

# Request for Proposal

The Center for Family Services (CFS) Head Start, herein, details a Request for Proposal for Professional Commercial Kitchen Exhaust and Hood Cleaning. CFS Head Start has the express right to reject any and all proposals. CFS Head Start, serving the City of Camden and Camden County, is an equal opportunity employer. Bids must be received no later than 5 PM on May 21, 2018.

## Scope of Work:

- Provide Bi-Annual cleaning of commercial kitchen exhaust systems with the intent on preventing the accumulation of grease, debris, dirt, etc. Cleanings should include the following: hood, baffle filters, fan, ductwork, stove top, and accessible Ansul System equipment underneath the hood.
- Cleanings must adhere to the standards set forth under the National Fire Protection Association Code (NFPA) 96.
- Hood Cleaning should exemplify cleanliness; using protective coverings when applicable.
- Access ports, grease filters and fan systems must be inspected.
- Proof of completion of service must be recorded on-site, this includes date of service.
- Scheduling of service will be determined in advance for each location.

## Services:

- Services will be provided over a 12 month contract period from August 1<sup>st</sup>, 2018 to July 31<sup>st</sup>, 2019.
- Contract will be a per unit price agreement; whereas, CFS Head Start may add or remove locations as requested. The costs of new locations shall be negotiated as required.

## Qualifications:

Respondent should include the following information:

- Previous experience
- Certification of License
- Certificate of Insurance

Please email Daryl White at [dwhite@centerffs.org](mailto:dwhite@centerffs.org) for the Site Location Walkthrough Schedule or any questions.

Proposals must be mailed to the below address no later than May 21st, 2018.

Center for Family Services

Attn: Daryl White

500 Pine Street, Camden, New Jersey 08103

## Site Location Walkthrough Schedule

CFS Head Start Facilities Manager: Daryl J White

If you would like to assess the properties please review the dates and times listed below. These scheduled allotments of time are of an open house concept. Any questions or concerns can be communicated to Daryl White at Email:

[dwhite@centerffs.org](mailto:dwhite@centerffs.org) or Phone: 856-425-3311.

<b>Times</b>	<b>Monday, May 7th</b>	<b>Tuesday, May 8th</b>	<b>Wednesday, May 9th</b>	<b>Thursday, May 10th</b>
8:30 AM - 10:30AM	345 Chews Landing Rd Lindenwold, NJ 08021	195 New Freedom Rd Clementon, NJ 08021	1475 S. 8 <sup>th</sup> St Camden, NJ 08104	35 East Church St Blackwood, NJ 08021
11:00AM - 1:00PM	156 Norcross Rd Winslow, NJ 08009	120 S. White Horse Pike Lindenwold, NJ 08021	33 W Haddon Ave Oaklyn, NJ 08107	500 Pine Street Camden, NJ 08103