

Equipment Specification Bid Template

Name of Equipment Item _____

1. Name of School _____
2. Number needed _____
3. Expected or required date of completion:
4. Preapproved Model number(s) and Manufacturer(s) of the item and statement of pre-approved equipment item.
5. The _____ shall be furnished with standard features such as the following:
 - a. (Enter all standard features **that you are requiring** to include the way the doors if equipment has doors are to be hinged)
 - b. Any construction options such as stainless steel doors, sides and back if desired (what you want it to look like)
 - c. Walk-in freezers/coolers – doors with window or solid stainless steel with safety release inside the door; location of lighting – do you want fluorescent or incandescent lighting and where you want lighting placed; specify flooring and shelving – mounted thermometer external
 - d. Cord and plug / refrigeration can specify location of compressor and motor for reaching refrigerators and freezers
 - e. Do you want demonstration of equipment operation? If so include
 - f. External Size of the unit listed (must be able to fit through the door and fit in the location designated in the kitchen) Overall dimensions of the equipment
 - g. Equipment with or without casters
 - h. Stainless steel construction required
 - i. List all of the features that you expect that are the standard features here
6. Additional accessories some steam jacketed kettles come without a lid and specification of a hinged lid or cover will need to be specified)
7. Internal features (shelving or pan slides - specify universal or regular slides) for reach-in refrigerators or freezers or pass thru units – also steamer / combi ovens internal features go here)
8. Utility requirements:
 - a. Electrical; voltage / phase / amps
 - b. Gas (Natural or LP)
 - c. Water
 - d. Drains

9. Warranty: requirements – standard or extra
 - a. Usually one year parts and labor
 - b. Refrigeration (cooler and freezer) warranty for compressors are usually 5 years but need to indicate this in the specification

10. Additional requirements:
 - a. Energy efficient
 - b. Extra shelves or extra slides for refrigeration or heated units and pass thru units
 - c. Visit job site for specification accuracy
 - d. Bidder deliver, uncrate set in place remove wrapping, level, remove carting from premises, etc.
 - e. Final connections need to be addressed – by whom and when
 - f. NSF requirements
 - g. UL requirements
 - h. AGA requirements
 - i. Energy Policy Act of 2005 (walk-in requirements)
 - j. Energy Star rating for dishwashers, hot food holding cabinet / warmers, ice machines, refrigerators and freezers with solid doors and steamers

11. Hood replacement:
 - a. Make sure all codes are met with the Fire Chief
 - b. Penetration of roof for installation
 - c. Balance of air
 - d. Lighting placement
 - e. Grease collection pan(s)
 - f. Be sure to research replacement requirements thoroughly for your individual school(s)