

# ***INCA Community Services, Inc.***



## **REQUEST FOR PROPOSAL**

### ***Dishwasher Lease***

### **FOR THE PERIOD**

**November 15, 2022-2025**

# REQUEST FOR PROPOSAL

## Dishwasher Lease

### General Information

1. INCA Community Services, Inc. (hereinafter referred to as INCA) is seeking proposals from qualified service providers to provide the following:
  - a. 3 Year Lease on commercial grade dishwashers in Head Start/Early Head Start Kitchens
2. Who May Respond: Any licensed business that deals with the leasing and repairing of commercial dishwasher equipment.
3. This RFP contains instructions governing the proposals to be submitted and the material to be included therein; a description of the service to be provided; requirements which must be met to be eligible for consideration; general evaluation criteria; and other requirements to be met by each proposal.
4. INCA is not liable for any costs the Proposer incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of contract.
5. The successful respondent will be required to enter into a three year contract.
6. To assist firms in preparing their proposals, general background information on INCA is provided in this request.
7. The RFP may be obtained electronically at [incacaa.org/rfpdishwasherlease](http://incacaa.org/rfpdishwasherlease)
8. No oral explanation in regard to the meaning of the specifications will be made, and no oral interpretation will be given before the award of the contract. If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of any part of the specifications or any other proposed contract documents, they may submit to INCA a written request for an interpretation thereof.
9. Written questions should be submitted by email to Crystal Cortes at [c.cortesl@incacaa.org](mailto:c.cortesl@incacaa.org) with **RFP Dishwasher Lease** in the Subject Line to be received no later than October 31, 2022. After this date no questions will be accepted or answered. All questions and written answers will be posted to the website as an addendum to and become part of this RFP. INCA will not be responsible for any other explanation or interpretations of the proposed documents.
10. Addendum to the RFP. If it becomes necessary to revise any part of this RFP before the proposal response date, an addendum will be posted to INCA's website under the original RFP document. It is the responsibility of the Proposer to periodically check the website for any new information or addenda to the RFP.

11. Response. To be considered, proposals must be emailed to [c.cortes@incacaa.org](mailto:c.cortes@incacaa.org) on or before **November 10, 2022 at 5:00 p.m.** Proposals must be signed by an official and include the Proposer's Federal Identification Number. .
12. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP.
13. Each and every Proposer submitting a proposal specifically waives any right to withdraw or modify it, except as hereinafter provided. Proposals may be withdrawn by written notice received at the email provided prior to the exact hour and date specified for proposal submission deadline.
14. INCA reserves the right to waive formalities and reject any and all proposals.
15. Although this request provides for a general format, it is not intended to limit a respondent's imagination and creativity in preparing a proposal the respondent feels will best serve the needs of INCA.
16. The Selection Committee may consist of individuals not familiar with drug and alcohol processes; therefore proposals should be submitted assuming that the selection committee has no knowledge of your firm.
17. Discussions for Clarification. Proposers who submit proposals may be required to make an oral or written clarification of their proposals to the agency to ensure thorough mutual understanding and Proposer responsiveness to the solicitation requirements. The Associate Director will initiate requests for clarification.
18. Best and Final Offers. INCA reserves the right to conduct discussions with Proposers for the purpose of obtaining "best and final offers." To obtain best and final offers from Proposers, the Selection Committee may do one or more of the following:
  - a. enter into pre-selection negotiations;
  - b. schedule oral presentations; and
  - c. request revised proposals.
19. After an offer has been made the Selection Committee will limit any discussions to only Proposers whose proposals the Selection Committee has determined to be reasonably susceptible of being selected for award.
20. The selected Proposer will be required to assume responsibility for all services offered in its proposal whether or not it produces them. Further, INCA will consider the selected Proposer to be the sole point of contact with regard to contractual matters.

21. Small and Minority Owned Businesses: Efforts will be made to utilize small businesses. A bidder qualifies as a small business firm if it meets the definition of a “small business” as established by the Small Business Administration.
22. Notification of award: A decision in selecting the successful bidder will be made within thirty (30) days after the opening of the bid proposals. Upon conclusion of final negotiations with the successful Bidder, all bidders submitting proposals in response to this RFP will be notified of the award.

## **WORK STATEMENT**

This RFP is for the Madill site located at 211 N. 2nd Street, other sites may become available as leases expire.

Vendors may request an on-site visit prior to bidding by contacting Crystal Cortes by email [c.cortes@incacaa.org](mailto:c.cortes@incacaa.org) or by calling 580-371-2352.

Dishwashers need to be commercial grade and the use must pass health inspections.

Vendor must provide the following:

- Product price must be included in the bid.
- Installation of equipment must be completed by the company.
- Monthly inspections of the equipment to ensure functionality and efficiency.
- Training for staff and any new staff that are onboarded by the agency.

## PRICE SCHEDULE

The Price Schedule shall include .....

| Description | Quantity | Price | Comments |
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