

April 9, 2019

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 twelve child development centers throughout the City of Austin. 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 12 month term on a time and material basis.

This Request for Quote consists of:

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

We understand that there is a lot of paperwork associated with the attached Request for Proposal. We are happy to discuss any questions you may have, as well as review any of the forms that may be unfamiliar to you. We work hard to make sure our Contractors are paid promptly, and hope you will consider submitting a response to this Request for Proposal.

Please return Attachment 2 to me via email to Procurement@childinc.org or mail to
Child Inc.
818 E. 53rd St.
Austin, TX 78751

Sincerely,

Adan Ortiz
Facilities Manager
adan.ortiz@chldinc.org
512-451-7361 ext. 193