



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

Bid#2023-230 Large Cafeteria Equipment
Calcasieu Parish School System

Project documents obtained from www.CentralBidding.com

02-Feb-2023 10:17:20 AM

NOTICE TO BIDDERS

THE CALCASIEU PARISH SCHOOL BOARD WILL RECEIVE SEALED BIDS FOR LARGE KITCHEN EQUIPMENT, Bid# 2023-230

DATES AS FOLLOWS:

*ISSUANCE OF BID 01/17/2023

*BID CLOSES 02/02/2023 @ 11:00 A.M. CST

*FINAL AWARD NOTIFICATION 02/15/2023 After CPSB BOARD MEETING

A COMPLETE LIST OF ITEMS TO BE PURCHASED AND SPECIFICATIONS MAY BE OBTAINED FROM THE PURCHASING DEPARTMENT, 3310 BROAD STREET, LAKE CHARLES, LA 70615 OR BY VISITING THE FOLLOWING WEBSITES:

WWW.CENTRALBIDDING.COM OR WWW.CPSB.ORG

(337) 217-4020

Shannon LaFargue, SUPERINTENDENT
CALCASIEU PARISH SCHOOL SYSTEM

LAKE CHARLES AMERICAN PRESS

01/17/2023, and 01/24/2023
DATES TO RUN AD

INVITATION TO BID

STATE OF LOUISIANA

Calcasieu Parish School System
Office of Purchasing**Calcasieu Parish School Board**

Karl Bruchhaus, Superintendent

BIDS WILL BE PUBLICLY OPENED:

Date & Time:

2/2/2023, 11:00A.m

RETURN BID TOPurchasing Department
Calcasieu Parish School System
3310 Broad Street Room 1300
Lake Charles, LA 70615

=====> SOLICITATION #:

Bid # 2023-230

OPENING DATE:

2/2/2023

=====>

VENDOR NAME AND ADDRESS

Hotel and Restaurant Supply
5825 Plaque Street
Harahan, LA 70123FILL IN VENDOR NAME AND CONTACT NAME,
ADDRESS ABOVE, BEFORE SUBMITTING BID.

BUYER

BUYER PHONE

(337) 217-4000

REQ. DEPARTMENT

OFFICE OF PURCHASING

FISCAL YEAR

SCHEDULED END DATE

ITEM(S) FOR:

INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS
2. ALL BID PRICES **MUST** BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATIONS TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.
3. THIS BID IS TO BE SIGNED MANUALLY IN INK UNLESS SUBMITTED ELECTRONICALLY IN ACCORDANCE WITH CURRENT STATE STATUTES.
4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. LAKE CHARLES, LA OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C. O. D." REQUIREMENTS ARE NOT ACCEPTABLE. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER. NO "SHORT PAYMENT" OF INVOICES ARE ALLOWED
5. DESIRED DELIVERY 45 DAYS AFTER RECEIPT OF ORDER OR SOONER

ANY QUESTIONS ABOUT ANY ITEM SHOULD BE DIRECTED TO BUYER AND PURCHASING DEPARTMENT.

CONDITIONS CONTINUED ON NEXT PAGE

VENDOR PHONE NUMBER: 985-714-6432

FAX NUMBER:

TITLE

Bid Coordinator

DATE

2/2/2023

PRINTED NAME OF PERSON SIGNING BID

Orlando Cordoba

SIGNATURE (MUST BE SIGNED)

Orlando Cordoba



Hotel & Restaurant Supply

Suppliers/Designers to the Food Service Industry

Quote

02/02/2023

Project:

Calcasieu Parish School Board Bid#
2023-230 Due 2/2


From:

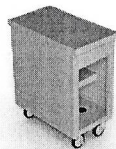
Hotel & Restaurant Supply -
Louisiana
Orlando Cordoba
5825 Plache Street
Harahan, LA 70123


Hotel & Restaurant Supply has been in continual business since 1953. It is our desire to offer you great value by providing outstanding service combined with competitive pricing. We represent all the leading manufacturers in the industry and have the relationships in place to provide excellent support after the sale. We look forward to serving your needs.

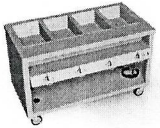
Thank you for the opportunity in preparing this food service equipment / supplies quote.


Quotes may be valid for up to 30 days unless otherwise stated below. This proposal does not constitute a contract. Please verify all quantities and models before placing your order.


Item	Qty	Description	Sell	Sell Total
1	1 ea	FLATWARE & TRAY CART	\$2,899.00	\$2,899.00
		 Duke Manufacturing Model No. TTS-32PG Thurnaduke™ Tray Stand Unit, mobile, 32"W x 31"D x 42"H, 16 gauge stainless steel top, tray surface 18" high, 16 gauge stainless steel utensil tower 28" x 10", 20 gauge paint grip steel body & undershelf, 5" dia. gray poly swivel casters & brakes, NSF		
	1 ea	217125 Textured Black powder coat paint finish		
	1 ea	T71 Silverware dispenser, (7) utensil cylinders in stainless steel holder, 21-5/8"W x 9-3/4"D x 7-1/4"H, with 5" deep perforated white plastic cups		
	1 ea	MOD-SPH Special height unit - ADD		


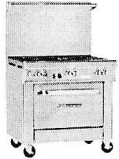
Item	Qty	Description	Sell	Sell Total
2	1 ea	SERVING COUNTER, UTILITY  Duke Manufacturing Model No. TST-18PG Thurnaduke™ Solid Top Unit, utility counter, 18"W x 32"D x 36"H, stainless steel top, 20ga paint grip steel body & undershelves, NSF	\$5,435.00	\$5,435.00
	4 ea	MOD-15 6" high stainless steel legs in lieu of standard casters, with stainless steel adjustable foot		
	1 ea	217125 Textured Black powder coat paint finish		
	1 ea	MOD-14-1 14ga stainless steel top, in lieu of standard, * stainless steel top T-trim & body pilaster strips *		
	1 ea	MOD-12-18 Extend width of top up to 12", for a 44" or less overall top, with stainless steel fixed brackets, * extended on customer's side in lieu of tray slide *		
	1 ea	445-1S-HD-OP Cutting Board/Shelf , operator's side, 10"D, 18ga stainless steel shelf, (2) hinged brackets, shelf mounted flush to counter top		
	1 ea	MOD-SPH Special height unit - ADD, * 34" ADA countertop height *		
	1 ea	329-PG-1L Single door, no lock, left hand hinge, paint grip steel, powder coated to match body, magnetic catch, and recessed stainless steel pull		
	1 ea	CUSTOM Electric load center, panel box & cover, circuit breakers & panel schedule, mounted in base & receptacles wired , 120/208 volt, 60 cycle, 1 phase, 7.2KW, 35 amps, direct wired		

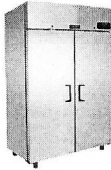
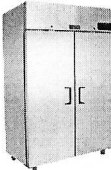

Item	Qty	Description	Sell	Sell Total
3	1 ea	SERVING COUNTER, UTILITY Duke Manufacturing Model No. TST-46PG Thurmaduke™ Solid Top Unit, utility counter, 46"W x 32"D x 36"H, stainless steel top, 20ga paint grip steel body & undershelves, NSF	\$11,190.01	\$11,190.01
				
	4 ea	MOD-15 6" high stainless steel legs in lieu of standard casters, with stainless steel adjustable foot		
	1 ea	217125 Textured Black powder coat paint finish		
	1 ea	MOD-14-3 14ga stainless steel top, in lieu of standard, * stainless steel top T-trim & body pilaster strips *		
	1 ea	MOD-12-46 Extend width of top up to 12", for a 44" or less overall top, with stainless steel fixed brackets, * extended on customer's side in lieu of tray slide *		
	1 ea	CUT-OP3 Rectangular cutout with reinforced edges, in counter top, for drop-in unit		
	1 ea	445-3S-HD-OP Cutting Board/Shelf, operator's side, 10"D, 18ga stainless steel shelf, (2) hinged brackets, shelf mounted flush to counter top		
	1 ea	MOD-SPH Special height unit - ADD, * 34" ADA countertop height *		
	1 ea	TS482-46 Contemporary Food Shield, 45-1/2"W x 18-1/2"D x 20-1/8"H, self-service, single shelf, sloped fixed guard with fixed end closures, 3/8" glass overshelf & guard with 1/4" glass ends (tempered with polished rounded edges), Ø 1" tube posts, stainless steel finish posts mounted through countertop with mounting flange		
	1 ea	TS400LED-3 LED light under shelf & wired to base, 120v/60/1-ph (this may require cord & plug option)		
	1 ea	CORD 6 ft. cord & plug		
	1 ea	CUSTOM Stainless steel control panel, cutouts in apron/rail, switches mounted & wired		
	1 ea	RFT2-SB Recessed Frost Top standard body drop-in unit, 39"W x 29"D, fits (2) 18 x 26" pan per shelf, programmable color touch screen control, stainless steel body and shelves, self contained refrigeration, 120v/60/1-ph, 8.0 Amps, NEMA 5-15P		
	1 ea	E-OP2 Electric outlet, mounted in base, with galvanized junction box, duplex or single receptacle & stainless steel cover, wired to existing power source		
	1 ea	CUSTOM Stainless steel wire chase & removable cover, mounted in base and wired		

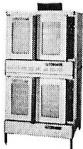
Item	Qty	Description	Sell	Sell Total
4	1 ea	HOT FOOD SERVING COUNTER / TABLE  Duke Manufacturing Model No. TEHF-60PG Thurmduke™ Hot Food Unit, electric, 60"W x 32"D x 36"H, stainless steel top, (4) stainless steel heat wells, drains, copper manifolds, (1) valve, thermostats, dish shelf, 20ga paint grip steel body & undershelf, 6 ft cord with plug, cULus, UL EPH Classified (NOTE: Electric values & plug configurations change for 3 phase or when adding electric options - Contact Factory for more info) 1 ea TEHF60-208-1 208v/60/1-ph, 3600 watts, 17.3 amps 4 ea MOD-15 6" high stainless steel legs in lieu of standard casters, with stainless steel adjustable foot 1 ea 217125 Textured Black powder coat paint finish 1 ea MOD-14-4 14ga stainless steel top, in lieu of standard, * stainless steel top T-trim & body pilaster strips * 1 ea MOD-12-60 Extend width of top up to 12", for a 44" or less overall top, with stainless steel fixed brackets, * extended on customer's side in lieu of tray slide * 1 ea 445-4S-HD-OP Cutting Board/Shelf, operator's side, 10"D, 18ga stainless steel shelf, (3) hinged brackets, shelf mounted flush to counter top 1 ea MOD-SPH Special height unit - ADD, * 34" ADA countertop height * 1 ea TS482-60 Contemporary Food Shield, 59-1/2"W x 18-1/2"D x 20-1/8"H, self-service, single shelf, sloped fixed guard with fixed end closures, 3/8" glass overshelf & guard with 1/4" glass ends (tempered with polished rounded edges), Ø 1" tube posts, stainless steel finish posts mounted through countertop with mounting flange 1 ea TS400LED-4 LED light under shelf & wired to base, 120v/60/1-ph (this may require cord & plug option) 1 ea CORD 6 ft. cord & plug 2 ea E-OP2 Electric outlet, mounted in base, with galvanized junction box, duplex or single receptacle & stainless steel cover, wired to existing power source 1 ea CUSTOM Stainless steel wire chase & removable cover, mounted in base and wired	\$10,555.00	\$10,555.00

Item	Qty	Description	Sell	Sell Total
5	1 ea	SERVING COUNTER, UTILITY Duke Manufacturing Model No. TST-46PG Thurmaduke™ Solid Top Unit, utility counter, 46"W x 32"D x 36"H, stainless steel top, 20ga paint grip steel body & undershelves, NSF	\$11,190.01	\$11,190.01
				
	4 ea	MOD-15 6" high stainless steel legs in lieu of standard casters, with stainless steel adjustable foot		
	1 ea	217125 Textured Black powder coat paint finish		
	1 ea	MOD-14-3 14ga stainless steel top, in lieu of standard, * stainless steel top T-trim & body pilaster strips *		
	1 ea	MOD-12-46 Extend width of top up to 12", for a 44" or less overall top, with stainless steel fixed brackets, * extended on customer's side in lieu of tray slide *		
	1 ea	CUT-OP3 Rectangular cutout with reinforced edges, in counter top, for drop-in unit		
	1 ea	445-3S-HD-OP Cutting Board/Shelf, operator's side, 10"D, 18ga stainless steel shelf, (2) hinged brackets, shelf mounted flush to counter top		
	1 ea	MOD-SPH Special height unit - ADD, * 34" ADA countertop height *		
	1 ea	TS482-46 Contemporary Food Shield, 45-1/2"W x 18-1/2"D x 20-1/8"H, self-service, single shelf, sloped fixed guard with fixed end closures, 3/8" glass overself & guard with 1/4" glass ends (tempered with polished rounded edges), Ø 1" tube posts, stainless steel finish posts mounted through countertop with mounting flange		
	1 ea	TS400LED-3 LED light under shelf & wired to base, 120v/60/1-ph (this may require cord & plug option)		
	1 ea	CORD 6 ft. cord & plug		
	1 ea	CUSTOM Stainless steel control panel, cutouts in apron/rail, switches mounted & wired		
	1 ea	RFT2-SB Recessed Frost Top standard body drop-in unit, 39"W x 29"D, fits (2) 18 x 26" pan per shelf, programmable color touch screen control, stainless steel body and shelves, self contained refrigeration, 120v/60/1-ph, 8.0 Amps, NEMA 5-15P		
	1 ea	E-OP2 Electric outlet, mounted in base, with galvanized junction box, duplex or single receptacle & stainless steel cover, wired to existing power source		
	1 ea	CUSTOM Stainless steel wire chase & removable cover, mounted in base and wired		

Item	Qty	Description	Sell	Sell Total
6	1 ea	SERVING COUNTER, UTILITY Duke Manufacturing Model No. TST-46PG Thurmaduke™ Solid Top Unit, utility counter, 46"W x 32"D x 36"H, stainless steel top, 20ga paint grip steel body & undershelves, NSF	\$4,089.00	\$4,089.00
				
	4 ea	MOD-15 6" high stainless steel legs in lieu of standard casters, with stainless steel adjustable foot		
	1 ea	217125 Textured Black powder coat paint finish		
	1 ea	MOD-14-3 14ga stainless steel top, in lieu of standard, * stainless steel top T-trim & body pilaster strips *		
	1 ea	MOD-12-46 Extend width of top up to 12", for a 44" or less overall top, with stainless steel fixed brackets, * extended on customer's side in lieu of tray slide *		
	1 ea	445-3S-HD-OP Cutting Board/Shelf, operator's side, 10"D, 18ga stainless steel shelf, (2) hinged brackets, shelf mounted flush to counter top		
	1 ea	MOD-SPH Special height unit - ADD, * 34" ADA countertop height *		
	1 ea	TDST-X-1 For special length not listed (maximum one-piece length of 88"): To next longer standard unit price...ADD (for TST models), * 36" long *		
	1 ea	CUSTOM Stainless steel wire chase & removable cover, mounted in base and wired		

Item	Qty	Description	Sell	Sell Total
7	1 ea	CASH REGISTER STAND  Duke Manufacturing Model No. TCS-30PG Thurnaduke™ Cashier Stand, mobile, 30"W, 32"D, 36"H, 16ga stainless top, 20ga paint grip steel body & partial undershelf, stainless steel tube foot rest, 5" dia. gray poly swivel casters & brakes, NSF	\$3,170.00	\$3,170.00
	4 ea	MOD-15 6" high stainless steel legs in lieu of standard casters, with stainless steel adjustable foot		
	1 ea	217125 Textured Black powder coat paint finish		
	1 ea	CS-DR-LK Stainless steel drawer, with lock and keys, for cashier stand		
	1 ea	MOD-14-2 14ga stainless steel top, in lieu of standard, * stainless steel top T-trim & body pilaster strips *		
	1 ea	MOD-12-32 Extend width of top up to 12", for a 44" or less overall top, with stainless steel fixed brackets, * extended on customer's side in lieu of tray slide *		
	1 ea	CUT-OP1-G Round cutout with grommet, in counter top, for cord pass		
	1 ea	MOD-SPH Special height unit - ADD, * 34" ADA countertop height *		
	1 ea	E-OP2 Electric outlet, mounted in base, with galvanized junction box, duplex or single receptacle & stainless steel cover, wired to existing power source		
	1 ea	COR6 6 ft. cord & plug		
8	1 ea	RANGE, 36", 4 OPEN BURNERS  Southbend Model No. 4367C Ultimate Restaurant Range, gas, 36", (4) pyromax burners, standard grates, standing pilot, (1) cabinet base, 22-1/2" flue riser with shelf, stainless steel front, sides, shelf & 6" adjustable legs, 160,000 BTU, CSA, NSF (Note: Qualifies for Southbend's Service First™ Program, see Service First document for details)	\$5,476.58	\$5,476.58
	1 ea	Domestic Shipping, inside of North America		
	1 ea	Standard one year limited warranty (range)		
	1 ea	Specify Gas Type		
	1 ea	NOTE: 22.5" high flue riser, with heavy duty shelf, standard		
	1 ea	Casters, 2 locking & 2 standard, in lieu of legs		
	1 kt	Dormont 1675KIT48 (300204) Dormont Blue Hose™ Moveable Gas Connector Kit, 3/4" inside dia., 48" long, covered with stainless steel braid, coated with blue antimicrobial PVC, (1) SnapFast® QD, (1) full port valve, (2) 90° elbows, coiled restraining cable with hardware, 180,000 BTU/hr minimum flow capacity, limited lifetime warranty		

Item	Qty	Description	Sell	Sell Total
9	1 ea	REACH-IN REFRIGERATOR  U-Line Corporation Model No. UCRE455-SS71A U-Line by Desmon Refrigerator, Reach-In, self-contained refrigeration, two-section, (2) solid doors, 48 cu. ft., 28° F to 46° F temperature range, auto defrost, epoxy coated & sealed evaporator, includes (6) epoxy coated wire shelves, electronic digital temperature control with alarm, R290 refrigerant, 115v/60/1-ph 1 ea 1 Year (parts & labor) / 5 year sealed system (parts), standard 1 ea ULA81040300 Caster Kit 1 ea ULA80110300 Light Kit 1 ea Middleby Freight	\$5,309.00	\$5,309.00
10	1 ea	REACH-IN FREEZER  U-Line Corporation Model No. UCFZ455-SS71A U-Line by Desmon Freezer, Reach-In, self-contained refrigeration, two-section, (2) solid doors, 48 cu. ft., 14° F to -13° F temperature range, auto defrost, epoxy coated & sealed evaporator, includes (6) epoxy coated wire shelves, LED lighting, electronic digital temperature control with alarm, R290 refrigerant, 115v/60/1-ph 1 ea 1 Year (parts & labor) / 5 year sealed system (parts), standard 1 ea ULA81040300 Caster Kit 1 ea ULA80110300 Light Kit 1 ea Middleby Freight	\$5,843.00	\$5,843.00
11	1 ea	CONVECTION STEAMER, GAS  Market Forge Model No. ETP-10G ECO-TECH™ PLUS Convection Steamer, floor model, gas, (2) compartments, (5) 12" x 20" x 2-1/2" pan capacity, atmospheric steamer, self contained water filter, automatic water fill, individually controlled by power switch, 60 minute timer, (4) flanged feet, stainless steel interior & exterior, 84,000 BTU, ENERGY STAR® 1 ea Standard (1) one year parts & labor warranty, equipment only 1 ea Extended 2nd year warranty, for Schools and Universities only 1 ea Gas type to be specified 1 ea 120v/60/1-ph, 2.0 amps, standard 1 kt Dormont 1675KIT48 (300204) Dormont Blue Hose™ Moveable Gas Connector Kit, 3/4" inside dia., 48" long, covered with stainless steel braid, coated with blue antimicrobial PVC, (1) SnapFast® QD, (1) full port valve, (2) 90° elbows, coiled restraining cable with hardware, 180,000 BTU/hr minimum flow capacity, limited lifetime warranty	\$23,875.58	\$23,875.58

Item	Qty	Description	Sell	Sell Total
12	1 ea	CONVECTION OVEN, GAS	\$18,176.78	\$18,176.78
		 Blodgett Model No. DFG-100 DBL (180143) Convection Oven, gas, double-deck, standard depth, capacity (5) 18" x 26" pans per compartment, (SSD) solid state digital controls, 2-speed fans, interior light, simultaneous operated doors with glass, stainless steel front, sides & top, 6" stainless steel legs, flue connector, (2) 1/2 HP, 55,000 BTU each, cETL, NSF, CE		
	1 ea	3 year parts, 2 year labor and 2 additional year door warranty (parts only), standard		
	1 ea	Gas type to be determined		
	2 ea	115v/60/1-ph, 6.0 amps, 1/2 hp, 2-wire with ground, NEMA 5-15P (per deck), standard		
	1 ea	SSD Top Oven: Solid State digital with Pulse Plus® and Cook & Hold, standard		
	1 ea	SSD Bottom Oven: Solid State digital with Pulse Plus® and Cook & Hold, standard		
	1 ea	Draft diverter		
	1 st	6" legs, adjustable, stainless steel (set), standard		
	1 ea	Gas manifold		
	1 kt	Dormont 1675KIT48 (300204) Dormont Blue Hose™ Moveable Gas Connector Kit, 3/4" inside dia., 48" long, covered with stainless steel braid, coated with blue antimicrobial PVC, (1) SnapFast® QD, (1) full port valve, (2) 90° elbows, coiled restraining cable with hardware, 180,000 BTU/hr minimum flow capacity, limited lifetime warranty		
Subtotal				\$107,208.96
Total				\$107,208.96

Please review all terms and conditions below thoroughly as it relates to your quote

Prices are subject to change if all of the items are not ordered, if quantities ordered differ from quote, or if adequate lead-time is not allowed. Questions specifically related to lead times as it relates to stock items, special order items and custom fabricated items, please speak or consult with your sales representative for more details.

Prices do not include the following

- Sales Tax (where applicable and unless otherwise stated in quote)
- Any incoming or outbound freight charges (unless stated on the quote as "freight")
- Any existing equipment provided by the owner. H&R does not take responsibility for or warranty / guarantee the performance of anything existing.
- If purchasing a walk-in cooler/freezer – important note – H&R nor the manufacturer cover any food loss. Customer must carry insurance for any potential food loss that could occur.

Payment Terms for accounts without Credit Terms or a qualified Purchase Order or Contract

All payments must be made at time of purchase in the form of cash, cashier's check, wire transfer or credit card. Credit card charges of \$5,000 or more may be subject to a 3.5% transaction fee.

Major Credit Cards accepted: Visa, Mastercard, American Express and Discover.

Payment Terms with approved Credit Application

Payments per separate generated contract on orders over \$15,000 accepted in the form of cash, cashier's check, wire transfer or credit card. Credit card charges of \$5,000 or more may incur a 3.5% transaction fee.

Major Credit Cards accepted: Visa, Mastercard, American Express and Discover.

Hotel & Restaurant Supply has the right to charge 1.5% per month service charge to any account balance that exceeds net 30 days terms. Balances paid within the approved time frame will not incur any service charges.

Return Policy

Any items being returned must be approved by Hotel & Restaurant Supply prior to issuing a credit. Please note that any items that have been special ordered (not currently stocked by Hotel & Restaurant Supply) are subject to a minimum of 25% restocking fees and all freight charges associated with that item. Any custom or modified items are non-refundable and all sales are final on those items. Please speak or consult with your sales representative for more details prior to approving the Sales Order.

Equipment Warranty

Warranty on all new equipment is a standard one year warranty unless stated differently on the quote. Refrigeration typically comes with an additional 4 year compressor warranty (dependent upon what product is purchased). Warranty commences from the date of invoice. Warranty is with the respective manufacturer and not with Hotel & Restaurant Supply. It is our goal however as a company to help support your needs and get the repair taken care of in the most efficient manner. Please do not hesitate to call us and we will gladly assist you in the support necessary in handling your service / warranty issues. As you may be aware, warranty and service work are performed by the manufacturer's authorized service agencies and not by Hotel and Restaurant Supply. In most cases, the service agency will have to speak with you, the operator, directly.

Direct Shipments

Regarding all direct shipments: The receiving party is responsible for inspecting all deliveries for damage at the time of delivery. If any freight damage is discovered, you must inform the delivery driver and note the damage on the receiving paperwork, then contact your sales representative. (If the damage is extreme you may need to refuse the shipment completely) All damage must be noted at the time of delivery.