

**SPECIFICATIONS
FOR
STEAM CLEANING KITCHEN HOOD & DUCT SYSTEMS**

SUBMIT QUOTES

On or before Friday, April 13, 2007 at 4:00 p.m.

TO

WESTPORT PUBLIC SCHOOLS

One Canal Street
Gary Martin, Director of Facilities
Westport, CT 06880

TELEPHONE: (203) 341-1270

DRUG-FREE WORKPLACE CERTIFICATE

I hereby certify that this company:

1. Has a published statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and that this statement specifies the actions which will be taken against employees for violations of such prohibition.
2. Has a written policy informing employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free workplace, any available counseling, rehabilitation, and employee assistance programs, and the penalties which may be imposed upon employees for drug abuse violations.
3. Each employee engaged in providing the commodities or contractual services which are being bid was given a copy of the statements specified in paragraphs 1 and 2, above.
4. In the statement specified in paragraph 1, the employees have been notified that, as a condition of working on the commodities or contractual services which are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of "guilty" or of "nolo contendere" to any violation of any controlled substance law of the United States or of any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. This firm will impose a sanction on or require the satisfactory participation in a drug abuse assistance program or a rehabilitation program, if such are available in the employee's community, by any employee who is so convicted.
6. This firm will make a good faith effort to continue to maintain a drug free workplace.

As the person authorized to sign this statement, I certify that this firm fully complies with the above requirements.

Signature: _____

Print Name: _____

Company: _____

Date: _____

I. INSURANCE REQUIREMENTS

Before commencing work the Contractor shall obtain and deliver Certificates of Insurance to the Westport Public Schools Assistant Superintendent for Business. During the performance of work the Contractor shall maintain insurance of the kinds, and in the amounts, specified hereunder in a form satisfactory to the Westport Public Schools Assistant Superintendent for Business. Such Certificates of Insurance shall contain a provision that the Town of Westport is listed as an "Additional Insured" on the General Liability and Automobile Liability Insurance Policy or Policies. In addition, the Westport Public Schools shall be given thirty (30) calendar days advance notice by registered mail of any change or cancellation of, all insurance policies required by these specifications.

The insurance company must be licensed to do business in the State of Connecticut and must be satisfactory to the Westport Public Schools. If subcontractors are employed by the Contractor the same limits as named below shall apply and the Certificates of Insurance must be submitted to the Westport Public Schools Director of Facilities.

1} STATUTORY WORKER'S COMPENSATION and EMPLOYER'S LIABILITY:

The Contractor shall carry Worker's Compensation Insurance in accordance with the laws of the State of Connecticut, and all other applicable laws and regulations, for all employees engaged in work under the Contract between the Contractor and the Westport Public Schools. If any work is sublet, the Contractor shall require the Subcontractor to provide Worker's Compensation for all of the Subcontractor's employees engaged in such work unless such employees are covered by the protection afforded by the Contractor's Worker's Compensation Insurance and the Certificate of Insurance furnished by the Contractor so stipulates.

2} COMPREHENSIVE CONTRACTOR'S GENERAL LIABILITY, including Single Limit for Bodily Injury and Property Damage as follows:

- a. \$1,000,000.00 Bodily injury, including accidental death - each person.
- b. \$1,000,000.00 Bodily injury, including accidental death - each occurrence.
- c. \$1,000,000.00 Property damage - each occurrence.
- d. \$1,000,000.00 Property damage - aggregate during any twelve month period.

3} COMPREHENSIVE CONTRACTOR'S PROTECTIVE LIABILITY as follows:

- a. \$1,000,000.00 Bodily injury, including accidental death - each person.
- b. \$1,000,000.00 Bodily injury, including accidental death - each occurrence.
- c. \$1,000,000.00 Property damage - each occurrence.
- d. \$1,000,000.00 Property damage - aggregate during any twelve month period.

4} COMPREHENSIVE AUTOMOBILE LIABILITY, covering all vehicles used by the Contractor in the course of the work, including owned, non-owned and hired:

- a. \$1,000,000.00 Bodily injury, including accidental death - each person.
- b. \$1,000,000.00 Bodily injury, including accidental death - each occurrence.
- c. \$1,000,000.00 Property damage - each occurrence.

No insurance required or furnished as required herein shall in any way relieve the Contractor of, or diminish any of the Contractor's responsibilities, obligations and liabilities under the Contract between the Contractor and the Westport Public Schools.

II. SCOPE OF WORK

The Westport Public Schools is seeking a qualified Vendor to provide Steam Cleaning Hood and Duct Services to the following schools:

<u>SCHOOL/ADDRESS</u>	<u>CONTACT PERSON/TELEPHONE NO.</u>
Coleytown Elementary School 65 Easton Road Westport, CT 06880	Joseph Caruso, Head Custodian (203) 341- 1700
Green's Farms School 17 Morningside Drive S. Westport, CT 06880	William McDonald, Head Custodian (203) 222- 3600
Kings Highway School 125 Post Road West Westport, CT 06880	Fernando Muniz, Head Custodian (203) 341- 1800
Long Lots School 13 Hyde Lane Westport, CT 06880	Robert Ramirez, Head Custodian (203) 341- 1900
Saugatuck Elementary School 170 Riverside Avenue Westport, CT 06880	Adalberto Orozco, Head Custodian (203) 221-2900
Bedford Middle School 88 North Avenue Westport, CT 06880	Harald Ott, Head Custodian (203) 341-1500
Coleytown Middle School 255 North Avenue Westport, CT 06880	Horace Lewis, Head Custodian (203) 341-1600
Staples High School 70 North Avenue Westport, CT 06880	Delbert Layne, Head Custodian (203) 341- 1270

III. CONTRACT

The "Contract" shall consist of these Specifications, any addenda thereto, and a Purchase Order to be issued by the Westport Public Schools. The contract period shall be from July 1, 2007 through June 30, 2010 with the option of extending the contract for two (2) additional years at the discretion of the Westport Public Schools.

IV. VENDOR REQUIREMENTS

Hi-Pressure steam clean and chemically degrease kitchen exhaust systems listed, to meet and comply with N.F.P.A. code No. 96 8-3. All hood area units are to be cleaned in their entirety, including filters, ductwork, and exhaust fans front and back wall areas.

All units are to be cleaned twice (2 times) per year; during the month of July and during Christmas break.

- Coleytown Elementary School
- Green's Farms Elementary School
- Kings Highway Elementary School
- Long Lots Elementary School
- Saugatuck Elementary School
- Bedford Middle School
- Coleytown Middle School
- Staples High School (Two (2) Hood Systems in Main Kitchen; Two (2) Hoods in Culinary Arts)

STEAM CLEANING KITCHEN HOOD & DUCT SYSTEMS
CONTRACT PERIOD: JULY 1, 2007 – JUNE 30, 2008

COMPANY NAME & ADDRESS: _____

TELEPHONE: _____

FAX: _____

REPRESENTED BY: _____

(Name & Title)

INSTRUCTIONS:

The undersigned, attesting to be a duly authorized representative of the Company, having familiarized himself/herself with the existing conditions of the sites affecting the cost of the work and with all specifications contained for "Steam Cleaning Hood & Duct Systems" for the Westport Public Schools, hereby proposes to furnish all sums below:

- | | | |
|----|--|-----------------------|
| 1. | Coleytown Elementary School | \$ _____ per cleaning |
| | | \$ _____ Annual price |
| 2. | Green's Farms Elementary School | \$ _____ per cleaning |
| | | \$ _____ Annual price |
| 3. | Kings Highway Elementary School | \$ _____ per cleaning |
| | | \$ _____ Annual price |
| 4. | Long Lots Elementary School | \$ _____ per cleaning |
| | | \$ _____ Annual price |
| 5. | Saugatuck Elementary School | \$ _____ per cleaning |
| | | \$ _____ Annual price |
| 6. | Bedford Middle School | \$ _____ per cleaning |
| | | \$ _____ Annual price |
| 7. | Coleytown Middle School | \$ _____ per cleaning |
| | | \$ _____ Annual price |
| 8. | Staples High School (4 systems per cleaning) | \$ _____ per cleaning |
| | | \$ _____ Annual price |

STEAM CLEANING KITCHEN HOOD & DUCT SYSTEMS
CONTRACT PERIOD: July 1, 2008 through June 30, 2009

COMPANY NAME & ADDRESS: _____

TELEPHONE: _____

FAX: _____

REPRESENTED BY: _____

(Name & Title)

INSTRUCTIONS:

The undersigned, attesting to be a duly authorized representative of the Company, having familiarized himself/herself with the existing conditions of the sites affecting the cost of the work and with all specifications contained for "Steam Cleaning Hood & Duct Systems" for the Westport Public Schools, hereby proposes to furnish all sums below:

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| | | \$ _____ Annual price |
| 3. | Kings Highway Elementary School | \$ _____ per cleaning |
| | | \$ _____ Annual price |
| 4. | Long Lots Elementary School | \$ _____ per cleaning |
| | | \$ _____ Annual price |
| 5. | Saugatuck Elementary School | \$ _____ per cleaning |
| | | \$ _____ Annual price |
| 6. | Bedford Middle School | \$ _____ per cleaning |
| | | \$ _____ Annual price |
| 7. | Coleytown Middle School | \$ _____ per cleaning |
| | | \$ _____ Annual price |
| 8. | Staples High School (4 systems per cleaning) | \$ _____ per cleaning |
| | | \$ _____ Annual price |

STEAM CLEANING KITCHEN HOOD & DUCT SYSTEMS
CONTRACT PERIOD: July 1, 2009 through June 30, 2010

COMPANY NAME & ADDRESS: _____

TELEPHONE: _____

FAX: _____

REPRESENTED BY: _____

(Name & Title)

INSTRUCTIONS:

The undersigned, attesting to be a duly authorized representative of the Company, having familiarized himself/herself with the existing conditions of the sites affecting the cost of the work and with all specifications contained for "Steam Cleaning Hood & Duct Systems" for the Westport Public Schools, hereby proposes to furnish all sums below:

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| | | \$ _____ Annual price |
| 4. | Long Lots Elementary School | \$ _____ per cleaning |
| | | \$ _____ Annual price |
| 5. | Saugatuck Elementary School | \$ _____ per cleaning |
| | | \$ _____ Annual price |
| 6. | Bedford Middle School | \$ _____ per cleaning |
| | | \$ _____ Annual price |
| 7. | Coleytown Middle School | \$ _____ per cleaning |
| | | \$ _____ Annual price |
| 8. | Staples High School (4 systems per cleaning) | \$ _____ per cleaning |
| | | \$ _____ Annual price |

WESTPORT PUBLIC SCHOOLS
GARY MARTIN
Director of Facilities

TO: Interested Quoters

FROM: Gary Martin

DATE: March 15, 2007

SUBJECT: **WESTPORT PUBLIC SCHOOLS
STEAM CLEANING KITCHEN HOOD & DUCT SYSTEMS QUOTE**

Quotes will be received no later than 4:00 p.m., Friday, April 13, 2007. All quotes must be in a sealed envelope address to Westport Public Schools, Attention: Gary Martin, One Canal Street, Westport, CT 06880. Please mark envelope "Steam Cleaning Kitchen Hood & Duct Systems Quote."

Quote packages will be available on our web page "Westport.k12.ct.us", go to bids and download package.

If you have any questions please contact Gary Martin 203-341-1271.