



Ronnie N. Terry, Chair – Blue Ridge District  
Brandon Simmons, Vice Chair – Dan River District  
Michelle Day – Mayo River District  
Annie H. Hylton – Peters Creek District  
Walter Scott – Smith River District  
Dr. William D. Sroufe, Division Superintendent

## QUOTE COVER SHEET

### KITCHEN EXHAUST HOOD SYSTEM CLEANING RFB #08-15-18

Date: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**BID BOND ATTACHED: (If Applicable)**

Yes \_\_\_\_\_

No \_\_\_\_\_

**ADDENDUM(S) ACKNOWLEDGED: (If Applicable)**

Yes \_\_\_\_\_ # \_\_\_\_\_

No \_\_\_\_\_

**THIS PAGE TO BE INCLUDED WITH SUBMISSION**

**Bids are due by August 15, 2018 at 3:00 p.m.**



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Dr. William D. Sroufe, Division Superintendent

**TO: CONTRACTORS OF HOOD INSPECTION SERVICES**

**FROM: PATRICK COUNTY SCHOOL BOARD**

**DATE: July 31, 2018**

**SUBJECT: KITCHEN EXHAUST HOOD SYSTEM INSPECTION RFB #08-15-18**

You are invited to submit sealed bids to contract with the Patrick County Public School's Food Service Department, in Stuart, VA **to inspect the kitchen exhaust hood systems** in our 7 schools.

The company awarded the bid is expected to begin service NO LATER THAN December 2018, unless prior approval is given by the Coordinator of the School Nutrition Program. Also note further requirements under the following standard terms and conditions:

#### **STANDARD TERMS AND CONDITIONS**

**1) TIME AND PLACE:** Bids will be received by the Patrick County School System **until 3:00 p.m. EST, on Wednesday, August 15, 2018**, at 104 Rucker Street, Stuart, VA 24171. Or by mail at:

Patrick County Public Schools  
ATTN: Food Service Department  
PO BOX 346  
104 Rucker Street  
Stuart, Virginia 24171

**2) LATE BIDS AND QUOTES:** Regardless of cause, late bids and quotes will not be accepted and will automatically be disqualified from bid consideration. It shall be solely the contractor's risk to ensure delivery at the designated office by the designated time. Late bids and quotes will not be opened and may be returned to the contractor.

**3) BID FORM:** Each bid must be made on the bid form and cover sheet provided. Please note that if a discrepancy occurs between the bid forms and the bid cover sheet, the amount quoted on the bid form will take precedence.

**4) SEALED BID REQUIREMENT:** Each bid must be submitted in a sealed envelope addressed to Darlene Rogers, Food Service Coordinator, c/o Food Service Department, Patrick County Public School Food Service Department, 104 Rucker Street, Stuart, VA 24171.

Or by mail at:

Patrick County Public Schools  
ATTN: Food Service Department  
PO BOX 346  
Stuart, Virginia 24171



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Each sealed envelope containing a bid must be plainly marked on the outside **“KITCHEN EXHAUST HOOD SYSTEM INSPECTION RFB”** and the envelope must bear on the outside the name and complete address of the vendor.

**5) SERVICE REQUIREMENT:** The successful contractor shall be able to efficiently service all kitchen hood exhaust systems in the entire Patrick County School System. Seven (7) (List enclosed)

**6) NOTE TO BIDDERS:** Contractor shall cover the school year, must satisfy themselves of the accuracy of the estimated quantities in the bid schedule by a review of provided specifications including any addenda in addition to a review of the job site. After bids have been submitted, the contractor shall not assert that there was a misunderstanding concerning the quantities of work or of the nature of the work to be done.

**7) CONTRACT PERIOD:** The initial contract shall commence on July 1, 2018 and end on June 30, 2019.

**8) OPTION TO RENEW:** The Patrick County School System shall have the option to renew for three (3) additional years at the same cost, terms, and conditions as the original contract contingent upon the mutual agreement of the vendor and Patrick County School System.

**9) PROOF OF LICENSING/CERTIFICATION:** The contractor shall possess all appropriate licenses and certifications as required by NFPA 96. The license/certification must be valid at the time of the bid opening. Copies must be provided with bid and updated as required. Contractor shall notify Patrick County School System if any change occurs in regards to licenses and/or certifications. The Patrick County School System may make such investigations as they deem necessary to determine the ability of the contractor to perform the work and the bidder shall furnish the Patrick County School System all such information and data for this purpose as it may request. The School System reserves the right to reject any proposal if the evidence submitted by or investigation of such bidder fails to satisfy the Board that such bidder is properly qualified to carry out the obligations of the agreement and to complete the work.

**10) PROOF OF INSURANCE:** The contractor will be required to carry Workmen’s Compensation Insurance, Contractor’s Protective Liability Insurance, and Contractor’s Public Liability Insurance, Personal Injury, including death limits of \$200,000 for each person and \$500,000 for each accident, Property Damage limits of \$100,000 for each accident and \$200,000 for the aggregate of operations. Certificates of Insurance must be sent to the Patrick County School System prior to commencement of work.

**11) REJECTION OF QUOTES:** The Patrick County School System reserves the right to reject, in whole or in part, any and all proposals received, to waive technicalities, or to negotiate any term(s) or provision(s) of such proposals as meet the requirements and specifications of this RFB, such rejection, waiver, or negotiation to be accomplished in any manner necessary to serve the best interests of the Patrick County School System. The Patrick County School System also reserves the right to be the sole judge of the suitability of any and all proposals for use by the Patrick County School System. The Patrick County School System reserves the right to reject or otherwise disregard, in



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whole or in part, any ambiguous proposals or proposals which are uncertain as to terms or compliance with specifications. A conditional or qualified bid is subject to rejection.

**12) RIGHT TO RE-BID:** The Patrick County School System reserves the right to reject any and all bids. The right is reserved to reject any and all quotations, to omit any items called or to accept the bid deemed best for the Patrick County School System.

**13) NON-WITHDRAWAL PERIOD:** Quotes may not be withdrawn for a period of thirty (30) days from the date of bid opening.

**14) DUTY TO PROTECT:** The Contractor (or Vendor) shall not knowingly send any employee, agent or subcontractor personnel who is a registered sex offender or who has been convicted of sexual abuse to any school building or school property when students are attending school or a school related activity. The Contractor (or Vendor) shall make periodic criminal history record inquiries authorized by, as now written, or here-after amended; or allowed by all or any other laws allowing such inquiry, to identify these persons who have been convicted of sexual abuse or any other act which would require such person to be entered into a national or state sexual offender registry. For the purpose of this policy, the term periodic shall mean that the criminal history record inquiries shall be made current upon the awarding of a successful bid on contract and checked no less than annually during the duration of the contract. To comply with legislation passed by the 2006 Virginia General Assembly Session, The Patrick County School Board, requests that your company supply them with the Certification of Compliance with §22.1-296.1 (enclosed).

**15) E-VERIFY:** The Contractor agrees to comply with the requirements of A.R.S. § 41-4401.

**a.** The Contractor warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with Section A.R.S. §23-214, Subsection A. (That subsection reads: “After December 31, 2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program.)

**b.** A breach of a warranty regarding compliance with immigration laws and regulations shall be deemed a material breach of the contract and the Contractor may be subject to penalties up to and including termination of the contract.

**c.** The Owner retains the legal right to inspect the papers of any employee who works on the contract to ensure that the Contractor or its subcontractor(s) is/are complying with the foregoing warranty under paragraph (a). See ATTACHMENT for E-Verify Affidavit Form.

**16) SMOKE FREE ENVIRONMENT:** Bidder shall post notice and prohibit employees from using or displaying tobacco products, including smokeless tobacco, while the employee is on duty at the assigned location. There shall be no use of any tobacco products on any property of the Patrick County School System.

**17) AWARD METHOD:** The Patrick County School Board reserves the right to award this contract based on lowest responsible and responsive bidder meeting specifications and



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overall general value received. This may result in bids to other than the lowest bidder.

**18) JURISDICTION AND VENUE :** “This contract shall be governed and constructed in accordance with the laws of the State of Virginia, Patrick County. Venue and jurisdiction will be that of a court of competent jurisdiction in Patrick County, Virginia.

**19) CANCELLATION:** In the event at any time during the contract period the vendor cannot provide acceptable product or service, the Patrick County School System reserves the right to make other temporary arrangements for exhaust hood inspection services.

**20) TAX EXEMPT:** The Patrick County School System is exempt for State sales taxes. Bid prices shall exclude Federal or State taxes that can be eliminated in sales to public school systems in the state of Virginia.

**21) TIME OF THE ESSENCE:** Failure of the successful vendor to perform contracted service or deliver the merchandise within the required time shall constitute a material breach of contract. If a breach occurs, the vendor may be responsible for any damages the school system incurs, may be removed from the Patrick County School System’s bid list and will forfeit the bid bond.

**22) CONDITIONS ALLOWING FOR REMOVAL FROM BID LIST:** Any of the following conditions, depending on severity, may cause removal from the bid list:

- a. Failure to meet performance guaranties
- b. Failure to meet warranty requirements
- c. Failure to meet time limitations
- d. Attempt to deliver substitutions
- e. Failure to make timely deliveries
- f. Failure to post bid bonds
- g. Failure to comply with the terms of the contract because of a misquote other than an obvious typing error or obvious low or high bids

**23) COLLUSION STATEMENT:** By submitting the attached bid hereby certifies that said bid has not been made or prepared in collusion with any other distributor and that the prices, terms or conditions have not been communicated by or on the behalf of the bidder to any other distributor and will not be so communicated to any other distributor prior to the official opening of said bid.

**24) CODE OF CONDUCT:** Patrick County Public School’s Code of Conduct is attached

**25) NONDISCRIMINATION CLAUSE:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where



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they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

26) **ADDENDUMS:** In the event an addendum becomes necessary, it will originate in the Business Office and will be distributed by fax or email to all participating vendors. Any addenda issued during the time of the request for quotes distribution should be acknowledged by the participating vendor and attached to their response form.

27) **INSPECTION OF PUBLIC RECORDS:** All information received from vendors shall be subject to inspection once the bid is awarded under the VIRGINIA PUBLIC RECORDS ACT (42.1-76 THRU 42.1-91).

## **BID SPECIFICATIONS FOR KITCHEN EXHAUST HOOD SYSTEM INSPECTION**

### **I. GENERAL PROVISIONS**

**A.** The Patrick County School System’s Nutrition Program is requesting bids for the 2018 - 2019 school year for kitchen exhaust and hood system inspection and cleaning. Please submit your bid for inspection to be done twice yearly with a quote on the hourly rate. Hood system is defined as the internal hood, fan, motor, and all duct work to include hood cap over the roof penetration.

**B.** The contractor shall provide all labor, personnel, supervisory and management personnel, technical services, materials, transportation, tools, hardware, equipment and related incidental items necessary to provide complete inspection services of hoods. The Patrick County School System will provide electricity and hot and cold running water.



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**C.** The contractor shall be responsible for performing all work and providing all equipment required according to applicable laws, rules, regulations and ordinances. Contractor shall ensure that all personnel utilize personal protective equipment.

**D.** All contractors need to be aware that a school custodian must be present while the facility is open for the inspection. If the inspection is performed on a holiday or weekend, the vendor (contractor) will be responsible for negotiating and directly this paying this individual.

**E.** The contractor will provide the Dean Gilbert, Director of Operations with a tentative schedule of operations which includes the name of each school and scheduled dates for inspections and cleaning prior to beginning each round of cleaning exhaust hoods.

**F.** The initial contract period shall begin July 1, 2018 and extend through June 30, 2019. It is our intent to award this contract for one (1) year with the option to Renew for one (3) additional years at the same cost, terms and conditions.

**G.** The successful bidder agrees to accomplish all work covered by these specifications.

**H.** Identification of Contractors: All employees working for the company on Patrick County School System's property shall be required to wear identification badges on the outside of their apparel at all time.

## **II. SPECIFICATIONS**

### **A. Inspection of Exhaust Systems**

**1.** The work covered by this contract shall include cleaning and degreasing the entire kitchen hood system as required by NFPA 96 Chapter 11. Services shall be performed by a properly trained, qualified, and certified company or person. All inspectors MUST be NFPA certified hood cleaners.

**2.** The successful bidder shall possess the proper licensing required for the cleaning and inspection of kitchen hood systems and attached a copy of such certification with their bid.

**3.** In case of accidental discharge of the kitchen hood fire suppression system, if caused by the contractor, the contractor shall be responsible for repairs, recharges and clean up at no cost to the Patrick County School System. In the case of an accidental discharge the contractor shall repair, recharge and clean up by 5:00 a.m. The next business day. At the time of accidental discharge of system the contractor shall immediately report/notify the school system's representative of the location and time of the discharge.

**14.** After cleaning is completed, the vent cleaning contractor shall place or display within the kitchen area a label indicating the date cleaned and the name of the servicing company, and areas not cleaned.

**15.** Where required, certificates of inspection and cleaning shall be submitted to the authority having jurisdiction.



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**16.** All interior surfaces of the exhaust system shall be accessible for cleaning and inspection purposes.

**17.** The successful bidder shall obtain all permits and incur fees as required by the current federal, state, local laws and regulations. The bidder is expected to maintain proper equipment, permits and licenses as required by current laws and regulations.

**18.** Upon completion of the cleaning/degreasing process the contractor shall inspect the system, noting any details of discrepancies found that would affect normal operation of the exhaust system. Such discrepancies shall be reported in writing to the Senior Director of Facility Services. Certification of the exhaust hood degreasing and inspection shall be provided indicating the appropriate date of service and inspection and kept on the premises.

### **III. BILLING AND INVOICES**

Upon completion of the inspecting process at each school, tickets must be signed by the School Nutrition Manager or building Principal and two (2) copies left with the individual signing the ticket.





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## PATRICK COUNTY PUBLIC SCHOOLS

Blue Ridge Elementary School  
P. O. Box 30  
5135 Ararat Highway  
Ararat, VA 24053  
ATTN: Darlene Willard, Manager 276-251-5271

Hardin Reynolds Memorial School  
P. O. Box 130  
3597 Dogwood Road  
Critz, VA 24082  
ATTN: Nikki Redd, Manager 276-694-3631

Meadows of Dan Elementary School  
P. O. Box 829  
3003 Jeb Stuart Highway  
Meadows of Dan, VA 24120  
ATTN: Jodi Hayes, Manager 276-952-2424

Patrick County High School  
215 Cougar Lane  
Stuart, VA 24171  
ATTN: Sandra Perry, Manager 276-694-6077

Patrick Springs Primary School  
75 Elementary Lane  
Patrick Springs, VA 24133  
ATTN: Diane Poeske, Manager 276-694-3396

Stuart Elementary School  
314 Staples Avenue  
Stuart, VA 24171  
ATTN: Rayburn Bryant, Manager 276-694-6914

Woolwine Elementary School  
9993 Woolwine Highway  
Woolwine, VA 24185  
ATTN: Ellen S. Hylton, Manager 276-390-2811



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**E-VERIFY AFFIDAVIT**

Read, fill out and return this form to the Patrick County School System

By executing this affidavit, the undersigned Contractor verifies its compliance with **Immigration Reform and Control Act of 1986 (IRCA), Pub.L. 99-603**, stating affirmatively that the individual firm or corporation which is engaged in services on behalf of the **Patrick County School System** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established by federal law and regulation. Furthermore, the undersigned Contractor will continue to use the federal work authorization program throughout the contract period. Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number: \_\_\_\_\_

Date of Authorization: \_\_\_\_\_

Name of Project: Kitchen Exhaust Hood System Inspection

Solicitation Number (if applicable): RFB # 08-15-18

Name of Public Employer: Patrick County Public Schools

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE \_\_\_\_\_ DAY \_\_\_\_\_ OF, 201 \_\_\_\_\_.

NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_



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PATRICK COUNTY PUBLIC SCHOOLS  
SCHOOL NUTRITION DEPARTMENT  
P. O. BOX 346 – 117 VIA AVENUE  
STUART, VIRGINIA 24171  
(276) 694-3836

CERTIFICATION OF COMPLIANCE WITH §22.1-296.1

Pursuant to §22.1-296.1 of the Code of Virginia, I certify that:

As a condition of awarding a contract for the provision of services that require me or my employees to have direct contact with students on school property during regular school hours or during school-sponsored activities, I certify that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

_____	_____
Authorized Signature	Company Name
_____	_____
Typed Name	Address
_____	_____
Date	City, State, Zip

Subscribed and sworn on before me, this \_\_\_\_\_ (day of month) day of  
\_\_\_\_\_ (month), 20\_\_\_\_.

Notary Seal:

\_\_\_\_\_

Signature of Notary

\_\_\_\_\_

Typed Name of Notary

NOTARY PUBLIC  
My commission expires: \_\_\_\_\_, 20\_\_\_\_.



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File: DJF-R

## Code of Conduct for Food Services Procurement

### Procedures

The Patrick County Public School District seeks to conduct all procurement procedures:

- in compliance with stated regulations; and
- to prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.

For questions and concerns regarding procurement solicitations, contract evaluations, and award, contact:

#### Purchasing Contacts:

Assistant Superintendent of Operations	276-694-3163
Coordinator of School Food Service	276-694-3836

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Regulations: 2 CFR Part 200.318, formerly 7 CFR Part 3016.36(b) (3), State Procurement Code and Regulations, and Patrick County Public School District Department of Purchasing.

Adopted: March 8, 2018



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### CONTRACT

The undersigned certifies a comprehension of the specification in the foregoing bid, and that the merchandise or service submitted for this bid meets or exceeds the specification as listed herein. The undersigned agrees to the terms of the attached Directives for Conditions of Bids and if awarded this listing, agrees that these conditions of bid and terms will serve as a legal contract. When Patrick County Public Schools notifies a bidder in writing of its acceptance of the Bidder's prices, this contract will become effective on the date acceptance is written.

FIRM NAME	
BY	
TITLE	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	
DATE	

PATRICK COUNTY PUBLIC SCHOOLS  
SCHOOL NUTRITION DEPARTMENT



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## QUOTE FORM

Hourly rate for Kitchen Exhaust Hood System Inspection: \_\_\_\_\_

NFPA Certified: YES \_\_\_\_\_ NO \_\_\_\_\_

NFPA Certification attached: YES \_\_\_\_\_ NO \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

SIGNATURE AND DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

**Bids are due by August 15, 2018 at 3:00 p.m.**