

Virtus Academy of South Carolina

2407 Pisgah Rd. Florence, SC. 29501



REQUEST FOR PROPOSAL

Cafeteria Kitchen Equipment
For the Fiscal Year 2024-2025

PROPOSALS TO BE RECEIVED BY:

DATE: 07/14/2024

TIME: 5:00 PM

EMAIL: bosborne@virtusacademysc.org

PROPOSER INFORMATION

Vendor Name: _____

Mailing Address: _____

City, State, Zip Code: _____

Federal ID or Social Security Number: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____

Toll-Free Telephone Number: _____

Fax Number: _____

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, materials, supplies, or equipment, and is in all respects fair and without collusion and fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the Bidder.

Authorized Signature: _____

Name (type or print): _____ Title: _____

PURPOSE OF THE REQUEST FOR PROPOSAL

Virtus Academy is seeking proposals for the supply and installation of cafeteria kitchen equipment to enhance our food service capabilities. The equipment is intended to support efficient food preparation, storage, and serving in our school cafeteria.

INSTRUCTIONS AND INFORMATION TO PROPOSERS

Please submit a comprehensive proposal to provide equipment and installation by September 1st, 2024.

Proposals are due by 5:00 pm on Sunday, July 14th.

Award: These services are exempt or not exempt from the competitive sealed bidding or proposal requirements of the School's Procurement Policy. The project will be awarded based upon the proposal that the Chief Managing Consultant (CMC) and VASC's Board determine best suits the needs of the School.

In case of duplicate, similar, or equal proposals, the decision of the VASC Board of directors will be final.

General Requirements

Scope of Work: The scope includes the procurement and installation of the following equipment:

1. **Cold Food Well**
2. **Hot Food Well**
3. **Sneeze Guard**
4. **Serving Counter**
5. **Hand Sink**
6. **Reach-in Refrigerators (2 units)**
7. **Walk-in Freezer**
8. **Shelving Unit for Walk-in Cooler**
9. **Three Compartment Sink**
10. **Heated Holding Proofing Cabinet**
11. **Convection Oven**
12. **Steamer Convection**
13. **Work Tables (3 units)**
14. **Milk Cooler**

Description of Virtus Academy of South Carolina (VASC)

Founded in 2018 and authorized by the [Charter Institute at Erskine](#), Virtus Academy is a free, K–12 Public Charter School serving the young minds of Florence and Darlington Counties. We jubilantly opened our doors to grades K–5; currently, we serve students in grades K–10 and will grow our enrollment annually until we achieve full K–12 status in 2025.

Rooted in our commitment to powering the future of every student who passes through the doors of our specialized learning community, VASC was built to provide area families with an alternative to traditional public schools with smaller class sizes and a Project-Based Learning Curriculum.

VASC is governed by our school board of directors, led by Board Chairman, Dr. Thomas Ducey. Virtus lives by the mission statement, To power student potential through project-based learning, leadership development, community service, and the spirited pursuit of Excellence.

Requirements

All proposals and reports should be addressed to Barbara Osborne, Cafeteria Manager.

Information like identifying the team that will be assigned to the account and describe how you plan to interact with us and any third-party providers that may provide services to VASC.

Describe the pricing model(s) that you typically employ for your standard services.

Please indicate the charges associated with providing services directly or through a third party and the key driver of each cost and whether it is included in a standard per-unit cost vs. charged on an ad hoc or mark-up basis.

Do you offer service bundles and if so, describe the effect of this bundling on pricing?

Time Considerations

All proposals must be submitted to VASC no later than 5:00 p.m. Sunday, July 14, 2024.

VASC may elect to interview representatives from selected firms.

The contract should be awarded no later July 19, 2024.

Proposal Packet

In setting forth its qualifications, each firm submitting a proposal shall:

Provide the name of the firm, how long the firm has been in business, the length of its experience as well as a brief description of its business activities and history;

Identify the specific contacts who will be involved in this engagement, the experience each possess, and the location of the office from which they work and provide a detailed biography and/or resume outlining the experience and credentials;

Provide the name and title of person(s) submitting the proposal, the firm's main office address, and primary and secondary points of contact and their telephone and fax numbers (including area codes);

Detail the experience the firm and its staff have in working with school districts and public sector clients; describing how needs specific to the school district/public sector were met and highlighting any experience specific to school districts;

Detail the experience the firm and its staff have with charter schools and charter school authorization;

Provide client references, including contact names, addresses and telephone/cell phone numbers;

Clearly describe the scope of the required services to be provided.

Provide a compensation breakdown. The breakdown should include the estimated total hours, out of pocket cost, all inclusive fees, hourly rate for each staff member and fees for subsequent years with amounts that firmly will not exceed;

And provide any additional information that you feel would distinguish your firm in its service to the School.

Communications and Response

Barbara Osborne is the designated VASC representative for this initiative. For any information relative to this RFP, please direct all inquiries to:

Barbara Osborne
Virtus Academy of SC
bosborne@virtusacademysc.org
843-799-4032 ext. 103

Cost

Estimate the total hours, the estimated out-of-pocket costs and the resulting all-inclusive maximum fee for which the requested work will be done. State the hourly rate to be charged for each staff classification. Fees for subsequent years should be included with a firm not-to-exceed amount.

List the average hourly rate of the firm. Adjustments may be negotiated for changes in South Carolina or federal requirements or for services in addition to the base audit. These adjustments will be billed at the average hourly rate proposed by the firm. The Director of Security, I.T., and Facilities will approve these prior to the performing of services.

Notification of Intent to Respond and Clarification Questions

Please indicate your intention to respond, by email, to the above email address by the *Intent to Respond and Questions Due* date outlined in the *Key Dates* table below. In addition, please provide the contact details of the individual responsible for coordinating your RFP response. At the same time, we ask that you submit any clarification questions regarding the RFP. Answers will be provided to all respondents by the *Answers Provided* date.

Response Delivery Instructions

Please submit an electronic copy of your proposal to the email address indicated in the *Communications and Response* section above. All responses must be received on or before close of business (5:00 pm ET) on the *Proposals Due* date indicated in the *Key Dates* table below.

Key Dates

Event	RFP Issued	Intent to Respond and Questions Due	Answers Provided	Proposals Due
Date	07/01/24	07/05/24	07/08/24	07/14/24
Time	5:00PM	5:00PM	5:00PM	5:00PM

No Obligation

The submission of a proposal shall not in any manner oblige the School to enter into a contract or to be responsible for the costs incurred by your organization in responding to this request.

Agreement of Non-Disclosure

This document is considered to be proprietary and shall not be disclosed to any other party. It is designed, developed, and submitted to potential partners of the Institute solely for the benefit of the School.

No Guarantee

The School makes no guarantee of future volumes and offers volume information for directional purposes only, to assist vendors with proposal preparation.

Additional Information

Provide answers to the following questions.

What are the advantages of using your firm?

What is the range of management and other consulting services you can offer without affecting your independence?

What type of support services (newsletter, industry programs, etc.) and informative consultation can your firm provide us?

Does your firm have a record of substandard work? Provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

All offertories must visibly mark as "Confidential" each part of their proposal, which they consider to contain proprietary information.