



## INVITATION TO BID

Thank you for your interest in partnering with Southeast Health District to accomplish our mission.

### SCOPE OF WORK

The Bulloch County Health Department, located at 1 West Altman Street, Statesboro, GA 30458, is seeking a qualified contractor to manufacture and install custom window blinds and treatments as outlined in attachment A. **The vendor MUST have professional liability insurance and a business license.**

### BID OF

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Please fill in all highlighted areas and return your bid SEALED to:**

Southeast Health District  
Attn.: Brittany Hickox  
1101 Church Street  
Waycross, GA, 31501

**BIDS DUE May 28, 2021; 5:00 PM, Local Time**

### SCHEDULE OF EVENTS

<b>Release ITB</b>	May 19, 2021
<b>Bid Due Date</b>	May 28, 2021
<b>Services to Begin</b>	June 2021

All questions must be submitted no later than due date stated in the above schedule of events.

Answers are provided for informational purposes only and will not be considered binding unless incorporated by amendment to this ITB. **Bids must be mailed or submitted in person the address located above.** Please contact Toni Flatman at 855-473-4374 or [brittany.hickox@dph.ga.gov](mailto:brittany.hickox@dph.ga.gov) if you would like to schedule a time to view the property prior to submitting your bid.

*Serving: Appling, Atkinson, Bacon, Brantley, Bulloch, Candler, Charlton, Clinch, Coffee, Evans, Jeff Davis, Pierce, Tattnall, Toombs, Ware & Wayne counties*

## ATTACHMENT A

### Service outline:

- Install 37 custom built 2" faux cordless blinds to 33 total windows (includes all offices, exam rooms, kitchen, and waiting areas)
- Approximate sizes: (Please give a detailed price description for each size)
  - 20- 32 x 66
  - 13- 86 x 66
  - 2- 54 x 66
  - 2- 29 x 66
- Decorative fabric and linings
- Fabrication and installation of window valances for all windows \*\*sizes are the same as blinds above\*\*


The Bulloch County Health Department is requesting that all quotes submitted are for **CUSTOM BLINDS ONLY!**



**REQUEST FOR QUOTATION FOR SERVICES AND/OR PRODUCTS\***

**THIS IS ONLY AN INQUIRY, NOT AN ORDER.**

BLUE SECTIONS COMPLETED BY SEHD/GREEN SECTIONS COMPLETED BY VENDOR.



**Georgia Department of Public Health**  
**Southeast Health District**  
 1101 Church Street  
 Waycross, GA 31501  
 (912) 285-6002  
[www.sehdph.org](http://www.sehdph.org)

Name of Company Submitting Quote

TO: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

Company Fax Number: \_\_\_\_\_

Quote Submission Deadline: May 28, 2021; 5:00 PM, Local Time

Quantity/Unit	Item Description	Unit Price Include Shipping	Total Product Extension
1	Services as stated in ITB		

Detailed Description of Service to be Performed Provide clear, complete specifications including beginning and ending dates; frequency performed; sample; delivery details; references, warranty & bonding information; etc. Attach additional pages, if necessary.	Price Breakdown	Total Services
As stated in Invitation to Bid		

**Enter quote grand total for *combined* products and services:**  
 \$ \_\_\_\_\_

Expiration date of quote: \_\_\_\_\_

Signature of company representative: \_\_\_\_\_ Date: \_\_\_\_\_

Company address: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Federal Employer's Identification Number (FEI): \_\_\_\_\_

Statewide contract provider?  Yes  No Statewide Contract #: \_\_\_\_\_

Email completed quotation to: Brittany Hickox at [brittany.hickox@dph.ga.gov](mailto:brittany.hickox@dph.ga.gov)

Send completed quote to the attention of Brittany Hickox at 1101 Church Street, Waycross GA 31501

**\*Any bid not meeting all requirements will be eliminated from considerations.**