



Wisconsin Department of Public Instruction

**USDA FUNDING NSLP
EQUIPMENT SPECIFICATION**

PI-6208 (Rev. 10-2023)

For questions regarding this grant application:
email DPIEquipGnt@dpi.wi.gov

INSTRUCTIONS: Download and save this form to your computer. Fill this form out electronically for each piece of equipment and save to your computer with the name of your SFA and name of the equipment you are requesting. For Part One, please leave the bid due date blank and do not send to vendors. You will upload this form in your SFA's Equipment Grant Application in Qualtrics. **Emailed forms will not be accepted.**

I. GENERAL INFORMATION

Agency Code	Name of School Food Authority			
School Food Authority Mailing Address <i>Street</i>		<i>City</i>	<i>State</i>	<i>Zip</i>
Contact Person <i>First and Last Name</i>	E-Mail Address	Telephone <i>Area/No.</i>	Ext	

II. PURCHASING TERMS AND CONDITIONS

- Terms of Bid Pricing:** Bid pricing must be effective for at least six (6) months for school evaluation and possible federal or state equipment grant evaluation and/or other grant award requirements.
- Lowest bid will be awarded contract/purchase. Bid must be responsive to requirements outlined in this solicitation, and bidder must be a responsible bidder. School Food Authority may request reference from bidder.
- School Food Authority (herein referred to as "SFA") reserves the right to cancel bid, at any time, for any reason, or award bid to another bidder in the event lowest bidder is not able to honor bid or other circumstances causes the need to award bid to another bidder.
- Payment and Invoicing Requirements:**
 - All invoices shall be sent to the SFA's business office.
 - Payment will be made in accordance with applicable SFA accounting procedures upon acceptance by the SFA.
 - The bidder may not be paid in advance of delivery and acceptance of any equipment, service, or commodity.
 - Payment will be made only after the selected bidder has successfully satisfied the SFA as to the goods and/or services purchased.
 - The selected bidder should invoice the SFA as stated in the bid.
 - Purchase Order Number and/or Contract Number should be referenced on all invoices.
- Additional Terms and Conditions:** SFA to add terms/conditions.

III. SCOPE AND PURPOSE

SFA invites qualified supplier to submit bid on equipment as described in the "Equipment Requirements" section of this solicitation. The overall goals of this bid are to improve the quality of school meals, improve the safety of food served, improve the overall energy efficiency of the school food service operations, and/or improve or expand participation in school meals. Any piece of equipment bid must support these goals. Submit bid as outlined in "Responding to Solicitation Instructions" below. Contact the person listed above with any questions.

IV. RESPONDING TO SOLICITATION

Email or mail bid to:		
Name of SFA	Mailing Address <i>Street, City, State, ZIP</i>	E-Mail Address
Bid Due Date	Bid submission must be received by Bid Due Date. Any bid received after bid submission due date will be ineligible for consideration for awarded contract/purchase.	

	V. EQUIPMENT REQUIREMENTS	
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Equipment type requesting

Quantity Needed

Product Specifications *If brand name and model number are provided below, bidder can bid its equivalent.* Attach equipment specification sheet if available.

Model Name

Model Number

Capacity or Size

Utility Requirements
ex., electric or gas

Plumbing Requirements

Type of Controls
ex, digital or dial

Laboratory Certification

☐ UL☐ NSF☐ AGA☐ Other *specify:*Description of Construction Material and Finishes *ex., stainless steel*

Performance Needs

List Safety Features

List Optional Features *if applicable*Equipment is Replacing *Description and brand name of equipment being replaced (if applicable)*

Intended Use of Equipment

Reminder to SFA: Include type(s) of power source(s), (e.g., gas, electric, or steam) and/or any plumbing requirements. If you are unsure about the requirements around types of power sources and/or plumbing, requiring a bidder site visit will help bidders assess equipment power and/or plumbing options when responding to the equipment bid.

	VI. SHIPPING / FREIGHT COSTS	
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1. All deliveries must be made during normal school work hours and within the agreed upon number of days unless otherwise arranged and coordinated with the SFA. The selected bidder shall give the SFA immediate notice of any anticipated delays that will affect the delivery requirement(s).
2. Loss or damage that occurs during shipping, prior to the order being received by the school district, is the selected bidder's responsibility. All orders should be properly packaged to prevent damage during shipping.

	Yes	No	Freight on Board (FOB) Delivery Destination	Deliver Address for Equipment
Lift gate required?	<input type="checkbox"/>	<input type="checkbox"/>		
Dock Delivery Only?	<input type="checkbox"/>	<input type="checkbox"/>		
Set in Place?	<input type="checkbox"/>	<input type="checkbox"/>		

VII. EQUIPMENT	
Site Visit Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If Required:</i> 1. Bidder will need to schedule a site visit to assess installation, setup, old equipment removal, power source (gas, electric, steam) and/or plumbing requirements for equipment being bid by bidder. 2. All costs from this section may be itemized but must be included in bid.
Installation Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Provide as an attachment, bids for additional costs (if included in Equipment Bid, skip this part). If possible, provide a breakdown of installation costs as an attachment to the bid (if included in Equipment Bid, skip this)
Removal of Old Equipment Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If Required:</i> Costs associated with removal of old equipment must be included in Installation Costs.
Packaging Removal Required <i>After equipment has been delivered.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Delivery Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If Required:</i> SFA to provide delivery instructions and location of where equipment will be delivered. For example a lift gate truck be needed for delivery because no loading dock available at the school site?
Warranty? <input type="checkbox"/> Standard <input type="checkbox"/> Extended Number of Years	<i>If Extended</i> - requesting additional years may result in additional cost.
Maintenance Agreement Required? <input type="checkbox"/> Yes <input type="checkbox"/> No Number of Years	<i>If Required:</i> Maintenance Terms and Conditions – scope of service:
Optional Photos/drawings of equipment and/or area where equipment will be installed— <i>see attached</i> .	
VIII. ADDITIONAL REQUIREMENTS	

