



**REQUEST FOR PROPOSALS**

**for**

**INDUSTRIAL KITCHEN SUPPLIES**

**Issued by**

**RFxPremier**



**SOLICITATION NUMBER: RFxP2503JZ**

**Request for Proposals for  
INDUSTRIAL KITCHEN SUPPLIES**

Issued by **RFxPremier**  
**Solicitation Number RFXP2503JZ**

---

**RFP Contact.** The following individual is the sole contact for this RFP:  
Jennifer Zepeda, Cooperative Procurement Strategy Official, RFxPremier  
jzepeda@rfxpremier.org

**Important Dates.**

**RFP Open Date:** December 16, 2025

**RFP Q&A Deadline:** January 5, 2026

**RFP Close Date:** January 16, 2026, 5:00 EST (submit proposal via RFxPremier website form by date and time)

- I. INTRODUCTION:** The purpose of this Request for Proposals (RFP) is to establish one or more Master Agreement(s) with qualified Offerors to provide Industrial Kitchen Supplies for use by public agencies, educational institutions, and other eligible entities.

The resulting agreements will offer a comprehensive range of commercial kitchen equipment, smallwares, and related products and services to support the needs of institutional food service operations, including K-12 schools, higher education, healthcare facilities, correctional institutions, and government dining operations. This RFP is being led by RFxPremier.

- A.** For questions about the content of this RFP, send your questions via email to the RFP Contact.
- B.** Prepare a proposal that addresses each question and section in this RFP evaluation criteria.

**II. SCOPE OF WORK**

**Categories of Products and Services**

For the purposes of this RFP, the following categories define the desired range of products that should be included in the Offerors full line catalog. These categories are provided solely for solicitation purposes and do not replace or restrict the Contractor's existing catalog structure. Offerors are encouraged to provide a broad and diverse product offerings within each category. All equipment shall be new and energy-efficient where applicable.

**A. Commercial Kitchen Equipment and Appliances**

Offerors shall supply a complete range of commercial-grade kitchen equipment and appliances, which may include, but are not limited to:

- Ovens (convection, combination, deck, and conveyor types)
- Ranges, griddles, and cooktops
- Fryers and steamers
- Refrigeration and freezer units (reach-in, undercounter, walk-in, and blast chillers)
- Dishwashers and warewashing systems
- Ice machines, beverage dispensers, and food holding/warming units

**B. Smallwares and Kitchen Accessories**

Offerors shall provide a full line of smallwares and expendable kitchen items including, but not limited to:

- Cookware, bakeware, utensils, and cutlery
- Food storage containers and pans
- Mixing, preparation, and measuring tools
- Serving ware, trays, and cafeteria items
- Safety apparel and personal protective equipment used in kitchen environments

**Request for Proposals for  
INDUSTRIAL KITCHEN SUPPLIES**

Issued by **RFxPremier**  
Solicitation Number **RFxP2503JZ**

**C. Supporting Infrastructure and Furnishings**

Offerors shall also furnish and support the installation of kitchen infrastructure products such as:

- Stainless steel tables, counters, and shelving units
- Serving lines, buffet systems, and food display cases
- Food transport carts, dollies, and insulated carriers
- Storage systems and racking
- Sanitation and waste management systems

**D. Ancillary Products and Services**

Offerors may propose related products and services necessary to support the safe and efficient operation of institutional kitchens, including:

- Preventive maintenance and repair programs
- Training for end-user staff on proper equipment operation and safety
- Design consultation and layout assistance for new or renovated facilities
- Warranty and post-installation support

**III. EVALUATION AND AWARD PROCESS: Proposals not meeting requirements may be rejected.**

**Stage 1: Mandatory Minimum Requirements Evaluation.** Complete and responsive proposals will be reviewed for compliance with the following Mandatory Minimum Requirements:

Criteria	Evaluation	Result
I.A. Offeror has been in continuous business operation providing industrial kitchen supplies, commercial kitchen equipment, or related services for a minimum of five (5) years.	Pass/fail	
I.B. Offeror shall provide a minimum of three (3) references from governmental or public sector agencies (e.g., state, local, education, or nonprofit entities) for which the Offeror has provided equivalent products or services within the past five (5) years.	Pass/Fail	
I.C. Offeror affirms that they can provide sales and ship to all 50 United States, and all shipping shall be F.O.B. Destination (including Alaska and Hawaii), freight pre-paid.	Pass/Fail	
I.D. Offeror affirms to accept and fulfill orders from all eligible Purchasing Entities.	Pass/Fail	
<b>Stage 1 Result:</b>		

**Stage 2: Technical Criteria Evaluation.**

Proposers must respond to **EACH** of the following technical criteria in a narrative format:

Criteria	Technical Points Possible	Offeror's Technical Points Earned	Criteria	Technical Points possible	Offeror's Technical Points Earned
<b>II.A. Contractor Experience</b> – Demonstrated experience supplying, delivering, and installing high-quality, code-compliant kitchen equipment and accessories that meet applicable industry, safety, and performance standards.	150		<b>II.E. Delivery, Unloading, and Installation</b> – Describe your procedures for delivery, unloading, and installation of all ordered items.	75	
<b>II.B. Order Processing and Distribution</b> – Describe your order processing procedure from point of customer contact through delivery and billing. Include details about your company's ability to accept and process orders electronically.	150		<b>II.F. Preventive Maintenance Programs</b> – Describe preventive maintenance programs, extended warranty options, or post-installation support services available to participating entities.	25	
<b>II.C. Products, Services and Solutions</b> – Provide a description of your offering and how they meet	200		<b>II.G. Training and Education</b> – Describe any training and educational programs you offer.	25	

**Request for Proposals for  
INDUSTRIAL KITCHEN SUPPLIES**

Issued by **RFxPremier**  
**Solicitation Number RFXP2503JZ**

the requirements set forth in Scope of Work section of the RFP.			This may include the ability to provide on-site or online training and educational seminars or technical knowledge.		
<b>II.D. Customer Service and Support</b> – Describe customer service structure, availability, and nationwide cooperative capabilities.	125		<b>II.H. Implementation and Promotion of the RFxPremier Master Agreement</b> – Describe how you intend to market your master agreement and encourage participation among potential entities.	50	
<b>Stage 2 Total:</b>				<b>800</b>	

**Stage 3: Cost Evaluation**

Offerors shall complete this **Attachment A - Cost Proposal Form** in full and submit it with their Technical Proposal.

The schedule will be evaluated and ranked based on the lowest minimum discount offered across the categories offered. The schedule with the highest minimum discount will be awarded all 200 points, and then the others will be normalized and ranked.

Offeror’s Cost must be inclusive of all fees and charges. **All costs proposed by Offeror must also be inclusive of the RFxPremier administrative fee.** Proposed costs incorporated into a Master Agreement resulting from this RFP represent not-to-exceed pricing and minimum discounts, where applicable.

Cost	Cost Points Possible	Offeror’s Technical Points Earned
Cost Evaluation:	200	
	<b>200</b>	

**Evaluation Summary**

Stage	Total Points Possible	Offeror’s Total Points Earned
Technical Criteria Evaluation	800	
Cost Evaluation	200	
<b>Total:</b>	<b>1000</b>	

**Award Selection and Evaluation Process**

RFxPremier will determine which proposals to award Master Agreement(s) by identifying which offerings are most advantageous to potential Participating Entities and Purchasing Entities. Methods used to make this determination may include, but are not limited to, one or more of the following: Identification of a natural break in total scores; Identification of a minimum scoring threshold above which Proposers are deemed to be adequately qualified; Consideration of the optimal number of Contractors required to successfully supply Deliverables to Participating Entities and Purchasing Entities.

**Attachment B – Master Agreement**

A sample set of terms and conditions governing any Master Agreement(s) awarded under this RFP are set forth in Attachment B – Master Agreement, which is incorporated by reference into this solicitation.

**Request for Proposals for  
INDUSTRIAL KITCHEN SUPPLIES**

Issued by **RFxPremier**  
Solicitation Number **RFxP2503JZ**

## Attachment A – Cost Proposal Form

**Offeror Company Name:** \_\_\_\_\_

**Solicitation Number:** RFxP2503JZ

**Portfolio Title:** Industrial Kitchen Supplies

**Instructions:** Offerors must complete this Cost Proposal form in full and submit it with their Technical Proposal. The Offeror shall provide minimum discount percentages off the current Manufacturer’s Suggested Retail Price (MSRP) for each applicable product category.

Please note that the product categories identified in this RFP are for evaluation purposes only and are intended to establish a baseline expectation that Offerors are capable of providing a comprehensive, full-line catalog sufficient to meet the anticipated needs under any resulting Master Agreement. If awarded, the Offeror shall submit a comprehensive Discount Schedule organized by Manufacturer and Category.

<b>Category 1 - Commercial Kitchen Equipment and Appliances</b>	<b>Manufacturer / Brands</b>	<b>Minimum Discount (%)</b>	<b>Notes</b>
Commercial-grade kitchen equipment and appliances, which may include, but are not limited to: Ovens (convection, combination, deck, and conveyor types - Ranges, griddles, and cooktops - Fryers and steamers - Refrigeration and freezer units (reach-in, undercounter, walk-in, and blast chillers) - Dishwashers and warewashing systems - Ice machines, beverage dispensers, and food holding/warming units			

<b>Category 2 - Smallwares and Kitchen Accessories</b>	<b>Manufacturer / Brands</b>	<b>Minimum Discount (%)</b>	<b>Notes</b>
Smallwares and expendable kitchen items including, but not limited to: Cookware, bakeware, utensils, and cutlery - Food storage containers and pans - Mixing, preparation, and			

**Request for Proposals for  
INDUSTRIAL KITCHEN SUPPLIES**

Issued by **RFxPremier**  
Solicitation Number **RFxP2503JZ**

measuring tools - Serving ware, trays, and cafeteria items - Safety apparel and personal protective equipment used in kitchen environments			

<b>Category 3 - Supporting Infrastructure and Furnishings</b>	<b>Manufacturer / Brands</b>	<b>Minimum Discount (%)</b>	<b>Notes</b>
Infrastructure products such as: Stainless steel tables, counters, and shelving units - Serving lines, buffet systems, and food display cases - Food transport carts, dollies, and insulated carriers - Storage systems and racking - Sanitation and waste management systems			

<b>Additional Pricing Elements</b>	<b>Unit of Measure</b>	<b>Price or Discount</b>	<b>Notes</b>
Standard Installation Services			
Preventive Maintenance Program			
Extended Warranty Coverage			
Training Services (On-site or Virtual)			

## Attachment B

### MASTER AGREEMENT

This Master Agreement (“Master Agreement”) is between RFXPremier and [Contractor], whose primary business address is [Contractor Address] (“Contractor”). RFXPremier and Contractor may each be referred to as a “Party” and collectively as “Parties.”

#### BACKGROUND

- A. RFXPremier seeks to establish a cooperative contracting relationship with Contractor to provide goods and services to non-profit, private, and public purchasing entities.
- B. This Master Agreement sets forth the terms and conditions under which Contractor will supply such goods and services to these entities through the Procurement Professionals Alliance (“PPA”)/RFXPremier (“RFXP”) program.

The Parties agree as follows:

#### I. Term of Agreement

- 1.1 **Effective Date.** This Master Agreement is effective upon the date of last signature.
- 1.2 **End Date.** This Master Agreement will continue for a period of one (1) year, unless otherwise terminated by either Party in writing.
- 1.3 **Termination.** Either Party may terminate this Master Agreement upon breach by the other party, subject to thirty (30) days’ written notice and opportunity to cure.

#### II. Cooperative Purchasing Mechanism

- 2.1 **Marketing and Administration.** Lead Entity shall administer this Master Agreement as a convenient and cost-effective contracting vehicle for use by states, territories, counties, cities, and other political subdivisions, higher education, K-12, healthcare, tribal, and nonprofit organizations (“Eligible Entities”).
- 2.2 **Annual Contract Performance Review.** Contractor shall participate in an annual contract performance review with Lead Entity and PPA/RFXP.
- 2.3 **Logo Use.** The PPA/RFXP logos may not be used by Contractor in sales and marketing until a separate logo use agreement is executed with PPA/RFXP.
- 2.4 **No Representations.** The Contractor shall not make any representations concerning Lead Entity, PPA/RFXP or any nonprofit, private, or public entities purchasing under this Master Agreement (“Buyers”) as to the quality or effectiveness of the goods or services provided herein, without prior written consent.

#### III. Purchasing and Contract Administration

- 3.1 **Goods and Services.** Contractor will provide the goods and services to Eligible Entities as set forth in Attachment A, as attached and incorporated herein.

**Request for Proposals for  
INDUSTRIAL KITCHEN SUPPLIES**

Issued by **RFxPremier**  
Solicitation Number **RFxP2503JZ**

---

- 3.2 **Pricing.** The prices contained in Attachment A represent the not-to-exceed price Offered by Contractor. All prices and rates must be guaranteed for the initial term of the Master Agreement.
- 3.3 **Shipping.** All deliveries will be F.O.B. destination. All shipping costs must be clearly set forth in the purchase order and pre-approved by Buyer.
- 3.4 **Purchase Orders.** Contractor shall require all Buyers to include the following language in each purchase order: “Buyer shall hold Procurement Professionals Alliance harmless and, to the extent permitted by law, shall indemnify Procurement Professionals Alliance and RFxPremier from all third-party claims or causes of action, arising from goods and services acquired under this Purchase Order.”
- 3.5 **Administrative Fee.** Contractor shall pay PPA a fee for management and marketing of the Master Agreement (“Administrative Fee”) equal to one percent (1% or 0.01) of each sale of products or services under this Master Agreement no later than sixty (30) days following the end of each calendar quarter. The Administrative Fee applies to the cost of the goods and services, less any charges for taxes or shipping. The PPA/RFxP Administrative Fee is not negotiable and must be included in the overall cost provided to the Buyer and not shown as a separate line item.
- 3.6 **Sales Data Reporting.** Contractor shall report to PPA/RFxP all sales made under this Master Agreement which Contractor has invoiced and received payment for, including orders for personal use, if applicable (“Sales Data”).
- 3.6.1 **Summary Sales.** Contractor shall provide a summary of the Sales Data (“Summary Sales Data”) using a reporting tool or template provided by PPA/RFxP. Contractor shall provide PPA/RFxP with Summary Sales Data each calendar year quarter, no later than thirty (30) days following the end of the quarter. If Contractor has no reportable Sales Data for the quarter, Contractor shall submit a zero-sales report.
- 3.6.2 **Detailed Sales.** Within sixty (60) days following the end of each calendar year quarter, Contractor shall provide PPA/RFxP with detailed sales Data, including but not limited to customer name and address and line-item ordering detail (“Detailed Sales Data”). PPA/RFxP will work collaboratively with Contractor to determine the appropriate data and means of reporting.

**IV. Indemnification and Insurance**

- 4.1 **General Indemnification.** The Contractor shall defend, indemnify and hold harmless Lead Entity, PPA, and RFxP along with their officers and employees, from and against any third-party claims, damages, or causes of action, including reasonable attorneys’ fees and related costs, for any death, injury, or damage to tangible property arising from the sale or use of any product or service sold under this Master Agreement.
- 4.2 **Insurance.** Contractor shall, during the term of this Master Agreement, maintain in full force and effect, commercial insurance sufficient to cover its obligations, including indemnity, contained in this Master Agreement.

**V. General Provisions**

- 5.1 **Confidentiality.** Parties may have access to information that is confidential, proprietary, or trade secret, including information provided by the other Party, as well as by Buyers, which may also include information on individuals ("Confidential Information"). Parties acknowledge that any unauthorized disclosure or use of the Confidential Information may cause irreparable harm and loss to the disclosing party or other individuals. Therefore, Parties shall (a) use Confidential Information for the sole purpose of performing under this Agreement, (b) limit dissemination of Confidential Information to only those employees and representatives who have a need to know the Confidential Information, and (c) not disclose the Confidential Information to any other person or entity without the approval of disclosing Party or Buyer, if applicable.
- 5.2 **Amendments.** This Agreement may only be amended or modified in writing upon agreement by both Parties.
- 5.3 **Assignment.** Neither Party may assign its rights or delegate its duties under this Agreement without the prior written consent of the other Party.
- 5.4 **Notice.** All notices concerning enforcement, modification, amendment, interpretation, or dispute resolution of this Agreement must be in writing and be delivered to the other Party's signatory to this Agreement.
- 5.5 **Dispute Resolution.** In the event of a dispute concerning this Agreement, Parties shall attempt to resolve the dispute in good faith through non-binding meditation prior to any formal legal action.
- 5.6 **Severability.** If any provision of this Agreement is deemed to be invalid or unenforceable, the remainder of this Agreement will not be affected and will be enforced to the greatest extent permitted by law.
- 5.7 **Waiver.** The waiver of either Party of a breach, default, delay, or omission of any of the provisions of this Agreement by the other Party shall not be construed as a waiver of any subsequent breach of the same or other provisions.
- 5.8 **Governing Law, Jurisdiction, and Venue.** Any claim or cause of action must be brought in a court of competent jurisdiction within the Commonwealth of Virginia, City of Fairfax, and will be subject to Virginia law, without regard to its choice of law provisions.
- 5.9 **Survivability.** Survivability. Sections 3.5, 3.6, 4.1, 5.1, 5.4, 5.5, 5.6, 5.7, and 5.9 will survive expiration or termination of this Agreement.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

**Request for Proposals for  
INDUSTRIAL KITCHEN SUPPLIES**

Issued by **RFxPremier**  
Solicitation Number **RFxP2503JZ**

---

The Parties accept the terms of this Agreement as of the dates set forth below.

For RFxPremier

Name

Title

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For Contractor:

Name

Title

Signature: \_\_\_\_\_

Date: \_\_\_\_\_