

# Ellisville State School



Dr. Rinsey McSwain  
Director

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## Contractor Quote Sheet

Ellisville State School seeks to contract for certain professional services through a competitive bid process. Use of this form for submission of a competitive bid constitutes acceptance of the terms of the contract to be awarded.

The contract for services shall be for one (1) twelve (12) month period from July 01, 2024 through June 30, 2025. The successful bidder agrees to the price or rate of pay quoted on this form. The Agency reserves the option to renew the contract for an additional four (4) one (1) year periods at the same terms and conditions.

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. The Agency reserves the right to award in the best interest of the Agency. Reference attached Attachment "A" for nature and scope of services. Bids shall be provided on the Attachment "B" Quote Form. Prices quoted shall be a firm fixed rate for the entirety of the contract along with renewals.

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**

## **Attachment A**

### Scope of Work

The qualified candidate must have completed the qualification requirement as stated by the authority of the Mississippi Public Service Commission.

The Contractor will:

1. Be responsible for the proper maintenance, record keeping, operation and other related appurtenances of the natural gas infrastructure.
2. Ensure all-natural gas infrastructure compliance is achieved as required by the Public Service Commission.
3. Conduct monthly sniff tests, paint and ensure valves are visible, every six (6) months; perform key valve maintenance, review O & M and Emergency Response, Liaison and Public Awareness, atmospheric Corrosion, ¼ turn valves
4. Provide Operator Qualification Training for four people annually.
5. Respond to any Class I and II leak calls, attend DIMP, field, records and investigation meetings.
6. Perform gas leak surveys.
7. Teach Operator Qualification Training.
8. Contractor shall be responsible for maintaining the required continuing education requirement(s) as required by the Mississippi Public Service Commission, Rule 57.2
9. Furnish all labor, materials, equipment, insurance and reasonably related items necessary for the requirements of this contract.
10. Contract does not include replacement parts or necessary labor for repairing or replacing existing materials in the event of natural gas pipe leaks, faulty regulators, valves, and etc.

**Attachment B**

Natural Gas Operator Quote Form

The Contract shall be awarded to the lowest responsible (qualified) and responsive bidder. The Contract's rate of pay (price) shall be based on the rate of pay (price) quoted on this form. Therefore, Bidders should be certain of their quotes, as the quotes submitted shall be contractually binding should they be the successful bidder. Submitting this quote form constitutes the Bidder's consent to be contractually bound to the contract at the Bidder's submitted rates (price).

This contract shall be based on the following pay scale:

**A. Total monthly fee for services:**

\$ \_\_\_\_\_/month

By my signature below I attest that I am duly authorized to contractually bind the services of the company, organization and/or entity on whose behalf I am submitting this bid, if not submitted for myself alone. I understand that if my bid is selected as the winning bid that the quote submitted shall be made a part of the actual contract for services and the company I represent or myself if submitted on my own behalf shall be bound to perform the services contracted for at the rate submitted by me above.

\_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title & Name of Firm, Company or Organization**

\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**City, State and Zip Code**