

**General Conditions:**

- This contract shall be in strict accordance with the following specifications.
- Price to include all disposal fees and East Baton Rouge fees.

**Jobsite Visit Contact:**

David Hood  
225-219-4708  
[david.hood@la.gov](mailto:david.hood@la.gov)

- Vendor shall inform the Jobsite Visit Contact, David Hood, of their arrival prior to the works undertaking.
- Vendor shall obtain the Jobsite Visit Contact's signature upon completion of the work on a delivery ticket. Also, a copy of the manifest document for each grease trap shall be sent to:

**Attention: David Hood  
Office of State Buildings  
1928 North 3rd Street  
Baton Rouge, LA 70802**

**Scope of Work:**

- In the event an emergency that is outside the scope of this contract, the Vendor shall have a two hour minimum response time.
- Vendor to pump out grease traps with a high pressure jet cleaner and scrape down to remove all grease from the walls and floors. In case of spillage or overflow, Vendor to remove and clean up before leaving the site.
- Vendor to remove and dispose of all materials in a manner acceptable to East Baton Rouge Parish Department of Public Works, Department of Environmental Quality Guidelines and Regulations, at E.B.R. Parish Approval Disposal Site. Each grease trap shall be manifested according to E.B.R. Parish standards.
- In the Poydras and Claiborne Buildings, Vendor shall clean the main drain lines from the cafeteria that feed into the grease traps with high pressure water jets two times per year.
- Vendor shall use all practical care and safety during the undertaking of this work. He/she shall be aware of employee activities and conduct his/her work to prevent hazards or danger to the Agency's employees.

- Vendor shall be responsible for all traps to be sufficiently free of grease and grease residuals. Those not found sufficiently clean shall be re-cleaned at no additional cost to the Agency.

**Cleaning Schedule:**

- Grease traps shall be cleaned every 90 days with the exception of the Governor's Mansion. This cleaning schedule shall be strictly adhered to in order to meet the requirements set forth in Section 206 of City Parish Ordinance #8095.
  - **Governor's Mansion Cleaning Period:**
    - 15th - 20th of every month
  - **All Other Cleaning Periods:**
    - August 15th – 20th
    - November 15th - 20th
    - February 15th - 20th
    - May 15th - 20th