

# REQUEST FOR PROPOSALS

## ANNUAL MAINTENANCE AND REPAIR OF FOOD AND BEVERAGE EQUIPMENT

RFP No. USAO-FB-RFP-2026-01

<b>Issuing Institution</b>	University of Science and Arts of Oklahoma (USAO)
<b>Document Title</b>	Request for Proposals — Annual Maintenance & Repair of Food and Beverage Equipment
<b>RFP Number</b>	USAO-FB-RFP-2026-01
<b>Issue Date</b>	April 21, 2026
<b>Proposal Deadline</b>	May 29, 2026, at 2:00 PM CDT
<b>Issuing Office</b>	Physical Plant / Business Office
<b>Contact Person</b>	David Smith, Executive Director of Operations & Controller
<b>Contact Email</b>	Dsmith2@usao.edu
<b>Contact Phone</b>	(405) 574-1211
<b>Submission Method</b>	Electronic submission via <a href="https://usao.edu/vendors/index.html">https://usao.edu/vendors/index.html</a>

**IMPORTANT NOTICE**

This document constitutes a formal Request for Proposals (RFP) for Annual Maintenance and Repair of Food and Beverage Equipment at the University of Science and Arts of Oklahoma. Proposals are due May 29, 2026 at 2:00 PM CDT. USAO is not obligated to award a contract and reserves the right to reject any or all proposals without prior notice and without liability.

## SECTION 1 - SCHEDULE OF EVENTS

The following schedule governs this Request for Proposals. All dates are subject to change at USAO's sole discretion. Any changes will be communicated via addendum posted to the USAO purchasing portal.

Activity	Date
RFP Available on USAO Purchasing Website	April 21, 2026
Questions Due to University by 5:00 PM CDT	May 9, 2026
University Answers to Questions Available on Website	May 16, 2026
Proposals Due to University by 2:00 PM CDT	May 29, 2026
Award of Contract	June 11, 2026
Contract Commencement	July 1, 2026

Questions regarding this RFP must be submitted in writing via email to the Contract Specialist identified on the cover page by the deadline above. All questions received in writing will be answered through addenda posted to <https://usao.edu/vendors/index.html>. Respondents should not contact other USAO staff or officials regarding this RFP.

## SECTION 2 - PURPOSE, SCOPE, AND BACKGROUND

### 2.1 Purpose

The University of Science and Arts of Oklahoma (USAO) is seeking proposals from qualified mechanical contracting firms to provide annual maintenance, inspection, and repair services for food and beverage equipment located across the USAO Chickasha campus. The resulting contract will be for one (1) year with up to four (4) optional annual renewals. All work shall meet current and applicable industry codes and standards.

### 2.2 Institutional Overview

The University of Science and Arts of Oklahoma is Oklahoma's only public liberal arts university, accredited by the Higher Learning Commission. Located at 1727 W. Alabama Ave., Chickasha, Oklahoma, USAO operates multiple food service venues on campus, including a primary dining hall, a convenience store, a quick-serve concept (Dusty's), a coffee shop at Lawson Clubhouse, a concession stand at Drover Fieldhouse, and support kitchens. The Physical Plant and Business Office jointly administer facilities and procurement for the University.

### 2.3 Scope of Services

Service requirements include, but are not limited to:

- Preventative maintenance on all food and beverage equipment listed in Section 3
- Emergency and after-hours repair response
- System repair and component replacement on refrigeration units, ice makers, walk-in coolers and freezers, and related food service equipment
- Parts procurement and installation using OEM-compatible or OEM-approved components
- Compliance with all applicable safety, health, and environmental regulations
- Cleanup after each job is completed or at the end of each working day
- Technicians must arrive equipped with all PPE necessary for the work being performed

### 2.4 Coverage Locations

The following campus locations are included in the scope of this contract. USAO reserves the right to add and/or delete locations or to change any element of coverage at any time:

- Dusty's Store — 3rd Floor, Student Center
- Drover Fieldhouse — Concession Stand
- C-Store — Basement, Student Center
- Student Center Kitchen
- President's Office
- Coffee Shop — Lawson Clubhouse

### 2.5 Optional Services

Suppliers may propose optional services they believe will assist the University in meeting the goals of this RFP. Information related to optional services shall be submitted as a separate document, limited to two (2) pages. The University may or may not elect to implement any proposed optional services.

## SECTION 3 - EQUIPMENT INVENTORY

The following table lists the food and beverage equipment currently in service across campus locations. This inventory reflects known equipment as of the date of this RFP. USAO does not warrant this list to be exhaustive. The selected Contractor will be given the opportunity to conduct a no-cost site visit after contract award to verify the inventory and become familiar with the campus facilities and infrastructure.

Equipment	Qty	Manufacturer	Model #	Location
<b>Dusty's Store — 3rd Floor, Student Center</b>				
Air Cooled Refrigerator	1	Galaxy	177GR120FW	Mechanical Room
Free Standing Cooler Units	3	Hoshizaki	CRMR27-8	Store
Air Cooled Refrigerator	1	Beverage Air	WTF48A	Kitchen
<b>Drover Fieldhouse</b>				
Air Cooled Ice Machine	1	Hoshizaki	P40024	Concession Stand
<b>C-Store — Basement, Student Center</b>				
Air Cooled Refrigerator/Freezer	1	Continental	2F-GD	Inside Store
Walk-In Freezer	1	Trenton	TEHAO15E6-HS2B-B	Inside Store
Ice Maker	1	Hoshizaki	H025-325MAJ	Inside Store
<b>Student Center Kitchen</b>				
Walk-In Cooler	1	ArticTemp	IF-4-162W	Dock
Walk-In Freezer	1	ArticTemp	IF-4-162W	Dock
Ice Maker	1	Scotsman	B948S	Kitchen
<b>President's Office</b>				
Ice Maker	1	Hoshizaki	C-80BAJ	Kitchen
<b>Coffee Shop — Lawson Clubhouse</b>				
Ice Maker	1	Hoshizaki	HO2519F	Coffee Shop

Note: Model numbers are provided as currently documented. Contractor should verify all model and serial numbers during the post-award site visit.

## SECTION 4 - QUALIFICATIONS REQUIRED

### 4.1 Certifications and Licensing

Respondents must provide information on all industry-standard certifications held by the company and/or its technicians. Relevant certifications may include EPA 608 refrigerant handling certification, manufacturer-specific service certifications, and any applicable Oklahoma contractor licensing. Copies of current certifications shall be submitted with the Proposal as part of Attachment 4.

### 4.2 Experience

Contractors must affirm the ability to provide service, maintenance, repair, and replacement of the types of equipment listed in Section 3. Company records indicating the length of time the firm has been in business shall be included in Attachment 4.

### 4.3 Emergency and After-Hours Response

Contractors must be able to provide emergency and/or after-hours work when needed. Proposals must specify the guaranteed response time — in hours and minutes — from initial notification to technician on-site for both standard business hours and after-hours emergency calls.

### 4.4 References

A minimum of three (3) references must be submitted using Attachment 3. References must reflect comparable work currently in use or completed within the last two (2) calendar years. Each reference must include all fields specified in Attachment 3; incomplete references will not receive credit.

### 4.5 Campus Familiarity

Preference will be given to vendors with demonstrated familiarity with the USAO Chickasha campus district utilities and associated infrastructure. The selected Contractor will be given the opportunity for a no-cost site visit after award to become familiar with campus facilities prior to commencement of work.

## SECTION 5 - CONTRACT TERMS AND CONDITIONS

### 5.1 Contract Term

The intended contract term shall not exceed five (5) years. The contract shall begin on the date of award and run through June 30, 2027, with options to renew beginning July 1 annually until the five-year term is achieved. Each renewal shall be contingent upon the needs of the University, funding availability, and mutual agreement by both parties. Either party may terminate this agreement with thirty (30) days' written notice.

### 5.2 Payment Terms

As a state agency, the University is prohibited by statute from paying for products or services in advance. Payment shall be made in arrears within forty-five (45) days of receipt of Contractor's valid invoice. Late payment interest shall be calculated as provided by Oklahoma law. USAO is exempt from State Sales Tax, Property (Ad Valorem) Tax, and Federal Excise Tax. No sales tax shall be charged on any parts or materials under this contract.

### 5.3 Pricing and Change Orders

Pricing shall be inclusive of all costs required to provide the services detailed in this contract, including salaries, fringe benefits, supplies, equipment, and travel. Billable time shall include only approved time spent at the University or on assigned University business.

The University may, by written change order, add to or delete from the scope of services. Where such a change warrants additional payment, the rate shall be mutually agreed upon by the parties in writing and in advance. No additional payment shall be made unless authorized by the University in writing.

The University is under no obligation to select the proposal that demonstrates the lowest pricing.

### 5.4 Quarterly Reporting

The Contractor shall prepare and submit to the University on a quarterly basis a detailed progress report that includes:

- Cost (including reimbursable expenses) for the preceding period with a breakdown of hours and a brief description of services performed
- Total costs to date
- Performance to project schedules and budget
- Value engineering propositions and cost-saving initiatives
- An update on the status of services and any material recommendations

### 5.5 Safety, Health, and Environment

Contractor shall comply with all applicable safety, health, and environmental regulations of the University of Science and Arts of Oklahoma and the State of Oklahoma. Contractor shall consider safety, health, and the environment in all work performed, and shall hold all subcontractors accountable for compliance and reporting.

### 5.6 Termination and Dispute Resolution

Either party may terminate this agreement upon thirty (30) days' written notice. In the event of a contract dispute, the University reserves the right to select a ranking University executive officer to render a final and binding decision on all parties to the contract.

## 5.7 Governing Law and Venue

The resulting contract shall be governed by and construed in accordance with the laws of the State of Oklahoma, without regard to its choice of law provisions. Any legal action relating to this contract shall be filed in a court of competent jurisdiction in the State of Oklahoma, to which jurisdiction and venue the parties expressly agree.

## 5.8 Hold Harmless

Any Contractor who becomes a party to a contract resulting from this RFP shall observe and execute indemnity and hold-harmless obligations in favor of the State of Oklahoma and the Board of Regents for Oklahoma Colleges (BROC), including their agents, employees, and officers. The hold-harmless obligation covers all claims, demands, losses, judgments, and actions arising from: any injury or damage sustained by any person or property as a result of any act or omission by Contractor; any infringement of patents, trademarks, or intellectual property; and any claim arising under Workers' Compensation law.

## 5.9 Force Majeure

Performance by either party shall be excused in the event of unforeseen circumstances beyond the party's reasonable control, including natural disasters, extended power outages, pandemics declared by the World Health Organization or federal government, or government-declared emergencies. If performance is not restored within one hundred twenty (120) days, either party may terminate this agreement.

## 5.10 Laws and Regulations

Contractor certifies compliance with 25 OS Section 1313 and participation in the Status Verification System (E-Verify). Contractor further certifies that no employee, subcontractor, or agent is registered or required to be registered as a sex or violent offender under the Oklahoma Sex Offender Registry or the Mary Rippe Violent Crimes Offender Act.

## 5.11 Equal Employment Opportunity

Contractor agrees to comply with Equal Employment Opportunity and Affirmative Action requirements as stipulated in Executive Order 11246 as amended and all subsequent amendments. Failure to comply may result in disqualification and/or cancellation of award.

## 5.12 Open Records

Documents submitted as part of this RFP may be subject to disclosure under the Oklahoma Open Records Act. Suppliers claiming any portion of their Proposal as proprietary or confidential must specifically identify those portions and submit an additional copy of the Proposal with the identified information redacted. Proposals marked confidential in their entirety will not be accepted. Pricing information is not considered proprietary. All material submitted to USAO shall be considered the property of USAO.

## 5.13 Audit Rights

If awarded a contract, Contractor shall permit any representative of the State of Oklahoma, USAO, or other authorized agency to conduct a site visit and inspect and audit Contractor's books and records related to the services provided under this contract.

## SECTION 6 - PROPOSAL SUBMISSION REQUIREMENTS

### 6.1 Submission Method

Proposals shall be submitted electronically via the USAO purchasing portal at <https://usao.edu/vendors/index.html> by May 29, 2026 at 2:00 PM CDT. Reference the Proposal number (USAO-FB-RFP-2026-01) and Proposal name in the submission email subject line. Proposals received after the deadline will not be considered.

### 6.2 Required Attachments

Each Proposal must include all of the following attachments, organized in the order listed:

- Attachment 1 — Proposal Cover Page (this document, completed and signed)
- Attachment 2 — Pricing (completed pricing table and supplies fee structure)
- Attachment 3 — References (minimum three, using the required format)
- Attachment 4 — Proposal Response (not to exceed eight pages), including: an executive summary of work to be performed; a description of the proposed solution and capabilities; a breakdown of the Contractor's experience, relevant case studies, and implementation steps with timeframes; and a description of maintenance approach, upgrade schedules, and service processes

### 6.3 Proposal Acceptance and Rejection

USAO reserves the right to reject any or all proposals without prior notice and without liability. Proposals may be rejected for failure to comply with RFP requirements, for imposing terms that would modify RFP requirements, or for containing errors, omissions, or problematic information. The University reserves the right to waive minor irregularities and accept any proposal deemed most advantageous to the University.

### 6.4 Revisions and Addenda

USAO may revise any part of this RFP by issuing addenda. All addenda will be posted to <https://usao.edu/vendors/index.html>. It is the Supplier's responsibility to check the purchasing portal frequently for any addenda. USAO is not responsible for a Supplier's failure to acquire required addendum documents.

## ATTACHMENT 1 - PROPOSAL COVER PAGE

<b>RFP Name</b>	Annual Maintenance & Repair of Food and Beverage Equipment
<b>RFP Number</b>	USAO-FB-RFP-2026-01
<b>Contract Specialist</b>	David Smith, Executive Director of Operations & Controller
<b>Proposal Submitted By</b>	

By submitting this Proposal, Supplier certifies it has the authority to enter into the Contract pursuant to its organizational documents, bylaws, or properly enacted resolution of its governing authority. The person executing this Proposal for the Supplier has authority to execute the contract on Supplier's behalf.

<b>Name of Firm</b>	
<b>Name and Title</b>	
<b>Federal Employer Identification Number (FEIN)</b>	
<b>Address</b>	
<b>City / State</b>	
<b>Phone</b>	
<b>Email</b>	

<b>Supplier Authorized Signature</b>	<b>Certified This Date</b>
<b>Printed Name</b>	<b>Title</b>

### Conflict of Interest

Describe, if any, all current personal, business, and/or government relationships between yourself or your family members and the University and/or University employees. If additional space is required, please attach additional pages.

<b>Name of Person / Contract</b>	<b>Relationship</b>
N/A	N/A

Name of Person / Contract	Relationship

### Proposed Alternative Terms

Suppliers may propose alternative and/or additional terms by attaching a separate Word document. If a separate agreement is required, please incorporate the USAO terms with track changes and submit a Word document for consideration.

Item	Yes	No
Proposed Alternate / Additional Terms	[]	[]
Separate Agreement Required	[]	[]

### Export Control

Please indicate if Supplier's Proposal will include a service and/or product that is export controlled:

Item	Yes	No
Is your service and/or product export controlled?	[]	[]
If yes, please state under what specific regulation.	[]	[]
If yes, do you agree to mark it export controlled?	[]	[]

## ATTACHMENT 2 - PRICING

#	Category	Contractor's Proposed Rate / Response
1	Standard Hourly Rate	
2	Overtime Rate	
3	Emergency Call Out Price (per hour)	
4	After Hours Rate	
5	Travel Rate	
6	Response Time	
7	Mark Up Percentage for All Parts (applied to invoice cost; supplier invoices must be attached to billing)	
8	Overhead Rate (include calculation if used)	
9	Standard Hours of Operation	
10	Discipline:	
11	Discipline:	
12	Discipline:	
13	Discipline:	
14	Discipline:	
15	Discipline:	

Note: The parts markup percentage (line 7) is applied to the Contractor's actual invoice cost for materials and equipment. Supplier invoices for all parts and materials must be attached to each billing submitted to the University.

### Supplies Fee Structure

- Any product number(s) included are for reference only and not intended to limit competition. If bidding an alternative, please include specifications.
- Cost should include all delivery and shipping costs.
- All products will be shipped to the University FOB Destination. The University will not accept possession until delivery.

<b>Item Description</b>	
<b>Item Catalog / Item # or Equal / Quantity</b>	
<b>Unit Price</b>	
<b>Total Cost USD</b>	
<b>Additional Options Available and Cost</b>	

<b>Item Description</b>	
<b>Warranty Included in Price</b>	
<b>Cost of Extended Warranty</b>	
<b>Term and Cost of Maintenance/Service Agreement After Warranty Expires</b>	
<b>Estimated Delivery Date After Receipt of Order</b>	
<b>Will You Accept the University Visa Card</b>	
<b>Export Control Classification Number (ECCN), if applicable</b>	
<b>Additional Information as Required</b>	

## ATTACHMENT 3 - REFERENCES

The Reference List must be submitted with the Proposal. All fields are required; incomplete references will not receive credit. References must reflect comparable work currently in use or completed within the last two (2) calendar years. The vendor is responsible for verifying that all information is accurate prior to submission.

#	First Name	Last Name	Email	Entity Name	City	State	Duration
1							
2							
3							

## ATTACHMENT 4 - PROPOSAL RESPONSE (MAX 8 PAGES)

Suppliers shall prepare and submit a written Proposal Response that addresses each of the following areas. The Proposal Response shall not exceed eight (8) pages. Submissions exceeding this limit may be considered non-responsive.

### A. Executive Summary

Provide a concise executive summary of the work your firm proposes to perform under this contract, including your overall approach to food and beverage equipment maintenance and your firm's key competitive strengths.

### B. Proposed Solution and Capabilities

Describe your proposed solution in detail, including how your firm's capabilities will help USAO meet the requirements described in Section 2 of this RFP. Address your approach to preventative maintenance scheduling, parts procurement, and emergency response.

### C. Experience and Case Studies

Provide a breakdown of your firm's relevant experience, including case studies from comparable institutional clients. For each case study, include the client name, scope of services, duration, and outcome. Identify the specific technicians or team who would be assigned to the USAO contract and describe their qualifications.

### D. Maintenance Approach and Schedule

Describe your maintenance program, including: preventative maintenance visit frequency and procedures for each equipment category; your process for tracking service history and equipment condition; upgrade recommendations and how they are communicated to the client; and your warranty terms and conditions for both labor and parts.

## ATTACHMENT 4 SUPPLEMENT - INSURANCE REQUIREMENTS

Prior to beginning any work under any contract resulting from this RFP, Contractor shall acquire and maintain the following minimum insurance coverage. Minimum amounts listed are not intended to limit or reduce Contractor's liability.

Coverage Type	Minimum Amount
Workers' Compensation	Statutory
Commercial General Liability — Each Occurrence / General Aggregate	\$2,000,000 / \$2,000,000

Coverage Type	Minimum Amount
Automobile Liability — Any Auto, Owned/Non-Owned/Hired, Each Occurrence/Aggregate	\$1,000,000
Professional Liability — Each Occurrence / Aggregate	\$1,000,000

Contractor shall provide a certificate of liability insurance evidencing the required coverages to the Contract Specialist prior to commencement of work. The certificate shall name USAO, the State of Oklahoma, and the Board of Regents for Oklahoma Colleges as additional insureds. Contractor shall provide thirty (30) days' prior written notice of cancellation or material change to any policy.

**- END OF REQUEST FOR PROPOSALS -**

University of Science and Arts of Oklahoma | 1727 W. Alabama Ave., Chickasha, OK 73018 | [usao.edu](http://usao.edu)