



**Request for Proposal for
Interior Painting
Alpine Center Building, 2nd Floor
Otsego County, Michigan**

BID 2018-12

SECTION I. INTRODUCTION

Proposals for painting portions of the interior of the 2nd Floor of Otsego County's Alpine Center Building located at 800 Livingston Blvd, Gaylord, Michigan will be received by Otsego County to the attention of Chris Churches, Director of Planning/Zoning Capital Projects and Grants, 225 West Main Street, Suite 203, Gaylord, Michigan, 49735 until **10:00 a.m. on Monday, November 19th, 2018**. Bids will be publicly opened and read at 10:15 a.m. on **Monday, November 19th** in Room 212 at 225 W. Main Street, Gaylord, MI.

A mandatory pre-bid walkthrough will be held on Friday, October 19th at 9:00am on the second floor of the Alpine Center, 800 Livingston Blvd Gaylord, Michigan 49735. For questions related to the pre-bid walkthrough, contact **Joe Switalski** at jswitalski@otsegocountymi.gov or 989-731-0295.

Any questions must be received by Friday, November 16th, 2018 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.

SECTION II. INSTRUCTIONS, INFORMATION AND REQUIREMENTS

1. **Purpose:** The purpose of this Request for Proposal (RFP) is to receive proposals for selection of a contractor to paint the interior of the second floor of Otsego County's Alpine Center (currently occupied by Community Mental Health). The property is located at 800 Livingston Blvd, Gaylord, Michigan 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 10:00 a.m. on Monday, November 19th, 2018. Proposals shall be sealed and clearly marked as BID 2018-12 on the outside, and sent to the following:

Chris Churches
Director of Planning/Zoning Capital Projects and Grants
225 W. Main Street, Suite 203
Gaylord, Michigan 49735

Bids will be publicly opened and read at 10:15 a.m. on Monday, November 19th, 2018 in Room 212 at 225 W. Main Street, Gaylord, MI.

3. **Official Signature:** An authorized official/person acknowledging full understanding of the information contained in this RFP must sign the Bid/Proposal Form.
4. **Visual Inspection:** All Contractors shall visit site and conduct any measurements of the proposed areas prior to submittal of a bid.
5. **Inquiries:** Questions regarding the RFP should be directed to Chris Churches by calling 989-370-3474 or emailing to cchurches@otsegocountymi.gov.

Any questions must be received by Friday, November 16th, 2018 at noon.

A mandatory pre-bid walkthrough will be held on Friday, October 19th at 9:00am on the second floor of the Alpine Center, 800 Livingston Blvd Gaylord, Michigan 49735. For questions related to the pre-bid walkthrough, contact **Joe Switalski** at jswitalski@otsegocountymi.gov or 989-731-0295.

6. **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 \$1,000,000.

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.

7. **Licenses:** The winning bidder hold any licenses necessary to work in the State of Michigan.
8. **References:** Bidder shall provide the names of three (3) commercial accounts for similar work performed. References are also required for any subcontractors.
9. **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.
10. **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.
11. **Timeline:** Project is to commence upon board approval. Final completion shall be **February 28, 2019**.

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.

CONTRACTOR RESPONSIBILITIES

The Contractor Responsibilities are below.

Note: Contractor must obtain any and all permits necessary to complete the work. The cost of the permits should be built into the bid price.

Paint 2nd Floor Interior:

1. Remove/protect all furniture and wall fixtures necessary to perform the needed work. Wall fixtures and furniture shall be replaced after painting is complete.
2. Apply paint (per **Section IV**) on all interior walls. It is the responsibility of the contractor to determine the total number of coats needed and whether priming will be necessary.
3. Ceilings shall be painted and touched up where necessary.
4. Contractor shall repair minor cracks, holes, scuffs, etc. on walls prior to paint application.
5. Contractor shall paint (per **Section IV**) both sides of all doors and jambs.
6. The successful bidder will coordinate with the carpet contractor regarding the scheduling of carpet installation. Carpet is scheduled to be installed following the completion of interior painting.

Work shall be performed in a manner which minimizes the impact to normal business operations. Painting operations shall be coordinated with relevant Community Mental Health personnel and Joe Switalski, Director of Buildings and Grounds, Otsego County.

CONTRACTORS ARE REQUIRED TO ATTEND THE MANDATORY PRE-BID WALKTHROUGH TO BE HELD ON FRIDAY, OCTOBER 19TH AT 9:00AM ON THE SECOND FLOOR OF THE ALPINE CENTER, 800 LIVINGSTON BLVD GAYLORD, MI 49735

COUNTY RESPONSIBILITIES

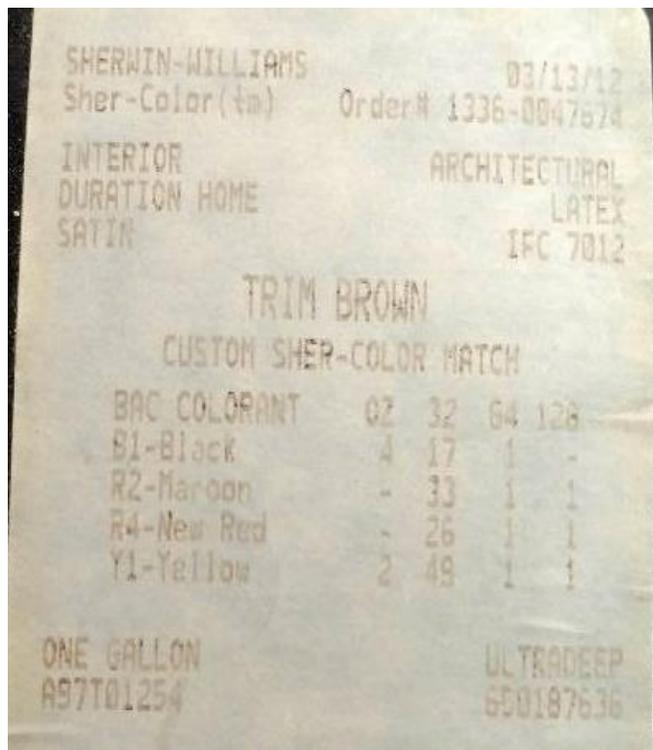
- 1) Provide access to the facility and work areas as necessary for the project; and coordinate with County security services.
- 2) Provide prompt payment upon receipt of invoices and acceptance of the project work.

SECTION IV. MATERIAL SPECIFICATIONS

- **Walls:**
 - Sherwin Williams 6085 Simplify Beige, Interior Architectural, Promar 400 Zero Latex (or equivalent), Egg-Shell Finish, IFG 7012 NP.
- **Doors:**
 - Sherwin Williams 6085 Simplify Beige, Interior Architectural, Promar 400 Zero Latex (or equivalent), Egg-Shell Finish, IFG 7012 NP.
- **Trim:**
 - Sherwin Williams Custom Color Trim Brown (see color mix below), Interior Architectural, Duration Home Latex (or equivalent), Satin Finish, IFC 7012.

- Trim Brown Custom Color Mix:

BAC Colorant	02	32	64	128
B1 – Black	4	17	1	-
R2 – Maroon	-	33	1	1
R4 – New Red	-	26	1	1
Y1 – Yellow	2	49	1	1



SECTION V. BID/PROPOSAL FORM

BID 2018-12

The undersigned proposes to provide painting services for Otsego County in accordance with the attached specifications stated herein for the price listed below.

No.	Description	Qty	Unit	Unit Price	Total Price
1.	Paint portions of the interior of the Alpine Center 2 nd Floor	1	LS	\$	\$
TOTAL:					\$

COMPANY NAME: _____

ADDRESS: _____

SIGNATURE: _____

TITLE: _____

TELEPHONE: _____

EMAIL (if any): _____

FAX: _____

DATE: _____

Visited site to view project _____ YES _____ NO