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**EXECUTIVE DIRECTOR**  
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# Request for Proposal for Classroom Flooring

## *Section 1 – GENERAL INFORMATION*

### **Project Description**

Action Pact, Inc. is planning to install a cooling and heating system(s) that will cool and heat all three hallways and the front foyer area at the Ware County Head Start Center. The address for this site is 1235 McDonald St, Waycross, GA 31501.

### **Purpose of the RFP**

It is the intent of this Request for Proposal (RFP) to provide bidders with enough information to prepare a proposal. The response should include all equipment, supplies, and plans to meet the RFP's requirements. Technical specifications and requirements are detailed in Section 3. Implementation of this project is dependent on the approval of Action Pact, Inc., and the availability of funding.

### **Submission of Proposal**

Sealed Proposals can be submitted to the Fiscal Director, Hayley Stephens, at Action Pact, Inc., 510 Tebeau St, Waycross, GA 31501. Each proposal must be clearly marked as a proposal for the Ware Head Start Hallway HVAC.

***The deadline for proposals is 2:00 pm on August 20, 2021.*** No proposal will be accepted after the deadline for submission of proposals and will be returned to the sender unopened. After the deadline, proposal will be evaluated. No proposal information will be shared until after the award.

Action Pact, Inc. reserves the right to reject and/or all proposals or to award in part or in total, whichever is deemed to be in the best interest of the agency.

### **Questions and Interpretations**

All questions relating to interpretations of statements, contained in this RFP not otherwise clarified by an addendum are to be addressed to Donald Griffin, Facilities Specialist, by phone at (912)286-2982 or email at [dgriffin@myactionpact.org](mailto:dgriffin@myactionpact.org).

To set up appointments for the required walk-through of the facilities, please contact Donald Griffin at the phone number listed above.

### **Evaluation Criteria**

Action Pact, Inc. reserves the right to seek clarification of any or all bidders to assist in the evaluation process.

Selection will be based upon technical quality, project management, costs, and structural features.

The evaluation criteria will consider the following factors:

- Bidder's total proposed price
- Product quality, appropriateness, sturdiness, and design
- Bidder's qualification and experience
- Bidder's support and service
- Bidder's warranty and maintenance
- Quality of previous work done for Action Pact, Inc.

To assist Action Pact, Inc., the award evaluation criteria is based on, but not limited to, the following:

- All specification terms and conditions as outlined in the RFP are complied with and met.
- Suitability of proposed solution with respect to the agency's needs and objectives.
- Bidder participation and responsibility clearly defined.
- The participation and responsibilities of Action Pact, Inc. are clearly defined.
- Hardware and product quality and content including, but not limited to, durability, performance, integration, serviceability, warranty, maintenance, meets or exceeds industry standards, and fulfillment of criteria specified in this RFP.
- Bidder's service and support hours are clearly defined.
- Price of proposal including, but not limited to, installation support, warranty support and any other relevant options with associated pricing.
- Experience and/or references of the company submitting proposal.
- Submission of satisfactory reference checks with proposal.
- Small business, minority-owned firms and women's business enterprises will receive favorable consideration.

### **Contract Negotiation**

Action Pact, Inc. reserves the right to negotiate with any company or supplier submitting a response to alter, clarify, or further enhance the company's proposal and/or any contract arising out of the acceptance of the response. In the evaluation of the proposal, the pricing submitted will be considered the best and final pricing.

## *Section 2 – SUBMITTAL REQUIREMENTS*

### **Company Experience and/or References**

Action Pact, Inc. reserves the right to fully investigate the qualifications of any bidder(s) based on references supplied and publicly available information. Bidder(s) are encouraged to supply evidence of experience on projects similar nature and/or magnitude listing: customer name, address, contact names, and telephone numbers. The bidders may also supply third party ratings to demonstrate their success in walkway cover marketplace. The winning respondent must provide a Certificate of Insurance naming Action Pact, Inc. as an additional insured.

### **Confidential Material**

Any material that is to be considered as confidential in nature must be clearly marked as such and will be treated as confidential by Action Pact, Inc. to the extent allowable.

### **Supplemental/Supporting Materials**

Please include descriptive literature and/or brochures, if available, in the proposal. All user manuals or technical reference manuals should be included with and submitted upon delivery of equipment.

### **Davis/Bacon Wage and Earnings Act Requirements**

Because this project will be paid with federal funds, the awarded contractor must comply with all Davis/Bacon Wage and Earnings Act requirements.

The 2021 Wage and Earnings determinations listing is in Appendix A.

To comply with the Davis/Bacon Wage and Earnings Act requirement, the following is required:

- The Statement *“I understand the requirements of the Davis/Bacon Wage and Earnings Act and will comply”* must be on the proposal.
- When submitting an invoice for payment, you must include all required documentation as described in the Davis/Bacon Wage and Earnings Act.

## ***SECTION 3 – TECHNICAL REQUIREMENTS***

### **General Requirements**

The proposed solution will:

- Include all materials necessary.
- Include parts and labor warranty.
- Include a detailed list of cost of equipment, materials, and installation.
- Include brand names and models of equipment.
- System(s) will be operated with a wall mount thermostat system that can be programmed.

### **Technical**

Here is a list of requirements:

- Properly install HVAC system.
- Ensure areas are evenly cooled/heated.
- Provide instructions to center staff and maintenance technicians the proper use and operations of the system(s).
- Any electrical, plumbing, etc. work that may be needed in the project will be the responsibility of the vendor awarded this contract. The winning vendor will be responsible for subcontracting this work.
- Any subcontractor must be licensed as required by federal, state, and local regulations.
- All costs must be included in the bid.
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### **Additional Specifications**

- The winning bidder:
  - must be a certified seller/installer of the style of materials listed in the proposal.
  - is responsible for all federal, state, and local permits and fees.
  - must be licensed as required in the State of Georgia.
  - will ensure that safe operations are always performed.
  - will ensure that work area is maintained.
  - will be responsible for keeping the work area clean and safe.
  - will be responsible for proper disposal of all materials from the site.
  - will be responsible for removing and replacing all furniture in each room.
  - will NOT be responsible for the removal of any computers or related equipment.

### **Financial**

Please provide quotes detailing your solution for Action Pact, Inc. The quote should include all necessary hardware, labor, and materials to complete a full installation. The vendor is responsible for due diligence and a site survey before submitting a bid. If additional information is needed, please contact the Head Start Facilities Specialist.

### **Warranty**

Warranty terms on the materials, hardware and labor should be clearly defined to cover all components.

### **Delivery and Installation**

Any delivery and installation charges should be clearly defined as separate line items.

### **Insurance**

All proposals must include an agreement to obtain and provide proof of general liability insurance for the vendor and all employees. The insurance must have a coverage limit equal to or greater than \$1,000,000.00. In addition, the proposal must include an agreement to obtain and provide proof of motor vehicle liability insurance of at least \$1,000,000.00.

**APPENDIX A**  
(Davis/Bacon Act 2021 Wage and Earnings Determination)



Rates Fringes

ELECTRICIAN (Including Alarm  
Installation and Low Voltage  
Wiring).....\$ 26.55 4.8%+10.38

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ELEC1531-013 01/01/2019

TURNER COUNTY

Rates Fringes

ELECTRICIAN (Including Alarm  
Installation and Low Voltage  
Wiring).....\$ 23.35 4%+12.55

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\* ENGI0474-031 07/01/2020

Rates Fringes

POWER EQUIPMENT OPERATOR:  
Crane (over 10 tons).....\$ 29.00 15.65  
Crane (over 120 tons).....\$ 30.00 15.65  
Crane (over 250 tons).....\$ 31.00 15.65

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PLUM0072-029 08/01/2018

TURNER COUNTY

Rates Fringes

PIPEFITTER (Including HVAC  
Unit and HVAC Electrical  
Temperature Control  
Installation; Excluding HVAC  
Pipe Installation).....\$ 28.48 15.91

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\* PLUM0177-007 08/01/2020

WARE & WAYNE COUNTIES

Rates Fringes

PIPEFITTER (Including HVAC  
Unit and HVAC Electrical  
Temperature Control  
Installation; Excluding HVAC  
Pipe Installation).....\$ 28.65 14.70

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SHEE0085-014 07/01/2017

TURNER COUNTY

	Rates	Fringes
SHEET METAL WORKER (Excludes HVAC Duct Installation).....	\$ 31.04	14.10
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SHEE0085-015 07/01/2017		

WARE & WAYNE COUNTIES

	Rates	Fringes
SHEET METAL WORKER (Excludes HVAC Duct Installation).....	\$ 29.78	12.31
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SUGA2012-027 08/11/2012		

	Rates	Fringes
CARPENTER, Includes Form Work....	\$ 15.97	1.95
CEMENT MASON/CONCRETE FINISHER...	\$ 11.75	0.00
ELEVATOR MECHANIC.....	\$ 19.38	14.42
GLAZIER.....	\$ 13.19	0.00
IRONWORKER, REINFORCING.....	\$ 17.72	0.00
IRONWORKER, STRUCTURAL.....	\$ 16.75	0.00
LABORER: Common or General.....	\$ 9.55	0.00
LABORER: Pipelayer.....	\$ 13.33	0.00
OPERATOR: Backhoe/Excavator.....	\$ 15.00	0.75
OPERATOR: Oiler.....	\$ 12.00	0.00
PAINTER: Brush, Roller and Spray.....	\$ 16.00	1.62
PIPEFITTER (HVAC Pipe Installation Only).....	\$ 16.38	4.56
PLUMBER, Excludes Installation of HVAC Pipe, HVAC Unit, and HVAC Electrical/Temperature Controls.....	\$ 18.55	3.35



ROOFER.....	\$ 13.62	0.00
SHEET METAL WORKER (HVAC Duct Installation Only).....	\$ 15.09	3.53
SPRINKLER FITTER (Fire Sprinklers).....	\$ 19.25	2.54

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WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

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Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (ii)).

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The body of each wage determination lists the classification and wage rates that have been found to be prevailing for the cited type(s) of construction in the area covered by the wage determination. The classifications are listed in alphabetical order of ""identifiers"" that indicate whether the particular rate is a union rate (current union negotiated rate for local), a survey rate (weighted average rate) or a union average rate (weighted union average rate).

## Union Rate Identifiers

A four letter classification abbreviation identifier enclosed in dotted lines beginning with characters other than ""SU"" or ""UAVG"" denotes that the union classification and rate were prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2014. PLUM is an abbreviation identifier of the union which prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. 07/01/2014 is the effective date of the most current negotiated rate, which in this example is July 1, 2014.

Union prevailing wage rates are updated to reflect all rate changes in the collective bargaining agreement (CBA) governing this classification and rate.

## Survey Rate Identifiers

Classifications listed under the ""SU"" identifier indicate that no one rate prevailed for this classification in the survey and the published rate is derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As this weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SULA2012-007 5/13/2014. SU indicates the rates are survey rates based on a weighted average calculation of rates and are not majority rates. LA indicates the State of Louisiana. 2012 is the year of survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. 5/13/2014 indicates the survey completion date for the classifications and rates under that identifier.

Survey wage rates are not updated and remain in effect until a new survey is conducted.

## Union Average Rate Identifiers

Classification(s) listed under the UAVG identifier indicate that no single majority rate prevailed for those classifications; however, 100% of the data reported for the classifications was union data. EXAMPLE: UAVG-OH-0010 08/29/2014. UAVG indicates that the rate is a weighted union average rate. OH indicates the state. The next number, 0010 in the example, is an internal number used in producing the wage determination. 08/29/2014 indicates the survey completion date for the classifications and rates under that identifier.

A UAVG rate will be updated once a year, usually in January of each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

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#### WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

- \* an existing published wage determination
- \* a survey underlying a wage determination
- \* a Wage and Hour Division letter setting forth a position on a wage determination matter
- \* a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations  
Wage and Hour Division  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage

payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

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END OF GENERAL DECISION