Please quote the lowest prices at which you will provide the following services in accordance with articles of agreement or any other instructions attached hereto; to the Kane Regional Centers

**CLEANING OF DUCTS AND CHUTES FOR KANE REGIONAL HOSPITALS**

Bids will be received until the close of business on: March 12, 2004  
Bids will be opened at 8:30 A.M. on: March 15, 2004

SEND BIDS TO ABOVE ADDRESS

In arriving at the bid price, the bidder shall take into consideration all discounts for cash and all other credits and allowances. Amending the proposal by quoting a discount or other uncalled for allowances may be cause for rejection of the bid.

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**THIS IS IN NO SENSE TO BE CONSTRUED AS AN ORDER**

<table>
<thead>
<tr>
<th>COLUMN A</th>
<th>COLUMN B</th>
<th>COLUMN C</th>
<th>COLUMN D</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMBER OF CLEANINGS</td>
<td>DESCRIPTION AND LOCATIONS</td>
<td>COST PER CLEANING</td>
<td>COST PER YEAR (Col. A x Col. C)</td>
</tr>
</tbody>
</table>

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**ALL ITEMS UNDER THIS INQUIRY MUST BE AMERICAN MADE**

In accordance with the attached Specifications and Instructions to Bidders, we (or I) propose to perform CLEANING, DUCTS AND CHUTES/KANE at the following prices:

1. **COMPLETE CLEANING OF ALL KITCHEN EXHAUST SYSTEMS EVERY FOUR (4) MONTHS (THREE [3] TIMES PER YEAR)**
   
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION AND LOCATIONS</th>
<th>COST PER YEAR</th>
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</thead>
<tbody>
<tr>
<td>a) Glen Hazel</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>b) McKeesport</td>
<td>$__________</td>
<td>$__________</td>
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<td>c) Ross</td>
<td>$__________</td>
<td>$__________</td>
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<tr>
<td>d) Scott</td>
<td>$__________</td>
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2. **COMPLETE CLEANING OF ALL LINEN DUCTS AND CHUTES EVERY SIX (6) MONTHS, (TWICE A YEAR)**
   
<table>
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<tr>
<td>c) Scott</td>
<td>$__________</td>
<td>$__________</td>
</tr>
</tbody>
</table>

3. **CLEAN AND POLISH CANOPIES ON AN AS-NEEDED BASIS**
   
   $__________

**LUMP SUM BID FOR ITEMS #1, #2, & #3. Add Column D**

$__________
NOTE: In order to be considered for the contract, bidders must submit bids for every item listed.

Bid will be returned and unopened if received later than the close of business on the date specified.

Return these sheets with prices filled in and signed by the duly authorized officer of your company.

An on-site inspection may be arranged by contacting the Environmental Services Managers personnel listed below.

KANE REGIONAL CENTERS CONTACTS

<table>
<thead>
<tr>
<th>Glen-Hazel Regional Center</th>
<th>McKeesport Regional Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>955 Rivermont Drive</td>
<td>100 9th Avenue</td>
</tr>
<tr>
<td>Pittsburgh PA 15207</td>
<td>McKeesport PA 15132</td>
</tr>
<tr>
<td>Contact: Edward Murphy</td>
<td>Contact: Andy Geffert</td>
</tr>
<tr>
<td>412-422-6087</td>
<td>412-675-8687</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ross Regional Center</th>
<th>Scott Regional Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>110 McIntyre Road</td>
<td>300 Kane Boulevard</td>
</tr>
<tr>
<td>Pittsburgh PA 15237</td>
<td>Pittsburgh PA 15243</td>
</tr>
<tr>
<td>Contact: Edward Ondek</td>
<td>Contact: Patrick Mulligan</td>
</tr>
<tr>
<td>412-369-2087</td>
<td>412-429-3087</td>
</tr>
</tbody>
</table>

ITEM #1 - COMPLETE CLEANING OF ALL KITCHEN EXHAUST SYSTEMS EVERY FOUR (4) MONTHS. (THREE (3) TIMES PER YEAR)

SCOPE OF SERVICE: Service includes the interior and exterior cleaning of canopies inside and out (exclusive of automatic washing channels). Interior cleaning of all ductwork, riser stack and fan (and/or) with housing and outlet port.

After the cleaning is completed the system shall be treated with an approved fire retardant compound (exclusive of automatic washing channels).

ITEM #2 - COMPLETE CLEANING OF ALL LINEN DUCTS AND CHUTES EVERY SIX (6) MONTHS, (TWICE A YEAR)

SCOPE OF SERVICE: Service includes the interior cleaning of ducts and chute in its entirety, loading doors and bottom unloading door. Each duct and chute shall be treated with approved disinfectant spray after cleaning is completed.

ITEM #3 - CLEAN AND POLISH CANOPIES ON AN AS-NEEDED BASIS

SCOPE OF SERVICE: Service includes the complete exterior cleaning washing degreasing and polishing of all canopies, removing all grease.

BASIS OF AWARD

The contract will be made on the total of lump sum bid (Column D) or on an item-by-item basis, whichever is in the best interest of the County. Bidders shall submit a separate breakdown price for each Regional Center cleaning so that payment can be made as work is completed.

In the event that additional cleanings are required to be needed, the unit prices quoted (cost per cleaning) shall remain firm for the duration of the contract.


CLEANING

Cleaning shall include the removal of all foreign material from specified areas, including. This shall also include grease, lint, dirt or other materials not normally found on the specified surface.

SERVICE

Service includes all labor, supervision, equipment, materials, chemicals, tools, drop cloths, ladders, and the like, to perform a professional, industry accepted service procedure as specified.
DISPOSAL

All removed foreign material may be disposed of in the Kane Regional Center’s trash facility and all work areas are to be left in an acceptable state of cleanliness, as verified and approved by the Kane Regional Center.

PERFORMANCE

Service to be as specified for periods as described herein, however every Kane Regional Center’s Environmental Services Manager shall be contacted at least two (2) days in advance of the proposed service date. The successful bidder must contact Environmental Services Manager immediately upon entering and prior to leaving the facility.

Access to Premises

As a long term care facility, the Kane Regional Centers are regulated by the PA Department of Health, Nursing Care Division on all matters pertaining to personnel and access to resident areas.

The Contractor shall be responsible for ensuring compliance to the following related conditions for access by all prime and subcontracted personnel scheduled for work at the Kane Regional Centers:


Where the individual has been a resident of the Commonwealth of PA for two (2) or more consecutive years immediately preceding their work start date, it will be necessary to:

Complete a PA State Police 'Criminal Background Report', Form SP4-164

Background checks will be conducted and paid for by the Kane Regional Centers at no additional cost to the Contractor.

The following information for each project personnel should be submitted at least three (3) days in advance of an individual’s scheduled start date:

- Full Name
- Social Security Number
- Date of Birth
- Race

If an individual has already successfully completed a PA State Police 'Criminal Background Report' within the twelve (12) months immediately preceding his or her project start date, a copy of the report should be forwarded for approval along with a cover letter stating project title and specification number to Kane Regional Centers, Attention: Manager of Human Resources, 955 Rivermont Drive, Pittsburgh, PA  15207.

Where the individual is not currently, or for the two (2) consecutive years – without interruption – immediately preceding their work start date, has not been a resident of the Commonwealth of PA, it will be necessary to:

Complete a PA State Police ‘Criminal Background Report', Form SP4-164, per the instructions listed above, and

Complete and submit a report of federal Criminal History Record Information, P.L. 92-544, 86 STAT 1109 requirements, per application information and instructions available from Kane Department of Human Resources. Original report must be provided to Kane Human Resources.

Intradermal Tuberculin Skin Test - The Contractor is responsible for establishing a baseline TB status for all project personnel by requiring them to be scheduled for a 2-step intradermal tuberculin skin test administered by the Kane Employee Clinics Nursing Office at the respective site, either in advance of an individual’s scheduled start date, or at the start of their first scheduled day of work.

This test will be conducted and paid for by the Kane Regional Centers at no additional cost to the Contractor.

All visits to the Clinics Nursing Office shall be scheduled through and approved in advance by the respective Manager of Environmental Services for that facility.
The Kane Regional Centers reserve the right to reject any project personnel who do not successfully complete both requirements stated above regarding access to the premises.

Safety Precautions

The Successful Bidder will confine his equipment/material, storage of materials and operations of his workmen to limits indicated by law, ordinance and permit, or directions of the County of Allegheny - Kane Regional Centers personnel, and will not unreasonably encumber the premises with his equipment/materials.

For the safety of residents and employees during the performance of the Work, the Successful Bidder will be responsible to secure, at all times, all tools, parts, equipment, or supplies before leaving the Work, or before leaving a work area unattended.

Safety barriers i.e. safety mesh fence, cones and/or barrels will be installed during construction by the Successful Bidder at the direction of the respective Manager of Environmental Services, for each County of Allegheny – Kane Regional Center.

Proper notices, danger signs, permits, barriers etc. must be furnished and appropriately displayed by the Successful Bidder, as necessary, placed and kept where required by law and elsewhere as requested by the respective Manager of Environmental Services for each County of Allegheny – Kane Regional Center, and removed and disposed of by the Successful Bidder upon completion of the Work.

The Successful Bidder must seal any penetrations made in fire stops during the Work.

Equipment and Scaffolding

All equipment and scaffolding used under the specifications must be in accordance with rules, regulations and laws of the Pennsylvania Department of Labor and Industry. The Contractor’s scaffolding and equipment is to be properly identified before being delivered to the job site.

WORKING HOURS

Cleaning work specified herein must be performed during the following hours:

A. Cleaning of entire kitchen exhaust systems after 7:00 p.m. and prior to 3:00 a.m.

B. Cleaning of entire laundry duct systems and linen chutes including vertical stack to roof after 4:00 p.m. and prior to 3:00 a.m. All other areas after 6:00 p.m. and prior to 3:00 a.m.

TIME OF COMPLETION

All cleaning work under Items #1 and #2 shall be completed within five (5) working days from the start of work. Work is to commence within two (2) weeks after written notification by the Kane Regional Centers.

PROTECTION OF COUNTY PROPERTY

All furniture, carpets, etc., shall be covered with heavy paper or drop cloths in areas where cleaning service is being performed. Areas soiled by cleaning activities shall be cleaned to the satisfaction of the Kane Regional Center.

INSPECTION AND TESTS

All systems are to be tested after cleaning to assure that they are working properly and are not blowing out any dirt or dust.

PREVENTION OF DELAY

The contractor shall not have work performed or labor or means employed in the carrying out of this contract that would in any way cause or result in a suspension or delay of, or strike upon the work to be performed hereunder of any of the trades working in or about the premises herein described, or in or about any other building of the County or working upon any of the premises of the County of Allegheny. Any violation by the contractor of this requirement may, upon certification of the Director, be considered proper and sufficient cause to declare the contractor in default.
INSURANCE

The contractor shall take out and maintain during the life of this contract comprehensive/commercial general liability insurance. The contractor shall also provide comprehensive motor vehicle liability insurance if deemed necessary by the Law Department. This insurance shall include but may not be limited to the following:

1. Contractual liability on a blanket basis or specifically covering this contract;
2. Independent contractors;
3. Products/completed operations;
4. County of Allegheny and its Commissioners shall be named as additional insureds on the comprehensive/commercial general liability insurance.
5. Thirty (30) days notice of cancellation;
6. Provide a combined single limit of $1,000,000 per occurrence for bodily injury and property damage.

Workers Compensation as required by law, or shall evidence that they have qualified with the Pennsylvania Department of Labor and Industry as a self-insurer.

No program of self-insurance shall apply to any of the foregoing coverages without prior approval of the County.

The contractor shall be responsible to require his sub-contractors to comply with all of the insurance requirements of this agreement.

The Director may waive or modify any of the insurance requirements at his discretion.

Bid will be returned and unopened if received later than the close of business on the date specified.

Return these sheets with prices filled in and signed by the duly authorized officer of your company

Company Name: ___________________________________________ Phone No. __________________________
Address: ____________________________________________________________________________________

Bidder’s Name ___________________________________ Signed By: ________________________________