



Raymond J. Brosel, Jr.  
*Superintendent of Schools*

Frank T. DeBerardinis  
*Assistant Superintendent  
for Business/ Board Secretary*

329 Route 73  
Voorhees, NJ 08043  
(856) 751-8446, ext. 6114

E.T. Hamilton School  
Kresson School  
Osage School  
Signal Hill School  
Voorhees Middle School

### **INVITATION TO BID**

The Assistant Superintendent for Business of the Board of Education of Voorhees Township in the County of Camden, State of New Jersey, by authority of said Board, solicits sealed bids for **Food Service Equipment**.

Bids will be received up to 10:00 A. M. on May 20, 2008 at the Business Office of the Board of Education, 329 Route 73, Voorhees, NJ at which time they will be opened and read. Bidders are invited to witness the bid opening and all bids will be available at that time for inspection by persons with a bona fide interest.

Bids are to be submitted in a sealed envelope and plainly marked **Food Service Equipment** addressed to:

Mr. Frank T. DeBerardinis  
Assistant Superintendent  
For Business/Board Secretary  
Voorhees Township Board of Education  
329 Route 73  
Voorhees, NJ 08043

All bids must be submitted on a **bid form** included with the specifications. Bids not submitted on such forms may be rejected.

Bids will be awarded on the basis of the lowest total bidder. All bid prices shall remain firm for a period extending sixty (60) days from the indicated submission date of the Opening.

The Board of Education reserves the right to reject any and/or all bids and to waive any informalities in the bids if that is in the best interest of the school district.

Specifications and full information may be obtained from the Board of Education at the above address between the hours of 8:00 A.M. to 3:00 P.M. any weekday. The bid packet may also be obtained from the district website, [www.voorhees.k12.nj.us](http://www.voorhees.k12.nj.us).

Bids are required to comply with the Affirmative Action requirements (P.L. 1975, C.127).

By order of the Board of Education.

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Frank T. DeBerardinis  
Assistant Superintendent  
for Business/Board Secretary

Date: April 8, 2008

SPECIFICATIONS

FOR

**FOOD SERVICE EQUIPMENT**

FOR THE

VOORHEES TOWNSHIP BOARD OF EDUCATION  
329 ROUTE 73  
VOORHEES, NJ 08043

PREPARED BY

FRANK T. DEBERARDINIS  
ASSISTANT SUPERINTENDENT  
FOR BUSINESS/BOARD SECRETARY

CYNTHIA L. MCCLAIN  
ASSISTANT BUSINESS ADMINISTRATOR

VOORHEES TOWNSHIP BOARD OF EDUCATION  
329 ROUTE 73  
VOORHEES, NJ 08043

DATE: April 8, 2008

## Scope of Work for Installation of Food Service Equipment

### Voorhees Middle School - Kitchen

All bidders must visit job site prior to submitting their bids. Successful bidder must remove and dispose of two (2) existing fryers, two (2) existing ranges, one (1) 40 gallon kettle and one (1) 4 compartment steamer. New and existing equipment shall be arranged from right to left starting in trough area as follows: new Cleveland 30 gallon skillet, or equivalent, new Cleveland steamer, or equivalent, existing Garland steamer, existing Garland convection oven and new Garland convection oven, or equivalent (both convection ovens outside trough area).

Substitutions will be accepted only with prior written approval eight (8) days from bid due date in order that we may issue an addendum to all bidders.

All equipment to be totally installed which will include all duct work, plumbing, electric, hook ups, etc.

Successful bidder/installer will also be responsible for:

1. Receiving equipment from manufacturer, inspecting for any possible freight damages and delivering to job site.
2. Delivery, uncrating, verification that equipment delivered has all components and accessories as specified and setting in place.
3. Leveling of all equipment.
4. Complete hook up of all utilities, including all necessary duct work and plumbing, and verifying all utilities are correct voltage.
5. Test fire all equipment including cycling equipment to insure proper operation; i.e., pilots and burners are not disturbed by drafts from ventilation, equipment requiring floor drains are positioned correctly over drains.
6. Make all and any adjustments not covered by manufacturer's standard warranty; i.e., thermostat calibration, door adjustment, etc.

The food service operation expects one year parts and labor warranty and realizes manufacturer's warranty does not cover certain adjustments that are the responsibility of the bidder/installer, therefore, the aforementioned items have not been noted to insure the awareness of the bidder regarding these warranty issues. Any service bills during the first year of operation not covered by manufacturer's warranty will be the responsibility of the successful bidder/installer.

Contact Deborah Zee, Director of Food Services, to schedule a time to visit the job site:

(856) 751-8446 x 6141 (office) or  
(609) 820-0954 (cell)

## SPECIFICATIONS

Voorhees Middle School Kitchen - Skillet, One (1) Required

Unit shall be Model No. SEL-30-T1 as manufactured by Cleveland Range Company, Cleveland, Ohio, or equivalent.

Skillet to have a 30 gallon full capacity rating to bottom of pouring lip and shall be mounted on an open frame design. A 5/8" stainless steel bead blasted cooking surface shall prevent warping and keep food from sticking. Pan shall be constructed of durable 12 gauge, 304 stainless steel with a 5/8" mild steel clad bottom plus a 1/16" stainless steel plate for even temperature distribution. Skillet to have a low 35" rim height for easy operation and cleaning.

To have high efficiency heating system with even heat distribution and a 12KW heating element. Skillet to be arranged for 460 volt, 3 phase operation. Electric thermostat to be adjustable having a range from 100° to 425° F. Provided with splash proof controls.

Provide easy to turn manual hand tilt with gallon/liter markings and 10° cooking feature which will tilt unit up 10° without the power being turned on. Cover shall be spring assist type with adjustable vent and full width handle.

Skillet to be complete with DPS-13, double pantry faucet with bracket, and Two (2) Dormont Manufacturing Company Model No. W5OBP2Q-48, 1/2" x 48" water connector (one hot and one cold).

Unit shall be provided with a two (2) year parts and labor warranty and free start up and demonstration.

## SPECIFICATIONS

Voorhees Middle School Kitchen - Convection Steamer, One (1) Required

Unit to be Model No. 24-CEA-IO as manufactured by Cleveland Range Company, Cleveland, Ohio, or equivalent. Shall be a two (2) compartment convection steamer SteamCraft® Gemini™ 10 with twin electric atmospheric steam generator having 32KW input, arranged for 460 volt, 3 phase operation.

Steam generator with automatic water fill on start up, automatic generator blow down, two (2) each 16.5KW fire bar heating elements shall be provided. Innovative PowerPak electric steam generator to have twin Vertical atmospheric design operating independently using two (2) 8KW fire bar heating elements per generator. To be constructed of 14 gauge stainless steel and shall have large 5 gallon generator reservoir for each compartment. To have two (2) fully insulated rear mounted independent steam generators.

Each steam cooking compartment is independently operated and controlled by a separate stainless steel steam generator, power on/off control levers and an exclusive, remote probe-type water level control. Each compartment shall have a capacity of five (5) 12" x 20" x 2-1/2" deep cafeteria pans.

Main power on/off switch to automatically fill generator with water and then start heating elements in generator. Instant steam stand by mode to hold generator at a steaming temperature to allow unit to start cooking instantly. Automatic generator drain to contain a "Water Jet" spray rinse drain cleaning cycle to keep drain clear. Separate from the generator for easy access there shall be an exclusive automatic probe for water level control containing a high velocity rinse cycle to eliminate mineral build up.

To have 14 gauge stainless steel compartment interior for compartment door, cavity and steam generator. Exclusive Brass Steam jets to produce a high velocity convection steam without fans. Coved corner design in cooking compartment to distribute heat evenly and is easy to keep clean. Creased top and bottom provided to enhance drainage. Cold water condenser for each compartment to maintain dry steam. Fully insulated cooking compartment for thermal efficiency to have removable stainless steel slide racks. Provided under lower compartment there shall be a condensate drip trough.

Shall have two (2) generator cleaning ports located on the outside, top of the unit. Generator cleaning indicator light located on the front of the unit to warn operator it is time to delime generator.

To have exclusive "Cool to the Touch" two (2) piece, compartment doors with free floating inner door and reversible gasket to provide an air tight seal. Slam/latch door latch mechanism to be stainless steel.

To be mounted NSF Certified 6" stainless steel legs with adjustable flanged feet for a 1" level adjustment. Unit shall be built to comply with applicable standards for manufacturers including UL, NSF, CSA, ETL and others. Provided with unit there will be a two (2) year parts and labor warranty, free start up and demonstration. Unit to be further provided two (2) Dormont Manufacturing Company No. W37BP2Q-48, water connectors.

## SPECIFICATIONS

Voorhees Middle School - Convection Oven, One (1) Required

Unit to be Model No. MCO-ES-20-S as manufactured by Garland Commercial Industries, Inc., Freeland, Pennsylvania, or equivalent. Unit to be a double deck electric convection oven arranged for 460 volt, 3 phase operation.

Unit to be provided with Master 200 solid state control with 150° to 500° temperature range and electromechanical timer. Shall have electronic spark ignition, including automatic pilot system with 100% safety shut off.

Oven interior dimensions shall be 29" wide x 24" high x 28" deep. Oven to have sealed "Muffle Oven" cavity construction, heavy gauge die formed steel with large cove corners for smooth laminar circulation of heated air radiating from heating elements. Porcelain enamel oven interior and rear baffle shall be provided. The heat control sensing element shall be encased in a steel guard for protection. Six (6) chrome plated, heavily constructed oven racks, with 13 position chrome rack guides to be provided. Oven chamber shall be provided with manually controlled climate vent system to regulate excess moisture.

To be provided with 60/40 doors, operated by an insulated handle, to open and close with ease. To have full length stainless steel positive door closure. Each door section to be provided with a double pane thermal window. Safety switch shall turn off fan when doors are opened.

Shall be provided with 3/4 h.p. self lubricating, sealed ball bearing type motor with thermal overload protection. To be provided with two (2) speed fan motors and 10.4KW rated electric elements operation per cavity. An s/s hinged panel shall be provided for each access.

Oven front, two (2) sides, top and legs shall be stainless steel. Shall be provided with a one (1) year parts and labor warranty and five (5) year limited door warranty, excluding window.

Garland convection oven shall be UL, CUL and NSF listed.

**BID CHECK LIST**  
(Must be returned with Bid)

- |     |  |       |
|-----|--|-------|
| 1.  | Bid Proposal Form  | _____ |
| 2.  | Statement of Ownership Disclosure Statement  | _____ |
| 3.  | Affirmative Action Statement Questionnaire   | _____ |
| 4.  | Non-Collusion Affidavit  | _____ |
| 5.  | Copy of the Public Works Contractor<br>Registration Certificate or copy of the<br>Application (if applicable)                    | _____ |
| 6.  | Bid bond or certified check (10% of total bid)   | _____ |
| 7.  | Surety Certificate   | _____ |
| 8.  | Pre-Qualification Certificate and total amount<br>of uncompleted contracts (if applicable)                                       | _____ |
| 9.  | Certificate of Insurance – as required to function<br>in the State, County, naming the school district as<br>additional insured. | _____ |
| 10. | Hold Harmless/Indemnity Agreement  | _____ |
| 11. | List of References   | _____ |
| 12. | Business Registration Certificate  | _____ |

NAME OF VENDOR \_\_\_\_\_

\_\_\_\_\_  
Signature of Company Officer with authority  
to execute all contracts

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

BID PROPOSAL FORM  
VOORHEES TOWNSHIP BOARD OF EDUCATION

To furnish all equipment, labor, materials and supervision as required by the specification dated April 8, 2008.

A. TOTAL COST \$ \_\_\_\_\_

AMOUNT IN WORDS \_\_\_\_\_

If there is a discrepancy between figures and words, words shall govern.

NAME OF VENDOR: \_\_\_\_\_

\_\_\_\_\_  
Signature of Company Officer with authority  
to execute all contracts

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



DISCLOSURE STATEMENT  
(Must be returned with Bid)

ALL CORPORATE OR PARTNERSHIP BIDDERS SHALL COMPLETE THIS FORM WHICH IS IN ACCORDANCE WITH P.L. 1977 CH. 33 (N.J.S.A. 52:25-24.2)

**Vendor Name** \_\_\_\_\_

List of shareholders or partners with 10% or more of the stock or interest in said corporation or partnership (all corporate partners or shareholders owning 10% or more of the stock must disclose their shareholders as above provided.)

| <u>Shareholder or Partner</u> | <u>% Interest</u> | <u>Address</u> |
|-------------------------------|-------------------|----------------|
|-------------------------------|-------------------|----------------|

- ( ) No stockholder or partner of the corporation or partnership holds 10% or more ownership.
- ( ) Bidder is not a corporation or partnership.

I hereby certify that the information given above is true and correct as of \_\_\_\_\_.  
(Date of Bid)

\_\_\_\_\_  
Title and Signature of Authorized Representative

If there are any questions concerning this form or its completion, refer to Statute P.L. 1977 CH. 33 (N.J.S.A. 52:25-24.2)

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to **N.J.S.A. 10:5-31 et seq.** as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with **N.J.A.C. 17:27-5.2**, or a binding determination of the applicable county employment goals determined by the Division, pursuant to **N.J.A.C. 17:27-5.2**

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable

Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval  
Certificate of Employee Information Report  
Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C.17:27.**

AFFIRMATIVE ACTION QUESTIONNAIRE

(Must be returned with Bid)

1. Our company has a federal Affirmative Action Plan approval.

\_\_\_ YES                      \_\_\_ NO

A. If yes, a photo-copy of said approval shall be submitted to the Board of Education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

2. Our company has a New Jersey State Certificate of Approval. (Certificate of Employee Information Report)

\_\_\_ YES                      \_\_\_ NO

A. If yes, a photo-copy of the Certificate of Employee Information Report shall be submitted to the Board of Education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

3. If you answered NO to both questions above, an Affirmative Action Employee Information Report (AA-302) will be mailed to you. Complete the form and forward it to the Affirmative Action Office, Department of Treasury, CN 209, Trenton, NJ, 08625. A copy shall be submitted to the board of education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

VENDOR \_\_\_\_\_

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

FORM OF NON-COLLUSION AFFIDAVIT  
(Must be returned with Bid)

STATE OF NEW JERSEY, COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ of the \_\_\_\_\_  
(city, town, borough, township)

of \_\_\_\_\_, in the County of \_\_\_\_\_

State of \_\_\_\_\_, of full age, being duly sworn according to law on my oath

depose and say that:

I am \_\_\_\_\_ of the firm \_\_\_\_\_, the bidder making the proposal for **Food Service Equipment**, and that I executed the paid proposal with full authority to do so, that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above bid and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the State of New Jersey relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said bid.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial selling agencies maintained by

\_\_\_\_\_  
Name of Vendor

N.J.S.A. 52:34-15

\_\_\_\_\_  
Signature

Subscribed and sworn before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Seal) Notary Public of New Jersey)

My commission expires \_\_\_\_\_, 200\_\_\_\_

**INDEMNITY AND HOLD HARMLESS AGREEMENT**

(Must be returned with Bid)

\_\_\_\_\_ agrees to indemnify and hold harmless the Voorhees Township Board of Education, its officers, employees, volunteers and agents, from and against all claims, damages, losses, and expenses, including reasonable attorney's fees in case it shall be necessary to file an action, arising out of performance of the work herein, which is; 1) for personal or bodily injury, illness or death, or for property damage, including loss of use, and; 2) caused in whole or in part by

\_\_\_\_\_ negligent act or omission or that of a subcontractor, or that of anyone employed by them or for whose acts contractor or subcontractor may be liable. This indemnification and agreement shall apply in all instances whether the Voorhees Township Board of Education, its officers, employees, volunteers and/or agents, is/are made a party to the action or claim or is subsequently made a party to the action by third-party in-pleading or is made a party to a collateral action arising, in whole or in part, from any of the issues emanating from the original cause of action or claim.

By: \_\_\_\_\_

Date: \_\_\_\_\_

Sworn or affirmed and subscribed before me this  
\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Notary's Signature

## PUBLIC WORKS CONTRACTORS REGISTRATION ACT

Prospective Bidders must comply with “The Public Works Contractor Registration Act”, effective as of April 11, 2000.

The act applies to contractors as defined in the Act and includes any subcontractor or lower tier subcontractor of a defined contractor; thus, certificates for such subcontractors or lower tier subcontractors must also accompany the bid documents.