

**The King's Daughters' School Nutrition Department
Hood Cleaning 2019-2020**

**The King's Daughters' School
Attn: Foodservice Department
412 west 9th street
Columbia, Tennessee 38401
(931) 388-3810 Fax (931) 388-0405**

February 6, 2019

To Whom It May Concern:

The King's Daughters' School is inviting bids on hood cleaning in two school cafeterias for school year 2019-2020. Enclosed are the specifications and a list of schools to be serviced.

Vendor must provide certificate of insurance with minimum liability limits of \$1,000,000. A copy of certificate must be submitted with bid.

Any alteration or deviation from the enclosed specifications involving extra cost, will be executed only upon approval by the School Nutrition Supervisor, and will become an extra charge over and above the estimate.

Bid quotes should be returned sealed and clearly marked HOOD CLEANING BID to the following address by March 22, 2019 at 3:00 p.m. CST.

The King's Daughters' School
Attn: Food service department
412 west 9th street
Columbia, TN 38401

If you have any questions, please feel free to call at (931) 388-3810 ext 1017 or email at Vincent.mickelsen@tkds.org

Sincerely,

Vincent Mickelsen
Food service director

The King's Daughters' School Nutrition Department
Hood Cleaning 2019-2020

Specifications for Cleaning Hoods

Hoods are to be pressure cleaned. Please see attached cleaning list.

Service shall include:

- All floors, firewalls, tables and cooking equipment must be left in the same condition as it was found
- Cleaning will include all surfaces directly below existing hood system including walls, fixtures and attachments.
- Protection of all equipment and surrounding areas and final cleaning of the outside of the hood. Vendor will be responsible for any damage done to equipment while cleaning the hood.
- If the hood is stainless steel it should be polished.
- Complete removal of all grease from the exhaust hood, filter troughs, filters, plenum chambers, bulbs, ducts, fans and inside fan housing (must meet NFPA #96 A-8)
- Lubricating fan motors and inspection of fan belts (reporting any need for replacement to Food service director immediately)
- Cleaning to include: pressure washing, hand scraping, and chemical cleaning of the above listed areas
- Only USDA and OSHA approved products (acid-based products prohibited)
- Cleaning of all fire system components within hood
- Bidder must also leave sticker on hood listing the company name and the date hood was cleaned
- Cleaning to be arranged with Food service director of each school and MUST be during non-operating hours.
- Food service director or designee MUST sign invoice as proof of acceptability or the invoice will not be paid.
- Invoice will not be paid until work is proved satisfactory to either Food service director or designee. If there is a problem the company will have the opportunity to correct it.
- Vendor must provide certificate of insurance with minimum liability limits of \$1,000,000. A copy of certificate must be submitted with bid.
- Bid will be awarded to the responsive and responsible bidder whose bid is the lowest in price for the main hood. Only one vendor will receive the bid award for the period covered above. All bidders will be notified of the official decision by mail prior to the award starting date.

This contract is for one school year, with the option to renew annually for the next four years at a firm fixed price, if satisfactory to both parties. All invoices shall be billed to The King's Daughters' School with each school name listed.

The King's Daughters' School reserves the right to refuse any and all bids.

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Checklists for Hood Cleaning Bidders

This form is to be used by your company to make sure you have included all required paperwork when you submit your bid. Please include this checklist when you return your bid to the The King's Daughters' School Nutrition Department.

My company has:

- Read and understand the bid specifications

Completed and returned the following items:

- Contract Agreement
- Pricing
- Background Checks (Public Chapter 587)
- Insurance Certificate
- State Fire Marshall Approval documentation

CONTRACT AGREEMENT

We have carefully examined and fully understand the **BID CONDITIONS** in furnishing the The King's Daughters' School Nutrition Program Hood Cleaning Services.

In compliance with the bid awards, and subject to all terms and conditions listed on the **Hood Cleaning CONDITIONS**, the undersigned offers and agrees to sell to the **The King's Daughters' School Nutrition Program** all services as quoted. It is understood that all prices quoted include any and all service charges and are not subject to finance charges.

VENDOR NAME

VENDOR REPRESENTATIVE PRINTED NAME

VENDOR REPRESENTATIVE SIGNATURE

ADDRESS

CITY, STATE, ZIP CODE

REPRESENTATIVE EMAIL ADDRESS

PHONE NUMBER

FAX NUMBER

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Pricing

The quotes will include cleaning of the following school hoods. All schools will have their hoods cleaned at least one time during the school year, with the option of additional cleaning if needed. You will be contacted by the Food service director or their designee.

The King's Daughters' School

The Center for Autism

Main Hood per visit: _____

Bidder may quote prices on the list of optional services:

Other Services: (Please list on a separate piece of paper and attach to bid).

AGREEMENT

The undersigned is an authorized agent or representative of the company listed below and he/she is so authorized to sign on behalf of the submitting company. By signing this agreement, the company agrees to comply with all provisions as stated in the Specifications document if awarded the bid.

Vendor Name

Vendor Representative Printed Name

Vendor Representative Signature

Date

The King's Daughters' School Nutrition Department
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"Contractor shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires all contractors to facilitate a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present."

AGREEMENT

The undersigned is an authorized agent or representative of the company listed below and he/she is so authorized to sign on behalf of the submitting company. By signing this agreement, the company agrees to comply with all provisions as stated in Public Chapter 587 of 2007.

Submitted By: _____
Company Name

Address: _____

Telephone: _____

Fax Number: _____

Representative _____
Print Name

Title: _____

Authorized
Signature: _____

Date: _____