

# Bid Request

Interior Painting - Edgerton Public Library

**March 8, 2017**



**Edgerton Public Library**

101 Albion Street | 608-884-4511 | [www.als.lib.wi.us/epl](http://www.als.lib.wi.us/epl)

**1. Edgerton Public Library - Introduction.**

The Edgerton Public Library is seeking bids for re-painting of the interior of the lower level of the library.

BID OPTION 1 – Large meeting room, small meeting room, main area, bathrooms, hallways, and one stairway

BID OPTION 2 – Large meeting room, small meeting room, main area, bathrooms, one stairway, hallways, prep room, office, book drop room, copier room, kitchenette

**2. Scope of Work.**

- A. Remove old vinyl molding strips.
- B. Make minor drywall repairs, apply one coat of Bullseye 1-2-3 primer, and paint two coats of Hallman-Lindsay Earthscapes low sheen paint (product #272). Walls will be painted to the floor. Metal security doors, metal door frames, and 3 support poles painted with Hallman Lindsay oil based paint, eggshell finish (product #276). Areas to be painted are detailed in attached diagram. Colors TBD.
- C. Replace new vinyl molding strips using 1/8” thick, 4” high, coved toe Vinyl Wall Base. Color TBD.
- D. With the exception of one Saturday when the library will be closed, the job must be started and completed during hours when the library is closed and during the following time frame: Saturday, April 22<sup>nd</sup> after 3 PM – Monday, May 1<sup>st</sup> 6 AM

Library hours:

Monday – Thursday, 9:00 AM – 8:00 PM  
Friday, 9:00 AM – 5:00 PM  
Saturday, 9:00 AM – 3:00 PM  
Sunday, closed

Library will be also be closed Saturday, April 29<sup>th</sup> to allow for painting

- E. Provide all labor, materials, equipment, and supervision for the prep and painting of existing interior walls as indicated on enclosed map.
- F. Contractor shall protect all surrounding furniture, surfaces, mechanical, electrical, computer hardware and other sensitive components from sanding dust, paint splatter, spills and/or overspray. Use sufficient drop cloths and protective coverings for the protection of floors, furnishings and adjacent surfaces. Contractor shall be responsible for providing and for the placement of barricades, drop cloths, tarps, plastic, flag tape and any other safety equipment required to protect the public and employees in the work area. Contractor shall be responsible for the security of his or her equipment and materials.

G. 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. Contractor shall, at all times, keep the site free from accumulation of waste materials, debris or rubbish caused by his or her employees at 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. Whenever possible, clean up shall be conducted with water or water-based agents. Contractors may not utilize on-site trash cans.

**3. Insurance**

- A. The Firm will maintain or carry Commercial General Liability Insurance coverage in an amount not less than \$1,000,000 over the primary insurance.
- B. The Firm 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 State of Wisconsin Workers Compensation Statutory Limits.
- C. The Firm shall provide the City 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 Firm 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 the City.

**4. Pre-Bid**

Please call Kirsten Almo, Library Director, at 608-884-4511 to schedule a pre-bid walk-through. All questions should be emailed to [almo.kirsten@als.lib.wi.us](mailto:almo.kirsten@als.lib.wi.us).

**5. Minimum Qualifications**

- Firms must have no conflict of interest issues while under contract to the Edgerton Public Library for these services.
- Vendors must include on the Bid Form a list of at least three (3) references with whom they have contracted to do similar work by including the company name, telephone number, contact person, and description of the project.

6. **Guidelines for RFP Evaluation**

The following principals will govern this RFP review, evaluation and selection process:

- Clear, complete and accurate responses to RFP requirements
- Satisfactory responses to issues and requirements as determined by the Edgerton Public Library.
- Competitive cost solution and reasonable timeline.
- Experience in providing this service.

*The Edgerton Public Library will be the final arbiter for determining firm compliance with these principles.*

7. **Submittal Information**

Submittal of proposals must be received no later than **3:00 PM, March 30, 2017**

Submittals can be emailed to [almo.kirsten@als.lib.wi.us](mailto:almo.kirsten@als.lib.wi.us), faxed to 608-884-7575, or mailed to:

**Edgerton Public Library  
12 Albion St  
Edgerton, WI 53534**

Any offer submitted as a result of this bid requisition 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.

8. **Deadline Enforced**

PROPOSALS DELIVERED AFTER THE TIME AND DATE SET FOR RECEIPT OF PROPOSALS SHALL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED TO THE FIRM. IT IS THE POTENTIAL FIRM'S RESPONSIBILITY TO ENSURE TIMELY DELIVERY OF THEIR PROPOSAL. WEATHER, FLIGHT DELAYS, CARRIER ERRORS AND OTHER ACTS OF OTHERWISE EXCUSABLE NEGLIGENCE ARE RISKS ALLOCATED TO FIRMS AND WILL NOT BE EXEMPTED FROM DEADLINE REQUIREMENTS. TELEPHONE PROPOSALS WILL NOT BE ACCEPTED.

9. **General Procurement**

Firms are cautioned that any statements made by Library staff or advisors that materially change any portion of this document are NOT binding on the Library, 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.

The Library 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.

The Edgerton Public Library 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 the Library, or to not award the contract if the Library determines that it is not in its best interest to do so.

All submittals shall become the property of the Edgerton Public Library, 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.

If the Offeror discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, Offeror/Proposer shall immediately notify the Library 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.

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.

10. **Award of Contract**

The Edgerton Public Library 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.

11. **Requirements**

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.

**Edgerton Public Library Bid Form**  
**Interior Painting of the Lower Level of the Library**

This bid is submitted by:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Doing Business As: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Bidder will complete the work in accordance with the contract documents for the following price:

Option 1: \$\_\_\_\_\_

*Large meeting room, small meeting room, main area, bathrooms, hallways, and one stairway*

Option 2: \$\_\_\_\_\_

*Large meeting room, small meeting room, main area, bathrooms, hallways, one stairway, prep room, office, book drop room, copier room, kitchenette*

Start Date: \_\_\_\_\_

EDGERTON PUBLIC LIBRARY  
101 ALBION ST.

