



1200 Arlington St. – Greensboro, NC 27406

Request for Information

Commercial Kitchen Equipment

RFI 0134-17

Issue Date: November 30, 2017

Response Required By: December 28, 2017

NOTICES/INSTRUCTIONS

1.1 INTRODUCTION

This request is for information only to assist Guilford Child Development (GCD) in determining how best to equip a commercial kitchen; requirements described herein.

Please be advised that this may be a two-stop process. Should GCD determine to proceed with a solicitation based on the responses to this Request for Information (RFI), phase two will then be either a formal Request for Proposal (RFP) or Invitation for Bid (IFB) to be handled in accordance with GCD's purchasing policies and procedures.

1.2 PURPOSE

The purpose of the RFI is to solicit delivery times; installation costs (if available) along with suggested pricing information from vendors; or to identify additional supply or product resources pertaining to equipping a commercial kitchen. GCD is requesting the following pricing structures:

- Purchase
- Delivery
- Installation
- Timeframes

1.3 CURRENT CIRCUMSTANCES/EQUIPMENT

GCD currently has commercial kitchen space located at 5500 Summit Avenue, Greensboro, NC 27405 that isn't fully utilized. GCD is determining the feasibility of up-fitting the existing space with the equipment list on Attachment A. This will be a start-up of additional commercial space.

1.4 RESPONSE REQUIREMENTS

Please keep your response to 10 or fewer pages. As it is anticipated that firms will submit brochures and marketing information, and GCD may not be able to copy such material, firms are requested to provide three (3) copies of all. RFI response should contain the following:

- Contact Information

Please provide the following contact information:

- Company Name
- Address
- Name of the individual who will act as primary point of contact for inquiries
- Contact Person's Telephone Number
- Contact Person's Email Address

- Comments

Please provide your evaluative comments on the project description and requirements outlined in this document. Include any suggestions or advice regarding the design, implementation, management, technology, etc. of this contemplated project. Detail what additional information or clarifications would be needed in order to prepare a comprehensive proposal in the future.

- Approach

Based on the project information provided to date, briefly describe the approach you would recommend for this project and why.

1.5 SUBMISSION OF INFORMATION

Submit written responses of literature and pricing no later than December 28, 2017 to:

Sherry Murr, Director of Procurement

Guilford Child Development

1200 Arlington St.

Greensboro, NC 27406

Telephone: (336) 369-5015

1.6 INQUIRIES

For technical questions contact:

Woodrow Pike, Kitchen Manager

Email: Woodrow.Pike@guilfordchilddev.org

For questions regarding the RFI contact:

Sherry Murr, Director of Procurement

Telephone: (336)369-5015

Email: SherryM@guilfordchilddev.org

1.7 OUTCOME

Guilford Child Development does not guarantee any formal solicitation will be generated based on this RFI.