

Southeastern Community & Family Services, Inc.  
405 North Elm St/Post Office Box 1025 (28359)  
910-277-3500 Phone  
910-291-3054 Fax  
[www.scfsnc.org](http://www.scfsnc.org)

*“To improve and empower the lives of the people we serve”*

REQUEST FOR QUOTATION

(This is not an order)

November 13, 2017

Southeastern Community & Family Services, Inc. Head Start Program will receive quotes for the replacement of two (2) heating and cooling units for their Hoke Head Start Center at 366 Thomas Drive, Raeford North Carolina 28376. The project will include removal and disposal of inoperable units, replacing with new units for 2 classrooms.

Vendor may request a walk-through of the center to assess the existing units for their replacements by contacting the Center Manager (Brenda Galbreath) or Custodian (Gary McMillan) at 910/875- 2373.

Unit Specifications: 2 Ton package heat pump 14 seer, outdoor fittings, and thermostat to include all parts/components required for proper installation, electrical wiring. Davis Bacon Act compliance is a requirement.

Brand Name: \_\_\_\_\_

Material Cost: \_\_\_\_\_

Inspection/Permit Fees: \_\_\_\_\_

Labor: \_\_\_\_\_

Warranties: \_\_\_\_\_

Guarantees: \_\_\_\_\_

This work will begin \_\_\_\_\_ days of the placement of the order. The work will be completed within \_\_\_\_\_ days.

\_\_\_\_\_  
Company Name and Address

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

The Agency is requesting bids for a turn-key project for the entire units.

Please submit an updated Certificate of Insurance with your response. A copy of the Manual J report documenting the size of the unit is to be included.

#### Quote Deadline

All quotes must be received by 5:00 pm on November 20, 2017 at Southeastern Community & Family Services, Inc. at [foskeyc@scfsnc.org](mailto:foskeyc@scfsnc.org) or 910/291-3054 (fax) Mailing address: Post Office Box 1025 Lumberton NC 28359 or delivered to 405 N. Elm St., Lumberton NC 28358 to the attention of: Cynthia Foskey/Executive Administrator.

#### Quotes

All quotes must be good for 60 days.

#### Permits

Vendor is responsible for all permits.