



## Southeast Health District

1101 Church Street, Waycross, Georgia 31501  
Phone: 912-285-6002 Fax: 912-284-2980  
[www.sehdph.org](http://www.sehdph.org)

Rosemarie D. Parks, M.D., M.P.H.  
District Health Director

### INVITATION TO BID

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

#### SCOPE OF WORK

The Southeast Health District is soliciting proposals for the following office repairs described in detail on attachment A to the Pierce County Health Department, located at 715 Ware Street, Blackshear, Georgia 31516. **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 19, 2021; 5:00 PM, Local Time**

#### SCHEDULE OF EVENTS

<b>Release ITB</b>	May 10, 2021
<b>Bid Due Date</b>	May 19, 2020
<b>Services to Begin</b>	June 2021

All questions must be submitted no later than the deadline 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 to the address located above.** Please call Brittany Hickox at 912-285-6136 or email [brittany.hickox@dph.ga.gov](mailto:brittany.hickox@dph.ga.gov) if you would like to schedule a time to view the property.

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

*An Equal Opportunity Employer*

## Attachment A

### Detailed description of repairs

#### Flooring:

- Remove existing flooring and prep sub floor for LVP flooring
- Install approximately 6500 square feet of LVP flooring throughout entire facility
- Replace sanitary base around bottom of interior walls
- Install any necessary transitions or trim to complete floors

#### Cabinets:

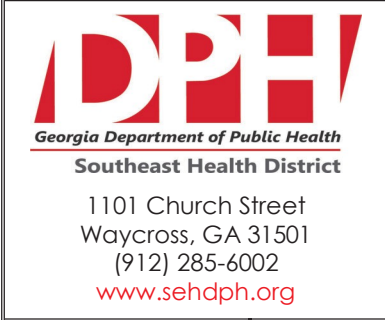
- Add two 3-inch peninsula filing stations to existing desk in front office area
- Remove and replace countertops on entire front desk area
- Refinish existing desk to match add-ons
- Replace any defective hardware on existing desk cabinets

**Contractor will be responsible for cleaning jobsite and hauling away all construction debris.**

**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.



Name of Company Submitting Quote

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

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

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

Quote Submission Deadline: May 19, 2021: 5:00 PM, Local Time

Quantity/Unit	Item Description	Unit Price <i>Include Shipping</i>	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 #: \_\_\_\_\_

Mail completed quote in sealed envelope to the attention of Brittany Hickox at

1101 Church Street, Waycross, Georgia 31501

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