



Purchasing Dept. Morgan Hall Room 214, 1700 College, Topeka, KS 66621

REQUEST FOR QUOTATION THIS IS NOT AN ORDER

**Reply must be in before 2:00 PM May 17, 2024
to Purchasing Office Morgan Hall #214.
Request Date April 30, 2024**

Washburn University requests quotations for one (1) Espresso Coffee Machine, two (2) Vitamix Blender, one (1) 3 Compartment Sink, one (1) Handwashing Sink, one (1) Double Door Freezer, one (1) Single Door Freezer, one (1) Heated Counter Top Display, one (1) Heated Counter Top Display, one (1) Under Counter Top Display, one (1) Reach-In Freezer, one (1) Refrigerated Prep Table, and one (1) Dipping Well/Utensil Caddy to be utilized in the Market@Plass Coffee Shop. All prices are to be quoted F.O.B. Washburn University, must include all shipping and handling charges, and must remain firm for 45 days following the closing date for receiving quotations. All equipment quoted must be in stock and ready for delivery. State in the columns provided the unit and extended prices you are quoting. The University reserves the right to reject any and all quotations. The University is exempt from all sales and federal excise taxes. If substitutions are offered, provide complete specifications.

Quotations are to be presented to the Purchasing Office, Morgan Hall Room 214, Washburn University, 1700 SW College Ave, Topeka, KS 66621, or E-Mailed to purchasing@washburn.edu NO LATER THAN 2:00 PM May 17, 2024.

ALL QUOTATIONS MUST BE MADE ON THIS FORM

	Quantity	Each Price	Extended Price
<p>Washburn University is requesting quotations for one (1) Espresso Coffee Machine, two (2) Vitamix Blender, one (1) 3 Compartment Sink, one (1) Handwashing Sink, one (1) Double Door Freezer, one (1) Single Door Freezer, one (1) Heated Counter Top Display, one (1) Heated Counter Top Display, one (1) Under Counter Top Display, one (1) Reach-In Freezer, one (1) Refrigerated Prep Table, and one (1) Dipping Well/Utensil Caddy to be utilized in the Market@Plass Coffee Shop with the following specifications – PLEASE READ THE SPECIFICATION CAREFULLY. FOR EACH ITEM ON THE FOLLOWING PAGES. PLEASE PRICE EACH ITEM ON THE ATTACHED PAGES.</p> <p>VENDOR WILL:</p> <ul style="list-style-type: none"> • SHIP AND UNLOAD EQUIPMENT AT PROJECT SITE • UNCRATE/UNPACKAGE ON SITE AND DISCARD ALL TRASH • ASSEMBLE IF NECESSARY • SET IN PLACE AND ATTACH TO WALL IF REQUIRED 		\$	\$

Specifications:

ESPRESSO COFFEE MACHINE Model #040381-00090EUS***

- Touch Screen
- Coffee Link
- Height – 28" H x 17" W x 22" D
- Dull Bean Hoppers
- Electricity 208V, 30 Amps
- Beverage Capacity 70-80 Per Hour
- Water Connection 3/8" – Add Inline Water Softener to Installation
- Drain Connection 1.5"
- Steam Capacity (per Minute) 32 oz
- Installation (include pricing option)
- Training (include pricing option)
- Built-In Auto Temperature Sensor and Automatic Shut Off
- Warranty

One (1)

VITAMIX BLENDER

- Capacity 48oz
- Color Black
- Controls Manual
- BPA-Free Plastic
- HP 3 Peak
- Programmable – 34 Settings Preferred
- Sound Enclosure
- Electrical – 120 V, 50-60 Hz, 15.0 A
- Speeds Variable
- Blade – Stainless Steel
- Warranty

Two (2)

THREE (3) COMPARTMENT SINK***

- 66" L x 19 3/16" W x 43 3/4" H
- Drainboard Length – 16"
- Bowl Depth – 10"
- Bowl Front to Back – 14"
- Bowl Left to Right – 10"
- Faucet Centers – 8"
- 16 Gauge 304 Stainless-Steel
- Drain – 1 1/2" IPS Connection
- Sink Opening – 3 1/2 Basket Strainers
- Drain Outlet – 2" NPT
- Legs – Galvanized 18 Gauge Stainless-Steel with Cross Braces
- Feet – Adjustable Bullet Feet
- Two Precut Holes on 8" Centers for Faucet
- 3 Compartment/2 Drainboards

One (1)

HANDWASHING SINK***

- 304 Stainless-Steel
- One (1) Compartment
- One (1) Faucet - Gooseneck
- Foot Valve Operated – Single Foot Pedal
- Basket Drain
- P-Trap
- Tail Piece
- 18 7/8" L x 14 3/4" W x 39 1/4" H
- Bowl Depth – 6 3/4"
- Bowl Front to Back – 9 3/4"
- Bowl Left to Right 13 1/2"

One (1)

DOUBLE DOOR REFRIGERATOR

- Exterior Measurements - 50 15/16" W x 33 9/16" D x 80 1/2" H
- Interior Measurements - 50 3/16" W x 28 1/16" D x 56 1/8" H
- Capacity 40 cu ft.
- 5.3 Amps, 60 Hertz, 115 V, 1/2 HP, One (1) Phase
- 40 cu Ft.
- Casters – 6" Heavy Duty (Minimum 2 w/Brakes)
- Stainless- Steel
- Color - Silver
- Two (2) Doors
- Six (6) Adjustable Shelves – Preferred
- Locking Doors
- Plug Type – NEMA 5-15P
- Warranty

One (1)

SINGLE DOOR REACH IN FREEZER

- Exterior Measurements - 30" W x 33 3/4" D x 84 1/4" H
- Interior Measurements – 27" W x 26" D x 61 5/8 "H
- 115 V, 3/4 HP
- 26.57 cu Ft.
- Stainless-Steel
- Color - Silver
- Casters – 6" Heavy Duty (Minimum 2 Locking)
- Hinge Location – Right, One (1) Door
- 3 Adjustable Shelves – Epoxy Shelves
- LED Interior Lighting – Preferred
- Self-Closing Door / Stay-Open
- Door Lock
- Plug Type – NEMA 5-15P
- Warranty

One (1)

HEATED COUNTERTOP DISPLAY

- 26" W x 17 1/2" D x 24" H
- Power Cord Length – 55 1/8"
- 13.1 Amps, 60 Hertz, 120V, 1,580 Watts, One (1) Phase
- Stainless-Steel Body
- Black
- Door – Sliding
- Three (3) Racks – Minimum
- Two (2) Services Sides - Horizontal
- Electric
- Controlled Humidity Heated Shelves
- Independent Light Switch
- Two (2) Interior Lamps – Minimum
- Temperature Settings – Adjustable
- Warming Rack Surface Area – 796 Square Inches
- Plug Type – NEMA 5-15P
- Temperature 85° – 185° F
- Warranty

One (1)

UNDERCOUNTER ICE MACHINE***

- 26" W x 27" D x 38 3/16" H
- 5.1 Amps, 60 Hertz, 115 V, 5.1 Amps, One (1) Phase
- Ice Type – Cubes
- Stainless-Steel
- Plug Type – NEMA 5-15P
- Water Inlet Size – 3/4"
- Water Pressure Range – 18 3/4 - 80 PSI
- Water Temperature Range – 40° – 90° F
- Warranty

One (1)

ICE CREAM FREEZER

- Exterior Measurements - 28 1/4" W x 27 3/8" D x 50 1/8" H
- Interior Measurements – 20 1/4" W x 21 1/4" D x 26 1/8" H
- 1.3 A, 2.1 kW, 1/4 HP, One (1) Phase
- 115 V/60 Hz
- 6.4 CU Ft.
- Four (4) Pan Capacity – Preferred
- LED Interior Lighting
- Cold Wall Evaporator
- Single Layer Heat Reflective Lids
- Stainless-Steel Pans
- Extra Storage Below Pans
- Door Top – Glass
- Plug Type – NEMA 5-15P
- Two (2) Doors – Minimum
- Sliding Doors
- Lock and Key
- Power Cord Length – 71"
- Warranty

One (1)

REGRIGERATED PREP TABLE w/ CLEAR TOP

- Measurements - 48" W x 38 3/8" D x 49" H
- 115 V, 1/6 HP, 1 Phase
- Stainless-Steel – Preferred
- Color – Silver
- 4 Drawers – Minimum
- Plug Type – NEMA 5-15P
- Four (4) Heavy-Duty Casters 6" Two (2) Locking
- Mega Top-Glass Top
- Top Holds (18) 1/6" Pans
- 10" Cutting Board Front for Prep
- Heavy-Duty Pan Supports – Prevent Food Spillage
- Locking Doors
- Warranty

One (1)

DIPPING WELL W/ UTENSIL CADDY

- Measurements – 15 1/4" W x 5 1/4" D x 7 5/16" H
- 3.3 A, 400 W, 120V/60 Hz, One (1) Phase
- Plug Type – NEMA 5-15P
- 4" Deep Stainless-Steel Pans – Minimum
- Two (2) Compartments - Minimum
- Holds Utensils Above 140°F
- Key Slot Mounting Brackets
- Warranty

One (1)

Pricing shall include all shipping and delivery/destination charges, administration fees, and preparation charges. Pricing shall also include installation.

*****CONTRACTOR IS TO INSTALL THE STARRED ITEMS*****

EVERYTHING ELSE WILL BE INSTALLED BY VENDOR.

FOB Destination: Washburn University, 1700 SW College Avenue, Topeka, KS 66621

Delivery will be made _____ calendar days after receipt of a purchase order.

To: Director of Purchasing, Washburn University

I/we certify that I am/We are in compliance with all applicable federal and Kansas laws regarding employment practices including, but not limited to: Title VII of the Civil Right Act of 1964 and amendments (42 USC 2000e et seq.); the Age Discrimination in Employment Act (29 USC 621 et seq.); the Americans with Disability Act (P.L. 102-166); and, the Kansas Acts Against Discrimination (K.S.A. 441001 et seq.)

I/we affirm that I/we will furnish and deliver the vehicle at the price stated, and that I/we accept the terms and conditions of this bid.

Date _____ Signed By _____

Printed Name _____

Company Name & Address _____

Telephone No. _____ E-Mail _____ FEIN: _____

Terms and Conditions

Right to Reject Bids

Washburn University reserves the right to reject any or all bids submitted and to waive any formality, informality, or irregularity in any bid received.

Compliance with Laws

The successful vendor shall comply with any and all applicable federal, state and/or local laws, regulations, ordinances, rules and orders of appropriate governmental authorities, including without limitation, those relating to payment of taxes, obtaining licenses and securing permits.

Award of Contract

Any award of contract and/or purchase order resulting from this Request for Quotation will be made in accordance with the following:

- a. Evidence of the experience, qualifications, and financial responsibility of each vendor and the time of completion are all acceptable to the University.
- b. The award of a contract will be made on the basis of the best qualified responsible quotation that meets the specifications and requirements of the Request for Quotation as determined by the University. The University may reject for consideration any quotation not prepared and submitted in accordance with the provisions herein; and hereby reserves the right to waive any informalities in, or to reject any or all quotations which, in the opinion of the University, will best serve the interest of the University.

Responsibility of the Vendor

No consideration will be granted for any alleged misunderstanding of the requirements of the bid document, it being understood that the tender of a bid carries with it the agreement to all provisions of the bid document.

All vendors are expected to read the bid document and respond in the manner directed. All questions asked herein should be answered and all information requested herein should be supplied.

Taxes

The University is exempt from federal and state taxes including sales, excise, and transportation taxes.

Shipping Terms

All items awarded shall be provided F.O.B. Destination as specified herein.

Exceptions

As a part of the bid response, vendors shall indicate any part of the bid document with which they take exception. Any exceptions taken should be outlined in their response with easy cross-reference to the portion or section of the bid document with which the exception is being taken.

Competition

The purpose of this Request is to seek competition. Vendors shall advise the Purchasing Office if any specification, language, or other requirements inadvertently restricts or limits proposals to a single source. Notification shall be in writing and must be received by the Purchasing Office no later than three (3) business days prior to the request for proposal closing date. The Director of Purchasing reserves the right to waive minor deviations in the specifications which do not hinder the intent of this Request.