



Humble Independent School District

**PURCHASING DEPARTMENT
20200 EASTWAY VILLAGE DRIVE - HUMBLE, TEXAS 77338**

NOTICE TO PROPOSERS:

Humble Independent School District is accepting proposals for **Original Equipment Manufacturer of Small Kitchen Equipment Parts & Supplies** as specified on the attached pages and the RFP in the online bidding system. Responses will be accepted through the Districts' online bidding system until **October 06, 2022 at 3:00 PM**.

All proposals are subject to the General Proposal Requirements as stated in the RFP document – Attributes tab. The apparent absence of these specifications as to any detail, or the apparent omission from them of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice shall prevail and that only material and workmanship of the finest quality are acceptable. All interpretations of the specifications shall be made upon the basis of this statement.

Any questions pertaining to the **proposal response procedure** or **proposal specifications or scope** should be asked through the Questions tab on Humble ISD's online bidding program prior to the noted cut-off date and time. Questions after that time and date will not be acknowledged.

Humble Independent School District reserves the right to increase or decrease quantities. Quantities included herein are based upon current budget allocations and are therefore subject to change.

Humble Independent School District reserves the right to reject any or all proposals, accept the proposal deemed most advantageous to the District and to waive any technicalities.

SCOPE OF PROPOSAL:

Humble Independent School District seeks proposals from authorized suppliers of **Original Equipment Manufacturer of Small Kitchen Equipment Parts & Supplies**.

PROPOSAL TERM:

PROPOSAL:

The initial proposal award shall continue in full force and effect from award date through October 19, 2027 unless otherwise agreed to in a writing executed by both parties.

In the event this proposal expires before another proposal is awarded, the District may extend the proposal term on a month-to-month basis on the same terms, by mutual agreement with the vendor, until such time as the District completes a new procurement solicitation.



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AWARD CRITERIA

Humble ISD reserves the right to negotiate with any or all Proposers, accept or reject any and/or all proposals, to waive any formalities and/or irregularities, and to award contracts in the best interest of the District. Humble ISD does not purchase solely on the basis of low proposals. Final evaluation of this bid will be based on the Texas Education Code 44.031 (b). In making that determination Proposers will be evaluated according to the evaluation criteria contained in this RFP including, but not limited to.

| Award Criteria | Point Value |
|--|--------------------|
| Price/Percentage offered | 35 points |
| Reputation of the vendor and vendor's goods & services | 10 points |
| Quality of the vendor's goods or services | 20 points |
| Extent to which the goods or services meet the district's needs | 10 points |
| Vendor's past relationship with the district | 00 points |
| Total long-term cost to the district to acquire goods and services | 15 points |
| For contracts for goods and services other than technology, telecommunications, building construction and maintenance, or instructional materials, whether the vendor or vendor's ultimate parent company or majority owner <ul style="list-style-type: none">• has its ultimate parent company; or the majority owner has its principal place of business in this state. | 00 points |
| Any other relevant factor specifically listed in the request for the bids or proposals: <ul style="list-style-type: none">• Accepts both Purchase Orders and Credit Cards | 10 points |
| Total | 100 Points |

PROPOSAL SPECIFICATIONS:

- A. Item availability is critical to the operation of Humble ISD Child Nutrition Services and may be critical in awarding items. All items must be available for "over the counter" or "will call" pickup by Humble ISD authorized staff. No shipping charge may be added to the invoice. Humble ISD approved personnel may pick up supplies at the specified vendor's warehouse location with duly executed Humble ISD Purchase Order number. Items deemed as "emergency" must be available within 2 to 4 hours. Regular or non-emergency items must be available within 5 to 10 days. In the event that an "emergency" item is not available from the awarded vendor, the District reserves the right to purchase that item wherever available in the "emergency" time frame. If an item exceeds this time limit, notice must be given to Child Nutrition, at 281-641-8460.
- B. Vendors must submit a discount percentage representing the percentage off of the manufacturer's published list/retail price that the District will pay for parts and accessories from the manufacturer's published list price. This will be a manufacturer's catalog list price, or manufacturer's retail price, or manufacturer's online pricing.



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New list pricing shall be provided to the Purchasing department should prices change during the term of this proposal.

- C. Vendor must be a factory authorized distributor/dealer in the industry for a minimum of 3 consecutive years and warranty service provider for the equipment or products proposed.
- D. Humble ISD may accept any item or group of items of any proposed, unless the vendor qualifies their proposal by specific limitations.
- E. Any purchase must reference a properly drawn and approved purchase order number prior to delivery. The District will not be responsible for invoices which do not reflect an approved purchase order number.
- F. Factory updates and training will be available upon the request of Child Nutrition Services as part of the proposal.
- G. Original Equipment Manufacturer parts and accessories shall be new, latest model and design, and shall carry the manufacturer's maximum standard warranty. Provide standard warranty period coverage on proposal form as requested.