

**Walton County School Nutrition
Commercial Kitchen Exhaust Hood Cleaning
June 12, 2026**

**Quotes must be returned electronically by 11:00 a.m. June 24, 2026
Notice to proceed will be issued no later than 5:00 p.m. June 24, 2026**

Scope of work

Each Walton County School has at least one vent hood in each production kitchen which are cleaned annually. Selected contractor will be expected to thoroughly clean the kitchen exhaust system in accordance to NFPA 96 standards. All schools operate convection and combination ovens as well as steamers, tilting skillets, and kettles. None of the schools in Walton County operate grease fryers or fry foods in the tilting skillet.

Cleaning expectations include:

- Kitchen clean up and protection during service
 - Contractor must schedule cleaning services between the hours of 8:00 a.m. and 2:30 p.m., Monday – Friday. Cleaning services shall be completed prior to August 1.
 - Before cleaning begins, contractor will protect all equipment underneath hood with heavy-duty plastic or tarps
 - Contractor's staff must never walk on or stand on top of equipment during the cleaning process
 - Following cleaning services, contractor will ensure that kitchen is returned to a clean state. Plastic or tarps must be removed from the facility following cleaning.
- Filters
 - Remove all filters and clean/degrease as necessary
 - Rinse to remove all cleaning chemicals and allow to air dry to the greatest extent possible
 - Reinstall filters
- Ductwork
 - Thoroughly clean the vertical and horizontal ductwork leading from the kitchen side of the hood all the way to the exhaust fan.
- Exhaust fan
 - Clean fan blades, grill, housing, and surrounding roof area of any grease or food debris.
 - Check fan belts and note on school report if any belts need to be replaced
 - Close motor housing once cleaning is complete
- Hood skirt or canopy
 - Thoroughly clean any greasy residue, dirt, or debris from the interior of the skirt or canopy
 - Clean and polish the exterior skirt which extends from the ceiling downward. Contractors may not use "Sheila Shine" or other product which is applied post-cleaning

Contractor must provide certification that exhaust hoods have been cleaned by both providing a post-service report noting any deficiencies discovered during cleaning and including the number of

filters and grease drip pans which were cleaned. Contractor must apply a sticker to each hood noting the date of service. Contractor should remove any prior stickers at the time of cleaning.

General Terms and Conditions

Pursuant to the Georgia Security and Immigration Compliance Act, Walton County Schools requires all contractors register and participate in e-Verify. Proof of e-Verify compliance must be provided with the quote provided.

Vendors must provide evidence of liability and worker's compensation insurance coverage as part of their bid packet.

Walton County School Nutrition advocates for secure electronic payment in all financial events. Vendors must be willing to accept payment electronically. Vendors which have not conducted business with Walton County Schools in the past must complete new vendor paperwork before beginning services.

Prices quotes must be a firm, fixed price for the year. Prices must include freight, materials, and disposal charges. Taxes are not to be included. Fuel "surcharges" are not allowed.

The vendor's signed proposal will serve as basis to provide services for Walton County School Nutrition. This agreement will be for a one-year period. Based on satisfactory service, Walton County reserves the right to propose renewal of the agreement for exhaust hood cleaning for up to four additional years (in one year increments) following the initial year of service. Vendor will be allowed to propose updated pricing at renewal times.

Walton County School Nutrition reserves the right to refuse to allow a vendor's participation in the quote process based on objective prior experience. This refusal will be without consideration if, in Walton County School Nutrition's sole judgement, such action is deemed to be in its best interest.

Scanned copies of exhaust hood cleaning reports may be emailed to the School Nutrition office (susan.elsner@walton.k12.ga.us). Payment will not be made without copies of exhaust hood cleaning reports being received in the School Nutrition office. Vendor must provide a statement itemizing costs per site.

For questions and clarifications, please contact Susan Elsner, Director of School Nutrition (susan.elsner@walton.k12.ga.us).

Walton County School Nutrition
Exhaust Hood Cleaning Quote – Kitchen facilities

School	# hoods	# filters	Quote to clean
Atha Road Elementary	1	20	
Bay Creek Elementary	1	20	
Harmony Elementary	1	20	
Loganville Elementary	1	26	
Monroe Elementary	1	16	
Sharon Elementary	1	20	
Walker Park Elementary	1	20	
Walnut Grove Elementary	1	14	
Youth Elementary	1	20	
Carver Middle*	<i>No cleaning required for summer 2026, renovation in progress</i>		
Loganville Middle	11	14	
Youth Middle	11	24	
Loganville High	2	27	
Monroe High	3	30	
Walnut Grove High	2	20	

I certify by my signature below that the costs quoted in this quote are correct and that I have the authority to obligate the company to perform under the terms and conditions stated in this solicitation.

SUBMITTED BY (signed): _____

SUBMITTED BY (printed)/TITLE: _____

FEDERALLY LICENSED BUSINESS
NAME (for SAM.gov) _____

UNIQUE ENTITY ID (for SAM.gov): _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

DATE: _____