QCS

Quitman County Schools

Board of Education.
Mr. Willie J. Anderson, Chairman
Mr. Billy Shirah, Sr., Vice
Mr. Jimmy Eleby
Mrs. Christi Green
Mr. Larry Wilborn

P.O. Box 248
215 Kaigler Road
Georgetown, Georgia 39854
Phone: 229-334-4189 Fax: 229-334-2109

Mrs. Victoria Harris
Superintendent

TO: **Suppliers of Propane Fuel**

FROM: **Victoria Harris, Superintendent**

DATE: **May 20, 2021**

SUBJECT **Bid Invitation Propane Fuel**

You are invited to bid on propane fuel for the Quitman County School System.

For propane fuel we request bids to meet the following specifications:

1. Price per gallon in our tanks fixed.

2. Fixed price bids must include any delivery or other miscellaneous charges (OPIS, PERC, etc.). Any customer charges other than mandatory state or federal fuel taxes will not be paid as an "add-on" to fuel prices after the bid has been accepted. Any fixed price bids not clearly stated in dollars and cents per gallon will not be accepted.

3. The contract awarded to the lowest bidder will commence upon approval by the QCBOE and will be for a term of one fiscal year. Your bid will be considered providing you agree to the following specifications:

a. Agree to repay to the QCBOE all expenses incurred due to supplier negligence in letting fuel tanks become empty.

b. Agree to the understanding that the QCBOE reserves the right to reject any/or all bids.

c. Agree to fill all tanks to 80% for the duration of the contract unless instructed otherwise by the QCBOE.

Bids are to be sealed, marked with the bidder's name and address in the upper left-hand corner of the envelope, and marked "Propane Fuel Bid" in the lower left-hand corner of the envelope and delivered or mailed to: Quitman County Board of Education, P.O. Box 248 (mail), 215 Kaigler Road (delivery) Georgetown, GA 39854. Sealed bids must be received no later than 10:00 a.m. on Monday, June 21, 2021. The bids will, at this time, be opened and tabulated. Anyone wishing to attend such opening is invited to do so. However, the Board will officially award the bid at their next meeting (6-22-2021 -5:00 p.m.) and you will notified of the results by mail, email, or you may elect to call Mattie Johnson-Crocker, Superintendent's Administrative Assistant, the following day should you desire the results sooner than your letter of notification. Any inquiries concerning this bid should also be made to the Superintendent's Office at (229) 334-4189. Your bid will be welcomed and appreciated. The Quitman County Board of Education prohibits discrimination in all its programs and activities, as well as employment, on the basis of race, color, sex, religion, creed, national origin, age or disability.

Bid Price (July 1, 2021 through June 30, 2022) _____

_____

Respectfully Submitted By: _____ (Printed)

_____ (Signature)

Email Address_____

Company Represented: _____

Quitman County Board of Education

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Georgetown, Georgia 39854
Phone: 229-334-4189 Fax: 229-334-2109

Victoria Harr
Superintende

May 20, 2021

INVITATION TO BID

It is the purpose and the intent of this invitation to secure bids on the items listed on the specification sheets enclosed: Your written bid must be received on or before Monday, June 21, 2021, no later than 10:00 a.m., and submitted in a sealed envelope to:

Quitman County Board Of
Education Office of the
Superintendent of Schools
P.O. Box 248
Georgetown, Georgia 39854

The outside of the envelope must be clearly marked **BID FOR PEST CONTROL**. Bids will be opened and tabulated on Monday, June 21, 2021, at 10:00 a.m. in the Office of the Superintendent. Bid winners will be approved and announced at the public meeting of the Quitman County Board of Education on Tuesday, June 22, 2021 at 5:00 p.m.

The Board reserves the right to reject any and all bids in whole or in part, and/or to accept the bids that in its judgment will be in the best interest of the school. You may bid on one or more items. It is expressly stipulated that the school system may award bids on individual items or on a lump sum basis.

Prices quoted shall be firm for the period between July 1, 2021 and June 30, 2022 and shall include all charges for packing and transporting to the individual schools at the addresses on the attached sheet. Prices quoted will not include Federal Excise Tax or State Sales Tax. The Quitman County School System's tax-exempt number is 586000307.

In the event that the successful bidder or bidders are unable to perform as required, the successful bidder or bidders shall be responsible for the securing of goods or services from an alternate source or vendor and pay the vendor any additional cost involved in supplying the goods.

Vendors shall not submit a bid for the contract if a conflict of interest, real or apparent would be involved. Conflict of interest arises when any of the following has a financial interest in the firm:

a. An employee, officer, or agent of the local school system.
b. Any member of the immediate family of the above named persons.
c. The partner of any of the above named persons.

The undersigned offers and agrees to furnish any and/or all of the items upon which prices are quoted at the price set opposite each item. The items shall be furnished in the quantity and quality as stated in the bid and be delivered to the point specified.

This contract shall be binding for the period stipulated. Termination of this contract will be immediate if the contractor fails to meet the requirements established herein. Any other termination shall be accepted only upon written agreement of both parties.

Successful bidder or bidders must:

1. Comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented in the Department of Labor regulations.

2. Meet regulations relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy and Conservation Act (PL 98-165)

3. Allow access by a duly authorized representative of the School Food Authority, State Agency, United States Department of Agriculture or Controller General to any books, documents, papers and records, which are directly pertinent to this contract.

4. Maintain all required records for three years after final payment and all other pending matters are closed.

The successful bidder or bidders shall be paid in payment or in full, upon submission of an itemized invoice with the prices stipulated. Any discounts and/or rebates are to be noted on the bid sheets and reflected on the invoices. Invoices should be sent to:

Quitman County Board Of Education

P. 0. Box 248
Georgetown, GA 39854

If any bidder is in any doubt as to the true meaning of this INVITATION TO BID, he may submit a request for an interpretation to:

Jon-Erik Jones, Superintendent
Quitman County Board Of Education
P.O. Box 248

Georgetown, GA 39854
Or call (229) 334-4189

The Quitman County Board Of Education requests bid prices for exterminating control of roaches, ants, silverfish, rats, and mice for:

A. Dining Areas, Storage Areas, and Kitchen Areas
B. School Offices, Teacher's Lounge, Coat Room, Media Center
C. Each entire school building(including Board of Education)
D. Each entire school building plus treating high traffic areas for fire ants.

Chemical used for pest control must conform to local, state, and federal ordinances and laws.

Precautions must be made that all chemicals are safe and applied to prevent any accidents to humans.

Precautions must be used that could harm asphalt mastic, linoleum, or stainless steel.

Company personnel must not service any area during school hours. Service hours must be from 3:00 P.M. — 5:00 P.M. and prior dates must be set up with the School Nutrition Director in advance.

All areas must be treated monthly in order to achieve effective insect and rodent control. Additional visits must be made promptly by a company service representative if problems with insects or rodents arise — at no extra charge.

It is expressly stipulated that in the event that the Quitman County Board Of Education officials determine that service or treatment has been less than sufficient, the bid will be retracted. The Quitman County School Superintendent and/or his designee will negotiate further pest control treatment for the Quitman County Schools.

The Board reserves the right to reject any and all bids in whole or in part, and/or to accept the bids that in its judgment will be in the best interest of the school.

Services must be performed monthly beginning July 1, 2021 through June 30, 2022. The school system reserves the right to renew this bid for one year if it is agreeable with the school system and the pest control company.

BID: _____

SUBMITTED BY: _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

EMAIL _____

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Phone: 229-334-4189 Fax: 229-334-2109

Mrs. Victoria Harris
Superintendent

May 20, 2021

To: Potential Bidders

INVITATION TO BID
Quitman County Board of Education

It is the purpose and intent of this invitation to secure bids on gasoline, and diesel fuel. Your written bid must be submitted in a sealed envelope. All bids should be submitted on or before Monday, June 21, 2021 no later than 10:00 a.m.

Submit all bids to:
Quitman County Board of Education
Office of the Superintendent
P.O. Box 248
Georgetown, GA 39854

The outside of the envelope must be clearly marked **"Bid for Gasoline and Diesel Fuel".** Bids will be opened and tabulated on Monday, June 21, 2021 at 10:00 a.m. in the Office of the Superintendent. Bid winners will be approved and announced at the public meeting of the Quitman County Board of Education on Tuesday, June 22, 2021 at 5:00 p.m.

The Board reserves the right to reject any and all bids in whole or in part, and/or to accept the bids that in its judgment will be in the best interest of the system. It is expressly stipulated that the school system may award bids on individual items or on a lump sum basis.

a. Gasoline, Automotive — Shall meet requirements for Volatility Class B, C, and D of ASTM specifications D 439-85A and Ga. Regulation 40.20-1. Antiknock index (RON + MON/2) shall be no less than values specified below:

1. Unleaded Regular Plus Grade 89, minimum
2. Unleaded Regular Grades — 87, minimum

b. Diesel Fuel —Diesel Fuel shall meet requirements of ASTM Specification D975, and shall be of thc following grades:

1. Grade 2-D — For engines in industrial and heavy mobile service.

The award of this contract will be made to the lowest responsive bidder (s) based on the quoted mark-up per gallon price. Factors which will be considered in determining the lowest, responsible bid(s) include: price, conformity with specifications, freight, and availability.

Space should not be a problem for buses to get in and out.

This bid period dates are July 1, 2021 and June 30, 2022. The Quitman County School System's tax-exempt number is: 58-6000307.

Invoices should be submitted by Monday before the first Tuesday of each month.

Bid Sheet for Gasoline & Diesel Fuel
July 1, 2021 - June 30, 2022

Submitted By: _____ Signature _____

Title _____ Date _____

Company _____

Address _____

_____ Phone _____

Gasoline

87 Bid Amount _____

89 Bid Amount _____

Diesel Bid Amount _____

Comments: _____

_____

_____

_____

_____

_____

_____

_____

_____

QCS

Quitman County Schools

P.O. Box 248
215 Kaigler Road
Georgetown, Georgia 39854
Phone: 229-334-4189 Fax: 229-334-2109

Board of Education
Mr. Willie J. Anderson, Chairman
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Mr. Larry Wilborn

Mrs. Victoria Harris
Superintendent

May 27, 2021

TO: Potential Bidders

INVITATION TO BID

Quitman County Board of Education

It is the purpose and the intent of this invitation to secure bids on Workers Compensation Insurance. Your written bid must be received on or before Monday, June 21, 2021, no later than 10:00 a.m. and submitted in a sealed envelope to:

Quitman County Board of Education

Office of the Superintendent of School

P.O. Box 248

Georgetown, GA 39854

The outside of the envelope must be clearly marked **BID FOR WORKERS COMPENSATION INSURANCE**. Bids will be opened and tabulated on Monday, June 21, 2021 at 10:00 a.m. in the Office of the Superintendent. Bid winners will be approved and announced at the public meeting of the Quitman County Board of Education on Tuesday, June 22, 2021 at 5:00 p.m.

The Board reserves the right to reject any and all bids in whole or in part, and/or to accept the bids that in its judgement will be in the best interest of the system. It is expressly stipulated that the school system may award bids on individual items or on a lump sum basis.

Prices quoted shall be firm for the period between July 1, 2021 and June 30, 2025. The Quitman County School System's tax-exempt number is 58-6000307.

In the event that the successful bidder or bidders are unable to perform as required, the successful bidder or bidders shall be responsible for the securing of services from an alternate vendor and pay the vendor any additional cost involved in supplying the goods.

Quitman County School District *does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, age, religion, national origin, or disability in its programs, services, or activities—in access to them, in treatment of individuals, or in any aspect of their operations.*

Quitman County School District *does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, age, religion, national origin, or disability in its programs, services, or activities—in access to them, in treatment of individuals, or in any aspect of their operations.*

QUITMAN COUNTY SCHOOL SYSTEM

PROPOSAL SPECIFICATIONS

FOR

WORKERS' COMPENSATION

PROPOSALS TO BE RECEIVED BY 10:00 A.M., MONDAY, JUNE 21, 2021

QUITMAN COUNTY SCHOOL SYSTEM

OFFICE OF THE SUPERINTENDENT

P.O. BOX 248

GEORGETOWN, GA 39854

SPECIAL NOTE TO PROPOSERS

All requests for additional information must be made in writing, and faxed or emailed to Mattie Johnson-Crocker, Human Resources Coor., at 229-310-7195 or johnsonm@quitman.k12.ga.us. In order to allow all Proposers to use the same information, requests for information will not be honored after June 18, 2021.

Estimated Payroll for 2020-2021

School Bus Drivers and Mechanics - $54,310.51

Professional Employees and Clerical - $2,094,199.20

All other employees - $390,314.28

Limits	Coverage Description
$1,000,000	Employer's Liability – Each Accident
$1,000,000	Employer's Liability – Disease Policy Limit
$1,000,000	Employer's Liability – Disease – Each Employee

The experience modification factor effective July 1, 2021 is .83

GENERAL CONDITIONS

1. The following data pertaining to insurance has been compiled by our personnel department. It is intended to form the basis for the School System's Workers' Compensation for the year beginning July 1, 2021.

2. It is anticipated that this package of coverages will not be subject to another Request for Proposal for a period of four (4) years unless the service or cost becomes unacceptable or unwarranted.

3. To provide fairness to all Proposers, it is the School System's intent to have the insurance market completely open for all Proposers when the Specifications are released. If an agent has previously tied up an insurance company, this company must be released to allow agents fair access. The Proposal form requires that each insurance company verify that they did not commit their company to any agent prior to receiving the Proposal package.

4. In order to provide all Proposers with the same information, requests for additional information will not be honored after Friday, June 18, 2021.

5. It is a condition that an itemized listing of losses is provided to the administration on a quarterly basis. The report should be cumulative to year end, and should include at least date of accident, description, whether claim open or closed, and estimated incurred value as of date of report.

6. This material in this Proposal package contains, coverage requests, underwriting data, and Proposal sheets to be used in presenting the Proposals.

7. All data has been collected from sources believed to be accurate, and represents the best information available at this time.

8. It is understood that applications may be required in some instances, but it is requested that quotations be provided based on the information contained in the Proposal Specifications. Applications will be completed after the award of the insurance.

9. It is mandatory that the proposal forms in the Specifications be used. The Proposal must include the answer to all questions, and must include the name of a person who can be contacted in the event of any question on the Proposal. Failure to use the Proposal forms may disqualify the Proposal.

10. Each proposal must include the name of the insurance carrier and its most recent Best's rating. All coverages must be in compliance with the Georgia Statues. The insurance company must have a Best's rating of **A-, Class VI** or better. For self-insurance funds, a complete copy of the most recent financial report filed with the Insurance Department **must** be included.

11. Proposals must be received by 10:00 a.m. **on Monday, June 21, 2021** at the Office of the School Superintendent, P.O. Box 248, Georgetown, GA 39854.

    Proposals received after this time and date will not be opened or considered.

    Proposals should be in a sealed envelope marked "Bid for Insurance" in the lower left corner. The School System accepts no responsibility for the premature opening of envelopes that are not properly marked. The School System reserves the right to consider Proposals that have been determined by the School System to be received late due to mishandling by the School System.

    The School System accepts no responsibility for delays in the mail.

12. Payment terms for any and all plans and options should be included with Proposals.

13. For information concerning the Proposal Specifications please contact:

Mattie Johnson-Crocker
Human Resources Coor.
P. O. Box 248
Georgetown, Georgia 39854
(229) 334-4189, Fax (229) 334-2109

14. The Board reserves the right to: (a) reject any and all Proposals; (b) accept any alternative Proposal presented which, in its opinion, would best serve the interest of the School System; (c) give full and proper consideration to the reputation, knowledge, experience and servicing facilities of the insurance agency presenting the Proposal; (d) waive any formality or informality in the Proposal submission; (e) select the agency of their choice, if more than one Proposal is offered on behalf of the same insurance company.

NOTICES

NOTICE OF CANCELLATION

IT IS AGREED THAT THE COMPANY WILL GIVE THE INSURED NOT LESS THAN 90 DAYS NOTICE OF ITS INTENT NOT TO RENEW THIS POLICY.

NOTICE OF OCCURRENCE

IT IS AGREED THAT:

INSURED'S DUTIES IN THE EVENT OF OCCURRENCE, CLAIM OR SUIT

(A) IN THE EVENT OF AN OCCURRENCE WRITTEN NOTICE CONTAINING PARTICULARS SUFFICIENT TO IDENTIFY THE INSURED AND ALSO REASONABLY OBTAINABLE INFORMATION WITH RESPECT TO THE TIME, PLACE AND CIRCUMSTANCES THEREOF, AND THE NAMES AND ADDRESS OF INJURED AND OF AVAILABLE WITNESSES, SHALL BE GIVEN BY OR FOR THE NAMED INSURED TO THE COMPANY OR ANY OF ITS AUTHORIZED AGENTS AS SOON AS PRACTICABLE AFTER THE SUPERINTENDENT HAS ACTUAL KNOWLEDGE OF THE OCCURRENCE.

IF, HOWEVER, A CLAIM IS LATE BEING REPORTED, THE CLAIM WILL NOT BE DENIED UNLESS THE LATENESS PREJUDICES THE INTEREST OF THE COMPANY.

IT IS FURTHER AGREED THAT NOTICE TO THE AGENT/BROKER REPRESENTS NOTICE TO THE COMPANY.

UNINTENTIONAL ERRORS AND OMISSIONS

IT IS AGREED THAT FAILURE OF THE INSURED TO DISCLOSE ALL HAZARDS EXISTING AS OF THE INCEPTION DATE OF THE POLICY SHALL NOT PREJUDICE THE INSURED WITH RESPECT TO THE COVERAGE AFFORDED BY THIS POLICY PROVIDED SUCH FAILURE OR OMISSION IS NOT INTENTIONAL.

PROPOSAL FORM

PROPOSALS TO BE RECEIVED: 10:00 A.M, MONDAY, JUNE 21, 2021

QUITMAN COUNTY SCHOOL SYSTEM
THE OFFICE OF THE SCHOOL SUPERINTENDENT
P.O. BOX 248
GEORGETOWN, GA 39854

NAME OF AGENCY: _____

ADDRESS _____

_____

_____

BY: _____

PRINT NAME & TITLE: _____

AREA CODE & PHONE #: _____

AREA CODE & FAX #: _____

IMPORTANT NOTICE

Failure to use these Proposal forms may **disqualify** your Proposal. Use only the Proposal forms supplied for **this** Proposal package. **Do not substitute** pages from any other Proposal package.

In addition, all requests for additional information must be made in writing, emailed or faxed to Mattie Johnson-Crocker, Human Resources *at (229) 334-2109 or* johnsonm @quitman.k12.ga.us. *In order to allow all Proposers to use the same information, requests for information will not be honored after* ***Friday, June 18, 2021.***

Leaving a question blank is not acceptable. Most questions require a simple yes or no answer, and if clarification is needed, a complete explanation should be provided.

In addition, answers such as **"Included"** after the premium are not acceptable. Please indicate an amount for each coverage.

INSURANCE COMPANY COMMITMENT STATEMENT

*(FORM MUST BE COMPLETED BY **EACH INSURANCE COMPANY** PRESENTING A PROPOSAL)*

I hereby certify that we did not commit our company to any insurance agent/broker prior to receiving the Proposal specifications from the agent/broker named in this Proposal.

_____	_____
Date	Name of Insurance Company
_____	_____
Telephone Number	Signature
_____	_____
Print or Type Name	Title

	PROPOSAL FOR WORKERS' COMPENSATION	
	Name of Insurance Company?	
	Best's Policyholder's Rating?	
	Best's Financial Size Category?	
	Annual Premium:	
	Will you agree that notice to the agent represents notice to the company?	
	If the premium is adjustable, please indicate the rate.	
	How many days notice of cancellation are provided?	
	Is the Agent presenting this proposal a licensed agent for the ins. co. named above?	
	Is the ins. company listed above a licensed admitted company for this State?	
	Please provide three references for the insurance company (preferably schools) and at least one located in Georgia that can be contacted with regard to quality of your service.	
	Name of Client	
	Contact Person	
	Phone Number	
	Name of Client	
	Contact Person	
	Phone Number	
	Name of Client	
	Contact Person	
	Phone Number	
	How will this coverage be written? Indicate a, b, or c. If the answer is "c", please indicate which coverage(s) it can be added to.	
	(a) Stand-Alone - does not have to be written with any other coverages	
	(b) Total Package - Cannot Be Split	
	(c) Contingent - Cannot Stand Alone, but can be added to another coverage.	
	Indicate any variances from the Bid Specs.:	

QCS

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P.O. Box 248
215 Kaigler Road
Georgetown, Georgia 39854
Phone: 229-334-4189 Fax: 229-334-2109

Mrs. Victoria Harris
Superintendent

May 27, 2021

TO: Potential Bidders

INVITATION TO BID

Quitman County Board of Education

It is the purpose and the intent of this invitation to secure bids on Property, Vehicle + G.L. Insurance. Your written bid must be received on or before Monday, June 21, 2021, no later than 10:00 a.m. and submitted in a sealed envelope to:

Quitman County Board of Education

Office of the Superintendent of School

P.O. Box 248

Georgetown, GA 39854

The outside of the envelope must be clearly marked **BID FOR PROPERTY. GENERAL LIABILITY & VEHICLE INSURANCE**. Bids will be opened and tabulated on Monday, June 21, 2021 at 10:00 a.m. in the Office of the Superintendent. Bid winners will be approved and announced at the public meeting of the Quitman County Board of Education on Tuesday, June 22, 2021 at 5:00 p.m.

The Board reserves the right to reject any and all bids in whole or in part, and/or to accept the bids that in its judgement will be in the best interest of the system. It is expressly stipulated that the school system may award bids on individual items or on a lump sum basis.

Prices quoted shall be firm for the period between July 1, 2021 and June 30, 2025. The Quitman County School System's tax-exempt number is 58-6000307.

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QUITMAN COUNTY SCHOOL SYSTEM

INFORMATION TO ASSIST IN THE BIDDING PROCESS HAS BEEN ATTACHED

FOR

VEHICLE, PROPERTY, & GENERAL LIABILITY

(LOSS RUNS AVAILABLE UPON REQUEST)

PROPOSALS TO BE RECEIVED BY 10:00 A.M., MONDAY, JUNE 21, 2021

QUITMAN COUNTY SCHOOL SYSTEM

OFFICE OF THE SUPERINTENDENT

P.O. BOX 248

GEORGETOWN, GA 39854

SPECIAL NOTE TO PROPOSERS

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