

PART III SCOPE OF WORK

A. Purpose/Project Overview

The DeKalb County School District (DCSD) is seeking bids from qualified vendors to provide pumping and cleaning services of grease trap and septic tanks throughout the District as outlined in the scope of work below. The purpose and intent of this ITB is to establish a term contract for services to support the DCSD Facilities and Maintenance Department. Awarded bidder shall provide services in accordance with the specifications, requirements and terms and conditions stated herein.

The work to be done under this contract includes, but is not limited to; providing all labor, materials, supervision, equipment, incidentals, all related items, services, and all things necessary to complete the work in accordance with the specifications contained herein. No work within the scope of this contract shall be done without a valid purchase order. Any and all additional work or service required must be submitted in the form of an **estimate** to the DCSD Operations Department.

Awarded bidder shall provide equipment and services in accordance with the scope of work, requirements and terms and conditions stated herein. Services shall include all labor, materials, tools, specialized equipment, supplies, trained personnel, insurance, travel, per diem, direct and indirect administrative costs, overhead, tolls, parking, fuel, lodging, all other cost and charges, and all things and services necessary and in accordance with the requirements of this ITB. There shall be no add-on charges of any kind.

DCSD reserves the right to make multiple awards.

DCSD, at its discretion, determines the process whereby bids are awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by DCSD.

DCSD reserves the right to add or remove DCSD facilities (schools or centers) as needed.

B. Project Scope of Work

Grease Trap Pumping and Cleaning:

The awarded vendor(s) must pump the Liquid Level or hydraulic mass of grease at each facility within the specified schedule.

- All external grease traps must be pumped once every 4 months.
- All internal grease traps must be pumped once every month.

The vendor must supply fryer oil tanks and remove full drums of grease when notified by DCSD and replace with empty drums.

- Two drums for each Elementary school.
- Three drums for each Middle School and High School.

Vendor is required to properly transport and dispose of all waste materials collected at the vendor's expense.

Septic Tank Pumping and Cleaning:

The vendor must pump 2000 gallons from septic tank pumping station at the former Smoke Rise Elementary School facility for 246 regularly scheduled working days. Vendor is required to properly transport and dispose of all waste materials collected at the vendor's expense. DCSD will make a formal request for service if needed on at additional site.

Warranty: The warranty for this contract shall be consistent with a "Standard Industry Warranty" applicable to service work of this type.

Debris Removal: The vendor shall be responsible for removal of all debris from the site and cleaning work areas. The vendor shall keep the premises free of debris and unusable materials resulting from their work and as work progresses; or upon request by a DCSD representative, shall remove such debris and materials from property.

Capability: The vendor must be a full-service provider for pumping and removal of grease waste material and/or septic waste material. The vendor shall provide pumping and removal of grease waste material from internal and external traps as specified. Internal Grease Traps shall be pumped one (1) time every month or as directed by DCSD. External Grease Traps shall be pumped one (1) time every four (4) months or as directed by DCSD. Removal of 55-gallon drums shall be performed "upon request" and as initiated by the School Nutrition Manager at each school/center. Vendor shall be a full-service provider for pumping and cleaning septic tank at the former Smoke Rise Elementary School facility.

Only trained and certified personnel directly employed by the vendor shall be used to perform pumping and removal services.

The vendor shall provide Occupational Safety and Health Administration (OSHA) approved internal entry (confined space) retrieving and monitor equipment and competent trained personnel.

The vendor shall be required to perform pumping and drum removal services that comply and pass inspection by the DeKalb County School Health Inspector and the DeKalb County Public Works Inspector. The pumping and removal of grease waste material shall not clog municipal sewer lines or create back-ups in the schools/centers.

Site Visit/Inspection: A vendor may wish to visit schools/centers for the purpose of conducting a field inspection. School/Center addresses are as shown in Exhibit A. Upon arrival at each site, the vendor shall check-in at the school/center, explain the purpose of their visit, and at minimum, the vendor shall display/wear a company uniform or provide photographic identification badge.

Documentation: An appropriate non-hazardous waste manifest shall be required for all pumping and removal of grease waste material services performed. All services shall comply with all applicable governmental regulatory agencies. The vendor shall complete one manifest form for each location serviced; therefore, a multi-part form is required.

To maintain accountability, the manifest shall require a signature from the person generating/initiating the request for service, person transporting the grease waste material, and the person receiving the grease waste material. The vendor shall ensure that the manifest form used to document transportation and disposal of trap and drum grease waste material for DeKalb County School District contains the following information.

1. Generator/Initiator Document information shall include: name and physical address of DCSD school/center, volume of bulk grease waste material pumped (gallons), date and time of pumping activity, number and size of drums (used for collection and storage of grease waste material) picked-up, name and signature of vendor representative, name and signature of School Nutrition Manager, size of separator (trap) in gallons.
2. The Transporter/Hauler Document information shall include: name and physical address of Company, DeKalb County Permit Number, name and signature of driver, date of pumping activity, type of waste material, quantity of grease waste material pumped (gallons), truck capacity (gallons), and number of 55-gallon drums (used to collect and store grease waste material) removed from the school/center.

3. The Receiver Facility Document information shall include: name and address of facility, permit number, volume of bulk grease waste received (gallons), date and time grease waste material received, and signature of authorized facility representative.
4. The vendor shall coordinate and ensure that within fifteen days of the pumping activity, the disposal facility (Receiver) shall forward a copy of each manifest to DeKalb County School District, Facilities Manager III, Sam A. Moss Service Center, 1780 Montreal Road, Tucker, Georgia 30084.
5. A minimum of four copies of the manifest document shall be required.
6. One copy of the manifest shall be left with the School Nutrition Manager that signs the manifest.

An original copy of each manifest along with the invoice for the current month shall be presented no later than the tenth of the following month to the Facilities Manager III, DeKalb County School District, Sam A. Moss Service Center, 1780 Montreal Road, Tucker, Georgia 30084 (or his designated representative).

Changes In Service: DeKalb County School District reserves the right to add, delete, or change services, or frequency of services to schools/centers as necessary. Authorization to change services or frequency of services shall be issued in writing by the DeKalb County School District Facilities and Maintenance Department.

METHOD BY WHICH GREASE TRAP AND GREASE DRUMS SHALL BE PUMPED AND CLEANED:

1. Grease Trap shall be "totally pumped", that is the entire contents of the interceptor shall be pumped out of the trap leaving no more than two inches of waste remaining in the bottom.
2. In the event the waste in the grease trap has hardened, the vendor SHALL NOT add pumped water back to the trap to facilitate the pumping and cleaning process. NO BACK FLUSHING WILL BE TOLERATED.
3. The entire grease trap including the sides, inlet, outlet, and baffles shall be cleaned with high pressure water to ensure and maximize proper operation of the trap. Upon completion of pumping the grease trap, the vendor shall perform clean-up around the work area.
4. The vendor shall comply with all Department of Transportation (DOT), OSHA, Environmental Protection Agency (EPA), Federal Drug Administration (FDA), DeKalb County Health Department, DeKalb County Public Works Department and all other local, state, and federal regulations that govern the pumping, hauling, and disposal of grease waste material.
5. The vendor shall monitor each facility trap and all drums for schools/centers listed in the contract in order to justify, advise, and recommend to the DCSD Facilities Manager III, any changes in the frequency for pumping grease traps or number of drums necessary for hauling or disposal methods set forth in this contract which would benefit DeKalb County School District by reducing costs, liability, maintenance, emergencies, accidents or otherwise comply with Federal, State, and Local laws, rules, and regulations regarding waste minimization; thereby acting in such a manner to minimize and reduce the amount of waste toxicity generated.

The vendor shall immediately and within 24 hours report all spills, overflows, and backups involving any drum collection device to the DCSD Project Director and other appropriate authority where these occurrences effect drainage structures, adjacent properties, or any common area designated for public use.

SPECIAL CONDITIONS

1. Contractor shall be solely responsible for the safety of Contractor's employees and others relative to Contractor's work, work procedures, material, equipment, transportation, signage and related activities and equipment.
2. Contractor shall possess and keep in force all licenses, business permits and other permits required to perform the services of this Agreement.

