Ellisville State School



Dr. Rinsey McSwain Director 1101 Highway 11 South Ellisville, Mississippi 39437-4444

Contractor Quote Sheet

Ellisville State School seeks to contract for certain professional services through a competitive bid process as they relate to provide Grease Trap and Lift Station Cleaning Services, for a one (1) year term.

The contract for services shall be for a one (1) year period from July 01, 2024 through June 30, 2025 with option to renew the contract for up to 3 additional one (1) year successive periods. The successful bidder agrees to the price or rate of pay quoted on this form.

The successful bidder must provide a Certificate of Insurance (COI) naming Ellisville State School as an additional named insured for the statutory minimum amount of coverage for the State of Mississippi: \$1,000,000.00 for General Liability.

In competitive bid process, a contract shall be awarded based solely on price (or rate) to the most responsive and responsible bidder. See page 2 this Request for Quote, for details the Scope of Work.

All bids may be submitted on this quote sheet to: Heather Rozar-Abney, Procurement Officer: Ellisville State School; 1101 Highway 11 South, Ellisville, MS 39437; Heather.Rozarabney@ess.ms.gov; 601-477-5615.

Bids may be submitted via hand delivery, USPS, or electronically to the above email address. Bids will be accepted between the hours of 9:00 am and 4:30 pm Monday through Friday, Deadline for quote submission is **May 1, 2024.**

NAME OF FIRM/COMPANY	AUTHORIZED REPRESENTATIVE (Print)
ADDRESS (TO INCLUDE CITY/STATE/ZIP)	
PHONE NUMBER	EMAIL ADDRESS
AUTHORIZED REPRESENTATIVE SIGNATURE	DATE
MS VENDOR ID NUMBER	

Phone: (601) 477-9384

Fax: (601) 477-5700

Scope of Work

- 1. Furnish all labor, materials, equipment, insurance and reasonably related items necessary for cleaning of the lift station and grease traps on the following schedule of cleaning.
 - a. Clean/pump out Two (2) Lift Stations one behind (Lakeview) and one behind (Community Programs) once per fiscal year.
 - b. Clean and dump grease (6) traps, every sixty (60) days within the fiscal year including buildings Chapel Hill, Swan Lake, Circle Drive, Oak Ridge, Palace, and Castle. Annual total: Thirty-six (36)
 - c. Clean and dump ten (10) grease traps every thirty (30) days or twelve (12) times within the fiscal year at building 50 with two (2) grease traps; and buildings 49, 52, 87, and 89; and at building 97 with four (4) grease traps.
 - d. Clean and dump on an "as needed" basis two (2) grease traps especially, those located in building #46 (Holly Village) and building #51 (Pioneer/Green Acres).
- 2. The Contractor will remove grease build-up from the walls of the lift station and grease traps. All equipment and supplies shall be designed for use in this field. Debris and grease from the lift station and grease traps shall be vacuumed and disposed of in an off-site, approved, dump station.
- **3.** This Contract shall be based on the following pay scale:

	A.	Two (2) Grease Trap Pumping & Cleaning	(Holly Villa	age), (Pioneer/Green Acres) As needed, but no		
		more than three (3) times a year				
		(Quoted price per cleaning):	\$	Annually		
			\$	Each		
	В.	Grease Trap Pumping and Cleaning				
		Six (6) pumped every other month (Annual Total: Thirty-Six (36)				
		(Quoted price per pumping/cleaning):	\$	Annually		
			\$	Each		
	C.	Grease Trap Pumping and Cleaning				
		Ten (10) pumped monthly (Annual Total: One Hundred Twenty (120)				
		(Quoted price per pumping/cleaning):	\$	Annually		
			\$	Each		
	D.	Lift Station Cleaning				
		(Annual Total: Two (2)				
		(Quoted price per cleaning)	\$	Annually		
			\$	Each		
Į.	Total Annu	al Amount:	\$			