



REQUEST FOR PROPOSAL

Exterior Painting, Soffit and Fascia Repair at
126 E. Main St., Ionia, Michigan

Completion Between July 17-August 30, 2023

Issue Date: March 10, 2023

Closing Date and Time: April 4, 2023, 5 PM

Submit Proposals to:

Ionia Community Library
Dale Parus, Director
126 E. Main St.
Ionia, MI 48846

AND/OR ELECTRONICALLY

ioniacommunitylibrary@gmail.com

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OVERVIEW

The Ionia Community Library (ICL, or Library) is a district library and municipal corporation of the State of Michigan whose main office is located at 126 E. Main St. The ICL is issuing a Request for Proposal (RFP) to solicit bids from qualified and bonded contract firms (Contractor) to paint exterior portions of the ICL, as described in the **Scope of Work** section.

The following additional services are also desired: the repair or replacement of the soffit and fascia where necessary, its removal from the site, and any other site work that is agreed upon between the ICL and the Contractor.

The Scope of Work is specified in this document and in the Schedules that follow.

The qualified Contractor shall be selected at the sole discretion of the ICL using a competitive, quality-based, fair and open process.

An electronic copy of this RFP may be found on the ICL website, ioniacommunitylibrary.org/

EXAMINATION OF THE SITE

An opportunity to examine the site with Director Dale Parus will be held at **2 PM Monday, March 20**. Please call or email Mr. Parus if you plan to attend.

SPECIAL CONDITIONS

Non-Performance Clause

The successful Contractor shall be aware that it will be required to perform all work specified in the bidding specifications and contract documents with careful detail. The Library Board (Board) or its designee (the Director) reserve the right to terminate the contract immediately for issues related to non-performance.

GENERAL CONDITIONS

1. All invitations to bid issued by the ICL will bind bidders and successful Contractors to the conditions and requirements set forth in these General Conditions, and such General Conditions shall form an integral part of each contract awarded.
2. The ICL reserves the right to determine the initial starting and ending dates of the Scope of Work or to amend them as necessary in the best interests of the ICL.
3. Invoicing shall occur for only work that has been performed.
4. The Contractor shall be responsible for all repairs or damages to ICL property or surrounding grounds that are caused by his/her equipment, personnel or materials used.

- 5. **Prohibition on Smoking, Use of Tobacco Products and Vaping Devices, except as designated.**
The Contractor shall ensure that employees follow the ICL policy and do not smoke, use tobacco products or vaping devices within 30 feet of the entrances and exits, or near users of the library.
- 6. The Contractor shall ensure that all workers on the ICL project are at least 18 years of age.

SCOPE OF WORK

The ICL desires the following services:

| |
|--|
| <p>Areas</p> <ol style="list-style-type: none"> 1. Painting of all soffits and fascia 2. Painting of all wooden surfaces of the three porch areas 3. Painting of the siding and window frames of the Sunroom <p>* Itemized quotes for this section are required in Schedule A</p> |
| <p>Scope</p> <ul style="list-style-type: none"> • Use of materials that will insure 10 years or more protection • A minimum of two coats of exterior paint • Proper scraping and prepping of all loose paint prior to any new priming or painting work • All raw wood surfaces to be primed prior to painting • Any caulking needed to seal replacement wood or seal existing wood to be done prior to painting with a paintable siliconized product • The replacement of any damaged soffit or fascia areas and the proper disposal of all debris from the site • Site work to meet any City Ordinances/Codes |

All work shall be coordinated through Dale Parus, Director, or his designee.

SUBMISSION PROCEDURE

1. Bids may be:
 - Sent electronically to the email address provided in this RFP. **Send proposals in PDF format.** For delivery deadline purposes, the time and date stamp shall be the one provided by the email system software.
 - Mailed via the U.S. Postal Service or another nationally recognized delivery service such as UPS, Fed-Ex, etc.
 - Delivered in person.
2. Proposals, delivery envelopes and email subject lines shall be titled, **ICL Exterior Painting Proposal**, ATTN: Dale Parus

3. Proposals must be received **by 5 PM Tuesday, April 4, 2023**; late submissions shall not be considered. **The ICL shall not be responsible for late, mis-delivered or non-receipt of proposals; please see the DISCLAIMERS section of this RFP for further information.**
4. The proposals will be reviewed at that time, but no awards shall be immediately made.

REQUIREMENTS AND SPECIFICATIONS

In order to receive full consideration, potential Contractors shall provide the following elements in their Proposals:

1. **A Cover Letter Stating a full Understanding of the Scope of Work and Start Date** – Respondents must affirm their understanding of the scope and quality of the work sought in this RFP in a cover letter and the project’s completion time frame.
2. **Schedule A, Cost of Services** – List the cost of services to be provided.
3. **Schedule B, Bidder Contact Information** – List the owner of the company and other key employee information.
4. **Schedule C, References** – List three references and contact information.
5. **Authorized Signature** – Schedule B must be **signed and dated** by an authorized owner, partner, manager or officer.
6. **Conflict of Interest** – Disclose any potential conflicts of interest that the firm may have in performing the requested services for the ICL, or state “None.”
7. **Proposals Shall Be Typewritten** – Handwritten, illegible or vague bids will be rejected.
8. **Insurance** – Include proof of appropriate levels of Commercial General Liability and other Insurances.
9. **Contracts** – A copy of the standard operating agreement used by the Contractor. Please note that the ICL will require in its contractual relationship appropriate levels of liability insurance and a hold harmless clause that is in the best interest of the ICL.

EVALUATION CRITERIA

The evaluation and selection of the proposals may be based on, but not limited to, any or all of the following:

1. Qualifications and experience of the Contractor.
2. The ability to provide quality services and timely completion.
3. The quality of the information presented in the Proposal.
4. Reference checks.
5. Insurance and liability status.
6. The Bidder’s proposed cost to provide the services.

7. Other factors determined to be in the best interest of the ICL.

PROJECTED AWARD TIMEFRAME AND BID LENGTH

The ICL anticipates contract awards to take place shortly after the April 19, 2023 Board Meeting.

The ICL reserves the right to make awards within forty-five (45) days after the date of the bid opening during which period bids may not be withdrawn unless the bidder distinctly states in the bid that acceptance thereof must be made within a shorter specified time.

DISCLAIMERS

- The bidder assumes all responsibility of verifying that the ICL received their proposal by the deadline listed in this RFP.
- The ICL shall not be responsible for the mis-delivery or non-receipt of proposals purportedly sent to it via any manner of delivery, whether electronic, U.S. Mail, delivery service or any other delivery service method.
- The ICL reserves the right to reject any and all proposals, to waive any informality or irregularity in a proposal if it is deemed to be in the best interest of the ICL, negotiate changes in the scope of work or time of completion, services provided or portions thereof, and to select the proposal that is considered to be most advantageous to the ICL. As the proposer with the lowest bid may not necessarily be the most qualified contractor for the project, the ICL shall base its award criteria on multiple factors, not just cost.
- The final selection shall be made at the sole discretion of the Library Board or its designee (the Director). The Board or Director may request additional information from bidders or request personal interviews with one or more bidders prior to the awarding of a contract.
- The ICL shall not be liable for any costs incurred by a bidder for the preparation and production of the proposal or for any work performed prior to the execution of a contract.
- Proposals become the property of the ICL at the time of reading and are subject to disclosure under the Freedom of Information Act.
- Bidders who have questions concerning this RFP shall contact Dale Parus, Director.
- The ICL, by statute, is exempt from State and Federal Taxes.
- The ICL is an equal opportunity employer. Contractors to whom a contract is awarded shall not discriminate on the basis of age, race, color, national origin, gender, creed, or disability.

SCHEDULE A

PROPOSED COST OF SERVICES

| SERVICE | EXPLANATION (IF NEEDED) AND COST |
|---|---|
| Painting of soffits and fascia | |
| Necessary Repair/replacement of portions of the soffits or fascia | |
| Painting of all wooden surfaces of the three porch areas | |
| Painting of the siding and window frames of the Sunroom | |
| Removal and proper disposal of all debris | |
| Any needed site work to meet any City ordinance or code | |
| Any other site work needed | |

SCHEDULE B

BIDDER INFORMATION

Provide the basic information for the company as requested.

Include the company or individual's name, telephone number and email contact information.

| |
|--------------------------|
| Company Name |
| Street Address |
| City, State, Zip |
| Telephone |
| Years in Business |

OWNER AND KEY PERSONNEL

Please provide the basic information requested and include an authorized signature.

| | |
|-------------------------------------|--------------|
| Owner | |
| Manager/Key Office Personnel | |
| Direct Telephone No. | |
| Direct Email | |
| Authorized Signature: | Date: |

SCHEDULE C

REFERENCES

| COMPANY | PERSON & TITLE | TELEPHONE NUMBER & EMAIL |
|----------------|-----------------------------------|---|
| | | |
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