



BID NO.: Q7019
DATE ISSUED: 05/28/2014
DATE DUE: 06/09/2014
TIME: 3:00 p.m

NOTICE TO BIDDERS

Sealed bids will be received by the Purchasing Agent of the Des Moines Independent Community School District at his office, Division of Purchasing, Des Moines Independent Community School District, 1915 Prospect Road, Suite 1200, Des Moines, Iowa 50310, until 3:00 p.m. on June 9, 2014 for furnishing the following:

Q7019 Kitchen Hood Equipment Cleaning

The award of contract may be made by the Board of Directors of the Des Moines Independent Community School District to the bidder meeting the specifications. The right is reserved to reject any or all bids, or any part thereof, and to waive informalities, and to enter into such contract or contracts as shall be deemed in the best interests of the Des Moines Independent Community School District.

All bids will be governed by the applicable provisions in the Iowa Code and Board Policies.

Secretary of the Board
Des Moines Independent
Community School District



FORM OF PROPOSAL

Des Moines Independent Community School District
Division of Purchasing
1915 Prospect Road Suite 1200, Des Moines, IA 50310
Phone (515)242-7751 Fax (515)242-7550

Bid No: Q7019
Date Issued: 05/28/2014
Date Due: 06/09/2014
Time Due: 3:00 p.m.

SEALED BIDS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED WILL BE RECEIVED AT THE ABOVE OFFICE UNTIL, BUT NOT LATER THAN, THE DATE AND TIME ABOVE STATED AND THEN PUBLICLY OPENED FOR FURNISHING THE FOLLOWING SUPPLIES, EQUIPMENT AND/OR SERVICE F.O.B. DESTINATION. Mark Mattiussi, Purchasing Agent

Item No.	Quantity	Unit	Description	Unit Price	Amount
			<p>Q7019 Kitchen Hood Equipment Cleaning</p> <p>According to the attached Special Instructions, Scope of Work, and Worksheet. Subject to the District's General Terms and Conditions.</p>		
001	1	Each	<p>Total Cost to Clean Hood Equipment as Specified</p> <p>All work must be completed by July 21, 2014.</p> <p>Provide three references with this proposal.</p> <p>Contact Rob Joiner at Des Moines Public Schools with any questions regarding field measurement or scheduling:</p> <p>Robbie.Joiner@dmschools.org or 515-242-7789</p>	\$ _____	\$ _____
				TOTAL	

The undersigned bidder certifies, by responding to this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency. In compliance with the above invitation for Bids, and subject to all the terms and conditions thereof, the undersigned offers, and agrees, if this bid be accepted within _____ calendar days from the date of the opening, to furnish any and all of the items upon which prices are quoted at the price set opposite each item, delivered at the point specified and unless otherwise specified within _____ calendar days after receipt of order. Delivery shall be to the Des Moines Independent Community School District between the hours of 8:00 a.m. and 3:30 p.m. at: various District locations as specified.

Company Name _____ Street Address _____

Company Representative _____ City _____ State _____

Title _____ Phone _____ Fax _____

THIS FORM AND EACH ADDITIONAL FORM OF PROPOSAL, IF ANY, MUST BE SIGNED. SUBJECT TO THE TERMS AND CONDITIONS AS FOUND ON THE DMPS WEBSITE: <http://www.dmschools.org/wp-content/uploads/2011/10/DMPS-Terms-and-Conditions.pdf>

Q7019 Kitchen Hood Equipment Cleaning

Special Instructions:

It is the purpose of Central Nutrition Center to secure quotes for the Cleaning of Kitchen Hood systems at the locations specified on the attached sheets.

Central Nutrition Center reserves the right to reject any and all quotes in whole, or in part, and/or to accept the quotations that in its judgment will be in the best interest of the school nutrition program.

Prices quoted shall include charges for transporting any or all items in varying quantities to perform the work per contract scope. Prices quoted will not include Federal Excise Tax or Sales Tax.

Any proposed alternates to the specifications/scope listed must be approved by Director of Nutrition or designee prior to the quotation.

Before any contract can be awarded, a bidder must be deemed qualified, in the judgment of the Des Moines Public School officials, to perform as required, herein. A bid could be rejected if a bidder fails to meet qualifications or supply required documentation. Bidder shall supply three references of company names that work of equal conditions has been performed. Bids can be rejected based on reference checks or no submittal.

The successful bidder shall be responsible for taking all field dimensions which affect the bid or scope of work to be performed. The school exhaust hoods listed in the Schedule A Worksheet are approximate sizes only. At the time of taking field measurements, the successful bidder shall report to the contact person named in "Invitation for Bid" any conditions which will prevent him/her from the execution of his/her work as outlined in the scope.

Contractor shall have employees certified in OSHA safety and NFPA standard kitchen exhaust cleaning training programs. All work must be performed by listed contractor with no outsourcing or subcontract of the hood cleaning process.

The Cleaning schedule shall be coordinated with Food Nutrition Director or designee 72 hours prior to the process. For any field measurements inquires or the scheduling process: Email Robbie.joiner@dmschool.org or 515-242-7789.

It shall be the responsibility of the foodservice equipment bidders to inform Des Moines Public Schools of any errors or omissions found within these documents to include: written specifications, drawings, or schedules, to allow an opportunity for Food Service Management to prepare an addendum to correct such discrepancies. Bidding on a known discrepancy with the intention of equipment substitution or price gouging through change orders will not be tolerated. Written itemized specifications shall take precedence.

Q7019 Kitchen Hood Equipment Cleaning

Scope of Work:

Work to be performed includes cleaning of the entire kitchen exhaust system – Roof-Top to Cook-Top, including exhaust fans, grease hood filters, the hood and duct work. The Roof-Top to Cook-Top process focuses on removing grease, dust or other contaminants that may be hindering the safe operation, cleanliness or airflow of system and may serve as a fuel source for fires. This service will be performed in accordance with NFPA 96 standards.

Contractor is responsible for supplying and installing access panels to perform the work required.

Contractor shall set up the cleaning equipment necessary for performing service. (Initiating water and electricity hook-ups, stretching of hoses, setting up water containment systems, lock-out/tag-out as needed, etc.)

Clearing cleaning area of all movable equipment not associated with the kitchen exhaust system to be cleaned. If equipment cannot be moved due to utility hook-ups, equipment must be protected to eliminate damage.

Clean hoods, duct work, fans and filters using state-of-the art high pressure washing equipment with hose and gun combinations and patented scraping tools for built up grease removal.

Wipe-down of all cleaned surfaces and restore the kitchen system to pre-cleaning layout.

Provide a pictorial report of pre-cleaning and post-cleaning system conditions.

Fan belts will be checked and changed if operation affected. Where applicable, fan bearings will be lubricated.

All debris, grease, chemicals and wastewater associated with cleaning is to be removed from roofs, downspouts and parking area. All waste water disposed of shall be done in proper method according to EPA standards. All drains shall be checked for working order prior to and after the job is completed, if used.

All kitchen equipment will be returned to its location and operational state with all floors, walls and other areas affected by the cleaning process being cleaned. All cooking equipment and utensils will be returned to their original position

Q7019 Kitchen Hood Equipment Cleaning

Schedule A Worksheet – Locations & Hoods

Kitchen Hoods			
School Name	Address	Quantity of Hoods	Size of Hood
Brody Middle School	2501 Park Avenue	1	8'x12'
Brubaker Elementary	2900 East 42nd Street	1	4' x 6'
Callanan Middle School	3010 Center Street	1	4'x14'
Capitol View Elementary	320 E. 16th Street	1	3' x6'
Carver Elementary	705 E. University Avenue	1	4'x7'
Center Nutrition Center	1225 2nd Ave	4	See Notes Below
Central Campus High School	1800 Grand Avenue	2	5'x6', 6x15'
East High School	815 E. 13th Street	2	4'x14', 4'x20'
Edmunds Elementary	950 15th Street	1	4'x14'
Garton Elementary	2820 E. 24th Street	1	4'x6'
Goodrell Middle School	3300 E. 29th Street	1	6'x15'
Greenwood Elementary	316 37th Street	1	4'x8'
Hanawalt Elementary	225 56th Street	1	4'x7'
Harding Middle School	203 E. Euclid Avenue	1	4'x12'
Hiatt Middle School	1430 E. University	1	3'x11'
Hillis Elementary	2401 56nd Street	1	4'x7'
Hoover High School	4800 Aurora Avenue	1	4'x4'
Hoyt Middle School	2700 E. 42nd Street	1	6' x 12'
Hubbell Elementary	800 42nd Street	1	4'x10'
Jackson Elementary	3825 Indianola Avenue	1	4'x6'
King Elementary	1849 Forest Avenue	1	4'x13'
Lincoln High School	2600 SW 9th Street	2	4'x16', 4'x26'
Lincoln South	1000 SW Porter	1	4'x18'
Madison Elementary	806 Hoffman Avenue	1	4'x7'
McCombs Middle School	201 County Line Road	1	4'x14'
McKinley Elementary	1610 SE 6th Street	1	5'x7'
Meredith Middle School	4827 Madison Avenue	1	4'x12'
Merrill Middle School	5301 Grand Avenue	1	6'x18'
Monroe Elementary	3015 Francis	1	4'x6'
Morris Elementary	1401 Geil Avenue	1	4'x15'
Moulton Elementary	1514 8th Street	1	4'x7'
North High School	501 Holcomb Avenue	1	4'x12'
Oak Park Elementary	3928 6th Avenue	1	4'x7'
Perkins Elementary	4301 College Avenue	1	4'x6'
Phillips Elementary	1701 Lay Street	1	4'x12'
River Woods Elementary	2929 SE 22nd Street	1	4'x6'
Roosevelt High School	4419 Center Street	2	4'x12', 4'x10'
Samuelson Elementary	3929 Bel Aire	1	4'x8'
South Union Elementary	4201 South Union	1	4'x10'
Stowe Elementary	1411 E. 33rd Street	1	4'x7'
Walnut Street Elementary	901 Walnut Street	1	4'x5'
Weeks Middle School	901 SE Park Avenue	1	5'x15'
Willard Elementary	2941 Dean Avenue	1	4'x6'
Windsor Elementary	5912 University Avenue	1	5'x8'
Central Nutrition Center			
COOK CHILL HOOD (1-25x6ft Hood/ 18 Filters / 2 story ductwork run/ 1 extra large Curb upblast fan with 6ft high extension stack on roof):			
BAKERY HOODS (4 - 4ft hoods/ 4 ductwork shafts/ 2 Story duct run / 4 small curb upblast fan):			
DISH HOOD (1-2 section 30 x 12ft Hood / 2 sided interconnecting ducts/ 2 story duct run/ 1 large curb upblast fan):			
REThERM HOOD (1-24x3ft Hood / 20 Filters / 2 story ductwork run /1 extra large Curb upblast fan):			

Q7019 Kitchen Hood Equipment Cleaning

References

- 1) Company Name: _____
Contact Person: _____
Contact Phone #: _____
Contact E-mail: _____

- 2) Company Name: _____
Contact Person: _____
Contact Phone #: _____
Contact E-mail: _____

- 3) Company Name: _____
Contact Person: _____
Contact Phone #: _____
Contact E-mail: _____

ACKNOWLEDGMENT AND CERTIFICATION

_____ (“Company”) is providing services to
[name of vendor/supplier/contractor/sub-contractor]
the Des Moines Public School District (“District”) as a vendor, supplier, contractor or subcontractor and/or is operating or managing the operations of a vendor, supplier or contractor. The services provided by the Company may involve the presence of the Company’s employees upon the real property of the schools of the District.

The Company acknowledges that Iowa law prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon the real property of the schools of the District. The Company further acknowledges that, pursuant to law, a sex offender who has been convicted of a sex offense against a minor may not operate, manage, be employed by, or act as a contractor, vendor or supplier of services or volunteer at the schools of the District.

The Company hereby certifies that no one who is an owner, operator or manager of the Company has been convicted of a sex offense against a minor. The Company further agrees that it shall not permit any person who is a sex offender convicted of a sex offense against a minor to provide any services to the District in accordance with the prohibitions set forth above.

This Acknowledgment and Certification is to be construed under the laws of the State of Iowa. If any portion hereof is held invalid, the balance of the document shall, notwithstanding, continue in full legal force and effect.

In signing this Acknowledgment and Certification, the person signing on behalf of the Company hereby acknowledges that he/she has read this entire document, that he/she understands its terms, and that he/she not only has the authority to sign the document on behalf of the Company, but has signed it knowingly and voluntarily.

Dated: _____
[name of vendor/supplier/contractor/sub-contractor]

By: _____

Printed Name: _____

Title: _____

DMPS INSURANCE REQUIREMENTS

Insurance by Contractor

The Contractor shall purchase and maintain such insurance as will protect it from claims set forth below which may arise out of or result from the Contractor's operations under the Contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. All such insurance shall be subject to the approval of the District for adequacy of protection, and shall include a provision preventing cancellation without thirty (30) days' prior notice to the District in writing.

Commercial General Liability Insurance

Each Occurrence	\$ 1,000,000
Damages to rented premises (each occurrence)	\$ 200,000
Medical Expenses (any one person)	\$ 10,000
Personal Injury	\$ 1,000,000
General aggregate	\$ 1,000,000
Products Complete Aggregate	\$ 1,000,000

Automobile Insurance

Combined single limit	\$ 1,000,000
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Worker's Compensation Insurance

In accordance with the laws of the State of Iowa covering all employees who perform any obligations assumed under the contract.

Each accident – minimum	\$ 500,000
Disease – minimum each employee	\$ 500,000

Upon selection, contractor will present certificates of insurance to the Des Moines Independent Community School District showing compliance with the forgoing requirements.