</li> </ul> <input type="checkbox"/> Other			



## VI. MENUS

 Choice Limited choice

Self-service bars (like salad or taco) \_\_\_\_\_

Branded menus (list) \_\_\_\_\_

\_\_\_\_\_

Menu specialization (list) \_\_\_\_\_

\_\_\_\_\_

## VII. TYPES OF FOOD SERVICE

## Serving methods

- Traditional straight serving line
- Scatter or scramble
- Self-service, specialty bars
- Food court
- Kiosks and/or multiple decentralized areas
- Mobile units/carts
- Marché concepts
- Window-style service
- Vending machines in foodservice area
- Other (specify) \_\_\_\_\_

<b>VIII. DINING AREA</b>		
<input type="checkbox"/> Inside facility	<input type="checkbox"/> Outside facility	<input type="checkbox"/> Both
Seating capacity _____		
Common area _____		
Dining room _____		
Facility/Staff dining room _____		

<b>IX. INFORMATION FOR STORAGE</b>
<p>Decisions on the following will influence type of storage and equipment required.</p> <p>Begin with 100% of each product category and break down the percentage as it applies.</p>

Meat/Meat Alternate Items - indicate % of use			
List	Fresh	Frozen to cooler	Frozen to cook
Chicken products			
Fish products			
Ground beef			
Ground pork			
Ground turkey			
Hamburgers			
Turkeys			
Pizza			
Sandwich meats			
Convenience items			
Other			



IX. INFORMATION FOR STORAGE (cont.)

Vegetable Items - indicate % of use

List	Fresh	Frozen	Dehydrated	Canned
Green vegetables				
Onions				
Potatoes				
Root vegetables				
Other				

Fruit Items - indicate % of use

List	Fresh	Frozen	Dried	Canned
Oranges				
Apples				
Bananas				
Juices				

Bakery Items - indicate products to be used and method of preparation

List	Basic (raw) ingredients	Mixes	Frozen	Ready-to-serve
Bread (sliced, loaf)				
Rolls				
Muffins, biscuits				
Pastry, cookies				
Buns				
Other				



IX. INFORMATION FOR STORAGE (cont.)					
Liquid/partial liquid items – indicate % of use					
List	Raw to ready	Bases	Canned	Frozen	Chilled bags
Chili					
Sauces					
Soups					
Stews					
Other					



X. STORAGE INFORMATION	
<p>Length of storage periods is directly related to the purchasing procedures of food and supply products. The agreed upon delivery schedules from the food and supply product vendors may determine the length of storage periods. The length of storage may also be a result of available space coordinated with the product vendors.</p>	
Type of Storage	Length of Storage Periods
Refrigerated	Maximum Period
Meat and Poultry (34° F )	days
Fruit and Vegetables (38° F)	days
Dairy (34° F)	days
Freezer (0° F)	days
<p>Dry Storage Requirements:</p> <p>Check all disposables to be put in dry storage area:</p> <p><input type="checkbox"/> Straws    <input type="checkbox"/> Napkins    <input type="checkbox"/> Hot cups    <input type="checkbox"/> Cold cups    <input type="checkbox"/> Bowls    <input type="checkbox"/> Eating utensils</p> <p><input type="checkbox"/> Plates    <input type="checkbox"/> Trays    <input type="checkbox"/> Pan liners    <input type="checkbox"/> Sandwich wrap/bags</p> <p><input type="checkbox"/> Aluminum foil pans    <input type="checkbox"/> Other _____</p>	
Type of Storage	Length of Storage Periods
Dry Storage	Maximum Period
Staples 60° F	days
Paper goods - routinely used products	days
Emergency disposables	days
Cleaning supplies	days
Other Foodservice Items	days





X. STORAGE INFORMATION (cont.)		
Special Requirements for Storage		
Type of Refrigeration Equipment		
Refrigerator:		
Reach-in	single, double	Walk-in
Reach-through	single, double	Walk-through
Freezer:		
Reach-in		Walk-in
Ice cream cabinet		Milk shake machine
Ice machine		Soft-serve machine

XI. SERVING AREA CONSIDERATIONS	
Will cashier computer terminals be used?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Computers linked to a network?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Location of server:	_____
Methods of payment:	<input type="checkbox"/> Cash <input type="checkbox"/> Tickets <input type="checkbox"/> Computer cards <input type="checkbox"/> Other
Will special merchandising be required in serving area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Menu boards <input type="checkbox"/> Signage <input type="checkbox"/> Other	_____
Type of condiments provided:	_____
Location of condiments:	<input type="checkbox"/> Serving counters <input type="checkbox"/> Condiment counters
<input type="checkbox"/> Serving area <input type="checkbox"/> Dining room <input type="checkbox"/> Other	_____
How will condiments be dispensed?	
<input type="checkbox"/> Pumps <input type="checkbox"/> Portion packs <input type="checkbox"/> Other	_____
Beverages to be offered and how dispensed:	_____
Extra purchase items to be offered and how dispensed:	_____
_____	
Tableware:	
<input type="checkbox"/> Compartment trays, size _____	<input type="checkbox"/> Flat trays, size _____
<input type="checkbox"/> Dishes, permanent ware	<input type="checkbox"/> Dishes, disposable
<input type="checkbox"/> Eating utensils, permanent ware	<input type="checkbox"/> Eating utensils, disposable



## XII. DISH/TRAY WASHING

Will students self-serve trays/dishes/flatware?  Yes  No

If yes:  Full self-scraping  Partial self-scraping

Sanitizing System:

Trays/Dishes/Flatware:  Chemicals  180° F + hot water

Pots/Pans:  Chemicals  180° F + hot water

Kitchen cleaning equipment:  Hand  Steam  Hydro

Kitchen cleaning equipment located:  Foodservice area  Elsewhere

## XIII. WASTE DISPOSAL

What size trash receptacles? \_\_\_\_\_ How many? \_\_\_\_\_

Preferred location for can wash and storage? \_\_\_\_\_

Waste disposal systems to be used:  Garbage disposal  Compactor  
 Pulper  Cans/dumpster

Frequency of trash pick-up? \_\_\_\_\_

Is trash storage space needed?  Yes  No

Recycling provisions: \_\_\_\_\_

## XIV. EMPLOYEE FACILITIES

Employee toilets and lockers:

Hand washing facilities/lavatories

Men's and women's facilities  Number of lockers each \_\_\_\_\_

Unisex facility  Number of lockers \_\_\_\_\_

Number of offices required? \_\_\_\_\_ Person(s) per office? \_\_\_\_\_

Office furniture and equipment requirements: \_\_\_\_\_

Educational facilities: \_\_\_\_\_

Will a clothes washer and dryer be needed?  Yes  No

Will a time clock be required?  Yes  No Location: \_\_\_\_\_

## XV. TECHNICAL INFORMATION

## Available utilities:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| <input type="checkbox"/> Gas         | <input type="checkbox"/> Water |
| <input type="checkbox"/> Propane     | <input type="checkbox"/> Sewer |
| <input type="checkbox"/> Natural     |                                |
| <input type="checkbox"/> Electricity |                                |
| <input type="checkbox"/> Steam       |                                |

## Power specifications:

## Electricity - voltage/phase

- |                                    |                                    |
|------------------------------------|------------------------------------|
| <input type="checkbox"/> 110-120/1 | <input type="checkbox"/> 208/3     |
| <input type="checkbox"/> 208/1     | <input type="checkbox"/> 220-240/3 |
| <input type="checkbox"/> 220-240/1 | <input type="checkbox"/> 440-480/3 |

Steam:   psi \_\_\_\_\_                      flow \_\_\_\_\_



**XVI. EQUIPMENT SELECTION MATRIX**

Using your menu as the guide, select and check equipment to prepare menu items. Many menu items may be prepared by using several different types of cooking equipment. Select equipment based on the best quality cooking results, utility energy efficiency, and human energy efficiency. When completed, analyze the total number of checks per type of equipment item. The results should justify and direct the equipment selection.

Menu Items	Equipment Items											



Menu Items	Equipment Items												



## XVII. OTHER CONSIDERATIONS

Will any existing equipment be used?  Yes  No

If so, local department of health may require:

- present location of item
- name of manufacturer
- model number
- all dimensions of item (length, width, height)
- utility requirements for connection
- will school install or contractor install
- any special requirements not listed above

Students with special needs that require unique preparation or serving equipment

Special requests for overall design

Facility designed for expanded capacity

Should facility be designed for future capacity

Description of innovations or experimental ideas which might be incorporated into the program

Method of procurement of equipment

Desired finishes for equipment and spaces

Equipment needed for each function

## Receiving Checklist

	YES	NO	COMMENTS
Consideration given to where and how the equipment is to be received			
Is there a receiving dock?			
Does the delivery truck need a gate lift?			
Are dollies, hand trucks required?			
What are the size measurement of doorways (height and width)? Will the equipment need to be moved temporarily?			
Have all utility requirements been provided for equipment? <ul style="list-style-type: none"> <li>■ Electrical- voltage, cycle, phase, amp, load</li> <li>■ Gas- type, BTU requirements, pressure, and flow</li> <li>■ Water- pressure requirements</li> <li>■ Steam- flow and pressure requirements</li> <li>■ Drains- size and location</li> </ul>			
Have exhaust requirements been met?			
Does water need to be filtered and/or treated?			
Have permits been secured?			
Has the installer been prepared and notified?			



## Checklist to Prepare For Equipment Installation

Be prepared to investigate:	YES	NO	COMMENTS
Is there a receiving dock?			
Does the delivery truck need a gate lift?			
Are dollies, hand trucks required?			
What is the size and weight of the crate?			
What are the measurement of doorways—height and width? Will the new equipment fit through the doorway?			
What is the width of the aisle space in the kitchen? Will tables and other pieces of equipment need to be moved temporarily?			
Have all utility requirements been provided?			
Have exhaust requirements been met?			
Does water need to be filtered?			
Are all permits secured?			
Has the installer been notified?			

<p>Utility requirements include:</p> <ul style="list-style-type: none"> <li>■ Electrical- voltage, cycle, phase, amp., load</li> <li>■ Gas- type, BTU, pressure, flow</li> <li>■ Water- pressure requirements</li> <li>■ Steam- flow and pressure</li> <li>■ Drains- size and location</li> </ul>
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The \_\_\_\_\_ Board of Education will purchase food, supplies, equipment, and services for use in the Child Nutrition Program (CNP) using the procedures outlined below:

A. Formal bid procedures are utilized if the total amount of purchase for like items or in the aggregate is more than \$10,000.

1. Advertisements are run in a newspaper of general circulation.
2. Specifications and bid documents are mailed to all potential bidders.
3. Bids are publicly opened and then held under advisement.
4. The CNP Director will tabulate bids and select the bid with the lowest price that meets specifications.
5. The recommendation is submitted to the superintendent or school board (based on local procedures).

B. Small purchase procedures are used if the total amount of like items or in the aggregate is less than \$10,000.

1. Specifications are used.
2. Quotes from at least two to three vendors are solicited.
3. Quotes are recorded.
4. Quotes are evaluated for the lowest price of products that meet specifications.
5. The purchase is awarded

C. Competitive negotiation is used for services or products such as customer designed equipment when a detailed reasonable specification is difficult.

1. Criteria for the product or service are developed.
2. A Request for Proposal (RFP) is developed.
3. There are potential vendors available to provide the service or product.
4. The RFP is publicized and sent to potential vendors.
5. There are trained staff able to evaluate RFPs.
6. There are trained staff to negotiate price and terms.

D. Emergency purchase is used only to continue service.

1. A log of emergency purchases is maintained and contains: specification/item name, invoice copy with dollar amount, vendor name, and date. Authorized prior approval from the school food authority is necessary for an emergency purchase.
2. \_\_\_\_\_ Does a second-person review of emergency purchase.

(NAME OF PERSON)



E. Noncompetitive negotiations are used only as a last resort when competition is inadequate or to purchase an item that is available from one source.

1. Little or no competition resulted from the formal bid process.
2. A log of all sole source purchases is maintained.
3. The proposed purchase is evaluated by second-party review.

F. Documentation: At a minimum, the following records will be maintained for a period of three years plus the current year unless there is a pending audit. Check your local and state regulations for record retention.

1. All bid documents including a log of any telephone conversations.
2. Price comparison of bid awards.
3. Comparison of price quotes with effective dates.
4. Logs of emergency and noncompetitive purchases.
5. Log of approved substitution.
6. Invoices.

Attachments are considered to be part of the procurement plan:

1. Code of Conduct
2. School Code of Conduct
3. Chart of Procedures
4. Solicitation/Invitation to Bid
5. Request for Quotations

This procurement plan, consistent with local policy, is adopted by the \_\_\_\_\_  
(BOARD OF EDUCATION)  
at the regularly scheduled meeting on this the \_\_\_\_ of \_\_\_\_\_ in the year of \_\_\_\_\_

(Superintendent Signature) \_\_\_\_\_

Annually Reviewed: \_\_\_\_\_  
(DATE)

- Attachments: #1 - Code of Conduct  
#2 - School Code of Conduct  
#3 - Chart of Procedures  
#4 - Solicitation/Invitation to Bid  
#5 - Request for Quotations

Resource Note:

Code of Federal Regulations 7 CFR Parts 210-250 and Parts 3016 and 3017  
Office of Management and Budget Circulars (OMB) A-102, Attachment 0-Procurement Standards  
OMB A-87 Cost Principles of State, Local, and Indian Tribal Governments



# Solicitation/Invitation to Bid

It is the purpose and intent of this invitation to secure bids on the items specified on the sheets attached. Your written bid must be submitted in a sealed envelope to \_\_\_\_\_

(BOARD OF EDUCATION)

\_\_\_\_\_  
(NAME OF PERSON TO RECEIVE BIDS)

\_\_\_\_\_  
(ADDRESS)

\_\_\_\_\_ reserves the right to reject any and all bids, in whole or in part

(BOARD OF EDUCATION)

and/or to accept the bids that in its judgement will be in the best interest of the program. No bid will be allowed to be withdrawn for any reason after \_\_\_\_\_.

(DATE)

Prices bid shall be firm (or escalating) for the period between \_\_\_\_\_ and \_\_\_\_\_ and

(DATE)

(DATE)

shall include all charges for packing and transporting to the individual centers at the addresses on the attached sheet. Prices will not include Federal Excise Tax or State Sales Tax.

In the event that the successful bidder(s) are unable to perform as required, the successful bidder(s) shall be responsible for the securing of items or services from an alternate vendor and pay that vendor any additional costs involved in supplying the items.

The successful bidder or bidders must:

1. Comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented in the Department of Labor regulations. Complete the certification regarding debarment, suspension.
2. Meet regulations relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy and Conservation Act (PL 94-165).
3. Allow access by duly authorized representatives of the School Food Authority, State Agency, United School Food Authority States Department of Agriculture or Comptroller General to any books, documents, papers and records which are directly pertinent to this contract.
4. Maintain all required records for three years after final payment and after all other pending matters are closed. (Some states require a longer period of retention.)



In the event that the successful bidder(s) are unable to furnish the brand which was indicated in their bid, delivery may not be made until the \_\_\_\_\_ has been contacted and an alternate approved. (TITLE OF PERSON(S))

All items shall be subject to inspection after arrival at the destination. If any items are found to be defective or otherwise not in conformity with the specification, such items will be rejected. It will be the responsibility of the vendor to defray any cost involved in the delivery and return of rejected articles.

The successful bidder(s) shall be paid in payments or in full, upon submission of an itemized invoice with the prices stipulated herein for the items delivered and accepted. Any discounts are to be noted on the bid sheets and reflected on the invoices. Invoices should be sent to \_\_\_\_\_ at \_\_\_\_\_ (NAME) (ADDRESS)

If any potential bidder is in doubt as to the true meaning of this Invitation to Bid, he may submit a request for an interpretation to \_\_\_\_\_ (NAME) (ADDRESS) (TELEPHONE NUMBER)

Any interpretation will be made by addendum and a copy mailed to each person receiving an invitation to bid. The Board of Education will not be responsible for any other explanation or interpretation of such documents which anyone presumes to make on behalf of the Board of Education.

Vendors shall not submit a bid for the contract if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when any of the following has a financial or other interest in the firm:

- a. An employee, officer, or agent of \_\_\_\_\_ (BOARD OF EDUCATION)
- b. Any member of the immediate family of the above named persons
- c. The partner of any of the above named persons
- d. Any officer, employee or agent of the vendor prepared specifications, work orders, bid or contract provisions for this acquisition

Attachment: Certification of Debarment/Suspension (Federal Form AD 1048)

SUBMITTED BY \_\_\_\_\_ TITLE \_\_\_\_\_  
COMPANY NAME \_\_\_\_\_ DATE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE NUMBER \_\_\_\_\_



# Request for Quotations

It is the purpose of \_\_\_\_\_ to secure quotes for the items specified  
(BOARD OF EDUCATION)

on the attached sheets. Quotes will be taken on \_\_\_\_\_ of each

\_\_\_\_\_ at \_\_\_\_\_  
(DAY OF WEEK) (WEEKLY, BIWEEKLY, MONTHLY, ETC.) (TIME OF DAY)

\_\_\_\_\_  
(ADDRESS)

The Board of Education reserves the right to reject any and all quotes in whole, or in part, and/or to accept the quotations that in its judgement will be in the best interest of the School Nutrition program.

Prices quoted shall include charges for transporting any or all items in varying quantities to

\_\_\_\_\_  
(EACH SCHOOL, CENTRAL WAREHOUSE, ETC.)

Prices quoted will not include Federal Excise Tax or State Sales Tax. Any discounts to be given must be specifically stated on the quotation sheet.

Response to the quotations will be given orally with a written confirmation upon request.

Any proposed alternates to the specifications listed must be approved by \_\_\_\_\_  
five days prior to the quotation. (TITLE OF PERSON(S))

An example of the alternate may be required to establish quality.

All items will be inspected upon arrival. If any articles are found defective or otherwise not in conformity with the specifications, the sponsor shall have the right to reject such items. It will be the responsibility of the vendor to defray any cost involved in the delivery and return of rejected items.

Invoices should be sent to \_\_\_\_\_  
(EACH SCHOOL, CENTRAL WAREHOUSE, ETC.)

All quotations are firm for the period of \_\_\_\_\_  
(DATES)

SUBMITTED BY \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_



CONTRACT SECTION I - INVITATION TO BID

TO: \_\_\_\_\_ Date Issued: \_\_\_\_\_

ATTENTION: BID DEPARTMENT Bid Number \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

Items: Food Service Equipment as indicated in Section IV

Type of Contract: BOTTOM LINE FOR ONE TIME DELIVERY

Delivery Date:

Bid Opening: DATE: Friday, June 20, 1997  
TIME: 2:00 p.m.

Mail Bids to: Hand deliver all sections or mail to:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: ENVELOPE SHOULD BE SEALED AND PLAINLY MARKED IN ACCORDANCE WITH GENERAL INSTRUCTIONS.

Contacts: If you have any questions concerning this invitation for bid, please phone \_\_\_\_\_  
\_\_\_\_\_



I, we, propose to furnish and deliver the items as listed according to your specifications and quantities at the indicated prices.

This Bid consists of INVITATION, GENERAL AND SPECIAL INSTRUCTIONS, AND SPECIFICATIONS. We understand that a company officer's signature is required, and unless this has been done, our "bid" will be considered incomplete and rejected therefore.

I, we, the undersigned, do hereby understand and accept the instructions and conditions under which this quotation is being submitted.

Addenda: The undersigned hereby acknowledges receipt of Addenda No. \_\_\_\_\_ and the incorporation of same in the proposal.

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

CERTIFICATE OF RESPONSIBILITY NO. \_\_\_\_\_

DATE \_\_\_\_\_



## II GENERAL INSTRUCTIONS

Sealed, written bids will be received by the \_\_\_\_\_ School District at the time and place specified on the Invitation to Bid. Neither dating of bid form nor placing in mail by this date will meet requirements. Bid must be received on or before date and time stated. The \_\_\_\_\_ School District reserves the right to reject any and all bids and to waive any and all formalities. While it is the intention of the \_\_\_\_\_ School District to purchase all items listed, the right is reserved to omit any item necessary to bring the total cost within budget provisions.

1. Correction of Mistakes: All entries must be in ink or typewritten. No erasures or corrective fluid permitted. Mistakes may be crossed out and correction inserted adjacent. Corrections must be initialed in ink by person signing bid.

2. Signature on Invitation Required: "Invitation to Bid" shall be signed with the firm or corporate name and by an officer.

3. Return Instructions: Bidders must use the Bid form without alterations. Bids must be submitted sealed in an envelope, with the address of the School District on the outside of the envelope, company name and bid number, and bid opening date as they appear on the invitation. Pages on which there are no items to complete may be detached, and only those pages which contain entries or signature need be returned. Unsealed bids will be deemed unresponsive and rejected.

4. Pricing: Unit price will prevail in case of conflict between unit and total price. Unit price shall include total for equipment plus all accessories as per specifications.

5. Terms: All items listed are to be charged to the \_\_\_\_\_ (School name and complete address). Invoice date to be determined by the date of delivery unless otherwise agreed.

6. Payment Schedule: Three options: Board of Trustees should indicate by an "X" the option chosen.

( ) A. The School District will issue separate purchase orders for each item and will make payment within 10 working days following the next regularly scheduled Board meeting after delivery.

( ) B. The School District will issue separate purchase orders by building location and will make payment within 10 working days following the next regularly scheduled Board meeting after installation.

( ) C. The School District will issue one purchase order for the entire amount of this bid and will make payment within 10 working days following the next regularly scheduled Board meeting after all work covered by purchase order is completed.





7. Do Not Combine Items: Bid on each item separately. Prices must be stated in units specified herein. Each item must be considered separately and not in combination with other items.

8. Delivery Prepaid: It is understood that the bidder agrees to deliver prepaid to location as indicated in specification. All costs for delivery, drayage or freight for the packing or unpacking of said articles are to be borne by the bidder.

9. Complying with Specifications: All materials furnished must be subject to inspection and approval by the School District after delivery. The right is reserved to reject and return at the risk and expense of the dealer such portion of any shipment which may be defective or fail to comply with specifications without invalidating the remainder of the order. If rejected, it will be held for disposition at the expense and risk of the dealer. Dealers will be required to replace that defective portion of an order according to the specifications without additional cost to the \_\_\_\_\_ Public School.

10. Guarantee: Each bidder, by presenting a bid under these specifications, binds himself to make positive that all goods are fully up to the standards set by the specifications. Should it be discovered within a reasonable period of time from date of contract that such goods or services are not up to standard, \_\_\_\_\_ Public Schools shall have the right to have such goods or services replaced by others conforming to the standard requirements and the entire expense shall be borne by the bidder.

11. Correctness of Bids: Bids shall be verified before submission, as quotations cannot be withdrawn after public opening. No bid can be corrected after being opened. The \_\_\_\_\_ Public Schools will not be responsible for errors or omissions on bids.

12. Delivery Schedule: The successful bidder shall deliver the articles named in the specifications by delivery date as specified on the Invitation to Bid. Upon failure of the successful bidder to deliver all of the items ordered within the time set or allowed, the successful bidder will be considered in default.

13. Default and Delays: In case of default of the successful bidder, the \_\_\_\_\_ Public Schools reserves the right to terminate the purchase order or contract and to purchase similar supplies, services, furniture, furnishing or equipment on the open market. The bidder will be charged with any cost occasioned by the \_\_\_\_\_ Public Schools whether said cost is same as originally accepted or in excess of the original contract.



14. Bidder Qualifications: Before any contract can be awarded, a bidder must be deemed qualified, in the judgment of school district officials, to perform as required, herein. A bid will be rejected if a bidder fails to meet any one of the following qualifications or supply any of the required documentation.

A. Product Line:

The bidder must demonstrate that it can provide all of the items on the bid list within the time frames specified in the Invitation to Bid.

Required Documentation:

1. The bidder must submit written documentation, such as inventory records, identifying the items that are to be delivered within (insert days for example: seven (7) working days) of bid award that are currently in inventory. Bidder must submit a signed statement certifying these items are not subject to prior sale.
2. For all other items, bidder must submit written documentation from the manufacturer, on manufacturer letterhead, that items will be delivered to bidder within (insert days; for example: twenty (20) working days) of bidder's order.

B. Financial Ability To Perform:

The bidder must demonstrate to school district officials that he has the financial ability to supply items to the school district as required.

Required Documentation:

1. Bidder must supply letters from all manufacturers/suppliers that will be used by bidder to service the contract that the bidder is in good standing with the manufacturer/supplier. Letters must be on the manufacturer/supplier's letterhead and signed by an authorized representative of the manufacturer/supplier and dated after the date of publication of this invitation to bid.

C. Reliability:

The bidder must demonstrate a record of successful prior service. For bidder's with less than one year of experience, the bidder must demonstrate the ability to perform.

Required Documentation:

1. All bidders must complete the Attachment \_\_\_ to the bid by listing all contracts exceeding (enter dollar amount for example: \$25,000 in aggregate during the past three (3) years) and that the bidder is in default or has not defaulted on the contract. Bidder will not meet the standard if bidder has been determined to be in default on any public entity contract exceeding \$25,000 in aggregate within the last three (3) years by a court of competent jurisdiction or recognized administrative appeal or hearings board, whether or not monetary damages were awarded. Bidder will not meet the standard if the bidder has defaulted on more than one nonpublic contract valued at more than \$15,000 during the past year.
2. Bidders with more than one year of experience must supply letters of satisfactory performance for contracts completed within the last twelve (12) months that are equal to or greater in value than the bidder's price for this invitation from 50 percent of the customers of such contracts, but not more than five (5) public entity customers and not more than five (5), commercial customers. These letters must be on the public entity's or commercial customer's letterhead and signed by the contracting official or designated representative.
3. Bidders with less than one year of experience must supply letters of satisfactory performance from all public entity's customers and letters from fifty (50) percent, but no more than five (5), commercial customers. These letters must be on the public entity's or commercial customer's letterhead and signed by the contracting official or designated representative.

D. Accounting Practices:

Responsible bidder shall possess the experience and ability to perform the necessary services for a complete and workmanlike installation of food service equipment.

Required Documentation:

1. Identification of the personnel by name and title who will coordinate with other trades the proper equipment installation, including years of experience, technical and manufacturer training courses and certification received within the last three years.
2. Copies of warranty service authorization on manufacturer letterhead or via manufacturer certificates. Warranty authorizations/certificates must be currently valid. Authorizations or certificates which do not identify bidder's current eligibility are not acceptable.

Bidder must include dimensioned mechanical/electrical rough-in drawing.  
Bidder must provide on-site demonstration of equipment operation, service and maintenance within (insert days) after completion of installation.



## 15. Standard Contract Conditions

A. This contract shall be governed in all respects as to validity, construction, capacity, performance, or otherwise, by the laws of the State.

B. Contractors providing services under this Invitation to Bid herein assure the school district that they are conforming to the provisions of the Civil Rights Act of 1964, as amended.

C. State Sales and Use Tax Certificate of Exemption form will be issued upon request. Sales tax shall be included in prices where applicable.

D. Deliveries against this contract must be free of excise or transportation taxes, except when a tax is part of a price and school districts are not exempt from such levies. Excise tax exemption registration number may be used when required.

E. Contractor shall comply with applicable Federal, State, and local laws and regulations pertaining to wages, hours and conditions of employment. In connection with contractor's performance of work under this Agreement, contractor agrees not to discriminate against any employee(s) or applicant(s) for employment because of age, race, religious creed, sex, national origin or handicap.

F. Modifications, additions or changes to the terms and conditions of the Invitation to Bid may be a cause for rejection of a bid. Bidders are requested to submit all bids on the school district's official forms. Bids submitted on company forms may be rejected.

G. The contractor agrees to retain all books, records and other documents relative to this agreement for three (3) years after final payment. The district, its authorized agents, and/or State/Federal representatives shall have full access to and the right to examine any of said materials during said period.

H. By his signature on the face of this document, a bidder certified that his bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. The bidder certified that he understands that collusive bidding is a violation of Federal law and can result in fines, prison sentences, civil damage awards. He further agrees to abide by all conditions of this bid and certifies that he is authorized to sign this bid for the bidder.



I. Prohibition against conflicts of interest, gratuities and kickbacks.

“Any employee or any official of the school district, elective or appointive, who shall take, receive or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to, or from, any person, partnership, firm or corporation, offering, bidding for, or in open market seeking to make sales to the school district shall be deemed guilty of a felony and upon conviction such person or persons shall be subject to punishment or a fine in accord with State and/or Federal laws.”

3. Fiscal Funding: If the purchase orders for the items covered by this proposal have not been issued by June 30 of the current fiscal year, it should be understood that purchases in the next fiscal year are conditional on receipt of Federal and/or State funds. In the event of the discontinuance or a decrease in Federal and/or State funds, the Board of Trustees reserves the right to decrease the quantities and/or delete items.



### III. SPECIAL INSTRUCTIONS

1. Start-Up - The bidder shall indicate in Section IV the name of company, agent, address and phone number of the party responsible for checking operation of equipment after final installation. If installation by party other than bidder, the Public Schools shall be responsible for notifying specified agent that equipment is ready for start-up inspection. All start-up inspections shall be completed within 10 working days of notification. Failure to provide this information will be considered reason for rejection of bid. A written report of results of start-up check shall be provided to the school district by agent listed in Section IV.

2. Demonstration - All equipment with moveable parts shall be demonstrated to school district employees responsible for operation and care of equipment. Bidder shall indicate in Section IV the name of company, agent, address and phone number of party responsible for demonstration. If the agent is not an employee of the bidder, a letter shall be attached indicating willingness to provide demonstration. The Public School District shall be responsible for notifying agent that equipment has been installed and start-up check has been completed. Demonstration shall be provided within 10 working days of notification. Demonstration shall be conducted at a time agreeable to the school district at the site of actual equipment installation. Failure to provide this information will be considered reason for rejection of bid.

3. Dealer Warranty - In addition to the manufacturers' warranty the successful bidder shall guarantee for a period of one (1) year all items and equipment furnished under this bid. The warranty shall begin on the date the owner has accepted the start-up report or the owner has notified the successful bidder that start-up is complete. The conditions of the warranty shall be as follows:

#### A. Non-Refrigerated Equipment

1. Start-up and calibration
2. All parts that are integral with the equipment when purchased and all loose parts furnished with the equipment
3. All labor and mileage
4. If at any time during the warranty period, the equipment fails to function due to problems not related to the equipment, the dealer will charge the owner for the service call
5. Any parts or function of the equipment that fails to perform due to misuse or abuse voids the warranty and the dealer will charge the owner, owner must perform routine cleaning procedures



## B. Refrigerated Equipment

1. All of the above, plus: five (5) year compressor warranty.

4. Factory Authorized Service Agents - The bidder shall indicate in Section IV the name, address and phone number of a factory authorized service agency for each item specified. The factory authorized service agency shall be located within 250 miles of installation site. Providing this information is in addition to the dealer service required in No. 3 above. A written statement from the manufacturer shall be attached to the bid indicating that this agent is authorized to service its equipment. Factory authorized service agents shall abide by the code of ethics of the Commercial Food Equipment Service Association (CFESA). Failure to provide this information will be considered reason for rejection of bid.

5. Codes - All equipment must be constructed and installed in accordance with the National Sanitation Foundation Code. All equipment must be listed and approved, where applicable, for UL, AGA and ASME requirements and all other requirements as specified by local building codes, plumbing codes, fire codes and all other state and local codes. All food service equipment must bear the applicable seals.

6. Manuals - The Board of Trustees shall be provided three (3) copies of use/care manuals and illustrated parts list for all equipment with moveable parts. These manuals shall be provided within 10 days of installation.

7. Removal of Existing Equipment - Two options - \_\_\_\_\_ Public Schools should indicate by an "X" the option chosen.

( ) A. Successful bidder will be responsible for disconnecting existing equipment as follows: \_\_\_\_\_

In addition, successful bidder shall disconnect and reconnect any existing equipment which must be temporarily moved for installation of new equipment.

( ) B. Board of Trustees will be responsible for disconnection and removal of existing equipment prior to scheduled installation date for new equipment.

8. Assembly - All equipment is to be uncrated, assembled, set in place and made ready for final connections. All debris accumulated with the delivery of equipment shall be removed. Foodservice equipment is to be cleaned and turned over in first class condition.



9. Installation - Two options - \_\_\_\_\_ Public Schools should indicate by an "X" the option chosen.

( ) A. Bidder shall be responsible for all electrical, gas and plumbing connections. All installations shall be completed by an appropriate professional. \_\_\_\_\_ Public Schools will provide appropriate utilities within six feet of installation location.

( ) B. \_\_\_\_\_ Public Schools will be responsible for all electrical, gas and plumbing connections.

10. Pre-Approved Brand - If bidder comes to bid an "or equal" brand, proof of equality must be submitted 10 days prior to bid opening. Any and all variances in construction, design, performance and accessories from the item specified must be submitted in writing to contact person listed in "Invitation to Bid." This information shall be submitted in addition to manufacturers cut sheet. Failure to obtain prior approval will result in rejection of bid. Addenda shall be issued by \_\_\_\_\_ Public Schools to all pre-qualified bidders stating specification number, item name and alternate brand and model number approved. This addenda shall be issued five days prior to bid opening.

11. Specifications - Written description in the specification will prevail in case of conflict between written description and model number.

12. Alternate Bids - Bidders shall submit only one (1) bid per item specified.

13. On-site Visits and Field Measurements - Three options - \_\_\_\_\_ Public Schools should indicate by an "X" the option chosen.

( ) A. When an on-site visit is indicated in specifications, bidder shall complete on-site visit prior to date of bid opening. Bidder shall attach to bid a signed statement from the contract person listed in "Invitation to Bid" affirming that on-site visit was complete.

( ) B. The successful bidder shall be responsible for taking all field dimensions which affect the equipment and installation thereof. At the time of taking field measurements, the successful bidder shall report to the contact person named in invitation any conditions which will prevent him from the execution of his work as outlined in specifications and installation instructions.

( ) C. Public Schools assures the successful bidder that equipment can be delivered to installation site with no changes to existing entrances. Public Schools assumes full responsibility for any cost associated with removal and replacement of framing on entrances in order to deliver and set in place equipment, and the cost of additional mileage and labor as a result of failure of the Board of Trustees to meet the requirements of this paragraph.



14. Custom Fabricated Equipment - Equipment shall be fabricated by a foodservice equipment fabricator who has the plan, personnel and engineering facilities to properly design, detail and manufacture high quality equipment. The bidder shall, by his signature on Invitation to Bid, indicate the equipment is to be fabricated by bidder personnel. If fabrication is to be subcontracted, bidder shall attach to bid submittal letter giving name and address of fabrication subcontractor.

Successful bidder shall submit shop drawings for custom fabricated equipment. Drawings shall be at a minimum  $\frac{1}{8}$ " scale and include a plan view and front, rear, and side elevations. All drawing shall be fully dimensioned and all parts labeled as to materials and methods of construction. Shop drawings shall be approved by contact person listed on Invitation to Bid prior to start of fabrication.



## PART 1 GENERAL

### 1.01 Related Documents

A. Drawings, bidding requirements, contract forms and condition of the contract, including the Instructions to Bidders, General Conditions, Supplementary Conditions, and Division-01 Specification Sections, apply to work of this section.

### 1.02 Scope of Work

A. Provide all work as specified in this section and indicated on Contract Drawings.

B. All referenced manufacturer's requirements and specifications, and nationally recognized and accepted standards, and specifications shall be the latest addition unless specified otherwise and shall be used as they are applicable for products and craftsmanship incorporated in the Contract Drawings and this section only.

### 1.03 Quality Assurance

A. Quality shall mean the meticulous attention to the detail of installation and workmanship necessary for the assemblage of products in the highest grade of excellence by skilled craftsmen of the trade.

B. Equipment manufactured and fabricated shall be new, of the highest quality, perfect, and without flaws. To the extent available and practicable, standard stock models have been specified. This contractor shall provide the latest model at time of delivery.

C. All equipment shall be provided with accessories (gauges, safety valves, thermostats, etc.) as required by and installed in full compliance with the current rules and regulations of the local and state health authorities in which the project is located.

D. Utility connections have been set for the equipment indicated and specified. If manufacturers require additional or different utility services and connections, these additional or different utility service and connections shall be provided, paid for, and completely coordinated under this section.



#### 1.04 Codes

A. All codes, regulations, interpretations, and rulings of enforcing agencies which govern any part of the work of this section shall be considered a part of the governing regulations. No extra charge will be paid for the providing of items or furnishing work which is required by the regulations even though such may not be specifically called for on the drawings or in the specifications. Should a conflict occur between these codes and equipment specified, the code takes precedence. Notification of the code variance shall be made to the architect.

#### 1.05 Standards

A. Unless otherwise called for, comply with the following standards as applicable to the manufacturer, fabrication, and installation of the work in this section.

1. NSF Standards: Comply with National Sanitation Foundation (NSF) standards and criteria, and provide NSF "Seal of Approval" on each manufactured item and on items of custom fabricated work.
2. UL Standards: For electrical components and assemblies, provide either UL labeled products or, where no labeling service is available, "recognized markings" to indicate listing in the UL "recognized component index".
3. UL Standards: For exhaust system and fire control.
4. AGA Approval: For all gas fired equipment.
5. NFPA Standards: Comply with NFPA No. 96 for exhaust systems.
6. ASME Code: Comply with ASME Boiler Code requirements for steam generating equipment, kettles, and steamers.
7. National Electrical Code: Comply with N.E.C. for electrical wiring and devices included with food service equipment.
8. State and local codes and requirements.

#### 1.06 Related Work by Separate Contractors

- A. Concrete platforms, bases, depressions, and openings in the walls.
- B. All waste water, vents, gas, ducts, heating, ventilation, and air conditioning, steam, and condensate return lines, also the final connection to the foodservice equipment herein contained.
- C. Conduit, wiring, breakers, and connections to the foodservice equipment herein contained.



## 1.07 Submittals

A. Within thirty (30) days after award of contract (before equipment is purchased) this contractor shall submit five (5) brochures of approval.

1. One (1) piece of manufacturer's literature on each item contained in these specifications.
2. One (1) separate type written sheet on each item containing model numbers, specifications, accessory numbers, sizes, mechanical, and electrical connections. All the items specified herein and arranged in numerical order.
4. Provide the name and phone number of the authorized service agent for each peice of equipment.

B. In addition to brochures, this contractor SHALL also submit manufacturer's detailed shop drawings for all built-to specification equipment, (i.e., exhaust hoods, walk-ins, dishwashers, etc.).

1. Submittal shall be a reverse reading paper sepiia and two (2) sets of bluelines or five (5) sets of bluelines.
2. Submittal shall show details of sections at minimum  $1\frac{1}{2}'' = 1'-0''$ , and plan and elevation at minimum  $\frac{3}{4}'' = 1'-0''$ .
3. Submittal shall include complete specification of all hardware, materials, and quality of workmanship.

C. This contractor SHALL NOT redraw and submit equipment layout, mechanical, electrical, duct, depression, fabrication, or any other engineering drawings already detailed in these contract drawings in order to submit any revisions to fabrication details.

Fabrication drawings shall be submitted as follows:

1. One (1) reverse reading sepiia and two (2) sets of bluelines or five (5) sets of bluelines.
2. Each submittal using this format shall have title block, sheet numbers, logos, and dates replaced with equipment manufacturer's title block information.
3. Revisions shall be made to these sepias with complete specifications attached for all substitutions.



## 1.08 Nameplates

A. Nameplates shall be provided on each “buy-out” product identifying the product manufacturer, model number, serial number, and other identifying information for use in warranties and securing replacement parts.

B. The nameplates may be on the back or bottom of small and portable equipment but on heavy, permanently installed equipment, the nameplate shall be visible without searching. Electrical equipment shall have plates giving electrical characteristics.

C. Nameplates shall fit snugly against the surface of the equipment, shall be no larger than necessary, shall be free of rough edges, and shall be attached in such a manner that it will not interfere with the sanitation of the equipment.

## PART 2 - PRODUCTS

### 2.01 Mechanical Appurtenances Under This Section of the Specifications

A. Except as noted, otherwise specified, all faucets and hose bibbs shall be as manufacturer by the T & S Brass & Bronze Company, Fisher Faucets, or Chicago Faucets. Deck type faucets shall be model no. B-201 with lock down feature, back splash type faucets shall be model no. B-231-CC. Both faucets shall have a 12” swing spout and a model B-199 aerator. NOTE: above model numbers refer to T & S, others must match.

B. Where standard faucets are specified in this section, said faucets shall conform to paragraph A above unless otherwise noted.

C. Provide rotary handle, quick opening wastes with 4” long tailpieces and connected rear overflows on each sink compartment unless otherwise specified.

D. All equipment operation valves shall be installed at the job in a accessible location for the operator of the equipment.

E. Provide vacuum breakers with foodservice equipment where required by governing regulations, including locations where water outlets are equipped for hose attachment.

F. A shut-off valve shall be provided and installed by general contractor in the water supply connection to sinks, ice makers, and other pieces of equipment. Where two (2) or more units are connected to a single line and running to a common waste drain or floor drain, an accessible cleanout plug at the inlet of the line and/or at each 90° turn shall be provided by the general contractor.



G. Where exposed or semi-exposed, provide bright chrome-plated brass or polished stainless steel hardware. Provide copper or brass where not exposed.

H. Pressure vessels shall be inspected by the State Boiler Inspector, and shall receive his approval before use. All vessels shall have a pressure relief valve, a pressure reducing valve, temperature, and pressure gauge and shall have the temperature maintained by an automatic thermostat. All steam lines shall be properly insulated to meet or exceed ASHRAE 90-80 requirements and any local code requirements.

I. Verify type, BTU/Hr, specific gravity and pressure of gas to be used for all gas appliances.

J. Provide as part of this section of these specifications, gas pressure regulator valves and disconnect hoses for all gas operated appliances.

## 2.02 Electrical Appurtenances Under This Section of the Specifications

A. The contractor shall verify that the voltage on the job corresponds with the equipment drawings and specifications before ordering any electrical equipment. All equipment shall be grounded.

B. Motors 1/3 h.p. and less shall be 120/60/1, a.c.

C. Except where noted otherwise, motors ½ h.p. and over shall be wired for 208/60/3, a.c. motors shall have thrust type bearings so motors can operate in vertical position, shall be totally enclosed, 55° rise above 40° ambient, continuous duty. Motors shall have low torque starting current characteristics, with NEMA frames.

D. Plugs for 120/60/1 shall be Hubbell, Arrowhart, or P&S safety grip type.

E. Plugs for 208/60/1 or 3 or above, shall match the receptacles specified under Division 16.

F. Receptacles for equipment specified shall be Hubbell, Arrowhart, or P&S grounding type, three pole receptacles to receive plugs called for previously. Units shall be mounted in type "FS" box enclosures with stainless steel face plates and boxes where receptacles are exposed.

G. Thermostats not otherwise specified under individual items shall be as manufactured by Fulton, Powers, or Robert Shaw and shall be provided at all bain maries, coffee urns, dishwashers, hot food tables, counters, and heated cabinets.



H. Controls, thermostats, starters, switches, and contractors furnished under this section of the specifications shall conform to the following:

1. Units which are an integral part of equipment shall be factory installed. Units which are to be separately mounted other than on equipment structure shall be installed on the job site under Division 16 of these specifications.
2. Starters for 120/60/1 shall be manual tumbler type, having thermal overload protection, with interchangeable heater elements.
3. Magnetic starters for 208/60/3 shall be size 1, line voltage type with three thermal overload relays for normal operation by automatic control or 120/60/1 phase push button station. Enclosure shall have overload reset and 120 volt control circuit.
4. All motors for remote control shall have magnetic starters regardless of horsepower or rating.
5. Cords and plugs for portable items shall be three wire or four wire type "S" as specified, all rubber cord with one leg grounded to the framework of the equipment. All wiring in or between foodservice equipment shall be run in Sealtite conduit.

I. Lights which are integral parts of equipment such as incandescent lights under protector guards, lights under hoods, etc., shall be provided with bulbs.

### 2.03 Ventilation Appurtenances Under This Section of the Specifications

A. Coordinate with Division 1500. The hoods and ventilation systems and work by the fabricators of these exhaust systems shall comply with:

1. Recommendations of the National Fire Protection Association in NFPA No. 96 "Vapor Removal From Cooking Equipment, 1984".
2. National Sanitation Foundation's recommendations Standard No. 2 for foodservice equipment.
3. Underwriter's Laboratories Standard for safety, file 192 "Grease Extractors for Exhaust Ducts UL 710, and file number E34091." Report on component industrial control equipment auxiliary devices.
4. State and local codes and requirements.



## 2.04 Fabrication Standards

### A. Stainless steel:

1. Unless specified otherwise, stainless steel shall be USS (U.S. Standard) AISI type 302/304, 18-8 chromium/nickel with a maximum of .08 content of carbon; hardest workable temper, no. 4 directional polish. Stainless steel sheet shall be stretched, leveled, and cold rolled.
2. Stainless steel tubing and pipe shall be true round unless specified otherwise, seamless, or welded to appear seamless. Welded tubing shall be properly heat treated and quenched, to prevent carbide precipitation.

### B. Galvanized steel:

1. Sheet: ASTM A 526, except ASTM A 527 for extensive forming: ASTM A 525, G90 zinc coating, chemical treatment.
2. Pipe: ASTM A 53 or ASTM A 120, welded or seamless.
3. Structural members: ASTM A 124 hot-dipped zinc coating, applied after fabrication.
4. Where painted finish is indicated, provide mill phosphatized treatment in lieu of chemical treatment.

### C. Steel:

1. Sheet: ASTM A 569 hot rolled carbon steel.
2. Structural members: hot rolled or cold formed carbon steel.

### D. Aluminum:

1. Sheeting, plating, and extrusions, as indicated, ASTM B 209/B 221; alloy, temper and finish as determined by manufacturer/fabricator, except 0.40 mil natural anodized finish on exposed work unless another finish is indicated or specified.

### E. Sound Deadening:

1. Underside of metal work surfaces, including tables, drainboards, countertops, sink, and similar units shall have a coating of sound deadening material comprising of a heavy bodied resinous coating filled with granulated cork or other resilient product and compounded for permanent, non-flaking adhesion to metal in a thick coating. The coating shall end 3" from edges which are open for cleaning. Finish with aluminum lacquer.

### F. Jointing Products:

1. Gasket: solid or hollow, but not cellular neoprene or polyvinyl chloride; light gray, minimum of 4 Shore A hardness, self adhesive or prepared for either adhesive application or mechanical anchorage.
2. Sealant: One part or two part, polyurethane or silicone based, liquid elastomeric sealant, non-solvent release type, mildew resistant, Shore A hardness or 30, except 45 if subject to traffic.





G. Paint and Coatings:

1. Provide the types of painting and coating materials which, after drying or curing, are suitable for use in conjunction with food service, and which are durable, non-toxic, non-dusting, non-flaking, heat resistant, mildew resistant, and comply with governing regulations for food service.
2. Pre-treatment: SSPC-PT2 or PT2, or Federal Specifications TT-C-490 as is best suited for the metal being treated and the paint or coating to be applied.
3. Primer: Shall be the best suited for the metal to be primed and the paint or coating to be applied and shall be suitable for baking.

H. Field joints shall be located for practical construction and consistent with sizes convenient for shipping and accessibility into the building. All field joints in top shall be carefully sheared with sharp edges removed so they can be tightly butted and drawn together to leave a hairline joint. They shall be constructed as follows:

1. Two (2) channels shall be welded to the underside of the top of the same material and gauge as called for in top specifications. Channels are 1½" x 1" x 1½". One shall set back from the edge; the other shall extend beyond the edge to form a flat surface for aligning the meeting piece.
2. The underside of the top that overlaps the one (1) channel shall be provided with stud bolts on 2½" centers, and the top surface of the channel shall be perforated to receive same.
3. The abutting vertical members of the channels shall be perforated and provided with 5/16" bolts on 4" centers. When the bolts in the channel and the studs are drawn tightly, both vertical and horizontal tension shall be provided to hold the top secure and level.
4. Joints shall be welded, ground smooth and polished.
5. A die-formed end capping of the same material as the table top shall be applied to the exterior of the turned up edge on dish tables, sink drainboards, or other fixtures with raised rims to conceal the ends of the channels.

I. Where plumbing is required to pass through an enclosed base of a table or counter, such piping shall be enclosed in a suitable pipe chase with easily removable access panels. These access panels shall be slightly recessed and removable without tools.

J. Where plumbing and supply piping pass through shelves on open base tables, the pipe chases and shelves shall be neatly punched, die-stamped to include knockouts elevated around opening. Flange up for knockouts shall be ½" minimum.



K. Provide all scribe and filler strips, etc. for items recessed or furred. Provide and install escutcheons or panels to completely seal around all openings where pipe, ductwork, or conduit penetrate walls or bottoms of equipment units.

L. Pipe legs supporting equipment, tops, and sinks shall be constructed of 1 $\frac{5}{8}$ " O.D., 16 gauge seamless stainless steel tubing. Furnish each leg with a stainless steel fully enclosed round gusset and an adjustable stainless steel bullet type foot (adjustment being internal). Furnish crossrails between all pipe legs. Cross rails shall be 1 $\frac{5}{8}$ " O.D. of same material as pipe legs and welded to the legs.

M. Tops of work surfaces shall be of 14 gauge stainless steel with a 2" turndown on all exposed sides. Where the top is adjacent to a wall or high adjoining equipment, it shall have a turnup on a  $\frac{3}{4}$ " radius of 8 $\frac{3}{4}$ ", a 1 $\frac{1}{4}$ " turn back on 45 degree angle, a 1" horizontal turn back and a  $\frac{1}{2}$ " turndown toward the floor. Close all ends of backsplashes. Tops shall be constructed as follows:

1. Fabricate metal work surfaces by forming and welding to provide seamless construction, using welding rods, matching sheet metal, grinding and polishing.
2. In forming the sheeting, remove burrs from sheared edges of metal work, ease the corners, and smooth to eliminate cutting hazard. Bend sheets of metal at not less than the minimum radius required to avoid grain separation in the metal. Maintain flat, smooth surfaces without damage to finish.
3. Welds shall be strong, ductile, with excess metal ground off and finished smooth, and polished to match adjacent surface. Welds shall be free of imperfections such as pits, runs, splatters, cracks, etc., and shall have the same color as adjacent sheet surfaces.
4. Field joints may be provided in the top only where necessary and these shall be constructed as hereinbefore specified.

N. Reinforce work surfaces 30" o.c. maximum, both ways with galvanized or stainless steel concealed structural members. Reinforce edges which are not self-reinforced by formed edges. Reinforce metal at locations of hardware, anchorages, cutouts, and accessory attachments, wherever metal is less than 14 gauge or requires mortised application. Conceal reinforcements to the greatest extent possible.

O. Where fasteners are permitted, provide Phillips head, flat, or oval head machine screws. Cap threads with acorn nuts unless fully concealed in inaccessible construction; and provide nuts and lockwashers unless metal for tapping is at least 12 gauge. Match fastener head finish with finish of metal fastened.



P. Where components of fabricated metal work are indicated to be galvanized, and involved welding or machining of metal heavier than 16 gauge, complete the fabrication and provide hot-dip galvanizing of each component after fabrication. Comply with ASTM A123.

Q. Sink Construction:

1. Sinks shall be of 14 gauge stainless steel, all welded construction, with a formed continuous top edge. Drainboards shall be built as an integral part of the sink and have the same top edge and backsplash. Repolish all backsplashes and top to have grain running in the same direction.
2. Where adjacent to a wall, the rear of the sink shall be provided with a backsplash identical to that specified under Paragraph M above.
3. Except where otherwise noted, each sink shall be fitted with a 2" rotary type waste with a chrome plated strainer and a connected rear overflow.
4. Where sinks are set side by side, the cross partitions shall be double wall with air space between them. All interior corners, including the partitions, shall be coved on a minimum of  $\frac{5}{8}$ " radius. Multiple sinks shall be provided with continuous seamless front.
5. Faucets shall be furnished for each sink compartment unless specified differently at multiple sink compartments.

R. Drawer Standards:

1. All drawers shall have a removable drawer pan stamped in one (1) piece with all corners coved. The drawer pans shall be a minimum of 20" x 20" x 5" deep and be constructed of 20 gauge stainless steel.
2. All drawers shall be enclosed on both sides, rear, and bottom with 18 gauge stainless steel, and welded to form one (1) piece vermin proof unit.
3. Provide a double pan, 16 gauge stainless steel drawer face with integral pull for each drawer.
4. When drawers are in a tier of three (3), the bottom drawer shall occupy the balance of the available height with the upper drawers both being 5" deep.
5. All drawers shall be self closing and operate on sanitary antifriction type steel runners with nylon ball bearing rollers.
6. Provide all drawers with padlock hasps as shown on drawings. Padlocks shall be furnished by owner.



S. Cabinet Standards:

1. Fixtures with enclosed cabinet type bodies shall be constructed of 18 gauge stainless steel. Interior walls shall be of 18 gauge stainless steel. Vertical style channels shall be welded. Access panels shall be lift out type, giving access to chase ways and shall be of minimum 18 gauge stainless steel.
2. All shelving inside equipment shall be of minimum 18 gauge stainless steel. In specifying number of shelves, the bottom shall be considered as one. All bottom shelves extend forward, turndown flush with the front facing of the cabinet. All interior shelves shall have a 1½" turnup at rear and ends with edges beveled and made to hug the interior of the cabinet body. All welding shall be ground smooth and polished.
3. All sliding doors shall be full height, formed pan shaped with flush facing front and back, braced internally to prevent twisting and shall have sound proofing material internally applied. Exterior faces of door shall be of 18 gauge stainless steel and interior faces of door shall be of 20 gauge stainless steel. Doors to operate on nylon or stainless steel ball bearing rollers running in concealed overhead tracks and having concealed stainless steel guide pins in the sill at the bottom. Doors shall lift out and have a drop at the end of the closing run to hold them closed.
4. Hinged doors shall be double pan construction. Exterior shall be of 16 gauge stainless steel and interior of 18 gauge stainless steel. Doors shall be flush mounted without overlap. One side of the door shall have a ¼" diameter pin at the top and bottom with nylon bushing to fit into the cabinet body and pivot the door. Provide door with a recessed pull on the exterior and a friction catch on the interior. Door shall have sound deafening material applied to the interior.

T. Abutting joint between equipment items and between items of equipment and wall where less than ⅜" shall be sealed with silicone sealant. Where greater than ⅜", joints shall be filled with stainless steel trim strips.

U. Electrical outlets into items shall be furnished as complete assembly of box, block, plate, and be ready for wiring. Plates shall be stainless steel. Provide a chase way for the conduit and wiring in cabinet base fixtures.

V. Where threads of bolts and screws on the inside of fixtures come in contact with wiping cloth, they shall be capped with a lock washer and acorn nut. Wherever bolts are welded to the underside of trim or tops, the reverse side of the welds shall be polished. Depressions at these points will not be acceptable.



W. Each piece of equipment shall bear a name plate which shall be fastened to the equipment. Each piece of electrical equipment shall bear a plate showing complete electrical characteristics which shall comply in all particulars with the current available at the building.

X. On the tables not adjacent to wall with electric or plumbing connections necessary for operation, provide two (2) flange type feet and bolt to the floor with non-rusting screws and floor anchors.

#### 2.05 Walk-in Refrigerator and Freezer Standards

A. All interior and exterior surfaces, except the floor and ceiling, shall be of .042" thick stucco embossed aluminum unless otherwise specified. All interior ceilings shall be mill baked white polyester finish on galvanized steel.

B. Walls, floors, and ceiling shall be 4" thick unless specified otherwise and insulated with urethane insulation having a "K" factor of 0.13 and capable of holding temperature as low as minus 40 degrees at a 4" wall thickness.

C. Doors:

1. Doors shall have a clear door opening of 34" x 78" high.

Doors shall be located in 46" or 69" wide panels. Doors shall be constructed of stainless steel on interior and exterior with tempered glass observation window in coolers to meet or exceed OSHA requirements.

2. Doors shall be offset type having two (2) heavy duty hinges, pull handle, a cylinder lock, a door closer, and safety handle on the interior. All hardware shall have a satin aluminum finish or chrome plated.

a. Provide on the sides and top, a thermal plastic gasket easily removable. At the bottom edge of the door, furnish an adjustable rubber wiper gasket. Gasket shall be resistant to oil, fats, water, and sunlight.

b. Doors shall be insulated with 4" of urethane as specified for the walls.

c. Construction of the door panels shall be identical to that of the walls, and shall include a heavy U-channel type reinforced steel frame around the entire perimeter of the door opening to prevent rocking and twisting. Furnish installed in the frame, an antisweat heater wire, completely encircling the door opening.

d. Doors to have  $\frac{3}{16}$ " aluminum diamond tread plate on each side, to be 36" high off of floor.

e. Aisles to have non-skid strips.



3. Adjacent to the opening side of door, approximately 5'-0" above the floor, furnish a heavy duty chrome plated, 5" diameter dial thermometer or a digital readout minimum ½" high. Thermometer shall be flush with the wall and have a recalibration feature.
4. Adjacent to the thermometer, mount a light switch with bull's eye. Switch shall be prewired to lights mounted in the ceiling of the walk-in and to the "J" box on top of the walk-in. Lights shall be wire protected, vapor proof, globe type with 150 watt bulbs. Lighting within walk-ins shall be a minimum of 25 foot candles on an even and equal basis.
5. In the ceiling of each walk-in freezer, furnish an air vent release.
6. Each section of the walls, ceiling, and floor shall have a tongue and groove, urethane edge. Panels shall be joined together by Rotoloc joint fasteners built into the edges of the box. Install on both sides of the tongue, a twin pressure sensitive gasket. Fasteners shall operate by means of a hex wrench. Provide a full compliment of snap in covers for lock holes.
- H. All interior corners shall be coved.

#### 2.06 Errors and Omissions

- A. It shall be the responsibility of the foodservice equipment bidders to inform the architect of any discrepancies found within these documents to include: written specifications, drawings, or schedules, to allow an opportunity for the consultant to prepare an addendum to correct such discrepancies. Bidding on a known discrepancy with the intention of equipment substitution or price gouging through change orders will not be tolerated.
- B. Written itemized specifications shall take precedence.



## Sample Fabricated Equipment Specification

ITEM NO. xx - POT WASHING SINK: 1 REQUIRED

- a. Fabricate and furnish one ea. pot sink with two drain boards. Requires  $\frac{1}{2}$ " CW,  $\frac{1}{2}$ " HW, 2" waste. Bowls to be  $26\frac{1}{2}$ " x 24" x 14" deep. Overall size and shape as shown on plan.
- b. Sink constructed entirely of 14 ga. type 18-8 stainless steel with all vertical corners coved on a  $\frac{1}{4}$ " radius. The front, bottom, and back to be formed of one sheet with front and back having a  $\frac{3}{4}$ " roll. Partitions to be double wall and fully welded in place. Splash to be 8" high with  $2\frac{1}{2}$ " return ( $10\frac{1}{2}$ " overall). Ends closed and welded. 1" diameter holes punched in splash for faucet. Two (2) ea. faucets to be Fisher, model no. 3253, heavy duty splash type with 12" swing spout. Supply three each lever handle waste, 2" brass with removable strainer, and rear connected overflow. Each compartment to have die-stamped star in sink bottom for drainage. Sink to be mounted on  $1\frac{5}{8}$ " O.D. 16 ga. stainless steel legs attached to fully enclosed stainless steel gussets welded to bottom of sink. Each leg to have an adjustable stainless steel bullet foot. To be 14" depth at partitions. Drainboards to be same material and finish as sink with back splash a continuation of sink splash. Front and end rims to be approximately 3" high terminating in a 180° roll on a  $\frac{3}{4}$ " radius. The drainboard is to be constructed with a pitch to drain into the sink. Back splash and front rim are not to be pitched, but to continue level. Drainboards to be supported on  $1\frac{5}{8}$ " O.D. 16 ga. stainless steel legs attached to fully enclosed stainless steel gussets welded to stainless steel channel reinforcing on underside of drainboard. Each leg to have an adjustable stainless steel bullet foot.
- c. Splash mounted pot rack to be constructed of 2" x  $\frac{1}{4}$ " thick stainless steel flat bar fully welded to  $1\frac{5}{8}$ " O.D. 16 ga. stainless steel legs, extended thru splash, and secured to sink frame. Unit to be supplied complete with double pointed, sliding pot hooks at 6" on center.
- d. Refer to fabrication drawings for details.



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