

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 grease trap pumping per 15 school sites for Walker County – (trap size and addresses attached) in July or August 2022 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. All cleaning is to be in accordance with NFPA 96 standards and practices of grease removal.**
- 3. Contractor shall be responsible for obtaining all permits and licenses.**
- 4. All work shall be done in a professional manner and must comply with all federal, state, county and city codes.**
- 5. Contractor shall provide the number of qualified technicians required for completion of work.**
- 6. Tools, power equipment, supplies, insurance, labor, overhead and other costs necessary to perform the required work are included in the price of the job.**
- 7. Subcontracting is not permitted.**
- 8. Hours of work need to be in the daylight hours.**
- 9. All areas of work shall be left in a clean condition.**
- 10. Any damage to the school property shall be repaired in a manner acceptable to the Owner or replaced at no cost to the Owner.**
- 11. The contractor shall agree to respond to emergency calls from the School Nutrition Department to pump any trap when deemed necessary by the school system. Contractor shall identify any additional charges for emergency call on the quote form.**

This institution is an equal opportunity provider.

**12. Service Report is required for each visit to each school and must include the following information:**

- Name of location
- Date of visit
- Time of arrival and departure
- Name of technician
- Brief description of service provided including the number of gallons pumped
- Names and amounts of any chemicals used (if any)
- Persons contacted (if any)
- Conditions that are contributing to a current problem or that may be conducive to future problems
- A copy of all service reports must be left with each school
- A copy of all service reports must be mailed to:

Walker County Department of Education  
School Nutrition  
P.O. Box 29  
LaFayette, GA 30728

**13. 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.

**14. Georgia Security & Immigration Compliance (GSIC) Act (*Georgia Dept. of Audits, July 2013*)**

O.C.G.A. § 13-10-90 (4): A public employer shall not enter into a contract for the *physical performance of services*\* unless the contractor registers and participates in a federal work authorization program to verify the work eligibility information of newly hired employees.

**\* \* By definition: "Physical performance of services means any performance of labor or services for a public employer using a proposal process of by contract wherein the labor or services exceed \$2,499.99."**

Proposals that involve the defined “physical performance of services” must include a notarized copy of the GSIC Affidavit forms for the Contractor, O.C.G.A. § 13-10-91(b)(1). *See Attachment A and B*

Affidavits will be required for all subcontractors and sub-subcontractors that have been contracted for the physical performance of services in satisfaction of this Bid in accordance with O.C.G.A. § 13-10-91(b)(3) and § 13-10-91(b)(4).

*See Attachments C and D.*

**14.1 Exception**

A contractor, subcontractor, or sub-subcontractor who has no employees and does not hire or intend to hire employees for purposes of completing the work described in this Bid shall instead provide a copy of a state issued driver’s license or state issued identification card provided that said state verifies lawful immigration status prior to issuing a driver’s license or identification card. O.C.G.A. § 13-10-91(b)(5).

The Georgia Attorney General’s website posts a list of the states that verify immigration status prior to the issuance of a driver’s license or identification card and that only issue licenses or identification cards to persons lawfully present in the United States.

**14.2 Responsibility of the Contractor**

It is the duty of the contractor to submit to the Walker County School System within five business days of receipt, copies of all subcontractor and sub-subcontractor affidavits, drivers’ licenses, and identification cards required under O.C.G.A. § 13-10-91(b)(6).

**15. 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.**

**The contractor shall provide, maintain and submit certificates of coverage during the entire of 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.
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  
Director of School Nutrition  
Walker County Schools  
201 South Duke Street  
LaFayette, GA 30728  
[michellecoker@walkerschools.org](mailto:michellecoker@walkerschools.org)  
Office Phone: 706-638-7971  
Fax: 706-638-1289

## Attention Walker County School Nutrition Program:

Our Proposal for Grease Trap Pumping is as follows:

\*\*\*See the individual school list page for cost per school.

Total Amount for All Sites: \$ \_\_\_\_\_

Additional Charge for Emergency Call: \$ \_\_\_\_\_

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 grease trap pumping one time per location during school year 2022-2023.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Name and address of Firm Submitting Quote:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_