



Lincoln Township
Public Library

REQUEST FOR PROPOSAL

INTERIOR PAINTING PROJECT

POSTED: 2/10/2024

DEADLINE: 3/16/2024



[More Info Here](#)



www.lincolntownshiplibrary.org

RFP GUIDELINES

I. Purpose

This Request for Proposal ("RFP") is to provide interested area paint contractors with sufficient equipment and information to submit proposals for consideration by the Library in connection with its needs for interior painting at **2099 W John Beers Road, Stevensville MI 49127**.

Favorable pricing will be one element of the selection process, but the experience of the firm, qualifications, experience and ability of assigned staff, completeness of the level of service proposed and timeliness of service proposed by the Bidder will be significant factors in award of this contract. Final decision on selection of the Bidder for this project will be determined by the Library Board.

The library reserves the right to reject any proposals or parts of proposals. The Library also reserves the right to waive any irregularities, inconsistencies, or take what other action is appropriate as determined by the library to be in the best interest of the library.

A complete Request for Proposal may be viewed or downloaded at lincolntownshiplibrary.org, or mailed by contacting the Director, Joelle Wake.

REQUEST FOR PROPOSAL: INTERIOR PAINTING for Lincoln Township Public Library at 2099 W John Beers Road Stevensville MI 49127

CLOSING DATE AND TIME: Saturday, March 16 at 5 pm (EST)

II. Scope of Work:

The Lincoln Township Public Library requests quotes for priming and painting throughout the interior of the library. The building is 25,000 square feet and is broken down into areas based on what is required. The library will be undergoing a renovation and will be closed to the general public. Painting will commence in stages in the building while the design company is removing furniture and carpeting. Painting will be done during other simultaneous projects from other contractors. Exact timeline yet to be finalized.

70% of the project will be a single paint color with up to three additional paint colors for accent walls. These will be decided closer to the date of the project. Contractor will be responsible for cleaning all surfaces of moisture, dirt, oil, grease, rust and other foreign matter prior to painting.

Contractor will fill dents, scratches, and wall damage with approved products designated for this type of usage. Contractor will sand and smooth all patched areas and remove all dust and surface contaminants.

Contractor should use sufficient drop clothes and protective coverings for the protection of floors, furnishings, adjacent surfaces and all library materials. Contractor shall be responsible for removing and re-installing all articles affixed to the building such as hardware, bulletin boards, TVs, switch plates, outlet covers, etc.

Spaces Include:

Main Library Space:

Prime and paint for all existing drywall walls, CMU walls, columns, exposed brick walls, exposed ceilings in the Media Lab, bulkheads, and any other drywall ceilings. Contractor will remove existing felt wall covering from designated areas. Depending on the condition of the surface, the contractor will sand the surface smooth or will float and skim coat the surface in preparation of painting. Sanding and staining of all wood doors, painting hollow metal doors, frames & borrowed lights. Should include wall patching throughout, as well as masking all areas that do not call for paint.

Staff Offices:

Painting throughout the office area. Prep, paint and mask all areas in the office, staff restrooms, plus doors and frames. Cost should include painting two ceilings in the staff restrooms. Pricing should include patching of all walls.

Rosetta's House:

Repaint all of the interior and some exterior on the Rosetta's House. Painting on the exterior includes soffit, porch front, fascia, window frames, shutters, and columns. The scope of the work is to prep all surfaces that call for paint and mask all other areas. Pricing should include patching of all walls, painting of all drywall walls, drywall ceilings, doors (staining wood), frames and window frames.

III. Scheduled Timeline:

The following timeline has been established to ensure that our project objective is achieved; however, the following timeline shall be subject to change when deemed necessary by management. The staff area may have a different timeline than the rest of the building. Overall, the project timeline will be from August to October. Although exact timeline has yet to be finalized. Ideally the project would be completed in 8-10 weeks.

IV. Bid Specifications & Qualifications:

Contractor is responsible for the repair or replacement to damage done to the library's facility directly caused by their actions during this project.

Successful Contractor will follow all state and local codes, OSHA safety requirements, industry best practice standards and EPA regulations on this project. All work that would disrupt Library operations must be discussed with the Director and scheduled to minimize disruption.

Contractor must maintain safe working conditions for its workers, Library staff and Library patrons at all times.

The following is a list of information that the Bidder should include in their proposal submission:

1. List of three previous projects
2. List of three references
3. Proof of insurances listed in section XI

Issuing Officer (Point of Contact)

Questions regarding the scope of work to be accomplished or to schedule an appointment to inspect job site must be directed to the **Director, Joelle Wake 269-429-9575 Ext 126 or email at jwake@lincolnlb.org.**

Addenda

In the event it becomes necessary to modify any part of this Request for Proposal, addenda will be issued to all parties who received the original RFP.

V. Instructions to Bidders

1) Sealed bids are due at the at the Lincoln Township Public Library no later than Saturday, March 16 at 5 pm (EST)

Proposals may be mailed or delivered in a sealed envelope plainly marked:

Attention: Director

Re: INTERIOR PAINTING PROJECT

2099 W John Beers Road

Stevensville, MI 49127

It is the sole responsibility of the Bidder to see that its proposal is received within the required time period. The library is not responsible for any errors or irregularities with the delivery method utilized for submittal of the Proposal. Any proposals received after the closing date and time will be returned unopened.

VI. Incurring Costs

The library is not liable for any costs related to respondents' preparation of their proposal.

VII. Withdrawal of Proposal

Any Bidder may withdraw its proposal in person, by facsimile, or by letter, any time prior to the scheduled closing time for receipt of proposals. Each proposal shall be considered binding and in effect for a period of Sixty (60) days after the closing date.

VIII. Opening of Proposals

Proposals will be opened publicly during a regularly scheduled Library Board meeting.

IX. Evaluation of Proposals

It is the intent of the library to evaluate all proposals quickly and be prepared to recommend an award at the Library Board meeting.

X. Negotiations

The library reserves the right to reject any and all proposals and negotiate with any source, in any manner necessary, deemed to be in its best interest.

XI. Award of Contract/ Acceptance of Proposal (Terms & Conditions)

The contents of this RFP and the respondent's proposal, as submitted and/or modified, shall become contractual obligations to be executed by the authorized contracting agents of both parties.

In accordance with Michigan law, Act 213, Public Acts of Michigan of 1963, as amended, the successful vendor shall execute a bonds for all projects with a contract amount over \$50,000.00. This bond will require a performance and payment bond covering the entire amount of the contract price, which shall become binding upon the award of the contract. No bid bond is required.

The successful bidder must procure and maintain the following insurance with carriers acceptable to the library and admitted to do business in the State of Michigan, and provide proof of the same to the Library:

- **Worker's Compensation Insurance**, including employers' Liability coverage, in accordance with Michigan law.
- **Commercial General Liability Insurance** on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: A). contractual liability, B) Broad form general liability extensions or equivalent.
- **Motor Vehicle Liability Insurance**, including Michigan No-Fault coverages, with limits not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Coverage shall include all owned vehicles, non-owned vehicles, and hired vehicles.

The Commercial General Liability Insurances shall include an endorsement naming as an additional insured the library. Bidder's insurance shall be primary and any other insurance Library may have in effect shall be considered secondary and/or excess. Coverage shall be maintained throughout the term of the agreement.

All insurance shall include an endorsement that contains a 30-day advance written notice of cancellation to the Library's Director.

XII. Nondiscrimination

The successful bidder shall not discriminate in its provision of accommodations or services, nor against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, height, weight, marital status, or because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the agreement.

XI. Payment Terms

The library shall make payments to the successful bidder for actual services rendered within thirty (30) days following receipt of an acceptable invoice; or as otherwise mutually agreed.



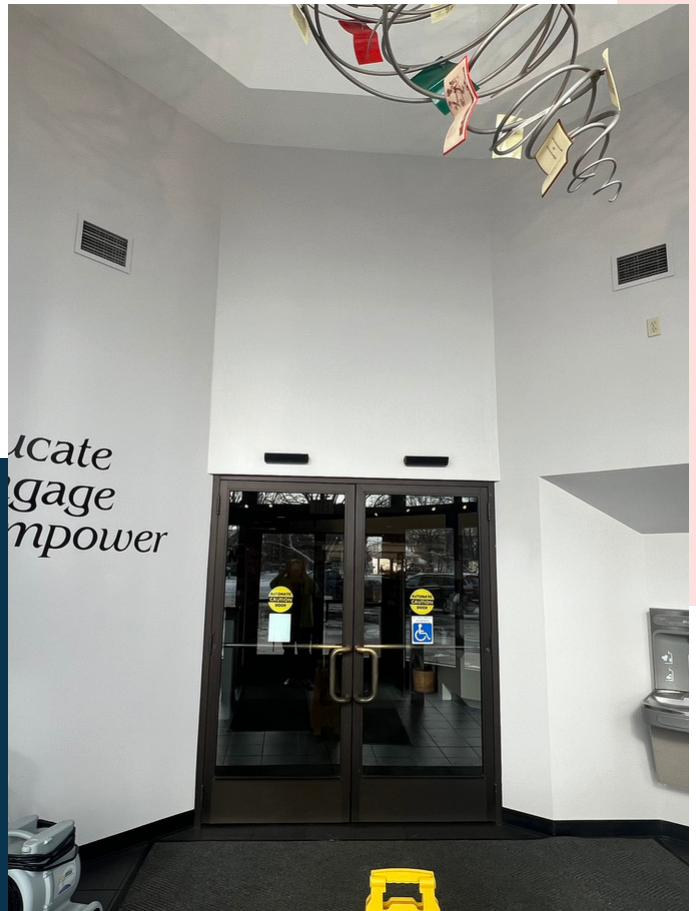
Main Area - Bulkheads/high ceilings



Main Area - Lawrence Room with Brick and CMU (Felt removal)



Main Area - CMU covered with felt



Main Area - Entrance



Main Area - Teen Area Exposed Brick



Main Area - Community Room



Main Area - Front



Main Area - Bulkheads



Rosetta's House - Front/Exterior (don't include siding)



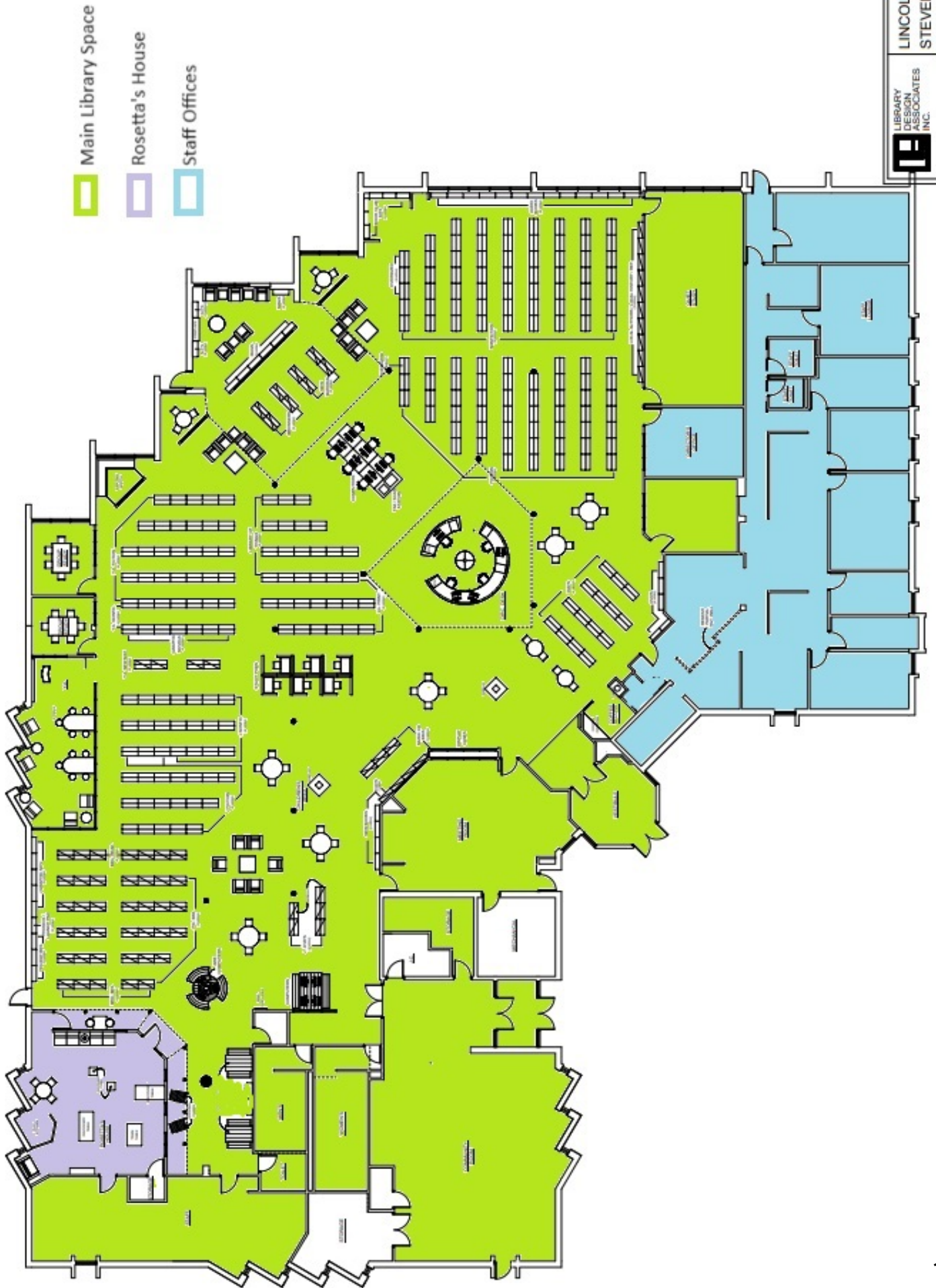
Rosetta's House - Interior



Rosetta's House - Front/Exterior (don't include siding)

Staff Area





- Main Library Space
- Rosetta's House
- Staff Offices

 LIBRARY DESIGN ASSOCIATES INC. <small>Plymouth, Michigan Powell, Ohio</small>	LINCOLN TWP. PUBLIC LIBRARY STEVENSVILLE, MI	
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