

## Episcopal Children's Services

Date: 10-17-23

8649 Baypine Road  
Ste. 300, Bldg. 7  
Jacksonville, FL 32256

### Request for Quotation and Statement of Work

**Project Title:** Gainesville HS/EHS Outdoor Learning Project PNC 2023

**Introduction:** Episcopal Children's Services (ECS) is a nonprofit, based out of Jacksonville, which serves more than 25,000 children and families in 14 counties in Northeast and Central Florida. ECS has helped young children and their families for more than 50 years.

**Project Background:** Episcopal Childrens Services has received funding to enhance the Head Start playground with a new play area.

#### **Scope of Work:**

- Supply and install two umbrella shade structures (see attached layout)
  - 12' \* 12' square 8' high
  - Tan post
  - Green shade top
- Supply and install a concrete sidewalk roughly 32' \*20' outside dimensions in a rectangular shape (see attached layout)
  - Side walk to be 4" thick
  - Side walk to have imprinted nature patterns in the concrete (leaves, animal paw prints, etc.)
- Supply concrete pad for future shed placement
  - Pad to be 10' \* 12'
  - Pad to be 4" thick
- Supply ADA compliant mulch inside side walk area beneath shades
  - Mulch will not be used as a play structure fall zone so just a 2"-3" thick covering is required
- Project must be completed by **02/29/2024**.
- Project location: 530 NE Waldo Rd., Gainesville, FL 32641

#### **Additional Requirements**

- Buy American when possible.
- Supply proof of insurance and business license
- Supply permitting as required by local building department.
- Must register with E-Verify to confirm employment eligibility of all employees due to federal and state funds being used and may be subject to providing proof upon request.

- Must complete a Contractor Lien Release Form

**Bid Manager:** Monique Evans, Project Accountant, ECS. 8649 Baypine Road, Suite 300, building 7, Jacksonville Florida, 32256. Office phone 904-674-6248. [Monique.Evans@ecs4kids.org](mailto:Monique.Evans@ecs4kids.org).

- \*\*\*All bid and specification questions must come through Monique unless she is unavailable and then you may contact the Project Manager.

**Project Manager:** Bryan Ward, Senior Director of Facilities and Transportation, 8649 Baypine Road, Suite 300, building 7, Jacksonville Florida, 32256. Office phone 352-512-9027 ext. 2410, [Bryan.Ward@ecs4kids.org](mailto:Bryan.Ward@ecs4kids.org).

- \*\*\*All inquiries directly related to executing the project once the bid is awarded must come through Bryan Ward unless he is unavailable and then you may contact the Bid Manager.

**Timeline:** Requests for quotation will be issued to all participants on or before 10/20/2023 at 5 p.m. eastern time. Contractor must submit their quotation to Monique Evans via email, [Monique.Evans@ecs4kids.org](mailto:Monique.Evans@ecs4kids.org) by 11/17/2023 at 5 p.m. eastern time. Bid awards will be made on or before 5 p.m. eastern time, 11/27/2023.

**Payment Terms:** ECS terms are net 30 following receipt of acceptable goods/services unless otherwise agreed to by both parties.

**Award Selection Criteria:**

Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. (Please provide your best and final price.)

- Cost: 60%
- Agreement to ECS Terms and Conditions: 20%
- Experience: 10%
- Quality/Reputation: 10%
- Not listed on SAM.gov reporting
- Not listed as a Scrutinized Company on any federal, state, or city lists

**Quality Expectations:**

Contractor and all sub-contractors at all times will conduct themselves in a professional manner, with a civil attitude; strive to keep on schedule and on budget while maintaining high production and quality standards; and communicate in a timely manner.

**ECS Terms and Conditions:**

The ECS full Terms and Conditions will apply to this agreement. They are included as an addendum to this contract and can be accessed via the following link:

[Terms and Conditions Construction Projects](#)

If there exist any conflicts in terms and conditions between ECS and contractor, the ECS terms will take precedence. The full terms and conditions can be emailed upon request.

**Gainesville Head Start/Early Head Start  
STEAM Ahead with Early Learning**

The Trike Path will feature some gentle curves and imprinted nature patterns (leaves, animal pawprints)

