

University of Nebraska-Lincoln  
June 20, 2008  
Request for Proposals #165259  
FOOD SERVICE EQUIPMENT  
LEVERTON CATERING KITCHEN

Key Dates and Times:

Bids Due: July 8, 2008  
2:30 p.m. Central Time

Office of University Services  
Purchasing Department  
1700 “Y” Street  
Lincoln, Nebraska 68588

Requests for reasonable accommodations needed in order to participate in the process described in this RFP may be directed to the Office of Equity, Access & Diversity, 128 Canfield Administration; phone- (402) 472-2322; Voice/TDD-(402) 472-3417.

**PROPOSAL COVER SHEET**  
**UNIVERSITY OF NEBRASKA-LINCOLN**

**Office of University Services**  
**Purchasing Department**  
**1700 “Y” Street**  
**Lincoln, Nebraska 68588-0645**

**PROPOSAL IN RESPONSE TO FOOD SERVICE EQUIPMENT**  
**LEVERTON CATERING KITCHEN**

The undersigned authorized officer of the bidder firm represents that the bidder has carefully examined the specifications and conditions contained in the RFP. The bidder fully understands the type and quality of the product(s) and/or service(s) and/or other consideration sought by the University of Nebraska-Lincoln and hereby proposes to supply such in accordance with the Proposal accompanying this cover sheet.

The bidder acknowledges its receipt of addenda numbered \_\_\_\_through \_\_\_\_ and further agrees that the provisions of such addenda, as well as those of the RFP, are fully incorporated into bidder’s Proposal, unless otherwise clearly stated to the contrary in the Proposal. Proposals containing exceptions to RFP provisions may not be favorably received.

The bidder represents and warrants the proposal submitted is not the result of collusion with other eligible bidders or with any employee or agent of the State of the Nebraska or the University of Nebraska, and no effort has been made to preclude UNL from obtaining the most advantageous response possible to this RFP.

Except where a written signature is required, please type or clearly print the following:

BIDDER FIRM: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
                    Authorized Signature

Signing Officer’s Name and Title: \_\_\_\_\_

Correspondence to the bidder with respect to this RFP may be directed to:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Title: \_\_\_\_\_ FAX Number: \_\_\_\_\_

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

UNL appreciates your consideration of this Request for Proposals and looks forward to receiving your response.

UNIVERSITY OF NEBRASKA-LINCOLN  
OFFICE OF UNIVERSITY SERVICES  
PURCHASING DEPARTMENT  
1700 “Y” STREET  
LINCOLN, NE. 68588-0645

INVITATION TO BIDDERS

FOR

FOOD SERVICE EQUIPMENT  
LEVERTON CATERING KITCHEN

The University of Nebraska-Lincoln is requesting proposals from qualified Bidders for new food service kitchen equipment. Delivery and set up location will be the University of Nebraska-Lincoln, Room 110, Ruth Leverton Hall, Hospitality, Restaurant and Tourism Management, 35<sup>th</sup> and Holdredge Street, East Campus, Lincoln, NE 68583. It is our intent to receive proposals demonstrating the capability to provide the quality of equipment and services required to meet the needs and objectives of the University.

Sealed requests for proposals (RFP) for furnishing and delivering the food service kitchen equipment to the University of Nebraska-Lincoln must be received by the Board of Regents in the University of Nebraska-Lincoln Purchasing Office, 1700 “Y” Street, Lincoln, NE 68588-0645 **no later than 2:30 p.m., July 8, 2008** at which time they will be publicly opened..

**Proposals received after this date and time will not be considered for award.**

Bidders are to respond to all requests for information and questions as listed in this Invitation to Bid. Bidders failing to provide required information will be deemed non-responsive and their proposals may not be considered for award. All University forms are to be completed and returned. Failure to complete the University forms may disqualify your bid. These forms will be a primary source of information for the proposal evaluation process along with any additional response pages, exceptions pages, and other Bidder provided material the University may deem as informational to the selection and decision process.

Bidders are requested to submit a proposal, which is directly responsive to the item, conditions, specifications, and other documents referred to in this Invitation to Bid. The University encourages alternate proposals, which may result in cost reductions, technical superiority, and/or other advantages, but must be clearly labeled as an alternate proposal. These alternate proposals should be submitted in addition to the Bidders responsive proposal to this invitation to Bid.

All proposals must be valid for a period of at least ninety (90) days from the above date to bid opening.

The University of Nebraska-Lincoln, reserves the right to reject any or all proposals, wholly or in part; to waive any technicalities, informalities, or irregularities in any proposal which does not materially affect the integrity or effectiveness of the competitive bid process; and unless

otherwise specified by the Bidder on their proposal, to accept any item or group of items in the proposal.

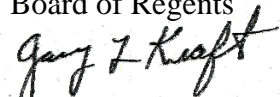
The University reserves the right to evaluate bids in detail, as provided in this Invitation to Bidders, and to award a contract for purchase which, in the exercise of reasonable discretion, the University determines to be in its best interest.

If no responsive bids are received, the University reserves the right to negotiate on the best terms and conditions at the best possible price. Cost of the food service kitchen equipment, warranties, delivery and installation completion dates will be prime consideration for award.

The University reserves the right to conduct discussions with any or all respondents to this request for the purpose of clarification and modification of their proposal.

To review other bidding opportunities at UNL, please reference our web site at <http://purchasing.unl.edu>

University of Nebraska-Lincoln  
Board of Regents



Gary L. Kraft, C.P.M.  
Director of Purchasing

**UNIVERSITY OF NEBRASKA-LINCOLN  
PURCHASING DEPARTMENT  
1700 “Y” STREET  
LINCOLN, NE. 68588-0645**

**FOOD SERVICE EQUIPMENT  
LEVERTON CATERING KITCHEN**

I/We, the undersigned, having carefully examined all the specifications and special conditions of this proposal, and fully understanding the types, qualities, and quantities required, hereby propose to furnish the following food service equipment, certifying that each of these meet all the specifications and conditions requested, except as noted, and that all prices stated include all costs such as, but not limited to, equipment, supplies, service, manufacturing, packaging, insurance, transportation and delivery, FOB University of Nebraska-Lincoln, Room 110, Ruth Leverton Hall, Hospitality, Restaurant and Tourism Management, 35th and Holdredge Street, East Campus, Lincoln, NE 68583.

The successful Vendor agrees to deliver and set up the food service equipment in a satisfactory operating condition, on the agreed upon delivery date.

Payment Terms will be Net 30 from date billing invoice is received by the University.

This will be an all or none bid with all items to be purchased from one vendor.

**All questions regarding this proposal are to be directed to Lonnie Honeycutt, Senior Buyer, UNL Purchasing Department, phone: (402) 472-6307.**