



**Request for Proposal
For
Courthouse Exterior Painting
Otsego County, Michigan**

BID 2009-10

Proposals for painting of the exterior of the Otsego County Courthouse will be received by Otsego County, Michigan to the attention of John Burt in the Administration Office, 225 West Main Street, Suite 203, Gaylord, Michigan, 49735 by Noon on Friday, July 10, 2009.

Persons interested in submitting a bid for providing this service must sign and return the attached proposal sheet to the Administration Office no later than noon on Friday, July 10, 2009. There will be a public bid opening at 1:00 pm on Friday, July 10, 2009 in Room 212.

Any questions must be received by Friday, June 26, 2009 at noon.

The County reserves the right to accept, reject or negotiate any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, to rebid the project/purchase, and to accept any bid determined by the County to be in the best interest of the County, regardless of price. The reason for rejection may include past performance issues, and compatibility with existing equipment or software. Vendors located in Otsego County are hereby granted a 5% cost variance for low bid determination.

OTSEGO COUNTY

John M. Burt
Otsego County Administrator

**SECTION II. INSTRUCTIONS, INFORMATION AND REQUIREMENTS
FOR PAINTING THE EXTERIOR OF THE
OTSEGO COUNTY BUILDING**

1. **Purpose:** The purpose of this Request for Proposal (RFP) is to receive proposals for selection of a contractor to provide proposals/bids for painting the exterior of the Otsego County Courthouse at 225 W. Main Street, Gaylord, MI 49735.

This RFP does not constitute a contract for services performed or to be performed. After selection of the successful firm (referred to as the contractor), Otsego County, and the contractor will negotiate a contract and a complete scope of services.

All proposals submitted become the property of Otsego County and will not be returned. The County is not responsible for any costs incurred by the respondent in proposal preparation, presentations, site visits, or benchmarks performed.

2. **Submittal of Proposals/Bids:** Submittal of proposals/bids shall be on the form attached hereto in **Section V** no later than noon on Friday, July 10, 2009. Proposals shall be sealed and clearly marked as BID 2009-10 on the outside, and sent to the following:

John Burt, Otsego County Administrator
225 W. Main Street, Suite 203
Gaylord, Michigan 49735

3. **Official Signature:** An authorized official/person acknowledging full understanding of the information contained in this RFP must sign the Bid/Proposal Form.

4. **Inquiries:** Questions regarding the RFP should be directed to John Burt by calling 989-731-7527 or emailing to jburt@otsegocountymi.gov.

Any questions must be received by Friday, June 26, 2009 at noon.

5. **Insurance Requirements:** Contractor shall furnish a Certificate of Insurance from an insurance company licensed to do business in the state of Michigan and acceptable to the County for the following:

Commercial General Liability Insurance in the amount of \$500,000.

Worker's Disability Compensation Insurance including employer's liability coverage, in accordance with applicable statutes of the State of Michigan.

Motor Vehicle Liability Insurance, including Michigan no-fault coverage.

Any other Insurance that may be needed by the Contractor in order to fulfill contractual obligations.

Copies of subcontractor worker's disability compensation insurance will be required prior to commencement of work.

6. **Licenses:** The winning bidder must be licensed to do painting in the State of Michigan.
7. **References:** Bidder shall provide the names of three (3) commercial accounts for similar work performed. References are also required for any subcontractors.
8. **Evaluation and Award:** Bids/proposals shall be evaluated and awarded by the County as soon as practicable. Award of the bid will be based on quality, service, completion date, experience and price. Information on each of these categories shall be included in bid responses.
9. **Compliance with the Law:** Contractor shall comply with all applicable federal, State and local laws and ordinances, rules and regulations, as well as any applicable County policies.

SECTION III. SCOPE OF SERVICE

Furnish and provide all materials, supplies, tools, equipment, labor, supervision, and expertise to properly and professionally perform all required services described in this RFP. Work shall be performed with minimal obstruction to County operations.

CONTRACTOR RESPONSIBILITIES (in sequence)

- 1) Power washing of the exterior of the building 1 to 2 weeks prior to painting.
- 2) Covering of sidewalks and protecting the roof and windows from paint splatters. At the end of each work day, the work space is to be cleared of all materials.
- 3) All areas with loose and flaking surfaces are to be scraped. Minimum scraping is expected.
- 4) Prime all bare wood using proper primer under manufacturer's specifications.
- 5) Paint the exterior of the building per **Section IV**. Apply paint until proper coverage is accomplished, meaning that it should look like the specified colors in Section IV.
- 6) At completion of project, partial containers of all paint are to be left with the County.
- 7) Work on areas trafficked by the public must be done either on the weekdays during the hours of 5:00 pm and 5:00 am, or on the weekends.
- 8) Bidders are to provide all materials and labor, including scaffolding. Motorized vehicles will not be permitted on Courthouse lawn.

COUNTY RESPONSIBILITIES

- 1) Provide access to the facility and work areas as necessary for the project; and coordinate with County security services.
- 2) Provide prompt payment for the installation of the project upon receipt of invoices and acceptance of the project work.

SECTION IV. MATERIAL SPECIFICATIONS

Note: All wood and stucco surfaces will be painted using a Sherwin Williams Exterior Latex Paint with a satin finish. All metal surfaces will be primed using a Sherwin Williams Procryl Acrylic Primer, and painted using Sherwin Williams Sher-cryl Acrylic paint.

- a) Stucco, plywood ceiling of entrance overhangs, first floor shutters, first floor window frames, and first floor window sills shall be painted using Stone Lion SQ 7507 by Sherwin Williams.
- b) Gable end louvers, second floor shutters, second floor window frames, second floor window sills, benches around main entrance planting areas, clock tower, replacing all brown colors on six external lamp posts, and all other support elements shall be painted using Wheat Penny SW 7705 by Sherwin Williams. Note: County staff will replace wood benches at main entrance prior to painting.

