



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

August 31, 2020

TO WHOM IT MAY CONCERN

Ref: Request for Proposal

EXECUTIVE DIRECTOR
Bryan Singleton

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 Pre-K Doors Installation*. 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

Request for Proposal (RFP)
Ware Pre-K Doors Installation

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

DESCRIPTION OF WORK

Door 1, 2, 3

- Cut opening in existing exterior wall of 3 classrooms
- Install metal exterior door and frame of the same type of the other exterior emergency exit doors at this facility
- All doors should be same as existing doors
- Paint doors and frames consistent with the other doors in this area
- Move any electrical wiring or equipment as needed
- Ensure door meets ADA and Fire codes requirements
- Install lever type latch and have keyed same as interior doors

Door 4

- Cut opening in existing interior block wall.
- Install 36" metal door and frame.
- Paint door and frame consistent with the other doors in this area
- Move any electrical wiring or equipment as needed
- Ensure door meets ADA requirements
- Ensure door meets all fire code requirements
- Install lever type storage room latch and have keyed as interior door

This work is to be performed at 1235 McDonald St, Waycross, GA 31501.

All work must be performed in accordance with all local, state, and federal regulations.

All work must be completed by November 30, 2020.

The contractor that is awarded this contract must comply with all Davis/Bacon Wage and Earnings Act. This includes submitting a properly completed wage and earnings form WH-347 prior to final payment being made.

The contractor must also provide a W-9 form with the invoice.

Please include in your quote the following statement. "I UNDERSTAND THE DAVIS/BACON WAGE AND EARNINGS ACT AND WILL COMPLY WITH THE REQUIREMENTS".

Vendor will be required to submit an invoice once all work has been completed and a walk-through inspection has been performed by this agency and a vendor representative.

The project manager is Donald Griffin, the undersigned. All contact information is in the signature block. All questions concerning this project should be directed to this person.

All quotes for this project must be signed by an authorized company representative.

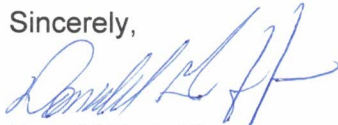
All quotes for this project must be sent to the undersigned at 2100 Riverside Ave, Waycross, GA., 31501. Please mark on the envelope "WARE PRE-K DOORS PROJECT".

All quotes for this project must be received in my office no later than Sep 15, 2020 at 12:00 pm.

Once all quotes have been reviewed and a contract is awarded, we will contact you either by phone or regular mail.

To schedule a time and date to view the site, please call me at 912-286-2982.

Sincerely,



Donald E. Griffin, Jr.
Action Pact, Inc. Head Start
Facilities/Transportation/Safety Specialist
912-285-6177 (office)
912-286-2982 (mobile)