



Haywood County Schools
Child Nutrition Department
5855 Crabtree Rd.
Clyde, NC 28721
828-627-1150

REQUEST FOR QUOTATION

The Haywood County Board of Education requests quotes on the following service:

Cleaning Kitchen Hood Systems

Date Issued: June 11, 2010

Date Due: 2 p.m. July 6, 2010

Price quotes shall be mailed in a **sealed** envelope marked **HOOD CLEANING SERVICE QUOTE** to Haywood County Schools, Child Nutrition Department, 5855 Crabtree Rd. Clyde, NC 28721. Quotes must be received no later than 2 p.m. July 6th, 2010.

Contact Alison Francis, Director of the Child Nutrition Department for any questions pertaining to this Request for Quote at 828-627-1150. All services will be inspected upon completion by the Child Nutrition Manager at the school site. If any service is found to be unsatisfactory or otherwise not in conformity with the proposal, Haywood County Schools reserves the right to refuse payment until satisfaction is attained.

Special Terms and Instructions:

- Quotation shall be awarded to the most qualified bidder with the lowest and best proposal for the service described. Due to the service nature of this request for quotation, the award may be made to other than the lowest monetary proposal. Factors for consideration of the award include: pricing, quality of proposed service, past performance and references, and the vendors ability to meet or exceed service requirements.
- Haywood County Schools reserves the right to reject any and all quotes in whole, or in part, and to waive any informalities and/or irregularities thereof to accept the quotations that in its judgment will be in the best interest of the Child Nutrition Program.

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Phone 828-627-1150 :: Fax 828-627-1596 :: www.haywood.k12.nc.us

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, gender, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D. C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

- Proposal is to provide cleaning of kitchen hoods for (16) sixteen school sites in Haywood County. (see site list with addresses)
- To be considered for award, the vendor must meet the minimum Service Description for Cleaning Kitchen Hood Systems.
- In the event of a discrepancy between the unit price and the extension, the unit price will be considered correct. Any errors in calculation will be adjusted accordingly by the school district.
- Price per unit shall include all fees for labor, travel, equipment, cleaning compounds and any or all other factors to perform hood cleaning at each school site.
- Prices shall be Firm Fixed until each cafeteria hood system has been cleaned by the awarded vendor.
- The Vendor's personnel are forbidden to consume alcohol, use tobacco, or possess firearms on school property at any time.
- The Vendor's personnel are to present a professional appearance at all times while on school property. Personnel shall be neat, clean, well groomed, properly uniformed and conduct themselves in a respectable and courteous manner while performing duties at any of the School District facilities.
- The Vendor awarded the Contract must, upon request of the School District, provide satisfactory evidence of their ability to perform service in accordance with the terms and conditions of this Request for Quotation. The School District reserves the right to make the final determination as to the Vendor's ability to provide the service requested herein.
- The Vendor has obtained, and will continue to maintain during the entire term of this Contract, all permits, approvals or licenses necessary for lawful performance of its obligations under this Contract.
- The Vendor awarded the Contract shall maintain all necessary insurance, including Comprehensive General Liability Insurance, Property Damage Insurance, Workers Compensation Insurance, and Automobile Liability Insurance. The Vendor must provide **Evidence of Insurance** in **ATTACHMENT A** that it currently has, and agrees to purchase and maintain, during its performance under this Contract, the following insurance from one or more insurance companies authorized to do business in the State of North Carolina:
 1. Property Damage - The Vendor shall maintain bodily injury and property damage liability insurance covering all owned, non-owned and hired vehicles. The policy limits of such insurance shall not be less than \$600,000 combined single limit each person/each occurrence.
 2. Commercial General Liability – Vendor shall maintain Commercial General Liability insurance that shall protect the Vendor from claims of bodily injury or property damage which arise from performance under this Contract. This insurance

shall include coverage for Contractual liability. The policy limits of such insurance shall not be less than \$600,000 combined single limit each occurrence/annual aggregate.

3. Worker's Compensation - The Vendor shall meet the statutory requirements of the State of North Carolina for worker's compensation coverage and employer's liability insurance.
 4. *Should any of the above required insurance be cancelled before the expiration, the issuing company will mail thirty (30) days written notice to the School District.*
- The Vendor shall hold the School District harmless from any and all damages and claims that may arise by reason of any negligence on the part of the Vendor, his agents or employees in the performance of the Contract.
 - LUNSFORD ACT: The Vendor acknowledges that N.C. General Statute 14-208.18 prohibits anyone required to register as a sex offender under Article 27A of Chapter 14 of the General Statutes from knowingly being on the premises of any school. This prohibition applies to persons required to register under Article 27A who have committed any offense in Article 7A of Chapter 14 or any offense where the victim of the offense was under the age of 16 years at the time of the offense.
 1. CRIMINAL BACKGROUND CHECKS: The Vendor shall conduct criminal background checks on each of its employees who, pursuant to this Agreement, engage in any services on Haywood County Schools property or at Haywood County School events. The Vendor shall provide documentation that criminal background checks were conducted on each of its employees prior to hiring, and shall refuse employment to any person convicted of a felony or any other crime, whether misdemeanor or felony, that indicates the person poses a threat to the physical safety of students, school personnel or others. Such check shall include an annual check of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration Program, and the National Sex Offender Registry. Vendor shall not assign any employee or agent to provide services pursuant to this contract if (1) said worker appears on any of the listed registries; (2) said worker has been convicted of a felony; (3) said worker has been convicted of any crime, whether misdemeanor or felony, involving sex, violence, or drugs; or (4) said worker has engaged in any crime or conduct indicating that the worker may pose a threat to the safety or well-being of student or school personnel. Haywood County Schools reserves the right to prohibit any individual employee of Vendor from providing services on school district property or at any school district events if the school district(s) determines, in its sole discretion, that such employee poses a threat to the safety or well-being of students, school personnel or others. The Vendor

must submit the procedure for complying with **Criminal Background Checks** to meet this requirement in **ATTACHMENT B**.

- In the event the School District terminates this Contract, in whole or in part, for cause or default on the part of the Vendor awarded the Contract, the School District reserves the right to award the canceled Contract, or any portion thereof, to the next lowest or most responsive Vendor as it deems such award to be in the best interest of the School District.
- Termination by the School District for cause, default or negligence on the part of the Vendor awarded the Contract shall be excluded from the foregoing provisions, termination costs, if any, shall not apply. Any advance notice requirements are waived and the default provision shall apply. The School District may, by written notice of default to the Contractor, terminate this Contract in whole or in part if the Contractor fails to perform the services within the time specified in this contract.
- Invoices shall be signed by the Child Nutrition Manager at each site upon completion of service. The invoice must include the Vendor's name, phone number, address, date, and a description of and cost of the service provided.

Vendor Information

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Submitted by: _____ Title: _____

Signature _____ Date: _____

Service Description

- High Pressure steam clean kitchen and dish machine hood systems in accordance with all state, local and National Fire Protection Association, NFPA-96 guidelines including the following components:
 1. Exhaust Fan
 2. Ducts
 3. Grease Trays
 4. Grease Cups

5. Grease Filters
 6. Roof Top Accesses
 7. Any other related piece of equipment not listed
- Furnish all labor, materials, equipment etc. necessary to complete the cleaning of cafeteria hood systems.
 - Kitchen equipment and electrical and/or gas connections are to be protected from damage.
 - Clean area(s) affected during cleaning of equipment to ensure that the kitchen equipment and floors are free of dirt particles and water.
 - Tag hoods with date of cleaning, company name and address.
 - Technician will provide to the Child Nutrition Director an After Service Report for each school, indicating findings and recommendations.
 - Service must be completed between July 12, 2010 and August 13th, 2010. Service must be scheduled on a day that the site Child Nutrition Manager can be present (after 1 p.m. on a school day or between 8 a.m. and 3 p.m. on a non-school day).

Briefly describe the cleaning process used (such as steam, chemical grease remover, pressure washer, etc.):

Per Site Cost for Kitchen Hood Cleaning \$_____ x 16 =\$_____

ATTACHMENT A
EVIDENCE OF INSURANCE

Attach copy, or evidence, of required Property, Liability and Worker's Compensation Insurance.

ATTACHMENT B

CRIMINAL BACKGROUND CHECKS – LUNSFORD ACT COMPLIANCE

Provide an explanation of company policy to provide compliance with the above requirement:

Vendor List

Advanced Hood and Ducts
Attn: Eric Pollard
335 Sherwee Dr.
Raleigh, NC 27603

Ducky Ducts
Attn: James Rhodes
16 Stoney Knob Hts.
Weaverville, NC 28787

E. Luke Greene Company Inc.
69 E. Maple Street
Johnson City, TN 37601

Grease Pro LLC
Attn: Josh Dodson
333 Marble Lane
Boiling Springs, SC 29316