

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

INVITATION TO BID
BID SOLICITATION DOCUMENT

SOLICITATION INFORMATION		
Solicitation Released:	October 5, 2022 (Reposted-Extended Deadline)	
Description:	Renovation on two offices within Coffee District Office (cabinets, flooring, paint)	
Agency:	Coffee District Office	
Agency Address:	1003 Shirley Avenue Douglas, Georgia 31533	
Contact Information:	Michelle Hatcher 912-285-6002 michelle.hatcher@dph.ga.gov	Sandee Jump 912-389-0183 sandra.jump@dph.ga.gov

SCHEDULE OF EVENTS			
Submission Deadline:	October 14, 2022; 5:00 PM, Local Time	Desired Completion Date:	October 2022
All questions must be submitted no later than the submission deadline stated above. Answers are provided for informational purposes only and will not be considered binding unless incorporated by amendment to this bid solicitation.			

SUBMISSION DELIVERY	
Delivery Address:	Southeast Health District ATTN: Michelle Hatcher 1101 Church Street Waycross, Georgia 31501
Bid packaging must be sealed and should be properly marked with the following indicated on the exterior of the package: Renovation Proposal for Coffee District Office	

SCOPE OF WORK
<p>The Coffee District Office, located at 1003 Shirley Avenue, Douglas, Georgia 31533, is seeking a qualified contractor for renovations as stated on Attachment A.</p> <p>The vendor MUST have professional liability insurance and a business license.</p> <p>For more information, or to schedule a time to view the property, please contact Michelle Hatcher or Sandee Jump by phone or by e-mail.</p>

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ATTACHMENT A
REQUIRED SCOPE OF WORK

Scope of work

The Coffee District Office located at 1003 Shirley Avenue, Douglas, Georgia 31533, is seeking a qualified contractor for the provision of renovations as detailed below. Provision of renovations will include **two offices**.

Description of services to be provided

1. Removal of cabinets
2. Cap off two sinks
3. Replace flooring
4. Repair sheetrock and ceilings
5. Paints walls and windowsills (Primer and semi-gloss paint)

Disposal of all cabinets, sinks, and waste should be included in the bid. The purchase of all supplies and labor should be included in the bid.

If you wish to schedule a time to view the property, please contact Sandee Jump at 912-389-0183.



Southeast Health District

1101 Church Street, Waycross, Georgia 31501
Phone: 912-285-6002 Fax: 912-284-2980
www.sehdph.org

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REQUEST FOR QUOTATION FOR SERVICES AND/OR PRODUCTS*		
<p>THIS IS ONLY AN INQUIRY, NOT AN ORDER</p> <p>COMPLETE ALL HIGHLIGHTED SECTIONS</p>		
 Georgia Department of Public Health Southeast Health District 1101 Church Street Waycross, GA 31501 (912) 285-6002 www.sehdph.org	Quote Submission Deadline: October 14, 2022; 5:00 PM, Local Time	
	DATE: _____	
	COMPANY NAME: _____	
CONTACT NAME: _____		
Quantity/Unit	Item Description	Unit Price <i>Include Shipping</i>
_____	_____	_____
Detailed Description of Services to be Performed Provide clear, complete specifications including beginning, and ending dates; frequency performed; sample; delivery details; references, warranty and bonding information; etc. Attach additional pages, if necessary.		Total Services
_____ _____ _____		\$ _____
Signature of company representative: _____		
Send completed quote to the attention of <u>Michelle Hatcher</u> at <u>1101 Church Street, Waycross, GA. 31501</u>		
<p>*Any bid not meeting all requirements will be eliminated from considerations.</p> <p>*Any bids received after the deadline must be postmarked 3 days prior to submission deadline date.</p>		

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Vendor Profile & Certification

1. Business Name: _____

2. Business Owner(s) Name: _____

3. Business Address: _____

5. Business Telephone: _____ Email : _____

6. Federal Tax Identification Number (FEIN) : _____

7. References – list at least 3

Customer	Main Contact Person	Telephone Number

Please attach a copy of professional liability insurance, business license, and a completed W9

AUTHORIZED SIGNATURE: _____

TYPED OR PRINTED NAME: _____

TITLE: _____

DATE: _____

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