

MEMO

To: Service Contractors  
From: George Jones, Director of Facilities  
Date: March 25, 2019  
Subject: Contractor form for 2019-20 School Year

If you are interested in performing work/services for the Hopkins County Board of Education during the 2019-20 school year, please complete this form. The form must be on file, along with a current Liability and Worker's Compensation Insurance Certificate, in order for the school system to use your services during the school year of July 1, 2019 thru June 30, 2020.

Service Contractor Forms and Insurance Certificates are to be turned into the Office of Facilities Management & Safety at the Hopkins County Board of Education located at 320 South Seminary Street in Madisonville, Kentucky 42431 to the attention of Erica Bethel, no later than **Friday, April 26, 2019.** Forms may be faxed (270) 825-6115 or emailed [erica.bethel@hopkins.kyschools.us](mailto:erica.bethel@hopkins.kyschools.us).

GJ/eb

**CONTRACT FOR SERVICES**  
**Submitted To**  
**HOPKINS COUNTY BOARD OF EDUCATION**  
2019-20 School Year

From: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ On This Date: \_\_\_\_\_

Specifications for the following project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Price Proposal for above: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Price per hour for labor: Foreman: \_\_\_\_\_

Skilled Labor: \_\_\_\_\_

Labor Helpers: \_\_\_\_\_

Authorized Company Signature: \_\_\_\_\_

Date of Submittal: \_\_\_\_\_

\*Certificates of Workman's Compensation and Liability Insurance must be on file in Hopkins County Schools Facility Management office before any services may be performed by company. W-9 attached must be completed for application consideration.  
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Acceptance of Contract and Price Proposal:

Authorized HCBOE Signature: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_