

*San Antonio Express News Ad*

*Jan. 19 and Jan. 26, 2024*

**DILLEY INDEPENDENT SCHOOL DISTRICT**

**REQUEST FOR PROPOSALS (RFP) - Dilley ISD New Kitchen Equipment and Cafeteria Furniture**

**Dilley Independent School District** is seeking proposals for new Kitchen equipment and Cafeteria Furniture. Sealed proposals will be received by the Interim Superintendent at the Administrative office located at 245 W. FM 117, Dilley, TX 78017 by **Feb. 16 2024 @ 1:00 pm (CST.)** Proposals must conform to or exceed the specifications as written.

For the **Proposal Packet** and the complete list of equipment and furniture specifications please contact **Don Wood** at [dontonda.wood@gmail.com](mailto:dontonda.wood@gmail.com) . (806) 946-9441, or go to the Dilley ISD Website ([www.dilleyisd.net](http://www.dilleyisd.net)) and click the “**Menu**” tab, scroll down under the “**District**” subheading and click “**Request for Proposal**”.

**Proposals may be mailed, hand-delivered or e-mailed.** Proposals must be submitted with the name of the “**2024 New Kitchen Equipment and Furniture**” on the label or email title. A proposal must consist of all pages of the proposal request including the signature page of the proposal, signed by an authorized representative of the firm. Non-conformance with these instructions may be grounds for rejection of proposal. Late proposals will be rejected and returned.

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## DILLEY INDEPENDENT SCHOOL DISTRICT

### **REQUEST FOR PROPOSALS (RFP) - 2024 Dilley ISD New Kitchen Equipment and Cafeteria Furniture**

**Dilley Independent School District** (DISTRICT) is seeking proposals from qualified providers (VENDOR) to furnish labor and materials for new Kitchen Equipment and Cafeteria Furniture. Sealed proposals will be received by the Interim Superintendent at the Administrative office located at 245 W. FM 117, Dilley, TX 78017 by **Feb. 16, 2024 @ 1:00 pm (CST.)** or they may be submitted via **email (preferred)** to: [dontonda.wood@gmail.com](mailto:dontonda.wood@gmail.com). Proposals must conform to or exceed the specifications as written. Proposals will be opened at that time. Once the evaluation process is complete, the information will be available to all vendors who submitted proposals. Said proposals must conform to the specifications and instructions.

The DISTRICT reserves the right to reject any, and all, proposals and to waive informalities.

Proposals must be submitted with “**Dilley ISD New Kitchen Equipment and Furniture**” clearly on the label. A proposal must consist of all pages of the proposal request including the signature page of the proposal, signed by an authorized representative of the firm. Non-conformance with these instructions may be grounds for rejection of proposal. Faxed or e-mailed proposals will be accepted. Late proposals will be rejected, unopened and returned.

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Kelli Debose  
Interim Superintendent  
Dilley ISD  
245 W. FM117, Dilley, TX 78017

### **PRE-PROPOSAL WALK-THROUGH MEETING**

There are no pre-proposal walk-throughs scheduled for this RFP. However, Vendors may request seeing the facility to see where the kitchen equipment is going to be placed and where the tables are scheduled to be located. Please contact **Rosaura Salazar (830) 357-8319** if you wish to schedule a visit. For additional RFP information, please contact **Don Wood at (806) 946-9441**, [dontonda.wood@gmail.com](mailto:dontonda.wood@gmail.com)

### **RFP SCHEDULE**

**Jan. 19, 2024** and **Jan. 26, 2024** - Place ad in the San Antonio Express News

**Jan. 19, 2024** - RFP specifications available for distribution

**Feb. 2, 2024** - Submit Notice of Intent to Bid (via email to: [dontonda.wood@gmail.com](mailto:dontonda.wood@gmail.com))

**Feb. 16, 2024** - RFPs due by 10:00 AM CST

**Feb. 26, 2024** - Dilley ISD Board Meeting to approve Bids/Contracts

**Feb. 27, 2024** - Contracts Commencement (contingent on DISD Board approval on Feb. 26, 2024)

**COMPLETION DATE: All equipment and Furniture must be installed by August 6, 2024.**

*Failure to complete installation by August 6, 2024, will result in forfeiture of the remainder of the project and contractor/vendor will be responsible for any expenses incurred from the project that has not been completed.*

**All proposals are to be TURNKEY, including: ordering, shipping, installation, and operating correctly.**

**Dilley Independent School District  
Request for Proposals (RFP)  
Project Evaluation Rubric**

Dilley ISD will use the following rubric as part of the Cost Analysis of all proposals within the specified timeline. Interested vendors must provide documentation or information for each category below in order to be awarded this project.

Rubric to be used when evaluating bids will be based on a **100 point** system:

- 1. **Total Cost** ..... 75 points
- 2. **Service Capabilities** ..... 15 points
- 3. **References** ..... 7 points
- 4. **District Experience** ..... 3 points

**Total Cost** will include a cost analysis of all warranties provided for all the equipment and labor/service. The cost analysis will also include an evaluation of vendor’s adherence to the project specifications.

**Service Capabilities.** Dilley ISD understands the timeline for this project is very tight in order to be completed by August 6, 2024. We are, therefore, asking you to provide us information that will support your bid to finish on time. Please provide us with your work-load (current projects already scheduled for the month of June, July and August) and the number of employees and or subs you have to work these projects.

**References.** Please provide a list of companies and schools in this area that you have installed walk-in Refrigerators and Hoods over the past 2 years.

**District Experience.** If you have done any work in the past (including service or repair jobs) for Dilley ISD please provide a list of this experience.

When conducting the Cost Analysis of all proposals submitted, the district will award up to the maximum points that can be earned for each category above. The vendor with highest cumulative point value at the end of the process will be taken to the board for approval.

Request for Proposal (RFP)

**2024 Dilley ISD New Kitchen Equipment and Cafeteria Furniture**

**"NOTICE OF INTENT TO BID"**

Submission of the Notice of Intent to Bid is to be completed and returned on/or prior to **Feb. 2, 2024** by

5:00 PM CT to:

Don Wood  
Dilley ISD  
245 W. FM117  
Dilley, TX 78017  
Email Address: [dontonda.wood@gmail.com](mailto:dontonda.wood@gmail.com) (Preferred)

**Bidder's Name Signature:** \_\_\_\_\_

**Title of Signatory** Printed or Typed Name: \_\_\_\_\_

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

Bidder Contact Information (please print or type):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone Number (including area code): \_\_\_\_\_

Please check appropriately:

Yes  No  We are interested in submitting a proposal.

Yes  No  We are certified minority or woman owned business.

*If No, Reason regarding why vendor is not Submitting a Proposal:*

**Dilley Independent School District**  
**Request for Proposals (RFP)**  
**2024 New Kitchen Equipment and Cafeteria Furniture**

*Signature Page*

*Please fill out this Signature page in its entirety. Do not leave anything blank.*

**Vendor Company Name:** \_\_\_\_\_

**Vendor Representative Signature:** \_\_\_\_\_

**Equipment Cost:**        \$ \_\_\_\_\_

**Installation Cost:**    \$ \_\_\_\_\_

**Total Cost**                \$ \_\_\_\_\_

**Quote matches the specified Specs:** Yes  No

If No, please explain (may use additional pages if needed):

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