



Walker County Schools

www.walkerschools.org

Office of School Nutrition

June 21, 2022

To Whom It May Concern,

Please provide a quote for the following by 3:00 p.m., July 11, 2022 for your services in school year 2022 – 2023 to Walker County School Nutrition. Please complete and sign the agreement below and return by mail, email or fax and follow-up with an original signed copy returned. A chart of the fifteen (15) Walker County School location addresses is attached. If you have any questions or concerns, please call Michelle Coker, 423-240-7700.

One hood cleaning per school (15 school sites for Walker County – addresses attached) from July 2022 to August 2023 according to the requirements listed below:

- 1. Cleaning schedules must be set in consultation with the director of nutrition. Visits of the promises are allowed so consideration of all conditions which might affect work can be included in the costs.**
- 2. Contractor shall be responsible for obtaining all permits and licenses.**
- 3. All work shall be done in a professional manner and must comply with all federal, state, county and city codes.**
- 4. Contractor shall provide the number of qualified technicians required for completion of work.**
- 5. Tools, power equipment, supplies, insurance, labor, overhead and other costs necessary to perform the required work are included in the price of the job.**
- 6. Subcontracting is not permitted.**
- 7. Hours of work need to be in the daylight hours.**
- 8. All areas of work shall be left in a clean condition.**
- 9. Any damage to the school property shall be repaired in a manner acceptable to the Owner or replaced at no cost to the Owner.**
- 10. All cleaning should be in accordance with NFPA 96 standards and practices of grease removal of exhaust systems.**
- 11. Protect all under-hood equipment and other kitchen equipment with drop cloths etc. before cleaning.**
- 12. Cleaning supplies and equipment needed are included in the price of the job. No walking or standing on any equipment.**

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13. Clean and service the hood, hood ducts and exhaust fans. Remove and clean filters (with-in kitchen) and re-install to allow for proper airflow balance.
14. Wipe off make-up wear registers.
15. Inspect belts and inform director of nutrition if replacement is needed.
16. Grease bearings.
17. Clean and by hand polish with a thin coat of stainless steel polish all stainless on hoods.
18. Clean up any residue so that the floor, equipment and tables are left at least as clean as they were found.
19. Provide a decal, attach it to the hood, and update the decal with each cleaning date. The insurance company and the fire inspection vendor require posting of the last date of hood cleaning.
20. **Business License or Certificate of Authority** - In accordance with O.C.G.A. §48-13-7 and §14-3-1501, a valid Georgia Occupational Tax Certificate or Certificate of Authority is required before any work begins under this contract and shall be maintained throughout the term of this project. Proposer shall submit with their proposal, a copy of their company business license for the State of Georgia or a Certificate of Authority to transact business in the State of Georgia. Certificates of Authority are issued by the Georgia Secretary of State's office, 404-656-2817. Failure to submit this information may result in the Proposer being declared non-responsive.
21. Successful respondent must furnish proof of liability insurance as stated in the "Insurance Requirements" upon contract award. Respondent must maintain insurance coverage for duration of contract with Walker County Schools.
21. The contractor shall provide, maintain and submit certificates of coverage during the entire performance under this contract, the following minimum insurance:
 1. **Workman's Compensation**: Coverage of all individuals engaged in any work under this contract, and meeting the requirements of Georgia Law regarding workman's compensation insurance
 2. **Comprehensive General Liability**: Limits of coverage shall not be less than 1,000,000 per occurrence with a 3,000,000 general per aggregate.
 3. **Comprehensive Automobile Liability**: Limits of coverage shall not be less than 1,000,000 combined single limit
 4. **Cancellation Endorsement** – These insurance coverages shall not be cancelled until at least thirty (30) days prior written notice has been given to the Owner.
 5. **Disposition** – Certification from insurance company showing insurance policy must be sent to Owner prior to commencement of work. Submit two (2) copies of certificates to Owner for approval and distribution.
 6. **Acceptability of Insurance Companies** – No insurance will be acceptable unless written by a company licensed by the State Insurance Commissioner to do business in the State of Georgia at the time policy is issued. The company must, in addition, be acceptable to the Owner.

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7. **Fidelity Bond of no less than 50,000.00 – Keys are only issued if the successful contractor is bonded. Vendor security access code(s) will also be provided for schools**

Yours truly,

Michelle Coker

Michelle Coker
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Attention Walker County School Nutrition Program

Our Proposals for Hood Cleaning are as follows:

Total Amount for 15 Walker County Schools: \$ _____

I certify by my signature below that the costs quoted in this proposal are correct and that I have the authority to obligate the company to perform the requirements outlined above for hood cleaning one time per location during school year 2022-2023.

Signature

Name of Firm Submitting Quote:

Telephone: _____ Fax: _____

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