

STEPHEN F AUSTIN STATE UNIVERSITY IS SEEKING INFORMAL BIDS FOR THE FOLLOWING:

Stephen F. Austin State University is seeking informal bids for semiannual service of kitchen exhaust hoods. Service includes the following items: degreasing of the interior kitchen exhaust hood(s) and accessible areas of all horizontal and vertical ductwork, exhaust fan(s) interior\exterior, inspect fan motor, replace belt(s) if needed. Cleaning all grease baffle filters, drip cups and trays, polish all stainless steel in relation to the KES, mop and clean floors in work area only. Service shall be performed in accordance with NFPA 96 fire code. A quality control check report will need to be provided for each exhaust system on an annual basis. The quantity and locations of the hoods are shown on the price submittal below (**Exhibit A**). Bid pricing will need to be submitted on the price submittal form.

Contract Term

The University reserves the right to renew the contract for one (1) additional one (1) year period with pricing to be negotiated at the time of renewal.

Vendor will also need to provide a certificate of insurance prior to issuance of the purchase order. For insurance requirements please click on link here:

<https://www.sfasu.edu/procurement-business-services/contract-management/insurance-requirements>

Vendors are encouraged to quote off of a state or cooperative contracts that the university participates in. Please click on link here to view the list SFASU utilizes:

<https://www.sfasu.edu/procurement-business-services/contract-management/cooperative-contracts>

CONTACT INFORMATION

All questions regarding the bid must be submitted via email to Kathy Durrett, Contracting Specialist, at kathy.durrett@sfasu.edu by **noon on May 17, 2024** in order to allow time for responses.

All questions related to the specifications are to be directed to Nick Stallworth, Director of Baker Pattillo Student Center, 936.468.1329 or nstallworth@sfasu.edu.

All quotes are due back May 21, 2024 at 2:00 pm with bid to be awarded soon after. Award will be issued to a single vendor based on lowest price.

EXHIBIT A PRICE SUBMITTAL

DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
Kitchen Exhaust System Service-Degreasing of the interior kitchen exhaust hoods(s), Accessible areas of all horizontal and vertical ductwork, Exhaust fan (s) interior\exterior, inspect fan motor, Replace belt if need. Cleaning all grease baffle filters, Drip cups and trays, Polish all stainless steel in relation to the KES, Mop and clean floors in work area only	1	Svcs		
Kitchen Exhaust System Service - Oriental - Chicken etc	1	Svcs		
Kitchen Exhaust System Service - D/S (Flat - grill char broiler etc)	1	Svcs		
Kitchen Exhaust System Service - EC \Front grill\steamer\S main\ PH \ etc	1	Svcs		
Kitchen Exhaust System Service - Mongolian Grill	1	Svcs		
Kitchen Exhaust System Service-NS	1	Svcs		
Kitchen Exhaust System Service Donut System	1	Svcs		
Kitchen Exhaust System Service - Chick Fil A	1	Svcs		
Kitchen Exhaust System Service- Oriental	1	Svcs		
Kitchen Exhaust System Service-C Store	1	Svcs		
Kitchen Exhaust System Service-Upper risers and exhaust fans	1	Svcs		
Additional Sanitizing - Backsplash, Behind Equipment, Under Equipment, Cook Line	1	Svcs		
Miscellaneous Parts - Materials, Equipment Replacement - Fan Belts, etc.	1	Svcs		
Labor for additional repairs (if needed)	1	Hourly		
Description and price of additional repairs/services not listed above.				
TOTAL BID AMOUNT				