



NOTICE OF REQUEST FOR PROPOSALS

FOR

EXTERIOR BUILDING PAINTING

AT STEEPLE HALL

All proposals must be submitted in a sealed envelope and received at the Charter Township of Highland-Township Office, Clerk's Office on or before May 14, 2024 at 4:00PM with the notation:

Proposal for Exterior Painting – Steeple Hall

Charter Township of Highland

SECTION ONE-GENERAL INFORMATION

Introduction

The Township is interested in receiving proposals from experienced and qualified contractors to perform Exterior Building Painting of Steeple Hall located at 205 West Livingston Road, Highland, MI. The required services and performance conditions are described in the Scope of Work.

Mandatory Pre-Bid Meeting

Proposers must attend a mandatory pre-bid meeting on Thursday May 2, 2024 @ 10:00 AM. Project specific information will be discussed at the meeting along with bid requirements and RFP submittal process. In addition, any non-technical questions that may arise from meeting attendees will be answered. The pre-bid meeting will be held at Steeple Hall 205 West Livingston Road, Highland, MI 48357 and will include a walk of the building.

Submission of Questions

Questions regarding this RFP must be submitted via email, on or before May 7, 2024, to Cassie Blascyk, Supervisors Assistant, at blascykc@highlandtwp.org. An addendum with answers to all questions received will be posted on the Townships website: highlandtwp.net on May 9, 2024

Procurement Process Timeline

Listed below are the important dates and times by which the actions noted must be completed. All dates are subject to change. If the Supervisors Office finds it necessary to change any of these dates or times prior to the proposal due date, the change will be accomplished by addendum.

Date	Activity
April 19, 2024	Issue Request for Proposals
May 2, 2024	Mandatory Pre-bid Meeting @ 10:00AM
May 7, 2024	Deadline for Submittal of Questions
May 9, 2024	Township's Response to Questions
May 14, 2024	Proposals Due to the Township by 4:00PM
May 14, 2024	Proposals read aloud @ 4:00PM
June 3, 2024	Award of Contract

SECTION TWO- SCOPE OF WORK

The primary scope of work is for Exterior Building Painting of Steeple Hall:

Specifications

We will be painting the exterior of the Township of Highland- Steeple Hall. Project to include the following:

- Prep work will consist of a thorough pressure wash of all surfaces to be painted.
- Prep all paintable surfaces via hand scraping and mechanical sanding to remove loose and peeling paint to ensure proper adhesion.
- New caulking will be applied at any previously caulked areas.
- Supply, Cut & install new oil-primed Cedar ½” x 6” wood bevel siding to replace damaged siding, and secure with ring-shanked stainless steel fasteners.
- Score, cut and remove existing rotted siding on 2ndn story of “School House” south elevation, just above 1st story roof line.
- Supply, Cut and Install new 1x6 PVC Trim Rake Board on 2nd story South elevation and caulk with appropriate sealant.
- Repair existing West Entry Railings and Newel Post with new pressure treated angled rail section to match existing and secure to repaired newels via stainless steel brackets and hardware as required.
- Remove and repair south elevations damaged siding where necessary.
- Repair/Fill all “woodpecker” holes in existing siding as necessary.
- Remove existing “vine” remnants as necessary.
- Spot prime all bare wood surfaces with one coat of Linseed Oil primer via brush.
- Caulk all cracks and crevices where necessary.
- Mask off windows, Stone Foundation, etc. to keep free from paint.
- Apply one coat of Benjamin Moore Regal Select Hi-build exterior grade acrylic finish to all trims surfaces, crown molding, fascia boards, soffits, Friese boards, corner boards, rake boards, Door & Window surrounds, Sill and Cornices, Window Corbels, Porch Posts, Railings, Newel posts, etc. via brush & airless spray tinted to match existing brown as specified
- Apply one coat of Benjamin Moore Regal Select Hi-build exterior grade acrylic finish to all siding surfaces via brush and airless spray, tinted to match existing yellow as specified.
- Apply one coat of Benjamin Moore Regal Select Hi-build exterior grade acrylic finish to west elevation porch ceiling surfaces via brush and airless spray, tinted to match existing blue as specified.
- Apply one coat of Benjamin Moore Regal Select Hi-build exterior grade acrylic finish to Attic Vents & Bell Tower via brush and airless spray, tinted to match existing green as specified.
- Apply one coat of Benjamin Moore Regal Select Hi-build exterior grade acrylic finish to all gingerbread moldings via brush and foam roller, tinted to match existing yellow as specified.
- Unmask stone foundation and windows and reinstall downspouts.
- Prep and Paint exterior doors via brush to match existing-two tone paint scheme.

Project Notes:

- Bid assumes that the Charter Township of Highland provide sources for water and power.
- Bid assumes that the Charter Township of Highland will cooperate with limiting pedestrian and vehicle traffic in the areas being painted.
- Bid assumes that the Charter Township of Highland will cut back any landscaping which limits or prevents access to the painting surfaces.
- Bid assumes that doors will be painted on the exterior side only.
- Gutters, downspouts, wires and conduits will be painted as part of the surfaces they are attached to.

Excluded Items

- Historic Window frames in Gallery Space
- Doors on steeple
- Previously unpainted surfaces

Cleanup

To be completed in full daily and upon job completion. All clean up performed shall make sure the property is presentable and fully clean before work is complete. All ladders down and stacked, tools and equipment stored properly each evening in an acceptable safe location determined by the Charter Township of Highland and the Site Manager.

Warranty on all work

All work shall be under warranty for two (2) years against blistering and peeling.

SECTION THREE – PROPOSAL SUBMISSION INSTRUCTIONS

Any contract resulting from this RFP will be awarded to that firm whose proposal is deemed by the Township to be most qualified considering the evaluation criteria stated in SECTION 3.5, and provides the Township with the best value among those proposals deemed acceptable. “Best Value” will be determined solely by the Township.

The Township reserves the right to meet or communicate with any PROPOSER to clarify the responsiveness of its proposal and the responsibility of the proposer’s organization and its subproposers, in order to ascertain technical acceptability.

3.1 Proposal Submittal

Each prospective firm must submit one (1) original signed in a sealed envelope marked “Proposal for Exterior painting of Steeple Hall”

To be considered, all proposals shall be completely responsive to the Request for Proposal (RFP) document. “Completely responsive” is hereby defined as meeting all requirements as outlined in Section 3.2, Proposal Requirements. Proposals must be received by the Township by May 14, 2024 at 4:00 PM day, If mailing, proposals shall be sent to:

Charter Township of Highland
Attn: Tami Flowers, Township Clerk
EXTERIOR PAINTING-STEEPLE HALL
205 N. John Street
Highland, MI 48357

The Township does not recognize the US Postal Service, or any other organization, as its agent for purposes of accepting proposals. All proposals received after the deadline will be rejected and returned unopened. No extensions will be granted. All proposals will become the property of the Charter Township of Highland and will be made available for public inspection after an award is made or all proposals are rejected.

EMAILED OR FACIMILE SUBMITALS WILL NOT BE EXCEPTED

3.2 Proposal Requirements

The proposal shall include the following: Interested painting contractors are requested to submit a detailed proposal that includes the following:

1. Company Information: Provide details about your company, including contact information, years in business, and relevant experience.
2. Project Team: Outline the key members of your project team, including their qualifications and experience.
3. References: Include references from past clients who can speak to the quality of your work.

4. Project Plan: Provide a detailed plan outlining how you intend to execute the project, including your approach to surface preparation, painting, quality control and the safety of building occupants and worksite.
5. Cost Estimate: Submit a detailed cost estimate that includes labor, materials, and any other associated costs.
6. Timeline: Provide a proposed project timeline that includes key milestones and the estimated duration of each phase.
7. Insurance: Provide proof of insurance coverage, including liability and workers' compensation.
8. Licenses and Permits: Confirm that your company holds all necessary licenses and permits to perform painting work in the specified location.

3.3 Bid Rejection

All proposals will be reviewed to determine conformance with the RFP requirements. Any proposal that the Township deems incomplete, conditional, or non-responsive to the RFP requirements may be rejected. The Township reserves the right to reject any and all proposals.

3.4 Screening, Selection and Award

Screening and selection will take place through the process described below. An award of contract may be made to the firm that meets the proposal requirements specified in this RFP and whom submits the proposal that is considered most advantageous to the Township. Negotiations may or may not be conducted with any prospective firms, therefore, each proposal should include the firm's most favorable terms and conditions since selection may be made without discussion with any firm.

The screening and selection process shall be as follows:

1. Sealed proposals will be opened and evaluated to determine compliance with Section Five, Required Qualifications of Contractor. Proposals meeting specified requirements will be considered responsive and will be included in the next phase of review.
2. Responsive proposals will be evaluated by Township staff members. Following this review, a decision will be made whether to recommend award of contract for Exterior Painting of Steeple Hall building to the firm that best meets the needs of the Township.

The Township reserves the right to withdraw this RFP at any time without prior notice. Further, the Township reserves the right to modify the RFP evaluation criteria described below. The Township also makes no representations that any contract will be awarded to any firm responding to this RFP. The Township expressly reserves the right to reject any and all proposals without indicating any reasons for such rejection(s), to waive any irregularity or informality in any proposal or in the RFP procedure and to be the sole judge of responsiveness to this RFP.

3.5 Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Experience and Qualifications: The contractor's experience and qualifications in similar projects.
2. Project Plan: The quality and feasibility of the proposed project plan.
3. Cost: The reasonableness and competitiveness of the cost estimate.
4. References: The feedback and references from past clients.
5. Compliance: Confirmation of insurance, licenses, and permits.

SECTION FOUR-LAWS, PERMITS AND REGULATIONS

1. The Contractor shall obtain and pay for all licenses and permits as may be required of them by law, and shall pay for all fees and charges for connection to outside services, and use of property other than the site of the work for storage of materials or other purposes.
2. The Contractor shall comply with all State and Local laws, ordinances, regulations and requirements applicable to work hereunder, including building code requirements. If the Contractor ascertains at any time that any requirement of this Contract is at variance with applicable laws, ordinances, regulations or building code requirements, they shall promptly notify the Charter Township of Highland in writing.

SECTION FIVE-INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS

The Contractor and all subcontractors shall have the following insurance prior to the Contract being signed by the Township and shall maintain that insurance for all times and work covered by the Contract. Written proof of such insurance shall be provided to the Township Clerk in the form of Certificates of Insurance. Insurance shall be with companies licensed and authorized to do business in the State of Michigan with an AM Best rating of A or higher.

Workers' Compensation Insurance: Workers' Compensation Insurance, including Employers' Liability Insurance Coverage for all persons employed with statutory liability limits and in accordance with all applicable State and Federal laws.

Commercial General Liability Insurance: Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability of not less than \$1,000,000 per occurrence and \$1,000,000 aggregate for Personal Injury, Bodily Injury, and Property Damage. Coverage shall include: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Liability; (D) Broad Form General Liability Extensions or equivalent; and (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions.

Motor Vehicle Liability: Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability of not less than \$1,000,000 per occurrence and \$1,000,000 aggregate combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

Pollution Liability: If required by the Service Specifications, Pollution Liability Insurance for sudden and accidental environmental contamination with limits of liability of not less than \$ _____ per occurrence and \$ _____ aggregate for Personal Injury, Bodily Injury, and Property Damage, including, but not limited to mitigation, transportation, storage, and removal of all hazardous waste.

Excess/Umbrella Coverage: A policy of Excess or umbrella liability insurance may be relied on to satisfy the minimum limits of any required liability coverage that are not provided by the specified liability policy.

Additional Insured: Commercial General Liability, Motor Vehicle Liability, and Pollution Liability Insurance shall include an endorsement of the Charter Township of Highland and its officials, employees, volunteers and agents as primary, noncontributory additional insureds.

Notices to Township: All required insurance policies shall include an endorsement providing prior written notice to the Township at the address below of a termination, cancellation, non-renewal, or material change in coverage, with such endorsements to be confirmed on the Certificates of Insurance provided to the Township. Charter Township of Highland, Attn: Clerk, 205 North John Street, Highland, MI 48357.