

BID 9126.8

F. SCOPE OF SERVICES – INSPECTION AND CLEANING OF KITCHEN HOOD & ASSOCIATED EXHAUST SYSTEMS

1.0 General Scope & Services

This contract amendment are incorporated and made a part of Solicitation 9126.8 to pre-qualify and select contractor(s) to provide maintenance, inspection and cleaning of kitchen hood and associated exhaust systems to all MCPS facilities (approximately 200 or more schools and offices, of which, 50 or more have a kitchen) on a scheduled and as needed basis. The requirements outlined herein are intended as an aid to acquaint Bidders with what could be required to execute the work on this contract. These specifications serve as the source document for services for the term of the contract.

2.0 Contractor's Responsibility

2.1 The work includes, but is not limited to, the cleaning and inspection of the entire system for operability, the replacement of parts, which have experienced normal wear and tear. All work shall be performed in accordance with National Fire Protection Association Standards (NFPA) 96, the Montgomery County Fire Code, and the manufacturer's specifications. The systems are further defined as "the hood", "the ductwork", "fans", "grease removal devices", as well as others.

2.2 The Award Bidder shall be responsible for providing all materials, labor, tools, equipment, supplies, and supervision necessary to provide for the following: - Full system inspection to include a report on what was found during the inspection, at least once per year; and - Cleaning of each system per manufacturer's recommendations and the specifications. Cleaning should occur, per schedule, at least once per year. In the event any item(s) is not specified, but is needed to complete the work properly, the bidder must include these at no additional charge. Perform all work in strict accordance with the highest safety standards and applicable codes to eliminate the possibility of damage to installed machinery, equipment, and building structures.

2.3 MCPS reserves the right to remove/ add sites to the inventory. The total cost will be adjusted accordingly in line with similar units already being serviced. The Award Bidder does not have the right to remove and/ or adjust the determination of any site/ system.

2.4 MCPS has tried to identify, on the attached inventory, the sites with proximity ventilators and to indicate whether they are located under the main hood and/ or indication as to how far they are from the main hood. All Bidders should bid according to what is "as identified" in this solicitation. If the existing condition(s) differ substantially from the specifications, then pricing adjustments will be made with the Award Bidder in advance of moving forward with any work.

2.5 Prior to inspection, testing, maintenance, cleaning or repair of systems, proper precautions, safeguards, and notifications shall be implemented. Notification of the above actions shall be made 48 hours in advance to the Facilities Inspector, Building Operations Supervisor, and Kitchen

Manager. Contractor shall provide their own fire extinguisher (18 pounds or more), for extinguishment of any fire that may occur during maintenance.

3.0 Contracted Services

3.1 Inspections - If the Award Bidder finds inoperable or broken equipment, they must first contact the Facilities Inspector before proceeding with any repairs. The cost for any inspection service as defined is to be included in the "unit cost". Award Bidder must inspect the system for operability to include but not be limited to the following: 1. Lights/ Globes - Ensure lights and globes are working and unbroken 2. Fans - Ensure ALL exhaust system fan(s) are working 3. Ducts - Ensure all ductwork is sealed and intact 4. Filters/ Baffles - Ensure filters and baffles are in place and functional

3.2 Cleaning - The scope of services to be provided are to protect the various kitchen, and dish room hoods and associated exhaust systems from operating damage, and, to eliminate the potential for a fire due to build-up of grease and debris. The Award Bidder shall be responsible for providing all materials, labor, tools, equipment, supplies, cleaning solutions and supervision for all services. In the event any item(s) is not specified, but is needed to complete the work, the bidder shall include these at no additional charge. Additionally, the Award Bidder shall report to MCPS on any of the items that need to be replaced and/or repaired to prevent future failure.

3.2.1 The Award Bidder shall thoroughly clean the kitchen hood and associated exhaust system of all debris, dust, dirt, and grease. The Award Bidder shall only utilize properly trained and experienced individuals that shall take all precautions to protect themselves, fellow workers, the building, furniture, equipment, and drains. All Award Bidder personnel providing system cleaning services should be trained in accordance with International Kitchen and Exhaust Cleaning Association (IKECA) standards and/or other professional industry standards. The method of cleaning is to be by use of a chemical solution to dissolve and assist in the removal of all contaminants, and shall also utilize a vacuum cleaner, holding tank, rags, and associated ladders, tools, and equipment. MCPS shall provide no equipment and/or tools for the work involved.

3.2.2 It is the responsibility of the Award Bidder to cover with 6 mil plastics, all materials in the room/area that were not removed, such as furniture, stoves, other kitchen equipment, to prevent infiltration of any dust or debris. If the Award Bidder fails to properly protect MCPS equipment shall have their contract terminated immediately for cause and shall be pecuniarily responsible for any associated clean up.

3.2.3 The Award Bidder shall be responsible for trapping and collecting all residue and/or run-off from the cleaning operation. No residue and/or runoff from the cleaning operation shall be flushed or allowed to enter any MCPS drain. Award Bidder shall remove all residue and/or run-off from the cleaning operation from the premises for proper disposal by the Award Bidder. The cost of disposal shall be paid fully by the Award Bidder and shall be included within the UNIT PRICE for each site bid. If Award Bidder fails to properly protect MCPS drains from any residue and/or runoff shall have their contract terminated immediately for cause and shall be pecuniary responsible for any associated clean-up and any fines and/or penalties that may be imposed because of the run-off.

3.2.4 Main Hood - Cleaning may require some disassembly of the hood unit to expose the areas to be cleaned and draping of protective plastic to direct any residue and/or run-off from the cleaning operation into a containment device. The surface areas to be cleaned include: 1. Sheet Metal inside and outside the Hood. 2. Motor, motor housing, and all associated wiring. 3. Fan, including all areas of the fan blades. 4. All areas of vent cover, louvers, and/or grates (if any). 5. Ducts and all ductwork attached to this main hood, including the ductwork to ventilate the hood to the outside and any ductwork that extends to a proximity ventilator.

3.2.5 Main hood weatherproofing cover – Cleaning may require some disassembly of the hood weatherproofing cover to properly expose the areas to be cleaned and draping of protective plastic to direct any residue and/or run-off from the cleaning operation into a containment device. The areas to be cleaned include: 1. Screens - Clean all system screens. 2. Surface Areas - Clean all surface areas of associated sheet metal located on the exterior of the building.

3.2.6 Proximity Ventilator - Cleaning the proximity ventilator (if there is one in the kitchen area) for the fryer, may require some disassembly of the proximity ventilator to properly expose the areas to be cleaned, and draping of protective plastic to direct any residue and/or run-off from the cleaning operation into a containment device.

The areas to be cleaned include:

1. Clean the sheet metal inside and outside the proximity ventilator proper.
2. Clean the motor and motor housing for the proximity ventilator and all associated wiring.
3. Clean the fan including all areas of the fan blades.
4. Clean all areas of vent covers, louvers, and/or grates (if any).
5. Clean all ducts and ductwork attached from this proximity ventilator to the main hood.

3.2.7 If determined through volume of cooking and inspection that the kitchen hood, exhaust, and components must receive an additional cleaning, cleaning shall be performed prior to the first day of school. Any cleaning that must be performed after school starts will be performed during nonbusiness hours and only with the prior consent of the Facilities Inspector.

3.3 Repairs - If a system becomes inoperable MCPS will task the Award Bidder to inspect and provide a report on the extent of the repairs that may be needed. MCPS will then exercise its option to remove and replace the existing system or to direct the Award Bidder to submit a not-to exceed quote/estimate on the cost of repairs. The inventory and maintenance schedules will be adjusted accordingly.

3.3.1 When Award Bidder performs repairs, all efforts must be made to prevent any dirt or debris from contaminating the building or the heating, cooling and/or ventilating equipment.

The Contractor is to utilize the following minimum controls:

1. Protect Room Furnishings - The Award Bidder is to cover with 6 mil plastics, all materials in the room/area that were not removed, such as stoves, furniture, other kitchen equipment, to prevent infiltration of any dust or debris.

2. Award Bidder's Pecuniary Responsibility - If the Award Bidder spreads the dirt and/or refuge material present, into heating, cooling and/or ventilating equipment, the Award Bidder has pecuniary responsibility for any expenses incurred by MCPS for a complete clean-up, either in-house or contractually.

3.4 Damages - Award Bidder shall be responsible to repair or replace any property or equipment, or portion of a structure or vehicle that is damaged during services performed under the scope of this contract.

3.5 Upon completion of the services in each area, all dirt, carpet scraps, etc. must be removed from the site.

3.6 The contractor shall repair any system maintained, and correct any condition, due to faulty, incomplete maintenance, cleaning or repair that may appear within (6) months of the acceptance of the work performed.

4.0 Examining and Reporting

4.1 Award Bidder shall be responsible for doing a "pre-job" damage survey of the facility for existing damage with the owner prior to starting work.

4.2 Existing damaged items identified in this review will be the responsibility of MCPS. The Award Bidder may be task to complete repairs in accordance with proposed costs.

4.3 Any items not identified will be the responsibility of the Award Bidder. Award Bidder will be required to do all work in all areas to the satisfaction of MCPS, or MCPS may have these items corrected and deduct the cost of these repairs from any monies owed or which may become due the Award Bidder.

4.4 The Award Bidder shall thoroughly examine all components of the exhaust system for wear, fractures, abrasions, potential leaking, and/or missing components during the cleaning process. While the Award Bidder is not required to execute these repairs under the terms of this contract, the Award Bidder is required to report these to MCPS for immediate attention. Any safety issues to equipment, the building, and/or operators of the equipment shall be reported in writing, immediately.

4.5 Detailed reports will be submitted noting condition of all components, all tests, inspections, and preventive maintenance tasks accomplished. Deficiencies requiring corrective actions shall be noted as well. A copy of the report shall be left with the Building Operations Supervisor. A second copy should be emailed to the Facilities Inspector. The report can be in Microsoft Word, /Excel, or a .pdf file.

5.0 Product Submittals and Manufacturer's Safety Data Sheets

5.1 Award Bidder shall provide Submittals and Material Safety Data Sheets (MSDS) on products that are required to have MSDS, for all products intended to be used at MCPS sites. These products must be evaluated and approved for use by the Facilities Inspector, prior to their use.

5.2 Award Bidder must leave one copy of MSDS (on all products that are required to have MSDS) at EACH SITE at the time of cleaning.

5.3 Use of Chemical Cleaning Materials

5.3.1 Use of Non-Hazardous Material(s) - The Bidder is to utilize only nonhazardous material and is to provide MSDS for all materials to be used on site for which MSDS are available--WITH THEIR BID. All materials shall be used in complete compliance with the manufacturer specifications, OSHA, and MOSHA requirements. Additionally, precautionary measures are to be taken to fully protect all MCPS personnel, furniture, equipment, students, and DRAINS from contamination of any chemicals or washed off residue. MCPS reserves the right, at its sole discretion, to reject the use of any chemical determined to be too dangerous for use in a school.

5.3.2 Securing Material(s) - All supplies and/or materials must be held by the Award Bidder until needed at the site

6.0 Codes and Safety Compliance

6.1 Applicable Codes - The following codes, standards, rules, regulations and/or documents are made a part of this specification by reference. The most recent edition shall be in effect. Where conflict among these requirements or with this specification exists, the most stringent requirement shall be used. - NFPA 96 - International Building Code - National Electric Code - Life Safety Code

6.2 Safety Compliance - Every effort is to be made to ensure the safety of all individuals during work, as well as, during operation. All work is to be handled in complete compliance with OSHA, and MOSHA requirements and all current county and state codes.

7.0 Work Sequence/ Scheduling

7.1 The work will be conducted in ONE (1) phase. Due to the nature of the work, ALL cleaning shall be done while school is not in session, from July 1 until seven days before the first day of school, unless designated to be done otherwise.

7.2 Schedule Adjustments - The bidder shall adjust his work schedule to avoid adversely influencing the operation of the school. The Facilities Inspector shall review and approve the work schedule.

8.0 Performance Review

All work shall be subject to inspection by the Facilities Inspector. Work will be inspected to ensure proper workmanship, authorized materials, and review for compliance with these specifications. Any work that does not meet these specifications or any state/ local building codes, shall be corrected at the Award Bidder's expense.