

Request for Proposals

Exterior Painting

Centerville Branch Library

206 Gunn Road

Centerville GA 31028

1. Introduction.

The Houston County Public Library System (HCPL) is seeking bids for re-painting of the exterior of the Centerville Branch Library located at 206 Gunn Road, Centerville, GA.

2. Scope of Work.

A. Centerville Branch Library is approximately 16,000 square feet.

B. Exterior Color Schedule is as follows:

Material	Color	Manufacturer
Paint Wood/Door/Trim	Match Pro 152 Tan	Sherwin Williams
Paint Trim/Columns	Match VW 36001 Latte	Sherwin Williams
Stucco	111 Prairie Clay (Sandblast)	Dryvit

C. Provide all labor, materials, equipment, and supervision for the prep and painting of existing previously painted exterior surfaces, i.e., soffit, wood siding and fascia, stucco, windows, doors, door frames, gutters and downspouts, columns. Apply primer and finish coat according to manufactures specifications.

D. Include all site preparation, pressure washing, sanding, caulking, masking, clean-up and all equipment necessary to safely complete the job. Site preparation includes, but is not limited to the following:

- Clean all surface to be painted to remove all dirt and mildew so the new finish coat will adhere properly. Hand clean around window and doors. Do not include window glass
- Fill all cracks and gaps around exterior surfaces (defined above) to prevent wood decay and seal out moisture using material appropriate sealant.
- Putty all needy window panes to seal out moisture and drafts.
- Scrape all lose and peeling paint to ensure proper adhesion of primer/finish coat.
- Sand as necessary to promote adhesion.
- Repair or replace any trim or fascia pieces on exterior of the building. If trim or fascia pieces are degraded to a point where caulking cannot prevent further damage and seal out moisture, include replacement of exterior surfaces with similar; paint and prime to match existing. Apply paintable silicone sealant to cracks in stucco. **See Attachment One for selected sample areas of repair.**

Wood: After scraping and sanding, prime bare wood to allow for proper adhesion of finish coat.

Primer: Exterior Fast Dry Stain Blocking Alkyd Wood Primer, 1 coat.

Finish: 2 coats – **Refer to Exterior Color Schedule above**

Metal: Sand or otherwise clean and prime bare and rusted metal. Use alkyd, metal primer to allow for proper adhesion of finish coat and to seal out rust.

Ferrous Metal:

Primer: Exterior Alkyd Metal Primer, 1 coat.

Finish: 2 coats – **Refer to Exterior Color Schedule above**

Non-Ferrous Metal (galvanized):

Primer: Exterior Acrylic Primer, 2 coats.

Finish: 2 coats – **Refer to Exterior Color Schedule above**

Stucco: If repainting is necessary, thoroughly clean the surface to remove dirt and mildew. A garden hose and ordinary nozzle can be used to clean surfaces, no acidic cleaners are recommended. Keep pressure under 600 psi and use cold, unheated water. Hold sprayer with a fan-tip nozzle at a 45 degree angle from the wall and keep spray tip at least 2 feet from surface. After cleaning, Demandit® (a high quality **paint**/coating by **Dryvit**) should be applied using a brush, roller or spray gun (the preferred method).

E. General work conditions.

- This is an active facility with heavy traffic Monday through Saturday. All services must be performed in a professional manner with special attention to cleanliness, safety and not to impede public access to the library.
- Houston County Public Library complies with the Georgia Smoke Free Air Act of 2005. All library buildings and library vehicles are designated as smoke-free and tobacco-free areas. In addition, neither smoking nor tobacco use is permitted within 50 feet of any library entrance or exit, on loading docks, in courtyards or **on library grounds**. This policy applies to the use of any tobacco product, including smokeless tobacco and e-cigarettes, and applies to both employees and visitors of the library.
- All walks, windows, plants and shrubbery must be protected from paint spill. Paint flakes and wood pieces are to be removed from common areas including walkways, flower beds etc. at the end of each working day.
- All clean up shall comply with all applicable Federal, State, and local laws and regulations. Contractor shall remove paint where spilled, splashed, splattered or sprayed as work progresses using means and materials that are not detrimental to affected surfaces.
- The Contractor will be responsible for cleaning up and removing all waste materials created by the Contractor's operation from the premises at the end of each day and upon completion of work. Contractor shall remove from the site all tools, surplus

materials, debris or rubbish and shall leave the site and the work in a neat and orderly fashion at the completion of the work. Scaffolding may remain in place.

- Contractors may not utilize on-site trash cans. Arrangements may be made, in advance, for the use of City owned or leased waste containers for disposal of the above.
- Wet paint signs shall be hung visibly where necessary and areas that need to be roped off shall be done so promptly.
- All workers are to take appropriate precautions to prevent injury to themselves, library employees, and all users.

4. Pre-Bid Meeting.

A pre-bid walk-through will be held on **Friday, January 26th, 2018 at 10m**. No other walk-throughs or meetings will be provided. All questions should be emailed to dhenning@houpl.org.

5. Minimum Qualifications.

- Firms must have a minimum of 3 years of experience in providing related services.
- Firms must provide at least 3 references.
- Firms must have no conflict of interest issues while under contract to HCPL for these services.
- Firms must have a license to do business.

6. Submittal Information.

Submittal of proposals must be received no later than : **Friday, February 2nd, 2018**

Sealed submittals can be mailed or delivered via email to:

J. Sara Paulk, Director
1201 Washington Street
Perry GA 31069

jspaulk@houpl.org

Any offer submitted as a result of this Request for Proposals (RFP) shall be binding on the firm for forty-five (45) calendar days following the specified opening date. Any offer for which the vendor specifies a shorter acceptance period will be rejected.

Required documents are :

Proposed Cost: A proposed fee structure for the work to be performed including costs from all anticipated subcontractors (if any).

Proposed timeline of work : A proposed schedule of length of work and proposed start date.

Documentation showing a minimum of three (3) years of experience in providing related services.

Documentation of at least three (3) references.

Proof of appropriate business licenses.

Certificate of insurance.

Contact information.

Contractor E-Verify Affidavit.

Warranty & Specifications: Bidder should submit a copy of any warranties indicating duration of said warranty and manufacturer instructions. The Bidder may not substitute paint or finishes without written permission. Bidder must provide proof that paint or finishes are equal to or superior to that specified.

7. Deadline Enforced.

Proposals delivered after the time and date set for receipt of proposals shall not be accepted. It is the company's sole responsibility to ensure timely delivery of their proposal. Telephone or facsimile proposals will not be accepted.

8. Guidelines for RFP Evaluation.

HCPL will be evaluating and weighing the following criteria when considering the various proposals. These standards are listed in descending order of importance.

Evaluation Criteria	Weight
Cost effectiveness of service	50%
Experience and capabilities of contractor	25%
Clear, complete and accurate responses to RFP requirements	15%
Satisfactory responses to issues and requirements as determined by HCPL	10%
Total	100%

The successful firm shall comply with all instructions and shall perform services in a manner commensurate with the highest professional standards by qualified and experienced personnel. A current business license is required to submit a bid or proposal.

The contractor awarded this RFP shall be fully responsible for the provision and support of goods and services required hereunder. Any subcontractors shall be approved in writing and in advance by HCPL; all contractors and sub-contractors shall adhere to the resulting original RFP and the terms of any resulting Agreement(s). Contractors and any subcontractors and all visitors related to such contract shall conduct themselves in a professional and courteous manner at all times, as well as any other customers, contractors or individuals with whom the contractor comes in contact as a result of this contract or in the course of providing goods or services hereunder while working or visiting the library.

If HCPL, in its sole discretion, reasonably believes that an employee, agent or subcontractor of the Contractor assigned to provide goods or services to HCPL pursuant to this Agreement has engaged in conduct inconsistent with the requirements herein, HCPL may so notify the Contractor and the Contractor shall promptly reassign said employee, agent or subcontractor so that they will no longer provide goods or services pursuant to this Agreement

9. Award of Contract.

HCPL reserves the right to reject any or all proposals, to waive any informality in any proposal, to act as sole judge of the merit of each response submitted, to select a firm based on the criteria stated. HCPL Board of Trustees will be the final arbiter for determining firm compliance with these principles and plan to make this decision at the February, 2018 board meeting.

10. Requirement for Criminal Background Checks.

A. The contractor shall warrant that they will only assign employees who have passed a criminal background check to perform work under this contract. The background checks shall demonstrate the worker has no convictions or pending criminal charges that would render the worker unsuitable. Disqualifying convictions or charges include, but are not limited to, sexual offenses, violent offenses, and drug offenses.

B. The contractor warrants they are supplying employees who have passed a background check(s). Contractor agrees to defend, indemnify and hold harmless HCPL, its officers, directors and employees for any claims, suits or proceedings alleging a breach of this warranty.

11. Insurance.

Contractor is responsible for obtaining necessary insurances, licenses and permits.

- A. The contractor will maintain or carry Commercial General Liability Insurance coverage in an amount not less than \$1,000,000 over the primary insurance.
- B. The contractor will maintain Worker's Compensation Insurance for all of its employees connected to this agreement. Such insurance shall comply with all applicable state laws and shall be in an amount determined by the Georgia Workers Compensation Statutory Limits.
- C. The contractor shall provide HCPL a Certificate of Insurance showing proof of insurance. Certificates containing wording that releases the insurance company from liability for non-notification of cancellation of the insurance policy are not acceptable.
- D. The contractor and/ or its insurers are responsible for payment of any liability arising out of Workers' Compensation, unemployment, or employee benefits offered to its employees.
- E. All said insurance shall contain a provision that coverage afforded under the policies will not be cancelled unless and until thirty (30) days prior written notice has been given to HCPL.

12. E-Verify Compliance

The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contracts (contracts with a government agency) for the physical performance of services over \$2,499.99 in value to enroll in E-Verify, regardless of the number of employees. A contractor or sub-contractor may be exempt from this requirement if the contractor or sub-contractor has no employees and does not hire nor intend to hire employees for the purpose of completing any part of the public contract.

For a public contract, contractors must sign the Contractor E-Verify Affidavit, all subcontractors must sign the Subcontractor E-Verify Affidavit and all Sub-subcontractors must sign the Sub-Subcontractor Affidavit. HCPL is required to ensure that the Contractor E-Verify Affidavit is part of the contract; however, the contractor is responsible for all subcontractor affidavits and the subcontractors are responsible for the sub-subcontractors affidavits.

For contractor's not familiar with Georgia's E-Verify laws, more information can be found at <https://www.verify9.com/state-laws/georgia-e-verify/>

13. Questions

All questions pertaining to this RFP must be submitted in writing by email to dhenning@houpl.org. **All questions must be submitted no later than Friday, January 26th, 2018 by 5:00PM** and will be answered in the form of an FAQ which will be posted to http://houpl.org/?page_id=2070 no later than **Tuesday, January 30th, 2018**.

Bidders are responsible for information, changes, additions, etc., posted on the FAQ on the library website at http://houpl.org/?page_id=2070. These answers shall then be considered a part of the specifications. No questions will be address via telephone.

14. Addenda and Clarifications

HCPL, at its sole discretion, elect to issue changes to the FRP and will issue changes in the form of a written addendum. Written addenda shall be the ONLY FORM of amendment to the Solicitation. Other written information or verbal communications, including but not limited to discussion in a Pre-Bid conference, shall not constitute a change to the requirements of the RFP.

Addenda, if issued, will be posted on to HCPL's website at http://houpl.org/?page_id=2070 prior to the date and time of the Bid Opening.

It is the Bidder's responsibility to ensure receipt of any addenda issued. Failure of any Bidder to receive any such addendum or interpretation shall not relieve the Bidder from any obligations under its Bid as submitted. All addenda shall become part of the Contract documents.

15. General Procurement.

The words "Bidder", "Firm", "Supplier", "Offeror", "Contractor", "Proposer", "Respondent" and "Firm" are used interchangeably throughout this proposal, and are used in place of the person, firm, or corporation submitting a proposal on the scope of services or any part thereof.

Firms are cautioned that any statements made by HCPL staff or advisors that materially change any portion of this document are NOT binding on HCPL, and shall not be relied upon unless subsequently ratified by written amendment. All changes shall be in the form of a written amendment. Oral information obtained otherwise will NOT be considered in awarding a contract.

Your proposal or bid is a public document under the Georgia Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your proposal or bid.

HCPL accepts no responsibility for any expenses incurred by the Firm in the preparation and presentation of an offer. Such expenses shall be borne exclusively by the firm.

HCPL reserves the right to reject any or all offers; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the offers submitted; and to award the contract according to the offer which best serves the interest of HCPL, or to not award the contract if HCPL determines that it is not in its best interest to do so.

All submittals shall become the property of HCPL, and shall not be returned to the vendor, provided that all proprietary information and/or processes of the vendor contained therein, if any, shall remain the property of the vendor.

All information qualifying as proprietary under the Georgia Freedom of Information Act, and designated as such, shall be considered confidential and such information shall not be subject to review by outside individuals or organizations, except as may be compelled by judicial process and in accordance with applicable laws, regulations and City policies. All proprietary information must be clearly marked as "Proprietary".

If the Offeror discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, Offeror/Proposer shall immediately notify HCPL of such error in writing and request modification or clarification of the document. The Proposer is responsible for clarifying any ambiguity, conflict, discrepancy; omission or other error in the RFP or it shall be deemed waived.

ATTACHMENT ONE – Selected sample areas of exterior trim that need repair / replacement / pre-cleaning - Page 1 of 2



ATTACHMENT ONE – Selected sample areas of exterior trim that need repair / replacement / pre-cleaning - Page 2 of 2

