



**Request for Proposal  
RFP # 2021\_22-04**

**Kitchen Exhaust Hood Installation**

**Proposals must be received by: February 3, 2022  
2:00 p.m. CST**

**Proposals should be addressed to:**

**Arkansas State University Mountain Home  
Vent Hood Installation-Owl Cove Food Service  
Attn: Shawn Wise  
1600 S College Street  
Mountain Home, AR 72653**

Arkansas State University Mountain Home invites you to submit a sealed proposal for the installation of a complete kitchen exhaust hood system with required electrical and fire suppression system for a gas cook stove.

**Proposals must be submitted in a sealed envelope with the outside clearly marked RFP 2021\_22-04.**

**Number of Copies to submit: Original and five copies.**

**Proposal Questions Should Be Directed To: Shawn Wise  
Purchasing Technician  
Arkansas State University Mountain Home  
1600 S College Street  
Mountain Home, AR 72653  
Phone: 870-508-6126  
Fax: 870-424-4070  
Email: [purchasing@asumh.edu](mailto:purchasing@asumh.edu)**

The award of any contract for design and installation of a kitchen exhaust hood system to support the intended use will be determined by a proposal evaluation committee utilizing the specified criteria and values. Bidding firms are welcome to attend the opening of bids which will be located at the Vada Sheid Building, Administrative Offices, Room C124 at 2:00 p.m. CST on February 3, 2022.

**Notice of Award**

After complete evaluation of the bid or proposal, the anticipated award will be posted on the ASUMH website at <https://asumh.edu/pages/main/538/procurement-purchasing> . The winning Contractor will also be notified via mail and email of acceptance.

### **Scope of Work:**

- a. See general specs for proposed project-- **Exhibit A.** (Page 6)
- b. Install vent hood and duct which will meet the International Mechanical Code (IMC) requirements.
- c. Ensure the fan, duct and hood must have the ability to be degreased and cleaned.
- d. Include all ductwork, hanger rods, lamps, field installation, freight and other incidental labor and components.
- e. Note that it is the contractor's responsibility to verify all equipment meets code and will perform the function it is designed for.

### **Bid Requirements – Included with Bid**

1. Provide copies of all state, county and local licenses and/or certificates to verify your firm's qualifications in HVAC, kitchen exhaust hood installation and design, maintenance, repair and installation.
2. Provide a brief resume of the designated project manager's qualifications, certifications and experience specific to work identified in the RFP.
3. A proposal outlining the new design. A list of the equipment being proposed.
4. Provide a Work Plan outlining a basic schedule of proposed construction activities. Include major milestones and final completion date. Contractor will provide an expected completion date.
5. To ensure that routine maintenance and repair of the hood, ductwork and exhaust fan can be completed, briefly explain the preventive maintenance procedures and how they should be accomplished.

### **General Specifications & Notes**

For the RFP Vendors shall provide/complete the following:

1. The Contractor will identify and comply with all applicable federal, state and local statutes. Work will also be performed in accordance with current applicable building, plumbing, electrical, HVAC and other codes and best practices related to the work being completed. Additionally, all installations will be in accordance with manufacturer's recommendations. Work shall meet the more stringent of the above codes and requirements of the Arkansas State HVAC Inspector.
2. The Contractor will coordinate with their suppliers and sub-contractors and Arkansas State University Mountain Home (ASUMH) representative Nickey Robbins for the following as needed:
  - a. A secure staging area for storing equipment, materials and other items located in or at the worksite. Contractor shall have sole liability for said items.
  - b. Access to and provision of utilities as needed for design and construction. ASUMH will provide access to utilities where possible.
3. The Contractor will immediately notify Nickey Robbins of any and all issues that may result in a project delay and/or impact work quality or safety.

4. The Contractor will provide all labor, materials, equipment, means, accessories, etc. required for the design, purchase, delivery and installation of the specified equipment and software. All materials and equipment furnished for this job shall be in current production and shall be of quality material. Used, shopworn, demonstrator, prototype, reconditioned or discontinued equipment or materials are not acceptable.
5. Include the cost of all construction trades needed for a complete installation.
6. Contractor will be responsible for obtaining all necessary permits.
7. Contractor is responsible for removing all construction and packing debris from the work site and keeping a clean, safe work area at all times.
8. Safety signs, barricades, directional signage and/or other materials will be erected by the Contractor to warn the public, ASUMH staff/students and others away from work areas.
9. The Contractor must notify Nickey Robbins in advance of work that may be disruptive to the normal building operations and parking lot traffic flow. Any shutdown or service and/or utilities must be approved and scheduled with Nickey Robbins.
10. Contractor is responsible for start-up and commissioning of the new equipment. All systems must be fully functional and operational after installation. If follow-up work is required to correct installation, ASUMH shall not be charged.
11. ASUMH will not be responsible for any additional costs to repair or replace new equipment or parts that are still under warranty; the Contractor is responsible for all liability.
12. Contractor will provide all required forms (Contract and Grant Disclosure, EO Policy, Illegal Immigrant Certification, Restriction of Boycott of Israel Certification). These forms are located on the ASUMH website: <https://asumh.edu/pages/main/538/procurement-purchasing>
13. Contractor will provide a Certificate of Liability with A Insurance with ASUMH as certificate holder.
14. Contractor will accept the Terms and Conditions for RFP's as outlined on the ASUMH website: <https://asumh.edu/pages/main/538/procurement-purchasing>

### Instructions for Proposers:

#### **Preparation of Proposals**

All proposals must be signed by an authorized official. Include proposed material: brand, model, quantity.

#### **Clarifications**

ASUMH reserves the right to negotiate with the Contractor selected for best and final offer as outlined in Arkansas Code §19-11-230. The award made will be in the best interest of ASUMH and ASUMH's decision is final. However, ASUMH reserves the right to not award any contract pursuant to this RFP.

#### **References**

Contractor will provide a list of three references with phone numbers or emails for verification of past work performance.

#### **Performance Surety Bond**

The Contractor shall provide a Performance Surety Bond and a Labor and Material Payment Bond from a surety company licensed to do business in the State of Arkansas, in amount of the contract price.

**Permits and Licenses**

Bidder’s Price Proposal shall include the cost of obtaining all permits, licenses and other approvals and authorizations, and no extra compensation shall be paid by ASUMH for the successful Bidder’s failure to include these costs in its Bidder’s Proposal.

**Site Visit and Pre-Proposal Meeting**

A site visit and pre-proposal meeting can be arranged with **Nickey Robbins at 870-421-5858**. All walk-throughs must be completed prior to proposal submission date: **February 3, 2022**.

**Questions:** Questions may be submitted via email to [nrobbins@asumh.edu](mailto:nrobbins@asumh.edu) or phone: 870-421-5858  
 State HVAC requirement questions may be submitted via email to [brian.barrow@arkansas.gov](mailto:brian.barrow@arkansas.gov) or phone: 501-580-9644.

**Delivery of Proposals**

Please submit one (1) original and five (5) copies of your proposals in a sealed envelope clearly marked with the title of the RFP (Kitchen Exhaust Hood Installation-Owl Cove Food Service) and firm’s full legal name to **Arkansas State University Mountain Home, Attention: Shawn Wise, Purchasing, 1600 S College Street, Mountain Home, AR 72653, no later than 2:00 P.M., February 3, 2022**. Proposals received after the time specified above will be returned unopened.

**Evaluation of Proposals:**

Qualifications of HVAC experience	20
Three references	10
Proposed Design for project	25
Realistic time estimate of completion	10
All required forms submitted	10
Cost	25
<b>MAXIMUM POINTS:</b>	<b>100</b>

**OFFICIAL PROPOSAL SIGNATURE**

**DOCUMENT  
RFP 2021\_22-04**

*THIS PAGE MUST BE COMPLETED, SIGNED AND SUBMITTED WITH YOUR PROPOSAL RESPONSE*

I, the undersigned, duly authorized representative of the proposing parties, understand that the proposal must be signed by the proposing party or an authorized representative of the proposing party. Further, I acknowledge that I have read and understand all the proposal instructions, specifications, terms and conditions, and agree, on behalf of myself and the proposing party, to be bound by them. Furthermore, I acknowledge receiving, reading and understanding the listed addendums below.

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Signature

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Name & Title (Typed or Printed)

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Company Name

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Address & Telephone

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Employer Identification Number

## **Exhibit A – General Specifications for Proposal**

12 Foot Stainless Hood, low ceiling hood

36B Exhaust Fan mounted on wall

SF8 Belt drive make up air fan

Stainless no weld pipe for exhaust system

Stainless filters

Hangers to hang hood

12' Stainless metal to go on wall behind the cook top griddle (ceiling to floor)

Installation

Electrical

Lift for installation of fans

Sheet metal fittings to install fans

Fire suppression system