



OFFICE OF THE PURCHASING DIRECTOR
1443 N. ROBERSON AVE., SUITE 1000, SPRINGFIELD, MO 65802

BOB DIXON
PRESIDING COMMISSIONER

RUSTY MACLACHLAN
COMMISSIONER, 1ST DISTRICT

JOHN C. RUSSELL
COMMISSIONER, 2ND DISTRICT

ADDENDUM #2 TO INVITATION FOR BID #25-11115

IFB NO: 25-11115

**TITLE: Commercial Kitchen Equipment
Maintenance & Repair Services**

ISSUE DATE: October 9, 2025

CONTACT: Leah Avers

PHONE: (417) 868-4003

E-MAIL: Lavers@greenecountymo.gov

IFB OPENING DATE REMAINS: 2:00P.M., CST, on October 21, 2025

RETURN THIS SIGNED ADDENDUM ALONG WITH BID RESPONSE BY THE IFB OPENING DATE LISTED ABOVE TO:

**GREENE COUNTY PURCHASING DEPARTMENT
1443 N ROBERSON AVE., 10TH FLOOR
SPRINGFIELD, MISSOURI 65802**

This addendum forms a part of the IFB document for the project identified above. All remaining portions of the IFB document not specifically mentioned or otherwise revised by this addendum or previous addenda remain in full force and effect.

Statements

1. Reference page 8 of the bid document, Section 1. Preventative Maintenance (PM) Services has been removed and has been revised. Reference page 3 of this Addendum for Section 1. Revised Preventative Maintenance (PM) Services.
2. A Preventative Maintenance Checklist has been provided. Reference page 4 of this Addendum. Awarded contractor shall submit the Preventative Maintenance Checklist quarterly for each completed inspection to the department's contact person.
3. Pricing page has been removed and has been revised. Reference page 5 of this Addendum for Section 7.0 Revised Pricing Form. Bidders shall submit Section 7.0 Revised Pricing Form to be considered compliant.

Questions/Answers

1. What are the Preventative Maintenance cleaning requirements?
The kitchen staff is responsible for maintaining cleanliness of the dishwasher unit. Cleaning during the PM process will only be required for parts that keep the unit in optimal operation shape (ie water nozzle jets, sensors, switches, etc).

2. How do we access the buildings?
 Awarded contract will call the department's contact to schedule access. Department contact will schedule an escort for access to the Jail's secured facility.
3. Do you have a tool check in process?
 Yes, you'll be checked upon entry and exit from the Jail's secured facility.
4. What is the Utility Distribution System listed on the equipment list?
 The Utility Distribution System is a fire safety device. The power for all kitchen equipment under the hood is fed through the utility distribution system.
5. Is there a fire shut off for the Utility Distribution System?
 In the event of a fire under the kitchen hood, the hood control system will turn power off and cut the gas to every piece of equipment that is fed through the utility distribution system.

Each bidder shall acknowledge receipt of this Addendum #2 of Invitation for Bid #25-11115 titled Commercial Kitchen Equipment Maintenance & Repair Services with his/her signature affixed hereto; and shall submit this signed acknowledgement and any attachments provided herein with their original bid submittal. Failure to do so shall render your bid non-responsive.

Addendum #2 acknowledged by:

Bidder Name
Title
Company Name
Date

1. Revised Preventive Maintenance (PM) Services:

The contractor shall provide quarterly PM inspections on the Jail Kitchen Dishwasher. Inspections shall include, ~~but are not limited to~~ the following:

1.1 Check for leaks

If repairs are required, provide an estimate of required repairs, after approval is given repair as needed. Provide one consolidated estimate per quarterly inspection that includes all issues found during that inspection

- a. Inspect hoses, gaskets, and connections for any signs of wear, leaks, or blockages that could lead to operational issues.
- b. Conduct a thorough inspection for any leaks in the dishwasher or its surrounding area to prevent water damage and maintain a safe working environment.
- c. Inspect the condition of the curtains to ensure the steam is staying inside the unit as much as possible.
- d. Inspect and clean the spray arms to ensure the water jets are not blocked.
- e. Inspect the drain to ensure that the unit is draining properly and collecting debris before it goes down the floor drains.

1.2 Electrical

If repairs are required, provide an estimate of required repairs, after approval is given repair as needed. Provide one consolidated estimate per quarterly inspection that includes all issues found during that inspection

- a. Make sure all electrical connections are tight
- b. Look for signs of burning or scorched wire
- c. Check the amp draw of the motors to ensure they are within specifications
- d. Test the safety switches to ensure proper function
- e. Add grease to motors if necessary
- f. Check the booster heater-make sure all elements are working and the unit is getting water to 180 degrees

1.3 Mechanical

If repairs are required, provide an estimate of required repairs, after approval is given repair as needed. Provide one consolidated estimate per quarterly inspection that includes all issues found during that inspection

- a. Inspect the tray conveyor system for worn parts that could become issues in the future
- b. Add grease to any grease points
- c. Check all surfaces for corrosion/rust

1.4 Operation

If repairs are required, provide an estimate of required repairs, after approval is given repair as needed. Provide one consolidated estimate per quarterly inspection that includes all issues found during that inspection

- a. Put unit into operation and make sure that all jets are spraying
- b. Check the water temperatures of the rinse and final rinse booster heater to ensure they are within the allowable range
- c. Inspect the trays after a completed cycle to make sure the items are cleaned properly
- d. Check that the unit stops the spray cycle when there are no trays present inside the machine
- e. Test the safeties while unit is operating to ensure the unit shuts down during an alarm or safety trip.

Preventative Maintenance Checklist-Commercial Dishwasher

Location:

Date Of Service:

Technician:

The contractor shall perform quarterly PM inspections on the Jail Kitchen Dishwasher.

The contractor shall submit this checklist for each inspection to the department's contact person.

If issues or deficiencies are identified during the inspection, contractor shall:

- Provide one consolidated written estimate per quarterly inspection outlining all required repairs and associated costs.
- Submit the estimate for approval to the department's contact person prior to initiating any repair work.
- Perform repair(s) only after written authorization is received.

	Completed		Notes
	Yes	No	
1.1 Check for leaks			
a. Inspect hoses, gaskets, and connections for any signs of wear, leaks, or blockages that could lead to operational issues.			
b. Conduct a thorough inspection for any leaks in the dishwasher or its surrounding area to prevent water damage and maintain a safe working environment			
c. Inspect the condition of the curtains to ensure the steam is staying inside the unit as much as possible.			
d. Inspect and clean the spray arms to ensure the water jets are not blocked.			
e. Inspect the drain to ensure that the unit is draining properly and collecting debris before it goes down the floor drains.			
1.2 Electrical			
a. Make sure all electrical connections are tight			
b. Look for signs of burning or scorched wire			
c. Check the amp draw of the motors to ensure they are within specifications			
d. Test the safety switches to ensure proper function			
e. Add grease to motors if necessary			
f. Check the booster heater-make sure all elements are working and the unit is getting water to 180 degrees			
1.3 Mechanical			
a. Inspect the tray conveyor system for worn parts that could become issues in the future			
b. Add grease to any grease points			
c. Check all surfaces for corrosion/rust			
1.4 Operation			
a. Put unit into operation and make sure that all jets are spraying			
b. Check the water temperatures of the rinse and final rinse booster heater to ensure they are within the allowable range			
c. Inspect the trays after a completed cycle to make sure the items are cleaned properly			
d. Check that the unit stops the spray cycle when there are no trays present inside the machine			
e. Test the safeties while unit is operating to ensure the unit shuts down during an alarm or safety trip.			
Repair estimate required?			

7.0 Revised Pricing Form

Pursuant to and in accordance with the above stated Invitation for Bid, the undersigned hereby declares that they have examined the bid documents and specifications for the item(s) listed below. The undersigned proposes and agrees, if their bid is accepted to furnish the item(s) submitted below, including delivery to Greene County, Missouri in accordance with the delivery schedule and according to the prices, products/services information submitted.

Bid Item	Description	Unit Price/Percentage
1.	LABOR RATE- Standard Operating Hours	\$ _____/hr
2.	LABOR RATE- After Hours	\$ _____/hr
3.	LABOR RATE- Weekend Hours	\$ _____/hr
4.	LABOR RATE- Holiday Hours	\$ _____/hr
5.	MATERIALS DISCOUNT % Off List price	\$ _____/%
6.	TOTAL QUARTERLY COST (PM)-Preventative Maintenance for Jail Kitchen Dishwasher	\$ _____

The bidder shall define company's standard operating hours:

The bidder shall state all holidays observed by the company for which Greene County is expected to pay for labor at applicable holiday rate:

The pricing quoted above represents the **TOTAL BID PRICE** for all Contractor's services, labor, materials, tools, equipment, supplies, transportation, and all other items and facilities necessary to complete the work specified; and will be effective until contract execution or at least 90 days.

Additional Purchases by Other Public Agencies:

If awarded a contract via this solicitation, will you or your company agree to extend the utilization of said contract and its pricing to other public entities?

_____ Yes _____ No

Bidder's Name _____