

WASHTENAW COMMUNITY COLLEGE
Request for Proposal #6718

Walk-in Cooler and Freezers

RFP Release Date: March 31st, 2025

Proposal Due Date: April 21st, 2025 at 2:00pm EDT

Submit proposals electronically via email to:

Susan Pulice

Washtenaw Community College

pur@wccnet.edu

RFP # 6718 – Walk-in Cooler and Freezers

1.0 Proposal Invitation

The Washtenaw Community College “WCC” Facilities Management Department is seeking competitive pricing for the purchase of a new walk-in cooler and freezers as specified in section 3.0.

Response to this RFP confirms an understanding that this is not a contract or offer of business by the College. This RFP in no manner obligates the College to the eventual purchase of any products or services described, implied, or which may be offered, until confirmed by written agreement, and may be terminated by the College without penalty or obligation at any time prior to the signing of an agreement, contract, or purchase order.

WCC is a member of E & I, OMNIA Partners, NJPA, MI Deal, REMC, NIGP and NAEP. Please include any educational discounts or rebates available. If someone in your company coordinates pricing for one of these groups, please forward this invitation to them to complete. Prices must include all shipping, handling, and delivery charges, shipped FOB pre-paid Washtenaw Community College (WCC). Shipping address is 4800 E. Huron River Drive, Ann Arbor, MI 48105-4800.

2.0 Planned RFP Schedule

RFP Issued – March 31st, 2025

Mandatory site visit: April 7th, 2025 at 8:30am

Submission of Written Questions from Vendors – April 10, 2025

Written Questions Responded by the College – April 15, 2025

RFP Due Date – April 21st, 2025 at 2:00pm EDT

3.0 Project Specifications & Pricing

To Demo, Provide, and Install replacement Walk-in Cooler/Freezers:

Walk-in Boxes, Doors, Floor, Interior Lighting, and Ramps

Packaged Refrigeration & Temperature Controls: Bohn/Heatcraft Drop-in Packaged R448

Walk-in Cooler:

PT0078MBNAMSA BOHN Packaged Unit

American Cooler Technology Box:

Indoor walk-in cooler 10' x 8' x 7'6" (OD) with floor

NSF approved construction using polyurethane insulation.

Panel thickness - 3-1/2"

Panel finish - stucco galvanized

Ceiling panels - Cam down

Insulated modular floor - Finish with smooth aluminum

Accessories

1 - VP lamp

1 - Light switch

1 - Pressure vent - non-heated

1 - Insulated door 36" x 84"

1 - Door closer

1 - Kickplates - 9" in/out

Walk-in Freezer:

PT0042LBNEMSA BOHN Packaged Unit
American Cooler Technology Box:
Custom Model No. WALK-IN FREEZER BOX
Indoor walk-in freezer box 8' x 6' x 7'6" (OD) with floor
NSF approved, wood frame construction using polyurethane insulation
Panel thickness - 5"
Panel finish - Stucco galvanized - in/out
Ceiling panels - Cam down
Insulated modular floor - Finished with smooth aluminum
Rated for 700Lbs. Per Sq. Ft.
Accessories
1 - VP lamp
1 - Light switch
1 - Thermometer
1 - Pressure vent - heated
1 - Insulated door 36" x 84"
1 - Spring action door closer
1 - Heater cable
1 - Kickplates - 9" in/out

Walk-in Freezer:

PT0042LBNEMSA BOHN Packaged Unit
American Cooler Technology Box:
Indoor walk-in freezer box 6' x 6' x 7'6" (OD) with floor
NSF approved, wood frame construction using polyurethane insulation
Panel thickness - 5"
Panel finish - Stucco galvanized - in/out
Ceiling panels - Cam down
Insulated modular floor - Finished with smooth aluminum
Rated for 700Lbs. Per Sq. Ft.
Accessories
1 - VP lamp
1 - Light switch
1 - Thermometer
1 - Pressure vent - heated
1 - Insulated door 36" x 84"
1 - Spring action door closer
1 - Heater cable
1 - Kickplates - 9" in/out

- Shutdown, recover refrigeration, demo boxes, and recycle off-site responsibly
- Install floor, walls, & ceiling with cut-out for Packaged Units
- Seal walls & floors with food grade Silicone to match Interior
- Install doors, exterior ramps, and accessories
- Install NEW Packaged Refrigeration Skid onto roof & seal appropriately
- Install & Connect drain -lines to proper existing terminal plumbing/drains
- Start-up, check overall operation, and set-up temperature controls & timers
- Mechanical Permits If applicable for installation/replacement(s)

4.0 Mandatory Site Visit:

A site visit is required for this RFP.

Date: April 7th, 2025

Time: 8:30am

Location: Damon Flowers Plant Operations Building, Room 104

5.0 RFP Specifications - General

The College is not liable in any manner or to any extent for any cost or expense incurred by the vendor in the preparation, submission, presentation or any other action connected with proposing or otherwise responding to this RFP. Such exemption from liability applies whether such costs are incurred directly by the vendor or indirectly through the vendor's agents, employees, assigns or others, whether related or not to the vendor.

In submitting a proposal, vendor agrees that all materials associated with, attached to, or referenced by the submitted proposal will become the property of the College and may be incorporated into a subsequent contractual agreement between the successful vendor and the College. Response to this RFP confirms an understanding that this is *not* a contract or offer of business by the College.

6.0 Contract Award

Award of a contract may be issued to one or more vendors and will be based on the best overall proposal(s). Criteria for award of a contract include, but are not limited to price, the proposal that includes the specifications contained herein, previous range of capabilities, location, customer references, portfolio samples, deliverable timeline, and the recommendations put forth by the vendor.

The College reserves the right to reject any and all proposals and waive any irregularities. Proposals which fail to comply fully with any provisions of this document may be considered invalid and may not receive consideration. The College reserves the right to award a contract based on any combination of the specifications described herein.

Proposal submissions shall be subject to and governed by the College's [Terms and Conditions for Product Purchase and Installation by WCC](#) and are hereby incorporated as part of this solicitation.

In the event there is any conflict or inconsistency between the Terms & Conditions referenced in the RFP documents and those included in a vendor's proposal response, the Terms & Conditions of the RFP documents shall govern. Proposal submissions must include all terms and conditions of service. A purchase order signed by an authorized agent of the College must accompany a fully executed complete and final agreement to constitute acceptance of Proposal offer and offer terms and conditions of service. This RFP and any subsequently offered contracts will be governed by the laws of the State of Michigan. Any and all applicable valid executive orders, Federal, State or local laws, ordinances or rules or regulations shall apply to any contract if and when offered and are deemed incorporated herein.

As a public institution, the College is subject to the terms and conditions of the Freedom of Information Act. As required by law, any information submitted in response to this request for proposal could become public information. Contractors responding to this proposal are cautioned not to include any proprietary information as part of their proposal unless such proprietary information is carefully identified in writing as such and accepted by the College as proprietary. Any documents submitted may be reviewed and evaluated by any person at the discretion of the College, including non-allied and independent consultants retained by the College now or in the future.

This request for proposal in no manner obligates the College to the eventual purchase of any products or services described, implied, or which may be proposed, until confirmed by written agreement, and may be terminated by the College without penalty or obligation at any time prior to the signing of an agreement, contract, or purchase order.

7.0 RFP Requirements - General

The following requirements must be met when responding to this RFP:

- A. Proposals should provide a comprehensive solution to achieve the objectives listed above.
- B. Proposals should be comprehensive by including all services available as well as any costs necessary to meet the goals of the College as outlined in this RFP.
- C. A statement acknowledging the vendor's understanding of the scope of this RFP (signature page).
- D. The vendor must provide a comprehensive price proposal that outlines costs of products and scope of work as indicated in section 3.0 as well as other costs to complete this project and any assumptions being made. Washtenaw Community College holds a tax-exempt status and shall not be charged any Federal or State taxes where allowed. Tax-exempt documentation shall be presented when required.
- E. The vendor must warrant its products and services to the requirements and objectives in this RFP.
- F. **Proof of Insurance** - shall be maintained and a copy shall be provided to the College. No changes are permitted in the insurance coverage unless agreed to in writing by the College. Insurance shall be maintained in accordance with Section 8 – Insurance Coverage and Levels in the College's [Terms and Conditions for Product Purchase and Installation by WCC](#)
- G. **Vendor Company Information**
 - 1. Background - Brief history and background of your company as well as the length of time you have supplied products requested in this RFP. Describe the product(s) and service(s) being offered for this solution.

8.0 Proposal Submission Directions

- A. Proposals following the guidelines outlined in this document are due on or before April 21st, 2025 at 2:00pm EDT

Submit proposals electronically via email to:

Susan Pulice
Washtenaw Community College
pur@wccnet.edu
RFP # 6718 – Walk-in Cooler and Freezers

- B. Submit **one (1)** signed electronic copy in a single PDF format. Faxed and mailed replies are not acceptable and will be rejected. It is the responsibility of the vendor to ensure that proposals are received via email on or before the due date and time.
- C. Questions must be addressed to pur@wccnet.edu with "RFP 6718 Question" in the subject line. The deadline to submit questions is April 10th, 2025. All questions received by the deadline date will be posted with answers on the WCC Purchasing website [Requests for Proposals and Bids \(wccnet.edu\)](#) by end of day April 15th, 2025.

SIGNATURE PAGE

This page must be signed and submitted with the proposal.

By virtue of submittal of a proposal, Contractor acknowledges:

- That all of the requirements of this RFP have been read and understood.
- That Contractor is presently not debarred, suspended, proposed for debarment, declared ineligible, nor voluntarily excluded from covered transactions by any Federal department or agency.
- Any responses, materials, correspondence, or documents provided to WCC are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with the Act.
- By signing below the Contractor warrants that the information submitted is complete and factual.
- The individual signing below has authority to enter into this on behalf of Contractor.
- Proposal shall remain valid for a minimum of ninety (90) days.
- Supplier agrees that in the event there is any conflict between the Terms & Conditions referenced in this RFP and those included or referenced in any response to this RFP, the Terms & Conditions referenced herein shall prevail.

Company Name

Title

Printed Name

Signature

Address

Phone

City, State, Zip

email

The vendor agrees to comply with all applicable federal, state, local and College laws, rules and regulations in providing goods and services under this agreement.