

**MIDDLE GEORGIA COMMUNITY ACTION AGENCY, INC.**  
**REQUEST FOR PROPOSAL June 7, 2018**  
**HEAD START CENTERS – STRIPPING & WAXING; CLEANING CARPETS**

Location of work to be performed:  
See attached Exhibit A for locations  
(Middle GA area)

Vendor Name & Address:

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**Terms and Conditions:**

- All proposals shall be good for 90 days from the date of receipt by 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 date will be assessed by the vendor.

**Scope of Work:**

- Identified locations – floors must be stripped and waxed
- Identified locations – carpets must be shampooed (not area/throw/educational rugs)
- Proposal must be returned with itemized estimate – 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  
478-922-4464 ext 136  
[aclay@mgcaa.org](mailto:aclay@mgcaa.org)

**\*\*Deadline to respond: June 15, 2018 3:00 pm**

**MIDDLE GEORGIA COMMUNITY ACTION AGENCY, INC.**  
**STRIPPING & WAXING OF FLOORS; CARPET CLEANED – RFP**

**EXHIBIT A**

<b>Name</b>	<b>Location</b>	<b>Total sq ft</b>	<b>Carpet</b>	<b>Total Cost</b>
Centerville Head Start	1009 Carl Vinson Parkway, Centerville, GA 31028	2,025	Office only	
Crawford Head Start	1011 US HWY 341 N, Roberta GA 31078	6,720	NO	
Elberta Head Start	708 Elberta Rd Warner Robins GA 31093	5,000	NO	
Fort Valley Head Start	700 Spruce St Fort Valley GA 31030	13,138	NO	
Jones Head Start	235 Bill Conn Pkwy Gray GA 31032	4,850	2 partial classrooms; ¼ of classroom	
Tucker Head Start	313 Scott Blvd Warner Robins GA 31088	3,760	NO	
Wilkinson Head Start	800 Paper Mill Rd Gordon GA 31031	3,808	Front entrance, office, and pantry	

Materials and Labor total cost: \_\_\_\_\_

(labor cost includes travel, gas, moving of furniture)