

**BID SPECIFICATION SHEET FOR IFB21-006**

DUCT AND HOOD CLEANING FOOD SERVICE

**SCOPE**

MWSU has multiple food prep areas with exhaust hoods that need regular cleaning. This project doesn’t include HVAC. Drawings are included with bid specifications.

Our requirement is that these units receive thorough cleaning every 6 months, beginning July 2020.

The areas include the following:

* Main Dining Hall quantity 4
* Kitchen quantity 10
* Food Court quantity 5
* Commons quantity 1

**Timeline of Project**

* Bids due by Thursday, July 23, 2020 by 2:00pm.
* If you would like to schedule a site visit please contact Physical Plant Director, Bryan Adkins 816-271-4417.
* There will be no mandatory pre-bid meeting.

**TERM**

This contract will be from July 1, 2020 to June 30, 2021 with the option to renew for an addition 2 (two) one-year periods of July 1 to June 30 (until June 30, 2023) should both MWSU and the vendor agree to maintain the terms and prices of the original contract.

**Bid Specification**

* Thorough cleaning of all hood systems that includes surface scraping of grease build up, wiping down surfaces with grease cutting solution, high pressure washing with hot water and final wipe down.
* Exhaust Fan cleaning to include the fan blades, fan housing, louvers and exhaust duct.
* Duct work cleaning to include vertical riser, taps, louvers, filters, grills and any and all exhaust ductwork.
* After hood, duct and fan cleaning, we require a surface wipe down of all stoves, fryers and canopies. Cleaning of roof and replacement of all components to their original location.
* Work schedule to coincide with normal cafeteria down times in spring and winter
* Cleaning services to follow all National Air Duct Cleaners Association Standards and Guidelines. Certification is not required.
* Once bid is awarded, the vendor will submit a Certificate of Liability Insurance listing MWSU as an additional insured. No bid or performance bond required.

**BID SUBMISSION REQUIREMENTS**

Bids must be submitted no later than July 23, 2020 2:00 p.m. Central Time to:

Missouri Western State University

Purchasing, Popplewell Hall 221

4525 Downs Drive

St. Joseph, MO 64507

**Electronic or faxed bids WILL be accepted.** Missouri Western State University reserves the right to accept or reject any or all bids. All questions and emailed proposals should be directed to Purchasing Manager, Kelly Sloan, (816) 271-4465, [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu)

Include with your bid:

* Current signed W-9
* Pricing sheet located on page 3
* Include any addendum(s) with your initials
* Invitation to Bid document



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July 1, 2020 – June 30, 2021 Bid Amount $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

July 1, 2021 – June 30, 2022 Bid Amount $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

July 1, 2022 – June 30, 2023 Bid Amount $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please include any potential increases in pricing for each yearly span.

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return this pricing sheet with your bid. Include any addendum(s) with your initials.

All questions should be directed to Purchasing Manager, Kelly Sloan, (816) 271-4465, [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu)