



Request for Proposal # 0057217

For

Grease Removal Services
from Food Preparation Exhaust Systems

June 29, 2018

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Trisha Wilson, CPPB, Senior Buyer, Procurement, Phone: (540) 231-7402 e-mail: wilsont@vt.edu.

DUE DATE: Proposals will be received until July 30, 2018 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals should be mailed or hand delivered to: Virginia Polytechnic Institute and State University (Virginia Tech), Procurement Department (MC 0333) North End Center, Suite 2100, 300 Turner Street NW, Blacksburg, Virginia 24061. Reference the due date and hour, and RFP Number in the lower left corner of the return envelope or package.

Please note that USPS is delivered to a central location and is not delivered directly to Procurement. Allow extra time if sending proposal via USPS. It is the vendor's responsibility to ensure proposals are received in the Procurement office at the appropriate date and time for consideration.

MANDATORY PRE-PROPOSAL CONFERENCE AND SITE VISIT: A pre-proposal conference will be held on July 17, 2018 at 9:30 AM. See section X, Mandatory Pre-proposal Conference for additional information.

TYPE OF BUSINESS: (Please check all applicable classifications). If your classification is certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), provide your certification number: _____. For assistance with SWaM certification, visit the SBSD website at <http://sbsd.virginia.gov/>.

_____ **Large**

_____ **Small business** – An independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of \$10 million or less averaged over the previous three years. Commonwealth of Virginia Department of Small Business and Supplier Diversity (SBSD) certified women-owned and minority-owned business shall also be considered small business when they have received SBSD small business certification.

_____ **Women-owned business** – A business concern that is at least 51% owned by one or more women who are U. S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U. S. citizens or legal resident aliens.

_____ **Minority-owned business** – A business concern that is at least 51% owned by one or more minority individuals (see Section 2.2-1401, Code of Virginia) or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

COMPANY INFORMATION/SIGNATURE: In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned

offers and agrees to furnish the goods or services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number)		FEDERAL TAXPAYER NUMBER (ID#)	
BUSINESS NAME/DBA NAME/TA NAME (If different than the Full Legal Name)		BILLING NAME (Company name as it appears on your invoice)	
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS	
CONTACT NAME/TITLE (PRINT)			E-MAIL ADDRESS
TELEPHONE NUMBER	TOLL FREE TELEPHONE NUMBER	FAX NUMBER TO RECEIVE E-PROCUREMENT ORDERS	

I acknowledge that I have received the following addendums posted for this solicitation.

1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ (Please check all that apply)

Is any member of the firm an employee of the Commonwealth of Virginia who has a personal interest in this contract pursuant to the Code of Virginia, 2.2 – 3102 - 3112

YES _____ NO _____

SIGNATURE _____ Date: _____

Revised 01/01/2018

I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit proposals to establish a contract through competitive negotiations for grease removal services from food preparation exhaust systems by Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

II. SMALL, WOMAN-OWNED AND MINORITY (SWAM) BUSINESS PARTICIPATION:

The mission of the Virginia Tech supplier opportunity program is to foster inclusion in the university supply chain and accelerate economic growth in our local communities through the engagement and empowerment of high quality and cost competitive small, minority-owned, women-owned, and local suppliers. Virginia Tech encourages prime suppliers, contractors, and service providers to facilitate the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

III. CONTRACT PERIOD:

The term of this contract is for four year(s), or as negotiated. There will be an option for four one-year renewals, or as negotiated.

IV. BACKGROUND:

Virginia Polytechnic Institute and State University (Virginia Tech) is located in Blacksburg, Virginia, approximately 40 miles southwest of Roanoke, Virginia, the major commercial hub of the area. In addition to the university's main campus in Blacksburg, major off campus locations include twelve agriculture experiment research stations, the Marion duPont Scott Equine Medical Center and graduate centers in Roanoke and Fairfax, Virginia. Regularly scheduled air service is provided at the Roanoke Regional Airport.

Dedicated to its motto, Ut Prosim (That I May Serve), Virginia Tech takes a hands-on, engaging approach to education, preparing scholars to be leaders in their fields and communities. As the Commonwealth's most comprehensive university and its leading research institution, Virginia Tech offers 240 undergraduate degree programs to more than 31,000 students and manages a research portfolio of nearly \$513 million. The university fulfills its land-grant mission of transforming knowledge to practice through technological leadership and by fueling economic growth and job creation locally, regionally, and across Virginia.

Virginia Tech's Dining Services is a major unit within Student Affairs. Dining Services encompasses a wide-ranging food service system, offering the utmost in quality, nutrition, environment, and choices, and serves approximately 7 million meals per year. Dining Services anticipates purchases against the contract to be approximately \$140,000.00 annually.

Dining Services currently operates nine cash operations, one board operation and a catering operation. The board operation is an all-you-can-eat/ pay-one-price service. Cash operations are ala carte and include: Owens Food Court (Owens), The Hokie Grill and Company (Owens), West End Market, Deet's Place and Squires Food Court. The board units are D2 at Dietrick. Additionally, snack bar-type operations exist at the Virginia-Maryland Regional College of Veterinary Medicine, and on the ground floor of Dietrick (Dxpress).

Owens' facility consists of The Hokie Grill and Company and the Owens Food Court, both of which serve a combined total of approximately 65,000 customers per week. Hokie Grill serves primarily nationally branded products (Chick-fil-A, Pizza Hut, Cinnabon and Carvel), and therefore may only have minimal use of the resulting contract. While school is in session, Owens Food Court serves

seven days a week from 10:30 am to 9:00 pm. Hokie Grill operates Monday- Friday from 7:30 am until 9:00 pm and on Saturday Noon -9:00 pm. Personal Touch Catering, housed in the Owens facility, offers an array of customized services ranging from early morning coffee services to formal sit-down dinners.

Turner Place, houses three franchises, Bruegger's Bagels operates Monday- Thursday 7:00 am to 7:00 pm and Friday 7:00 am – 3:00 pm, Jamba Juice operates Monday - Thursday 8:30 am to 7:00 pm and Friday 8:30 am to 3:00 pm, and Qdoba operates Monday - Thursday 7:30 am to 10:00 pm and Friday 7:30 am to 9:00 pm. The following self-branded concepts are also located in Turner Place 1872 Fire Grill operates Monday - Thursday 7:00 am to 10:00 pm and Friday 7:00 am to 7:00 pm, Atomic Pizzareia operates Monday - Thursday 10:30 am to 7:00 pm and Friday 10:30 am to 3:00 pm, Oragami operates Monday- Thursday 11:00 am to 8:00 pm and Friday 11:00 am to 3:00 pm, Dolce operates Monday- Thursday 7:00 am to 10:00 pm and Friday 7:00 am to 9:00 pm, and Soup Garden operates Monday- Thursday 10:30 am to 7:00 pm and Friday 10:30 am to 7:00 pm,

D2 is the largest non-military dining hall in the United States. It serves approximately 19,000 customers per week in its international marketplace style restaurant. Eight dining venues feature Asian, Mexican, Italian, Brazilian and Mediterranean style cuisine and cooking techniques, along with a deli, an all-American salad bar and gourmet dessert area. The Brazilian style grill or "churrascaria," features a variety of roasted and grilled meats as well as fast fare items. D2 is open Monday through Friday serving breakfast from 7:00am to 9:30am, lunch from 10:30am to 2:00pm and dinner from 5:00 pm to 7:00 pm and opens on Sunday from 9:30 am to 6:30pm. Dexpress hours of operation are Monday- Friday 7:00am until 2:00 am and on the weekend 9:00 am to 2:00 am.

A specialty coffee, gourmet dessert and ice cream shop known as "Deet's Place" also resides in Dietrick. While school is in operation, Deet's place is open 7:00am to Midnight, Monday through Friday, and 10:30am to Midnight, Saturday and Sunday.

West End Market, our most innovative dining center is a unique marketplace focusing on made-to-order entrees and food that is prepared in an exposed kitchen atmosphere. Visitors can choose among the seven shops serving fare ranging from salads and wraps to London broil and lobster. This facility was recently renovated. Hours of operation are Monday through Friday, 10:30am to 8:00pm; Saturday, 11:00 am to 7:00 pm; Sunday, 11:00 am to 7:00 pm with brunch served from 11:00 am to 3:00 pm.

When school is not in session, on break and during summer sessions, the number of dining facilities open and hours of operation are generally reduced. Due to the variance in the level of student activity, naming the particular dining facilities that will be open, and the hours of operation is not possible. Virginia Tech will provide the Contractor with advance notification whenever there will be a change in open facilities and hours of operation.

Dining Services operates on a twelve (12) month period with the heaviest volume of purchases during the two (2) sixteen (16) week semesters. A list of each of the Dining units and the hoods associated with each unit will be provided in Attachment D.

V. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. *We are, therefore, requesting that your firm register as a vendor within the eVA system.*

There are transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <http://www.eva.virginia.gov/pages/eva-registration-buyer-vendor.htm> and **register both with eVA and Ariba**. *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: <http://www.eva.virginia.gov>, or call 866-289-7367 or 804-371-2525.

VI. CONTRACT PARTICIPATION:



It is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or Virginia Tech's affiliated corporations and/or partnerships may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify Virginia Tech in writing of any such entities accessing the contract, if requested. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract, as requested. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Virginia Tech. Virginia Tech shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Virginia Tech is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances.

Please refer to Attachment B, Zone Map, if the offeror wishes to submit separate pricing structure based on approved zones for cooperative institutions. Refer to Attachment B for the approved Zone Map. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

VII. STATEMENT OF NEEDS:

- A. The Contractor shall furnish all labor, equipment, supplies, materials, supervision and transportation necessary to remove grease from the exhaust systems listed in Attachment D.
- B. Cleaning shall be performed in accordance with NFPA 96 of National Fire Code of 2014. Cleaning shall be accomplished by using non-flammable grease solvent chemicals, scraping, wire brushing or similar methods and/or by high pressure hot water or high pressure steam. Flammable solvents or other flammable cleaning aids shall not be used.
- C. Exhaust systems shall be cleaned from filters to final point of exhaust to include all fans, fan housings, scrolls, squirrel cages, and duct systems. The entire system shall be completely cleaned to expose the metal surfaces of the interiors of ductwork, fan, hoods, filters and other appurtenances. The Contractor is not responsible for replacing fan assembly electrical components, unless damage is caused by the Contractor.
- D. The Contractor shall perform service within 10 calendar days after notification from the contact point. A listing of hoods in the various units are provided in Attachment D. Virginia Tech reserves the right to modify this list and frequency as the need arises.
- E. The Contractor shall be responsible for ensuring that all electrical switches, detection devices, and system components which may be accidentally activated are locked, pinned, or protectively sealed or covered. When the cleaning is completed, the Contractor shall be responsible for returning all electrical switches, detection devices and system components to an operable state. Cover plates shall be replaced. Dampers and diffusers shall be positioned for proper airflow.
- F. The Contractor shall take precautions to protect all areas surrounding the service area from damage during the cleaning process. This includes furnishings, carpet, equipment and structural components. Care shall be taken not to apply cleaning components on fusible links or other detection devices of the automatic extinguishing system. The Contractor shall protect roofing system materials to prevent any damage to the roof caused from steam and/or hand cleaning, or dismounting the fan assemblies from their foundations.
- G. The Contractor shall be responsible for cleaning up all work areas. The Contractor shall collect and remove all materials used in cleaning and all grease removed from the system. The Contractor shall ensure that all debris is removed from Virginia Tech premises and properly and legally disposed. The surrounding work area shall be returned to its original state of cleanliness upon completion of the exhaust system cleaning. Any area damages caused by the Contractor shall be repaired at the Contractor's expense.
- H. The Contractor shall remove all moisture from the duct systems. Any area damages by steam or water, shall be repaired at the Contractor's expense.
- I. The Contractor shall not apply any type material to any area of the exhaust system after cleaning has been completed.
- J. Upon completion of each grease removal service, the Contractor shall tag the hood. Each tag shall be removable and include the following information: date of cleaning, location, and signature of employee providing the service. Failure to provide the tag may result in delayed/denied payment. Virginia Tech and the Contractor may inspect each exhaust system

to ensure compliance. The Contractor shall immediately correct any non-compliance at the Contractor's expense.

Each time that a hood is serviced, the Contractor shall have a form (supplied by the Contractor) signed by an authorized Virginia Tech representative when available, which signifies that service was provided. One copy of the form shall be retained by the Contractor and one copy shall be left with Virginia Tech.

- K. The Contractor shall inspect ducts and systems after cleaning. Any defects, or items not in accordance with code, shall be detailed in a written report to the appropriate contact point at Virginia Tech.
- L. In the event the Contractor determines an access panel is required in a certain area, a written justification requesting the installation of that panel shall be provided for approval from the appropriate contact point at Virginia Tech. Justification shall include location, size of opening, panel material, and suggested method of installation fastening.
- M. The Contractor's employees shall be qualified through factory, or equivalent, training. Virginia Tech reserves the right to reject the Contractor's employees who are not adequately qualified to perform the work.
- N. All employees and vehicles of the Contractor shall be readily identifiable. Employees who have access to a Virginia Tech building may be screened by the Campus Police. Employees shall observe and comply with all regulations of Virginia Tech; failure to observe such regulations will be grounds for removal from campus.
- O. The Contractor's vehicles parked on the Virginia Tech campus must be registered with Virginia Tech Parking Services Department and display a valid Contractor's parking pass. A pass may be obtained by filling out an Application for Virginia Tech Contractor's Parking Pass, (available upon award of contract), and submitting it to Virginia Tech Parking Services Department. The Contractor should be aware that vehicles parked on the Virginia Tech campus without a parking pass or permit are subject to ticketing and fines. The Contractor shall obtain and refer to the Virginia Tech Traffic and Parking Regulations for further parking information.
- P. The Contractor shall clean the coffee roaster in Deet's Place. The Contractor shall be responsible for any disassemble and re-assemble necessary to thoroughly clean the roaster. Any necessary disassemble/re-assembly shall be done in accordance with, "Model PS, The Complete Grease Duct System" described in Attachment C.
- Q. The Pizza Oven Hood located in Cochrane Hall and Dietrick shall be cleaned very carefully. Due to the nature of the oven design, the brick cooking surface and the electrical wires surrounding this area must NOT get wet.

VIII. PROPOSAL PREPARATION AND SUBMISSION:

A. Specific Requirements

Proposals should be as thorough and detailed as possible so that Virginia Tech may properly evaluate your capabilities to provide the required goods or services. Offerors are required to submit the following information/items as a complete proposal:

1. Specific plans or methodology to be used to provide the services:

Describer offeror's plan for cleaning hoods listed in Attachment D. Also include your recommended frequency of cleaning based on items cooked under hoods and the volume of products cooked under the hood. Discuss offeror's quality assurance program. Discuss the offeror's willingness to provide a representative to address Virginia Tech's needs. Discuss your invoicing as well as marking the hoods that have been cleaned. Also discuss response time for correcting any issues.

2. Qualifications and experiences of offeror in providing the goods and services:

Describe the offeror's qualifications and experience in providing this service.

Provide four recent references, either educational or governmental, for whom you have provided the type of services described herein. Include the date(s) the services were furnished, the client name, address and the name and phone number of the individual Virginia Tech has your permission to contact.

3. Price:

Provide pricing for each hood by completing Attachment D, which includes frequency, unit price and total price, and submit with your proposal. Discuss firmness of the offeror's pricing as completed in Attachment D. Discuss how the offeror intends to provide price changes and the anticipated frequency of such changes.

4. Quality of products/services offered and suitability for the intended purposes:

Describe how you provide customer service and how you ensure the quality of the services.

5. Participation of Small, Women-owned and Minority-owned Business (SWaM) Business:

If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWaM certification, visit the SBSD website at <http://www.sbsd.virginia.gov/>

6. The return of the General Information Form and addenda, if any, signed and filled out as required.

B. General Requirements

1. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;

a. One **original** and three **copies** of the entire proposal, including all attachments. Any proprietary information should be clearly marked in accordance with 2.e. below.

b. **One (1) electronic copy** in WORD format or searchable PDF (*flash drive*) of the entire proposal as one document, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with 2.e. below.

- c. Should the proposal contain **proprietary information**, provide **one (1) redacted hard copy** of the proposal and attachments **with proprietary portions removed or blacked out**. This copy should be clearly marked "*Redacted Copy*" on the front cover. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Virginia Tech shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

Response shall be submitted to:

Virginia Polytechnic Institute and State University (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

Reference the Due Date and Hour, and RFP Number in the lower left hand corner of the return envelope or package.

No other distribution of the proposals shall be made by the Offeror.

2. Proposal Preparation:

- a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
- d. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.

- e. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.
3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

IX. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

<u>Criteria</u>	<u>Maximum Point Value</u>
1. Specific plans or methodology to be used to provide the Services	25
2. Qualifications and experiences of Offeror in providing the goods/services	25
3. Price	25
4. Quality of products/services offered and suitability for the intended purposes	15
5. Participation of Small, Women-Owned and Minority (SWAM) Business	10
Total	100

B. Award

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall then be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Virginia Tech shall select the offeror which, in its opinion, has made the best proposal, and shall

award the contract to that offeror. Virginia Tech may cancel this Request for Proposal or reject proposals at any time prior to an award. Should Virginia Tech determine in writing and in its sole discretion that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated. See Attachment E for sample contract form.

Virginia Tech reserves the right to award multiple contracts as a result of this solicitation.

X. **MANDATORY PRE-PROPOSAL CONFERENCE AND SITE VISIT:**

A mandatory pre-proposal conference will be held on July 17, 2018 at 9:30 am in the Southgate Center Food Warehouse Break Area, Room 100, 330 Sterrett Drive, Blacksburg, VA 24060. The purpose of this conference is to allow potential Offers an opportunity to present questions and obtain clarification relative to any facet of this Request for Proposal. Site visit to follow.

Due to the importance of all Offerors having a clear understanding of the scope of the work and requirements for this solicitation, attendance at this conference will be a prerequisite for submitting a proposal. Proposals will only be accepted from those Offerors who are represented at this pre-proposal conference. Attendance at the conference will be evidenced by the representative's signature on the attendance roster. If a representative appears on your behalf, the representative must provide a signature and also identify the name of the Offeror.

Bring a copy of this solicitation with you. Any changes resulting from this conference will be issued in a written addendum to this solicitation.

It is strongly recommended that you obtain a Virginia Tech parking permit for display on your vehicle prior to attending the conference. Parking permits are available from the Virginia Tech Parking Services Department located at 605 Research Center Drive, phone: (540) 231-3200, e-mail: parking@vt.edu.

XI. **INVOICES:**

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted to:

If to Dining Services:

Virginia Polytechnic Institute and State University
Dining Services (0428)
Attn: Business Services
New Hall West Suite 109
190 West Campus Drive
Blacksburg, VA 24061

If to Food Science and Technology:

Virginia Polytechnic Institute and State University
Food Science and Technology
Attn: Trina Pauley
Duck Pond Drive
Blacksburg, VA 24061

If to Wallace Hall Kitchen Third Floor:

Virginia Polytechnic Institute and State University
Hospitality & Tourism Management (0429)
362 Wallace Hall
Blacksburg, VA 24061

If to Wallace Hall Kitchen 403 and 405:

Virginia Polytechnic Institute and State University
Human Nutrition, Foods & Exercise (0430)
338 Wallace Hall
Blacksburg, VA 24061

XII. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor as negotiated in any resulting contract from the aforementioned Request for Proposal.

Payment can be expedited through the use of the Wells One AP Control Payment System. Virginia Tech strongly encourages participation in this program. For more information on this program please refer to Virginia Tech's Procurement website: <http://www.procurement.vt.edu/vendor/wellsone.html> or contact the procurement officer identified in the RFP.

XIII. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.apps.vpfin.vt.edu/html.docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

XIV. COMMUNICATIONS:

Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement Department rejects all proposals. Formal communications will be directed to the procurement officer listed on this solicitation. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement Department representative may result in the offending Offeror's proposal being rejected.

XV. CONTROLLING VERSION OF SOLICITATION:

The posted version of the solicitation and any addenda issued by Virginia Tech Procurement Services is the mandatory controlling version of the document. Any modification of/or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by Virginia Tech Procurement Services. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Tech reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

XVI. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions, see Attachment A.

XVII. CONTRACT ADMINISTRATION:

- A. Christine Boling, Contract Administrator, Dining Services, at Virginia Tech or their designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.
- B. The Contract Administrator, or their designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or their designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Procurement Department through a written amendment to the contract.

XVIII. ATTACHMENTS:

- Attachment A - Terms and Conditions
- Attachment B - Zone Map for Cooperative Contracts
- Attachment C – Model PS, The Complete Grease Duct System
- Attachment D – Hood Listing
- Attachment E – Sample of Standard Contract Form

ATTACHMENT A

TERMS AND CONDITIONS

RFP GENERAL TERMS AND CONDITIONS

See:

http://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_RFP_01012018.pdf

ADDITIONAL TERMS AND CONDITIONS

- A. ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement, and should be provided at favored nations pricing, terms and conditions.
- B. AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
- C. AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- D. CANCELLATION OF CONTRACT:** Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- E. CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
- F. IDENTIFICATION OF BID/PROPOSAL ENVELOPE:** The signed bid or proposal should be returned in a separate envelope or package and identified as follows:

From: _____
Name of Bidder or Offeror Due Date Time Due

Street or Box No. Solicitation Number

City, State, Zip Code Solicitation Title

Name of Procurement Officer: _____

The envelope should be addressed to:

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

The offeror takes the risk that if the envelope is not marked as described above, it may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. Bids or Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other bids/proposals should be placed in the envelope.

- G. NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing, hand delivered or mailed to the address of the respective party at the following address

If to Contractor: Address Shown On RFP Cover Page
Attention: Name Of Person Signing RFP

If to Virginia Tech:

Virginia Polytechnic Institute and State University (Virginia Tech)
Attn: Trisha Wilson
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

and

Virginia Polytechnic Institute and State University (Virginia Tech)
Attn: Christine Boling
Dining Services (0428)
New Hall West, Suite 109
Blacksburg, Virginia 24061

- H. SEVERAL LIABILITY:** Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

- I. CLOUD OR WEB HOSTED SOFTWARE SOLUTIONS:** For agreements involving Cloud-based Web-hosted software/applications refer to link for additional terms and conditions:
http://www.ita.vt.edu/purchasing/VT_Cloud_Data_Protection_Addendum_final03102017.pdf

SPECIAL TERMS AND CONDITIONS

1. **CRIMINAL CONVICTION CHECKS:** All criminal conviction checks must be concluded prior to the Contractor's employees gaining access to the Virginia Tech Campus. Employees who have separated employment from Contractor shall undergo another background check prior to re-gaining access to the Virginia Tech campus. Contractor shall ensure subcontractors conduct similar background checks. Virginia Tech reserves the right to audit a contractor's background check process at any time. All employees have a duty to self-disclose any criminal conviction(s) occurring while assigned to the Virginia Tech campus. Such disclosure shall be made to Contractor, which in turn shall notify the designated Virginia Tech contract administrator within 5 days. If at any time during the term of the contract Virginia Tech discovers an employee has a conviction which raises concerns about university buildings, property, systems, or security, the contractor shall remove that employee's access to the Virginia Tech campus, unless Virginia Tech consents to such access in writing. Failure to comply with the terms of this provision may result in the termination of the contract.

2. **INSURANCE:**

By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract, Virginia Tech reserves the right to require the contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:

- A. Worker's Compensation - Statutory requirements and benefits.
- B. Employers Liability - \$100,000.00
- C. General Liability - \$1,000,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.
- D. Automobile Liability - \$500,000.00
- E. Builders Risk – For all renovation and new construction projects under \$100,000 Virginia Tech will provide All Risk – Builders Risk Insurance. For all renovation contracts, and new construction from \$100,000 up to \$500,000 the contractor will be required to provide All Risk – Builders Risk Insurance in the amount of the contract and name Virginia Tech as additional insured. All insurance verifications of insurance will be through a valid insurance certificate.

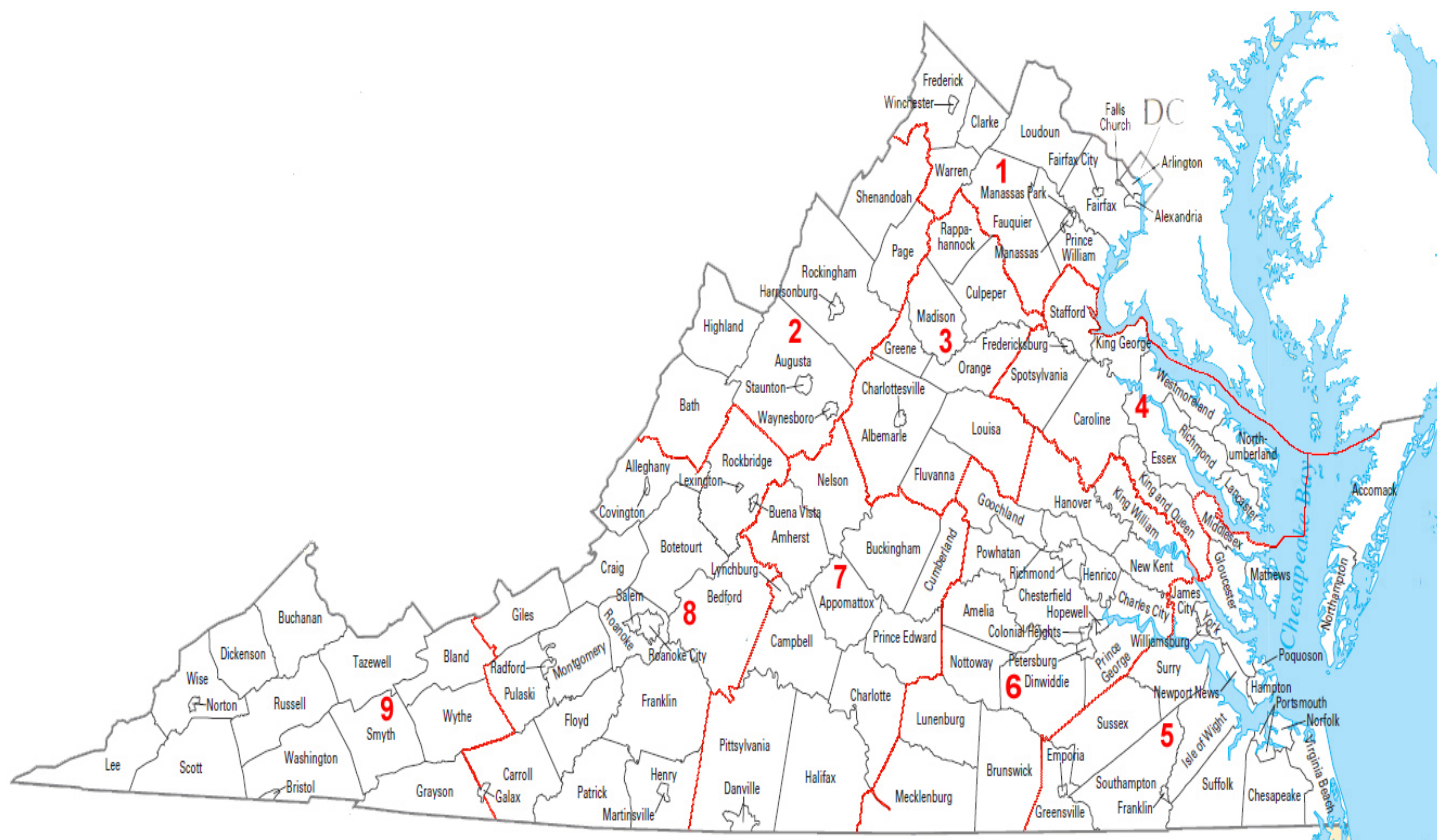
F. The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.

3. **RENEWAL OF CONTRACT:** This contract may be renewed by Virginia Tech upon written agreement of both parties for (one year)/(four successive one year periods), under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.

4. **SAFETY:** The contractor bears sole responsibility for the safety of its employees. The contractor shall take all steps necessary to establish, administer, and enforce safety rules that meet the regulatory requirements of the Virginia Department of Labor and Industry (VDLI) and the Occupational Safety and Health Administration (OSHA). The contractor shall take steps as necessary to protect the safety and health of university employees, students, and visitors during the performance of their work. In addition, the contractor must also provide the university with a written safety program that it intends to follow in pursuing work under this contract. By entering into a contract with Virginia Tech, the contractor and its subcontractors agree to abide by the requirements described in Safety Requirements for Contractors and Subcontractors located on Virginia Tech's Environmental, Health and Safety Services (EHSS) web site at this URL http://www.ehss.vt.edu/programs/contractor_safety.php. A copy of the publication may also be obtained by contacting EHSS at 540/231- 5985. No work under this contract will be permitted until the university is assured that the contractor has an adequate safety program in effect.
5. **SIDEWALK POLICY:** Driving on sidewalks is allowed when there is no other way to get a needed vehicle to a designated place or building on campus. The vehicle operator shall be made aware that extreme caution shall be used to operate the vehicle in a way that will not be a hazard or hindrance to pedestrians using the walk. The contractor shall be responsible for any damage to turf and anything that is located adjacent to the walk. Parking an unattended vehicle on a sidewalk is strictly prohibited by State Law. The contractor is allowed to park a vehicle on a sidewalk if there is no other way to perform necessary work. The procedure to obtain a permit to operate a vehicle on sidewalks is the same as for the turf as outlined in Turf Policy. Any vehicle parked illegally on sidewalks shall be subject to ticketing, fines and towing if necessary.
6. **TURF POLICY:** Parking or driving on campus turf or sidewalk is strictly prohibited, except as specifically directed or otherwise allowed by the Physical Plant Grounds Department. In this case, a turf permit must be obtained from Virginia Tech Parking Services and displayed by the vehicle. Turf parking is not allowed under the canopy of any tree on campus. Any vehicle parked illegally on turf or sidewalks shall be subject to ticketing and fines.
7. **WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Owner's satisfaction at the contractor's expense.

ATTACHMENT B

Zone Map



Virginia Association of State College & University Purchasing Professionals (VASCUPP)

List of member institutions by zones

Zone 1

**George Mason University
(Fairfax)**

Zone 2

**James Madison University
(Harrisonburg)**

Zone 3

**University of Virginia
(Charlottesville)**

Zone 4

**University of Mary Washington
(Fredericksburg)**

Zone 5

**College of William and Mary
(Williamsburg)
Old Dominion University (Norfolk)**

Zone 6

**Virginia Commonwealth
University (Richmond)**

Zone 7

**Longwood University
(Farmville)**

Zone 8

**Virginia Military Institute
(Lexington)
Virginia Tech (Blacksburg)
Radford University (Radford)**

Zone 9

**University of Virginia - Wise
(Wise)**

The zone map is provided for the offeror to determine appropriate pricing structures based on approved zones for cooperative institutions. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone

From: Diedrich Coffee Roaster

P.O. Box 1708

3155 Hwy. 200 East

Sandpoint, Idaho 83864

Telephone (208) 263-1276

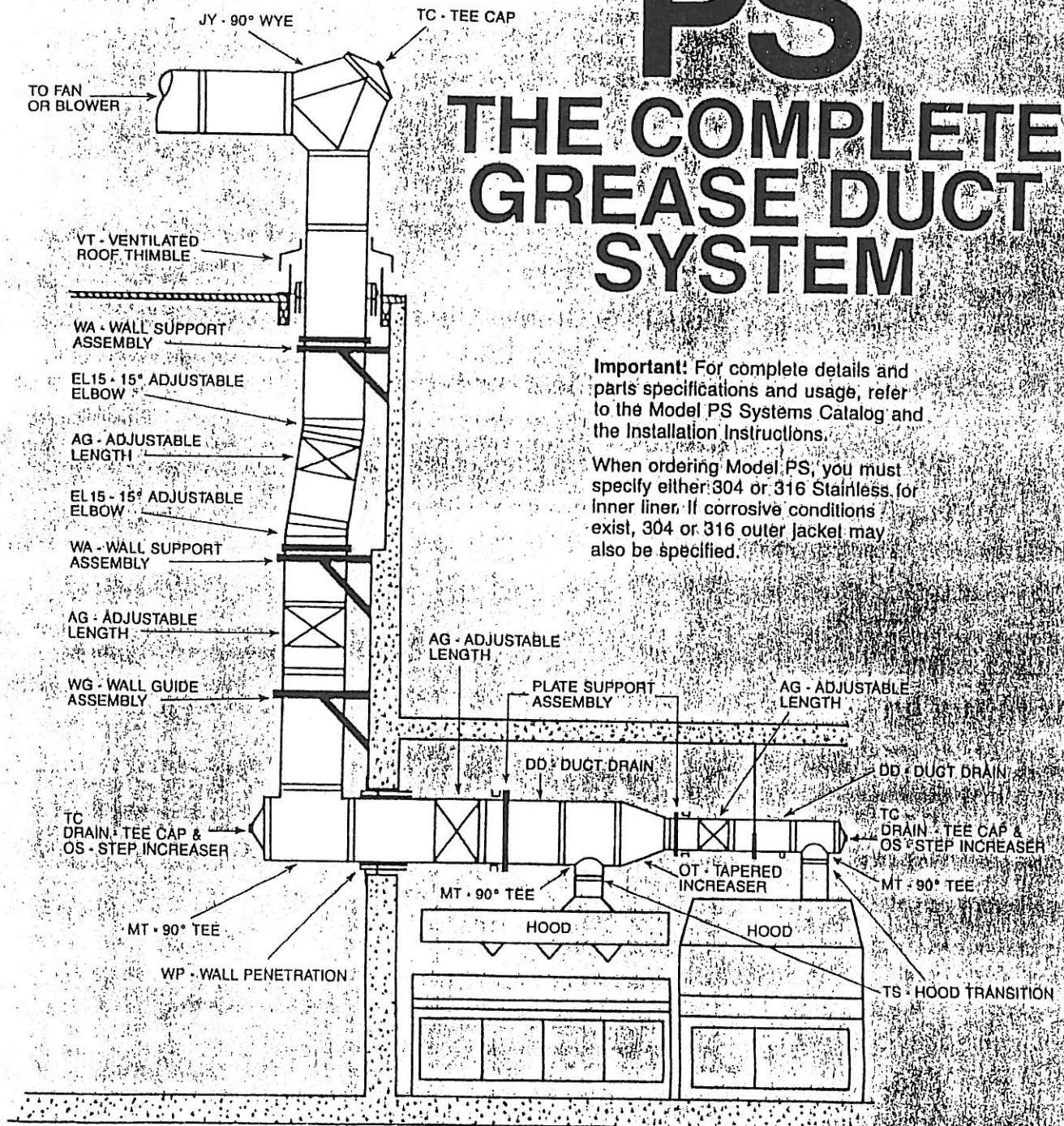
FAX (208) 265-4584

Attachment C

FIG. 1 — Model PS Grease Duct

This diagram is to illustrate the wide variety of parts available and it is not meant to be a typical installation.

MODEL PS THE COMPLETE GREASE DUCT SYSTEM



Important: For complete details and parts specifications and usage, refer to the Model PS Systems Catalog and the Installation Instructions.

When ordering Model PS, you must specify either 304 or 316 Stainless for inner liner. If corrosive conditions exist, 304 or 316 outer jacket may also be specified.

ITEM	PART NUMBER	
DOUBLE WALL PIPE		
42" LENGTH	P-42	
30" LENGTH	P-30	
18" LENGTH	P-18	
ADJUSTABLE PIPE		
30" LENGTH	P-AG30	
18" LENGTH	P-AG18	
VARIABLE LENGTH	P-VL	NOT FOR THERMAL EXP
DOUBLE WALL FITTINGS		
TEE, 90°	P-MT	
TEE, 45° LATERAL	P-JL	
WYE	P-JY	
DRAIN TEE CAP	P-TC	
INCREASER TAPERED	P-OT	
INCREASER STEPPED	P-OS	
15° ADJUSTABLE ELBOW	P-EL15	
30° FIXED ELBOW	P-EL30	
45° FIXED ELBOW	P-EL45	
GREASE DUCT FITTINGS		
HOOD TRANSITION	P-TS	
DUCT DRAIN	P-DD	
NOZZLE SECTION	P-FN	
DRAIN BUCKET	P-DB	
BELLOWS PARTS		
BELLOWS JOINT (LINED)	P-BJ	NOT UL LISTED
BELLOWS JOINT (UNLINED)	P-BJU	NOT UL LISTED
FLANGE ADAPTER	P-FD	
TERMINATIONS		
DRAIN SECTION	P-DS	
EXIT CONE	P-EC	
CLOSURE RING	P-CR	
STACK CAP	P-SK	
HALF CHANNEL BAND	P-HCB	
ROOF & WALL PENETRATIONS		
STORM COLLAR	P-SC	
TALL FLASHING	P-TF	
WALL PENETRATIONS	P-WP	
VENTILATED THIMBLE	P-VT	
ROOF SUPPORT ASSEMBLY	P-RS	
STRUCTURAL ACCESSORIES		
BOILER KIT	P-BK	
CLAMP FLANGE	P-CF	
ANGLE RING, HALF	P-HR	
ANGLE RING, FULL	P-FR	
PLATE SUPPORT ASSEMBLY	P-PA	
WALL SUPPORT ASSEMBLY	P-WA	
FLOOR GUIDE ASSEMBLY	P-WG	
FLOOR GUIDE ASSEMBLY	P-FG	
MISCELLANEOUS		
GUY SECTION	P-GS	
GUY TENSIONER	P-GT	NOT UL LISTED
FLIP TOP	P-FL	NOT UL LISTED
SEALANTS		
RTV SILICONE	P-600 TUBE	
CERAMIC JOINT CEMENT	P-1400 KIT	
CERAMIC JOINT CEMENT	P-2000 KIT	

PART NUMBERS:

Model PS components are identified by individual part names and part numbers. Each part carries an Internal Diameter size prefix, the letter "P" designating Model PS, and the letter code identification. Also, parts that are available in set standard lengths show the part length (in inches) at the end of the part number. Example: The part number for a six inch I.D. Model PS Adjustable Length that is 30 inches long is:

Pipe I.D. Size (In.)	Model PS Code	Part Code	Part Length (In.)
6	P-	AG	30

When ordering Model PS Systems, it is essential to use the proper identification for each part required.

Why Use Model PS Grease Duct

Laboratory tests show that temperatures in a grease duct fire can quickly reach 2000°F. Comparative tests of PS versus single wall duct show enormous safety differences. PS provides a level of safety at its approved clearances which cannot be obtained by single wall duct at any reasonable clearance to combustible surroundings. At duct gas temperatures of 2000°F, 10 inch size single wall duct quickly causes charring and smoking of wood at 18 inch clearance due to strong heat radiation. The insulating air space and low heat radiation of the aluminized steel outer of PS allow clearances as low as 5 inches without heating combustibles above allowable limits. All PS clearances from 5 to 18 inches have been verified by thorough safety testing with 2000°F in the duct for a 30 minute duration.

Model PS Grease Duct Is Safety Tested for Reduced Clearances

The Selkirk Metalbestos Model PS Grease Duct is a factory built, pressure tight system for safe operation at temperatures of up to 2000°F with the following clearances to combustibles:

Pipe ID	Clearance
6, 8, 10"	5"
12"	6"
14"	7"
16"	8"
18"	9"
20"	10"
Over 20"	18"

By the selection of proper prefabricated parts, it is possible to design and install a system with a minimum of personnel without on-the-job welding or special handling equipment.

Grease Duct Application

Selkirk Metalbestos Model PS Grease Duct Systems are suitable for use in commercial, industrial, institutional or other similar installations requiring exhaust system components for the removal of smoke and grease-laden vapors. Model PS Grease Ducts are

intended as complete systems connecting the hood or grease extractor system to the outdoors through exhaust or blower equipment.

A distinct advantage of the Model PS Grease Duct is the Duct Drain and Drain Bucket System which allows removal of hot grease during cooking and easy, frequent cleaning to help keep the duct safe from fire hazard.

Round Model PS Grease Duct provides for more efficient air flow than conventional rectangular ducting and structural integrity is achieved using lighter-gauge material and fewer reinforcing members. Model PS is completely integrated for efficient, mechanical design and provides a clean appearance on final assembly.

UL Listed

Model PS Grease Duct System has been fully tested by Underwriters' Laboratories, Inc. under their file number MH11382 and is listed in UL Category YGQ. ULC File Number is CR1414.

UL testing proved conclusively that Model PS has an acceptable thermal performance as a Grease Duct System; that the joint design with the Ceramic Joint Cement is sound and does not allow any grease leakage; and that system joints in tension and impact strength conform to acceptable standards equaling those of other traditional Grease Duct materials.

All Model PS parts suitable for Grease Ducts in the various sizes to 36" Internal Diameter are so identified and carry the UL Listing mark.

Size 42" I.D. and 48" I.D. are available, but are not UL Listed.



Conforms to NFPA Standards

Selkirk Metalbestos Model PS Grease Duct System is intended to be installed and used in accordance with National Fire Protection Association Standard #96 titled, "Standards for the Installation of Equipment for the Removal of Smoke and Grease-Laden Vapors from Commercial Cooking Equipment."

In addition, the International Conference of Building Officials (ICBO) has published their Research Report #3964 relative to the performance of the Model PS Grease Duct.

Detailed instructions for installation of the Model PS System so that it conforms to standard are provided by Selkirk Metalbestos.

System size and capacity information can be obtained from Chapter 31, 1984 ASHRAE Handbook, Fundamentals Volume, or Chapter 3, Air Pollution Engineering Manual of the U.S. Environmental Protection Agency, 1973.

Refer to Selkirk Metalbestos Model PS Systems Catalog and Model PS Grease Duct Installation Instructions for additional application, assembly and parts descriptions and specifications.

Component Parts for Model PS System

The Model PS Piping System is composed of a series of interconnecting, factory-built, stainless steel components which include Insulated Pipe, Insulated Fittings, Insulated Elbows, Terminations, Supports and Accessories in a variety of sizes to 48" Internal Diameter.

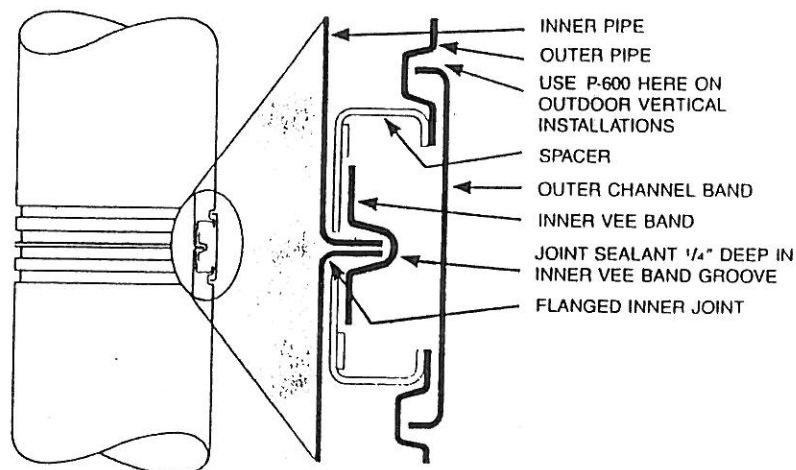
The double wall pipe has an outer jacket of aluminum-coated steel 0.025" thick in 6"-24" sizes and 0.034" thick for 28"-36" sizes. There is a minimum 1" air space between the walls. The inner gas-carrying pipe is Type 304 stainless steel 0.035" minimum thickness up to 36" I.D., 0.048" minimum thickness for 42" and 48" I.D.

The nominal weight of the pipe per foot of height equals 0.90 times the size. Thus 36" weighs 32.4 pounds per foot. Make certain that the Model

Grease Duct is properly supported, that component parts are not overloaded and that proper auxiliary structural members are used.

FIG. 2 — Assembled Joint, Model PS Grease Duct

NOTE: (1): For outdoor installation with the Grease Duct vertical apply a bead of silicone sealer in the groove at the upper edge of the Channel Band and at the overlap at its end.



Pipe and Fitting Joint Assembly

All Model PS Grease Duct joints are sealed liquid tight with a special ceramic mortar placed in Inner Vee Bands at the time of installation.

By following Installation Instructions carefully, the duct assembly can be completed quickly and easily by a small work crew with no special tools or welding required.

Recommended Enclosures and Surroundings

Selkirk Metalbestos Grease Ducts are primarily intended to be used in non-combustible surroundings and installed unenclosed. With interior installation in a building more than one story in height, the ducts must be housed in a continuous enclosure to maintain fire resistance and separations required by building code authorities.

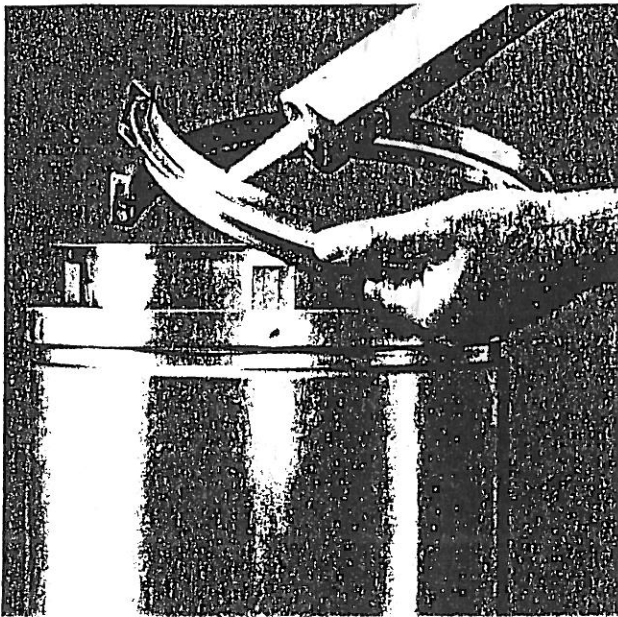
Where the PS ducting is not installed in an open room, and a full enclosure is needed at minimum clearance, the enclosure must be noncombustible and

fire rated. This is to conform to applicable national and local building codes.

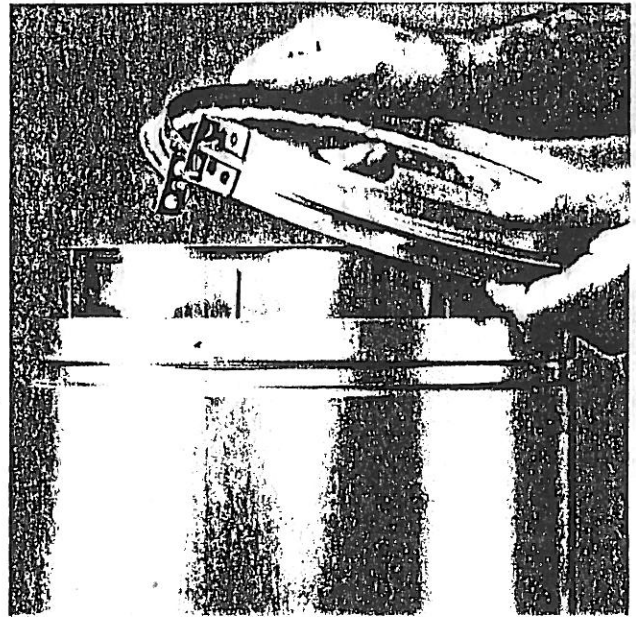
Model PS may be extended through any story of a building provided walls have the proper fire resistance rating. Roof Support Assembly and Ventilated Roof Thimble and Wall Penetration Assembly parts are provided for passage through combustible construction.

Grease Duct System Design

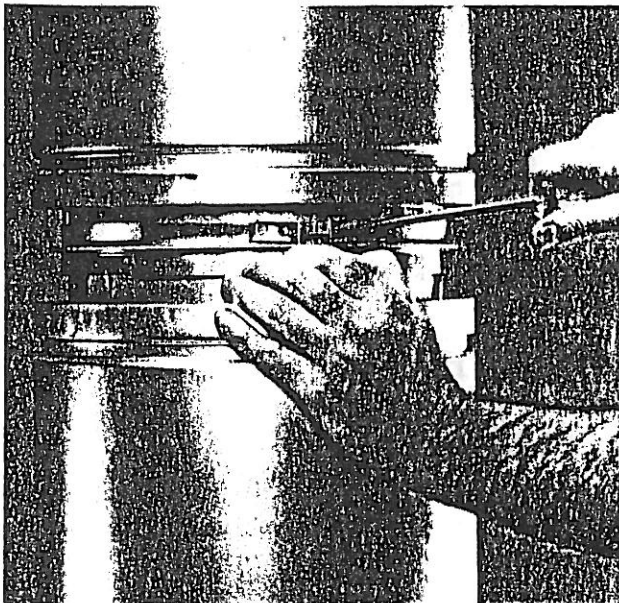
The inherent design features of the Model PS Grease Duct make it ideally suited to accomplish its main function of conveying grease-laden air out of the kitchen area to the outdoors where it will not cause discomfort to people or damage the kitchen facility. Even though the Grease Duct must be safely integrated with other equipment such as hoods, grease extractors and exhaust fans, its basic safety features must be fully utilized to successfully design an efficient exhaust system. The Model PS Grease Duct System has a special group of parts which are specifically designed to create a safe and reliable system.



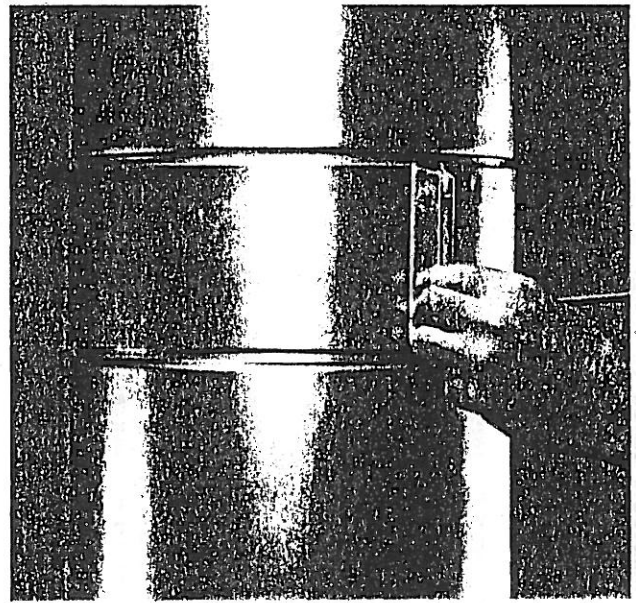
Fill inside groove of Inner Vee Band with P-2000 Ceramic Joint Cement. Inner Vee Band for 6", 8", 42" and 48" sizes is two piece part.



Position Inner Vee Band below flange of one Model PS pipe length or fitting.



Mate flanges of two pipes together, position Inner Vee Band over two flanges and tighten securely.



Position Outer Channel Band around outer casing. Align with pipe grooves and tighten.

These special parts are the Grease Tight Adjustable Length (P-AG), the Duct Drain (P-DD), the Nozzle Section (P-FN), and the Drain Bucket (P-DB). Cleanouts to aid in the inspection and maintenance of the duct system are assembled with a 90° Tee, the Stepped Increaser (P-OS) and the Tee Cap (P-TC).

Adjustable Length (P-AG)

The Adjustable Length has two major functions: To make up odd lengths of pipe as needed in short runs, and in addition to serve as an expansion joint for thermal expansion in longer runs of pipe (See Fig. 3). The Adjustable

Length comprises a sliding inner section flanged on one end only. This sliding piece is sized to fit closely inside a standard pipe section. At the sliding joint, the assembly as shipped is fitted with a special high temperature graphitized packing seal. The sliding outer jacket is aluminized steel of the same thickness as that used on piping outer

FIG. 3 — Adjustable length (Part No. P-AG)

*NOTE: Inners should overlap D/2 where used as expansion joint.
Do not install without adequate allowance for expansion.

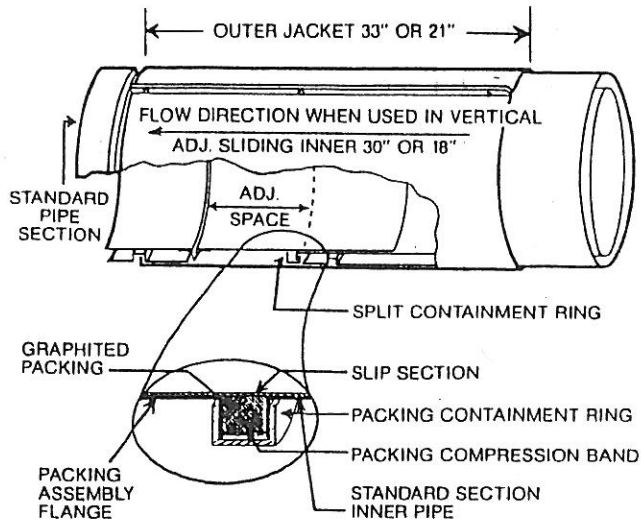


FIG. 4 — Duct Drain Section (Part No. P-DD)

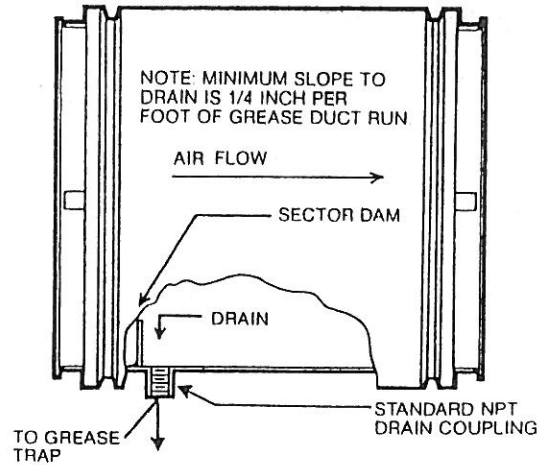


FIG. 5 — Model PS Drain Bucket (Part No. P-DB)

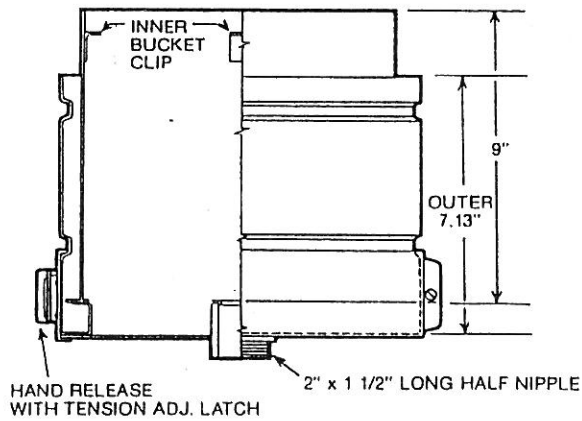
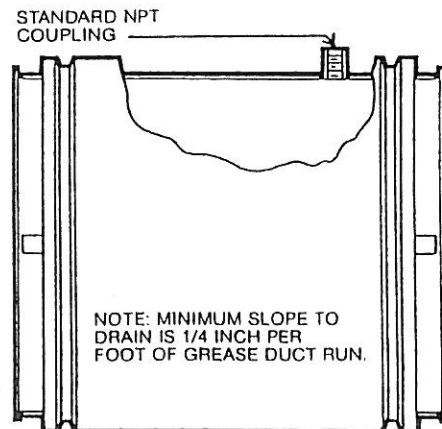
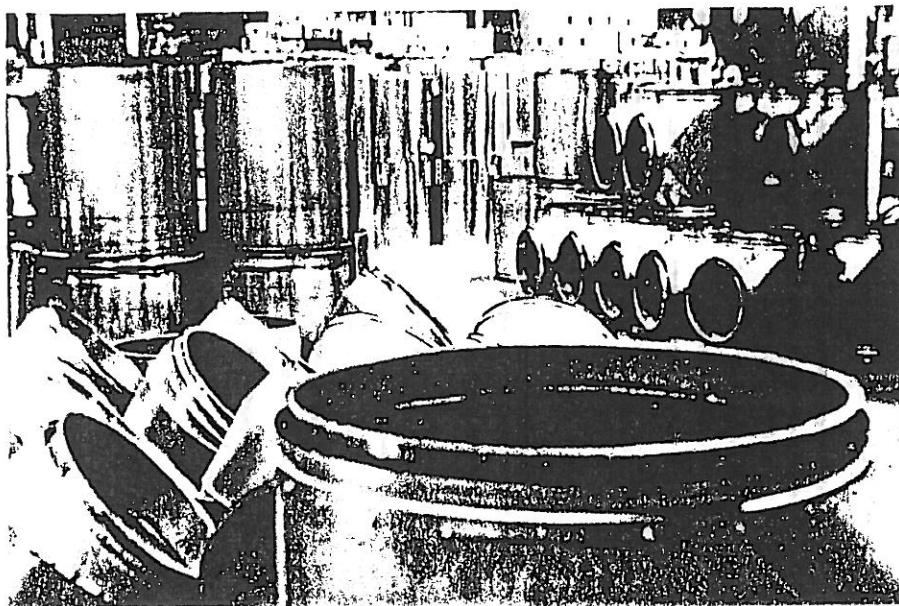


FIG. 6 — Nozzle Section (Part No. P-FN)





Model PS Grease Duct pipe and fittings in plant inventory

casings. It is placed around the sliding inner joint and must also slide in order to avoid expansion stresses. A properly installed Model PS Grease Duct has the characteristics of a continuous pipe of 300 Series Stainless Steel and it will expand and contract along its entire length with changes in its temperature. Correctly installed Angle Rings, Wall Guides, and Floor Guides keep the chimney aligned, provide for adequate resistance to lateral loads and allow for free axial expansion and contraction movement.

Duct Drains (P-DD)

Duct Drains have two distinguishing features (See Fig. 4). The first is a duct drain coupling which is located adjacent to the second distinctive feature, which is a grease dam. When the grease duct is correctly installed with a minimum slope to the drain of 1/4 inch per foot of run, "puddling" of grease or residues will not occur at sites other than at the drain couplings because of the functional location of the dams. The cleaning and maintenance procedures are simplified considerably due to those functional characteristics because the materials in the duct can easily be drained to the outside grease traps for proper disposal.

Nozzle Section (P-FN)

The use of the Nozzle Section allows various types of fire suppression equipment to be integrated into the grease ductwork. Some of the various types are: 1) CO₂ extinguishing systems (NFPA 12-1977), 2) Sprinkler systems (NFPA 13-1978), 3) Foam-Water Sprinkler/Spray system (NFPA 16-1974), and 4) Dry Chemical Extinguishing system (NFPA 17-1975).

The Nozzle Section is the same basic construction as the Duct Drain with the sector dam removed (See Fig. 6). Without the dam, the Nozzle Section can be positioned so that the nozzle fitting is either on the sides or top of the section consistent with good fire protection design practice. Standard NPT Couplings allow for flexibility when making the required connections.

An automatic hot water/detergent injection system can be integrated into the PS Grease Duct System by using the dual purpose Nozzle Section and Tee's with Drain Buckets. All of these related parts have standard NPT hardware so that conventional nozzles and piping can easily be attached.

Whether or not an automatic cleaning system is installed in the PS Grease Duct it is recommended that the drains be fitted with grease traps so that the grease that runs to the drains during normal operation can be collected in traps located and attached so that they can capture the grease and enclose it outside the main grease duct structure.

For an automatic cleaning system installation, the traps should be plumbed to the main sewer drains.

Drain Bucket (P-DB)

The Drain Bucket (P-DB) is used to drain residue from the Vertical Tee section and as a clean-out at duct directional changes. Accumulated grease melts into trap containers below the drain opening and should not burn because the grease in the trap no longer has access to combustion air (See Fig. 5).

U.S. Patent Rights

Selkirk Metalbestos Model PS Piping System is manufactured under one or more of the following U.S. Patents: 3902744, 4029343, 4029344.



Each Model PS Grease Duct System is custom designed and specially manufactured to individual job specs.

Selkirk Metalbestos representatives throughout North America are qualified to provide complimentary field service to assist contractors, builders, engineers and architects in designing Boiler Stacks and Breechings, Grease Ducts, Diesel and Turbine Exhausts, Marine Exhausts and Ducts, Freestanding Stack Systems, and Residential Chimney and Gas Vent Systems. Contact the Selkirk Metalbestos Regional Office nearest you for assistance.

Model PS has been approved by the New York City Board of Standards and Appeals under the following calendar numbers:

Boiler Stack	No. 310-79-SM
Grease Duct	No. 689-81-SM
Engine Exhaust	No. 177-82-SA

COMMERCIAL/ INDUSTRIAL PRODUCT SALES OFFICES

NORTHERN AREA
Mr. Craig Bennett
1210 Riverton Drive
Mukwonago, Wisconsin 53149
(414) 363-7748

WESTERN AREA
Mr. Jim Schmitt
3305 SW 187th Street
Aloha, Oregon 97006
(503) 649-6376

SOUTHERN AREA
Mr. Fred Arrington
507 Linkcrest Drive
Duncanville, Texas 75137
(214) 298-1056

MANUFACTURING PLANTS

P.O. Box 631
Logan, Ohio 43138
(614) 385-5671
Telex: 241380

P.O. Box 372
Nampa, Idaho 83653-0372
(208) 467-7411

PLANTS ALSO LOCATED IN:
Brockville, Ontario-Canada
Toronto, Ontario-Canada

RESEARCH AND DEVELOPMENT LABORATORIES

P.O. Box 510
Belmont, California 94002
(415) 593-3174

HOME OFFICE

P.O. Box 631
Logan, Ohio 43138
(614) 385-5671
Telex: 241380

Attachment D

Locations	ESTIMATED ANNUAL CLEANING FREQUENCY	PRICE PER CLEANING	TOTAL
Dining Services			
<i>1. Southgate food Processing Center</i>			
a. Bakeshop			
1. Hood over Fryer	2		
2. Hood over Ovens	1		
<i>2. Lane Stadium</i>			
a. South end zone hood	1		
b. West side			
1. Right hood over Griddle & fryers	1		
2. Left hood over Ovens	1		
<i>3. Vet Med Café hood</i>	3		
<i>4. West End Market in Cochrane Hall</i>			
a. Kitchen			
1. Hood over kettles	1		
2. Hood over fryer and tilt skillet	3		
3. Hood 11 ft over ovens	4		
4. Hood over Char Grill	4		
b. Bistro Fienze			
1. Pizza Oven Hood	5		
2. Pizza Pasta Prep Area Hood	2		
c. Wrap World Hood	3		
d. J.P. Chop Shop			
1. Grill Hood	8		

Locations	ESTIMATED ANNUAL CLEANING FREQUENCY	PRICE PER CLEANING	TOTAL
2. Stove Top Hood	4		
e. Fighting Gobbler Sports Lounge Hood	8		
5. Dietick Dining Hall D2 Upper Level			
a. Kitchen			
1. Large Hood over fryers, Stove top and Char grill	6		
2. Large Hood over flat top, tilting skillet, and pizza oven at end	6		
3. Large Hood over steamers #1 and rotisseries	6		
4. Large Hood over steam jacketed kettles	6		
5. Pot Wash Hood in pot wash area also joined to that is a small hood over a small dish machine	1		
6. Dish Room Hood	1		
b. Olives			
1. 15' Over Steam cookers	2		
2. 15' Over Grill Fryers	2		
3. 8' Over Wok	5		
c. Salsa 6' Hood	2		
d. East Side Deli 6' Hood	2		
e. Pan Asia 10' Hood	2		
f. Gauchos			
1. 6' Hood over mirror finish flat top	2		
2. 6' Hood over Fryers	3		
3. 8' Hood over Flat Grill	2		
4. 15' Hood over Char Grill	6		
5. 4' Hood over Holding Area	1		

Locations	ESTIMATED ANNUAL CLEANING FREQUENCY	PRICE PER CLEANING	TOTAL
6. 6' Hood over Flat Grill	2		
g. Mangia			
1. Pizza Oven Hood	5		
2. 8' Hood over steamers	1		
6. Dietrick Express Lower Level Dietrick Hall			
1. Hood 16' over fryer and Flat top	5		
2. Hood 4' over pizza oven	1		
7. Deet's Place Lower Level Dietrick Hall			
1. Coffee Roaster Hood	2		
2. Dish Machine	1		
8. Food Trucks			
1. Grillfield truck	3		
2. Periodic Table	3		
9. Owens Hall			
a. Food Court			
1. Bowl Dynasty Hood 15 ft	8		
2. Flips Hood 15' Hood	8		
3. Philly City Hoods Left Side	4		
4. Philly City Hoods Right Side	4		
5. Sweet Temptations Hood	2		
6. Carvery hood over flat top	2		
b. Hokie Grill			
1. Chick-Fil-A Hood	4		

Locations	ESTIMATED ANNUAL CLEANING FREQUENCY	PRICE PER CLEANING	TOTAL
2. Pizza Hut Hood	2		
c. Kitchen			
1. Kitchen Hood	4		
2. Dishwasher Hood	1		
d. Catering Kitchen			
1. Hood over Ovens	2		
2. Hood over Char Grill	4		
10. Graduate Life Center (Donaldson Brown)			
1. Kitchen small hood over dish machine	1		
2. Hood in back kitchen over ovens	1		
11. Turner Place in Lavery Hall			
A. First Level			
a. Kitchen			
1. 1.013 left (A)	2		
2. 1.013 right (B)	2		
3. 1.047 left (A) over Kettles	2		
4. 1.047 right (B) over tilting skillet & smoker	2		
5. 1.056 left over stove top & kettle	2		
6. 1.056 right over oven	2		
b. Dishroom			
1. 1.084 over 12' hood over Meiko dishmachine	1		

Locations	ESTIMATED ANNUAL CLEANING FREQUENCY	PRICE PER CLEANING	TOTAL
2. 1.089 over Alvery washing machine	1		
c. Atomic Pizza area			
1. 1.222 hood over Impinger oven	2		
2. 1.229 hood over wood fired pizza oven	8		
d. Bistro (1872 Fire Grill)			
1. 1.516 Main	4		
2. 1.527 over wood Broiler	5		
3. 1.527 over Gas stove top	4		
4. 1.520 over Rotical Fire Grill	2		
5. 1.538 over Fryers& ovens	4		
12. Turner Place in Lavery Hall			
B. Second Level			
e. Qdoba			
1. 2.104 Island area front over Panini grills	1		
2. 2.125End prep area (A) over fryers	8		
3. 2.125 End Prep area (B) over chargrill	8		
4. 2.134 Back Prep area over Groen steamer	2		
f. Teppanyaki (Origami)			
1. 2.205 over Flat top table Grills	3		
2. 2.205 over Flat top table Grills	3		

Locations	ESTIMATED ANNUAL CLEANING FREQUENCY	PRICE PER CLEANING	TOTAL
3. 2.205 over Flat top table Grills	3		
4. 2.205 over Flat top table Grills	3		
g. Soup Garden			
1. 2.224 condensate over a Pitco soup re-thermalizer	1		
2. 2.320 Grill	5		
h. Dish room second floor 2.345 over Meiko machine	1		
i. Bruegger's			
1. 2.525 over Picard oven	1		
2. Over steam kettle	2		
<i>13. Squires Student Center</i>			
a. Au bon Pain			
1. Main Store	1		
2. Kiosk	1		
b. Burger '37			
1. Over Fryers and Grill	9		
Food Science and Technology			
a. Test kitchen hood on second floor	If requested		
Wallace Hall			
a. Hotel & Tourism Management (HTM) kitchen located on third floor	3		

Locations	ESTIMATED ANNUAL CLEANING FREQUENCY	PRICE PER CLEANING	TOTAL
b. Human Foods & Nutrition Labs			
1. Kitchen hood located in 403	If requested		
2. Kitchen Hood located in 405	If requested		
		Grand Total	

ATTACHMENT E

SAMPLE CONTRACT FORM

**Standard Contract form for reference only
Offerors do not need to fill in this form**

COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT

Contract Number: _____

This contract entered into this ____ day of _____, 20____, by _____, hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech".

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agrees as follows:

SCOPE OF CONTRACT: The Contractor shall provide the _____ to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From _____ through _____.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the contract documents.

CONTRACT DOCUMENT: The Contract Documents shall consist of this signed contract, Request For Proposal Number _____ dated _____, together with all written modifications thereof and the proposal submitted by the Contractor dated _____ and the Contractor's letter dated _____, all of which Contract Documents are incorporated herein.

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor: _____ Virginia Tech

By: _____ By: _____

Title: _____ Title: _____