



2241 Langhorne Road * Lynchburg VA 24501 * (434) 847-8050 * Fax (434) 847-6099

RFP #15504
CRC Kitchen Equipment

I. Objective

Procurement of commercial kitchen equipment for a commercial kitchen being built into a facility at 1204 Fenwick Dr, Lynchburg VA, required by Horizon Behavioral Health, a political subdivision of the Commonwealth of Virginia.

II. Timeline

A. Proposal Issuance Date

1/28/2025

B. Question Deadline & Contact Information

Questions concerning this RFP should be directed, in writing by email to the Procurement office at Purchasing@horizonbh.org. no later than 5 business days prior to the closing date of the proposals. Any revisions to the solicitation will be made only by written addendum issued by the Procurement office.

C. Proposal Deadline

2/12/25, 5:00 P.M. local time

III. Background

Horizon Behavioral Health has facilities in Lynchburg and the surrounding area to provide services for Mental Health, Developmental Services, Substance Abuse and Prevention.

IV. Statement of Need

See schedule 1 below

PDF files containing the layout of the kitchen are available and may be obtained by sending an e-mail with the subject "Kitchen drawings request" to purchasing@horizonbh.org.

V. Proposal Preparation and Submission Requirements

A. General Instructions

1. Proposals should not be extensive but should convey enough information for the Agency to evaluate the ability of your firm to provide the requested products. Proposals must contain the following, in this order:
 1. Letter of transmittal
 2. Brief description of the firm(s)
 - History
 - Principals
 - Qualifications to undertake this project
 3. Brief description of not more than 3 similar projects.
 4. Itemized pricing

2. Proposals are to be returned to Procurement at, Horizon Behavioral Health, 2241 Langhorne Rd, 24501 or be submitted electronically through EVA.
3. Proposals should not be accompanied by voluminous plans or reports as examples of the proposer's previous work.
4. The original Request for Proposal must be returned with your proposal.

B. Specific Instructions

1. In order to be considered for selection, offerors shall submit a complete response to this RFP.
2. All non-electronic proposals shall be returned in a sealed envelope marked CRC Kitchen. Proposals shall be signed by an authorized representative of the offeror. Courier and regular mail packages shall be clearly marked as to the contents.
3. Vendors that will be performing services at a HBH site must be able to present Certificates of Insurance stating a minimum of 1 million dollar General Liability and Workers Compensation in the statutory amount. Such certificates will only be required of the successful firm.

VI. Contract Award and Development

- A.** The content of the RFP and the successful offeror's proposal will become an integral part of the contract, but may be modified by the provisions of the contract. Offerors must be amenable to inclusion in a contract of any information provided either in response to this RFP or subsequently during the selection/negotiation process. The information received will be considered contractual in nature and will be used in validation and evaluation of proposals and in subsequent contractual action.

VII. Proposal Evaluation Criteria & Selection Process

Proposals shall be evaluated based on price, completeness, quality, and perceived ability of the vendor to deliver

The selection process will be in accordance with the Virginia Public Procurement Act..

VIII. General Terms and Conditions

- A.** Offerors who submit a bid in response to this RFP may be required to give an oral presentation of their bid to the agency. This will provide an opportunity for the offeror to clarify or elaborate on the bid. The agency will schedule the time and location of these presentations. Oral presentations are an option of the agency and may not be conducted. Therefore, proposals should be complete.
- B.** No member of the governing body, officer, or employee of HBH during his/her tenure or for one (1) year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.
- C.** The agency reserves the right to accept any bid or to reject any or all proposals.
- D.** HBH may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work, and the offeror shall furnish to the agency all such information and data for this purpose as may be requested. The agency reserves the right to inspect offeror's physical facility prior to award to satisfy questions regarding the offeror's capabilities. The agency further reserves the right to reject any offer if the evidence submitted by, or investigations of, such offeror fails to satisfy the agency that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
- E.** All proposals submitted under the RFP will become the property of the HBH and will not be returned. In accordance with the Virginia Public Procurement Act: "Trade secrets or proprietary information submitted by a bidder, offeror, or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the bidder, offeror or contractor must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary."
- F.** HBH will not be responsible for any expenses incurred by a potential offeror in preparing and submitting a bid.
- G.** Proposals received after the date and time stated will not be considered. It is the responsibility of the offeror to see that

his/her bid is received in the Purchasing Office by the specified time and date. Date of postmark is not considered. Telephone, telegraph, emails, and facsimile proposals are not acceptable.

- H.** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- I.** By submitting a Bid, the Offeror covenants and agrees that he has satisfied himself, from his/her own investigation of the conditions to be met, that he fully understands his/her obligation and that he will not make any claim for, or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.
- J.** Payment shall be made upon 30 days receipt of accurate and complete monthly statements.
- K.** By signature on this solicitation, bidder certifies that it does not and will not during the performance of the Contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.
- L.** By written notice to the Contractor, HBH may from time to time make changes, within the general scope of the Contract, in the services provided by the Contractor. The Contractor shall promptly comply with the notice and shall perform services in conformity to the notice. If any such change causes an increase or decrease in the Contractor's cost of performance, an equitable adjustment in the payment rate shall be negotiated and the contract modified accordingly by written supplemental agreement.
- M.** The Contractor shall adhere to the rules and regulations proclaimed by the Purchasing Agency regarding the confidentiality of client related information during and after the term of the contract.
- N.** If the Contract involves patient care, the contractor will adhere to the standards set by the Purchasing Agency regarding quality assurance and participate with the Purchasing Agency in the systematic and ongoing monitoring and evaluation of patient care.
- O.** Failure to submit a Bid on the form provided for that purpose shall be a cause for rejection of the Bid. Return of the complete document is required. Modification of or additions to any portion of the solicitation may be cause for rejection of the Bid; however, HBH reserves the right to decide, on a case-by-case basis, at its sole discretion, whether or not to reject such a Bid as nonresponsive.
- P.** HBH reserves the right to conduct any inspection it may assume advisable to assure supplies and services conform to the specifications.
- Q.** Any payment terms requiring payment in less than thirty (30) days will be regarded as requiring payment thirty (30) days after invoice or delivery, whichever occurs last. However, this shall not affect offers of discounts for payment in less than thirty (30) days.
- R.** In case of failure to deliver services in accordance with the contract terms and conditions, HBH, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs.
- S.** A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Chief Executive Officer of HBH.
- T.** By submitting their proposals, all Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their Bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- U.** The agency reserves the right to cancel any subsequent contract at any time the agency, at its sole discretion, deems it to be in the agency's best interest to do so by giving the contractor 30 days written notice. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver or perform on all outstanding orders issued prior to the effective date of cancellation.
- V.** By submitting their proposal, all bidders and offerors certify to HBH that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as

amended, where applicable, the Virginians with Disabilities Act, The Americans with Disabilities Act, Section 11-51 of the Virginia Public Procurement Act, and the Lynchburg Procurement Ordinance.

1. During the performance of this contract, the contractor agrees as follows:

a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonable necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

c. Notices, advertisements and solicitations placed in accordance with Federal Law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

IN COMPLIANCE WITH THIS REQUEST FOR PROPOSAL AND TO ALL THE CONDITIONS IMPOSED HEREIN, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE SERVICES IN ACCORDANCE WITH THE ATTACHED SIGNED PROPOSAL OR AS MUTUALLY AGREED UPON IN WRITING BY SUBSEQUENT NEGOTIATION.

Company Name and Address:

Date: _____

Name: _____

Signature in Ink

_____ **ZIP** _____

Title: _____

Telephone: _____

Print Name: _____

Fax: _____



Schedule 1

	Qty	Description
1	5	Shelving unit, roughly 72" w x 24" d x 74" h. Significant load capacity, rust resistant
2	2	Shelving unit, roughly 42" w x 24" d x 74" h. Significant load capacity, rust resistant
3	2	Shelving unit, roughly 60" w x 24" d x 74" h. Significant load capacity, rust resistant
4	2	Shelving unit, 54"W x 24"D x 74"H, significant load capacity , rust resistant
5	1	RANGE, 60", 6 BURNERS, 24" GRIDDLE, LP fuel, convection oven. All appropriate accessories and hookups
6	1	Dishwasher, door type, ventless, roughly 45 racks/hr, 208-240/60/3, convertible to single phase. All appropriate accessories and hookups
7	1	Clean dish table, 48"w, 10" backsplash, left to right operation, stainless
8	1	Soiled dish table, straight design, 60"W, left-to-right operation, stainless, 20" x20" x 5" deep sink with basket drain, prerinse basket with slide bar, stainless, prerinse faucet. All appropriate hookups and accessories.
9	1	Dish table sorting shelf. Stainless, roughly 21" W.
10	2	Shelving, wall mounted. 36"w x 18"d, up-turn on sides and rear, stainless, all appropriate accessories and hookups
11	1	Three compartment sink. Roughly 90"w x 27 ½" d, backsplash drainboard on left and right, basket drains, pre-rinse faucet, all appropriate accessories and hookups
12	2	Pot rack, wall shelf, wall mount pot rack, roughly 36" w x 15" d, stainless, all appropriate hookups and accessories.
13	2	Hand sink, wall mounted, roughly 14" w 10" front to back, side splashes, faucet, stainless
14	2	Reach in refrigerator, two sections, roughly 33 CF
15	1	Reach in freezer, two sections, roughly 33 CF
16	1	Ice maker, cub style with bin, capacity of at least 700 lbs./24 hrs., water filtration system (prefer external) all appropriate hookups and accessories
17	1	Planetary stand mixer, roughly 20 quart. Prefer 110-120 V
18	1	Worktable, SS top. Backsplash, roughly 60" w, 30" d, sink roughly 20" x 20" x 14", with appropriate faucet, drain, all appropriate hookups and accessories.
19	2	Worktable, SS top. Backsplash, roughly 60" w, 30" d.
20	1	Electric food slicer, manual, roughly 13" knife, tabletop mount, prefer 110-120 v, all appropriate accessories and hookups
21	1	Food processor, benchtop, roughly 3l bowl, all appropriate hookups and accessories.
22	1	Wall mounted shelving, ss, rolled up front, upturn on sides and rear, roughly 60" w, 12" d

23	1	Exhaust hood, sufficient to cover range. Fire suppression system, fan sufficient for space, air makeup unit sufficient for space, all appropriate hookups, accessories, controls
24	1	Hot food serving counter/table. Electric, open base, 48" w, (3) 12" x 20" dry wells. All appropriate hookups and accessories
25	1	Sandwich/salad preparation refrigerator., roughly 13.5 cf, two sections, all appropriate hookups and accessories.
26	1	Microwave oven shelf., wall mount, 24" x 24"
27	1	Microwave oven. Roughly 1,000 watt, roughly .8 cf capacity
28	3	Bussing utility transport cart, 3 shelves, shelf size roughly 20" x 31". Sturdy weight capacity
29	1	Reach-in freezer, 1 section, roughly 15.5 cf. All appropriate hookups and accessories
30	1	Serving counter, cold food. Transparent shatter resistant front, roughly 39" x 22" x 7" cold pan, 2 work shelves, on casters. All appropriate hookups and accessories.
31	1	Hot food serving counter, electric, Transparent shatter resistant front, work shelf, roughly 36" h x 50" w x 30 d
32	1	Soup kettle, roughly 11.5 qt.
33	1	Flatware and tray cart., 4 pan silverware bin, 1 stainless steel tray, on casters

1. Included for each line item are all hookups, fixtures, etc. required for installation in Virginia.
2. Installation will be performed by the general contractor engaged by Horizon Behavioral Health (Coleman and Adams)
3. Installation specifications/cut sheets to be delivered to Horizon Behavioral Health by the successful offeror within 1 week of notice of intent of award of contract.
4. Each offeror is to specify their ability and intent to assist Horizon Behavioral Health in obtaining VA department of health permits/licensing
5. Each offeror is to include warranty information for each appliance/fixture.
6. Pricing is to be provided at the line item and aggregate levels.