

**MIDDLE GEORGIA COMMUNITY ACTION AGENCY, INC.**  
**REQUEST FOR PROPOSAL JUNE 11, 2018**  
**HEART OF GEORGIA COMMUNITY ACTION COUNCIL, INC. – REPLACEMENT OF CARPET**

Location of work to be performed:

Heart of Georgia Community Action Council, Inc.  
324 Pine Street, Eastman GA 31023

**Terms and Conditions**

- All proposals shall be good for 90 days from the date of receipt my MGCAA, Inc.
- No proposal shall be construed as an offer until both parties receive a fully executed contract.
- All payments are Net 30 upon approved completion of work performed unless other terms are negotiated before contract issuance.
- Vendor must provide agency with proof of liability and workers compensation insurance prior to the issuance of a contract.
- Vendor must complete contractor application packet (if not already on file with MGCAA, Inc.).
- Vendor agrees to complete the work in the allotted time as indicated in the contract or liquidated damages in the amount of \$50.00 per calendar day will be assessed by the vendor.

**Scope of work**

- Materials and labor to remove carpet and replace with Luxury Vinyl Tile for the following areas: Offices 101,102,103,104, receptionist area, conference room, and all hallways
- Replace cove base to match
- Proposal must be returned with itemized estimate – all materials and labor (to include travel, gas, moving of furniture as needed).
- Contractor must clean up and remove all debris.

**Point of Contact**

Alma Clay  
121 Prince Street  
Warner Robins, GA 31093  
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**\*\*Deadline to respond: June 15, 2018**