**INTRODUCTION**

In accordance with the informal competition procedures provided for in Iowa Administrative Code rule 118.9, the Iowa Veterans Home (the Agency) is seeking the services of a qualified vendor (Service Provider) to provide Grease Hood and Exhaust Cleaning Services at the Iowa Veterans Home campus, located in Marshalltown, IA.  The Agency anticipates that the term of any resulting contract will be one (1) year beginning on July 15, 2024, with five (5) one-year renewal options.

Service Providers interested in providing these services should submit proposals to the Iowa Veterans Home, 1301 Summit Street, Marshalltown, IA 50158, no later than 2:00 PM CST on Friday, June 28th, 2024.  Any proposal received after this deadline will be rejected and returned to the Service Provider.

The Agency reserves the right to reject any or all bids, in whole or in part, to advertise for new bids, to abandon the need for such services, and to cancel this informal Competitive Solicitation at any time prior to the execution of the written contract.

The costs of preparation and delivery of the bid proposal are solely the responsibility of the Service Provider.

All information submitted by a Service Provider may be treated as a public record by the Agency unless the Service Provider properly requests that the information be treated as confidential information in accordance with the public records laws of the State of Iowa at the time its proposal is submitted.

By submitting a proposal, the Service Provider agrees that the Agency may copy the proposal for purposes of facilitating the evaluation of the proposal or to respond to requests for public records and represents that such copying will not violate the rights of any third party.

By submitting a proposal, the Service Provider agrees that it will not bring any claim or have any cause of action against the Agency based on any misunderstanding concerning the information provided herein or concerning the Agency’s failure, negligent or otherwise, to provide the bidder with pertinent information as intended by this informal Competitive Solicitation.

Please direct all questions and comments to the person indicated below only.  Communication with any other individual may be considered grounds for disqualification.

The successful contractor(s) will be notified by “Notice of Intent to Award” issued by IVH. This information will be sent to all Service providers submitting a timely proposal.  Negotiation and execution of contract with the successful Service Provider shall be completed no later than July 12, 2024.  If apparent successful Service Provider fails to negotiate and deliver an executed contract by that date, the Agency may, in its sole discretion, cancel the award and award the contract to the next lower bid Service Provider.

**SCOPE OF SERVICES**

The contractor shall provide professional cleaning of the exhaust systems hoods, fans and ducts in the areas specified on Attachment A at the end of this document. All interior ductwork, air flow portions of fans, and hoods shall be left free of grease and dirt. Hoods, grease removal devices, fans, ducts shall be cleaned to bare metal. Flammable solvents or other flammable cleaning aids shall not be used. All access panels (doors) and cover plates shall be replaced. Dampers and diffusers shall be positioned for proper airflow. A certificate showing the date of cleaning shall be provided to the Director of Food Service. The cleaning of the exhaust system will be performed in a manner that will protect the kitchen and all cooking and food preparation equipment. The cleaning company will be held liable for damage to any of the food service equipment during the cleaning process.

All contractor staff shall have contractor ID’s and a picture ID on their person while on the IVH campus.

Service on hood cleaning should include:

Total ventilation exhaust system degreased from exhaust fan to hood, including exhaust fan, shaft, filters, vent hood inside and outside including sprinkler system and replacement of lighting bulbs when necessary. All cleaning is to be to bare metal in accordance with NFPA stands and practices for grease removal of exhaust systems per Code 96 (See attached) Stainless steel polish is applied to each hood inside and outside during the cleaning process. There should be a complete clean up after completion of work with a seal with company name and date cleaned and initialed by the staff person responsible for cleaning applied to each hood. Services are to be coordinated between the Facilities Maintenance Director and the Food Service Director.

Each hood is to be cleaned once or twice annually as agreed upon in the resulting contract. Any additional cleanings will be on an as-needed basis at the authorization of the Iowa Veterans Home.

**INSPECTION AND TESTING:**

All services are subject to inspection and testing after completion. In the event a service is or does not otherwise confirm to specification requirements, it will be rejected and the contractor must redo at the contractor’s expense.

**INSURANCE REQUIREMENTS:**

Proof of insurance and amount of insurance shall be furnished to the Agency prior to the start of the contract period and shall be no less than State of Iowa requirements.

The Contractor and any subcontractor shall obtain the following types of insurance for at least the minimum amounts listed below:

|  |  |  |
| --- | --- | --- |
| **Type of Insurance** | **Limit** | **Amount** |
| Workers’ Compensation and Employer Liability | As required by Iowa law | As Required by Iowa law |
| Professional Liability | Each Occurrence  Aggregate | $1 Million  $2 Million |

**Qualifications:**

The Service Provider will invoice the Agency on a monthly basis using a properly prepared invoice.  Payment will be made within 30 days after receipt of an invoice for services rendered during the prior month, upon inspection and approval of satisfactory performance of the contract services.

If interested, please submit your proposal with the cost of Grease Hood and Exhaust fan cleaning services as noted below.

Send all bids for these services to:

Stacie Sorenson, Purchasing Agent 2

Iowa Veterans Home

1301 Summit Street

Marshalltown, IA 50158

641-753-4310

[stacie.sorenson@ivh.state.ia.us](mailto:stacie.sorenson@ivh.state.ia.us)

**All bids are due no later than 2:00PM CST Friday, June 28th 2024**

We, the undersigned in compliance with the specifications will provide Grease Hood and Exhaust Cleaning services for the bid amount listed below.  We acknowledge that we have read and understand the specifications and hereby submit our bid in accordance with the terms and conditions of the bid specifications.

**Base Bid**

Per hood Cost for Grease Hood and Exhaust Cleaning Services as described in the bid document above.

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Name of Firm

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Signature of Bidder

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Typed or Printed Name of Signer

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

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Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cellular Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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