



January 10, 2018

Request for Quote: Blanket Contract for Heating, Ventilating, and Air Conditioning (HVAC)

Dear Contractor:

Child Inc., the Head Start Grantee for Austin, Texas; Travis County is requesting quotes to establish contracts for HVAC services (including labor, materials and equipment) on an “on call, as-needed basis. Child Inc. operates an Administrative Campus and eight child development centers throughout the City of Austin. Typical HVAC issues that Child Inc. experiences include compressor repairs/replacements, condenser repair/replacements, refrigerant leaks or testing, sensor problems, control failures, evaporator issues, etc.

Child Inc. intends to award one or more contracts for a 15 month term 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 or via mail at

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

Sincerely,

/s/ Adan Ortiz
Facilities Manager
adan.ortiz@childinc.org
512-451-7361 ext. 193