



January 10, 2018

Request for Quote: Blanket Contract for Electrical Services

Dear Contractor:

Child Inc., the Head Start Grantee for Austin, Texas; Travis County is requesting quotes to establish contracts for electrical services (including labor, materials and equipment) on an “on call, as-needed basis. Child Inc. operates an Administrative Campus and 17 child development centers throughout the City of Austin and Travis County. Typical electrical issues that Child Inc. experiences include breaker replacement – work on distribution panels and be able to switch out breakers and install new breakers, run new feeders to breaker box; switches and relays – performed on stoves and refrigerators; light fixtures, outlets, etc.

Child Inc. intends to award one or more contracts for a 15 month term (from February 1, 2018 through April 30, 2019) on a time and material basis, for a total amount not to exceed \$19,500.

This Request for Quote consists of:

- Attachment 1: Scope of Work
- Attachment 2: Proposal Form

Although there is a lot of paperwork associated with the attached Request for Proposal, Child Inc. is happy to discuss any questions you may have, as well as review with you any of our forms that may be unfamiliar to you. We hope you will consider submitting a response to this Request for Proposal.

Please return Attachment 2 and the completed and signed Service Agreement (contract), Conflict of Interest Policy, Disclosure of Debarment or Suspension Status, Contractor Payment Policy, and W9 to me by January 25, 2018, via email [procurement@childinc.org](mailto:procurement@childinc.org) or via mail at

Child Inc. – Attn: Adan Ortiz  
818 E. 53<sup>rd</sup> St.  
Austin, TX 78751

Sincerely,

/s/ Adan Ortiz  
Facilities Manager  
[adan.ortiz@childinc.org](mailto:adan.ortiz@childinc.org)  
512-451-7361 ext. 193