



2100 Riverside Avenue  
PO Box 1965  
Waycross, GA 31501  
(912) 285-6083

August 31, 2020

TO WHOM IT MAY CONCERN

**EXECUTIVE DIRECTOR**

Bryan Singleton

Ref: Request for Proposal

**EXECUTIVE BOARD CHAIR**

Dr. Esco Hall, Jr.

This letter is to invite you to bid on the work described as indicated on the enclosed "Request for Proposal".

Please review the attached *Request for Proposal: Ware Bathroom Renovation Project*. If you are interested, please respond back by the allocated date and time. If you have any questions, feel free to call the point of contact person indicated in the request for proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read "Donald Griffin".

Donald Griffin

Action Pact, Inc.

Facilities, Safety & Transportation Specialist

912-286-2982

Attachment: 1

ALL. TOGETHER. **ONE.**

[myactionpact.org](http://myactionpact.org)

**REQUEST FOR PROPOSAL**  
**WARE BATHROOM RENOVATION PROJECT**

Action Pact, Inc. is currently seeking bids for the following:

- Remodel 2 children's bathrooms:
  - Girl's bathroom:
    - Install an additional 4 age appropriate toilets for 3-4 yr olds
    - Replace existing toilets with age appropriate toilets for 3-4 yr olds
    - Replace existing divider panels and install divider panels at new toilets
  - Boy's bathroom:
    - Install an additional 5 age appropriate toilets for 3-4 yr olds
    - Replace existing toilets with age appropriate toilets for 3-4 yr olds
    - Replace existing divider panels and install divider panels at new toilets
- Build adult bathroom to include one adult toilet and one handwashing sink with hot and cold water
- Insulate any exposed water lines
- All sinks should have hot and cold water

The location of the work to be done is: 1235 McDonald St, Waycross, GA 31501

The contractor awarded this project will also be responsible for the following:

- Delivery of all equipment
- Proper installation of all equipment
- Any site preparation that may be needed
- Ensure all work is done in accordance with local, state, and federal regulations
- Any modifications or changes that must be made to accommodate the renovation, you will be responsible for this
- You must pay prevailing wages as required according to the guidelines of the Davis-Bacon Act and provide proper documentation. If you sub-contract with anyone, you must ensure that they also provide proper documentation concerning the Davis-Bacon Act.
- Provide Wage and Earnings Statement as required by the Davis-Bacon Act.
- Provide W-9 form with invoice
- Plan with this agency's project manager for scheduling a time and date to complete this project.
- Project must be completed by December 30, 2020.

- If necessary, you will be responsible for sub-contracting with a certified and licensed carpenter to make any modifications to the building that may be needed for the installation of this system.
- Any damage to the surrounding area is your responsibility and you will be required to repair, to include grounds.
- You will be responsible for disposing of any materials used on site and ensure that the area is safe during and upon completion of installation.

The bid must include, at a minimum, the following:

- Total cost to include equipment, installation, shipping & handling, taxes, and any other expenses.
- Please give me a detailed quote of the equipment that you are recommending.
- In the bid, please include the following statement:
  - *I UNDERSTAND THE REQUIREMENTS OF THE DAVIS-BACON ACT AND WILL COMPLY WITH THEM.*
- Parts and labor warranty information

A walk around inspection will be performed by both parties. Once this has been completed, the contractor will turn in an invoice along with any other necessary documentation mentioned in this RFP. When this agency receives the invoice and is satisfied with the completed work, we will initiate the process for payment.

The project manager is the undersigned.

Any questions concerning this project should be directed to the undersigned.

Please contact the undersigned to set a time and day to visit the center.

This agency will reserve the right to reject any and/or all quotes.

All proposals should be mailed or delivered to:

ACTION PACT, INC.

ATTN: Donald Griffin (WARE BATHROOM RENOVATION PROJECT)

2100 Riverside Ave

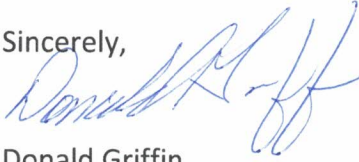
Waycross, GA 31501

**Proposals will NOT be accepted by email.**

All proposals should be in an envelope and marked on the outside "WARE BATHROOM RENOVATION PROJECT".

All bids should be received by us no later than 4:00 pm, September 15, 2020.

Sincerely,

A handwritten signature in blue ink, appearing to read "Donald Griffin", is positioned above the printed name.

Donald Griffin  
Facilities/Safety Specialist  
Action Pact, Inc.  
Head Start/Early Head Start  
2100 Riverside Ave  
Waycross, GA 31501  
(912)285-6177 (office)  
(912)286-2982 (mobile)  
[dgriffin@concertedservices.org](mailto:dgriffin@concertedservices.org)