



Empowering Individuals, Improving Communities

Request for Proposal – New Era Migrant Head Start Center: Building Interior Painting

Telamon Corporation
416 North Cedar Street
Lansing, MI 48912

*OK
Tatiana Reynad
3/16/18*

Project Scope and Specifications

The New Era Migrant Head Start, 3656 West Grant Road, Oceana County, MI 49446 is in need of building interior painting.

- Paint used must be lead-free and meet Environmental Protection Agency (EPA) regulations for child-occupied facilities.
- Paint to be child-safe with washable finish.
- Provide product specifications, guarantees and warranties.
- Paint colors to be selected by owner.
- Areas/rooms to be painted:
 - Eight classrooms: walls & ceilings
 - Classroom restrooms
 - Five offices
 - Secretarial area
 - Corridors
 - Kitchen
 - Janitor Room
- Include painting of window frames in rooms to be painted.
- Include painting of door jambs in rooms to be painted.
- All room measurements are the responsibility of each bidder (floor plan attached).
- Walls & ceilings are to be patched or repaired as needed, including settling cracks.
- Repair existing patched areas as necessary so they are not apparent.
- Move or cover furniture if necessary.
- Painters are to be experienced to ensure quality workmanship results.
- Paint splatters and drips are to be removed; any paint mistakes are to be corrected.
 - NOTE: No paint on baseboards
- Contractor responsible for repair of any building damage as a result of the installation.
- Contractor to clean up and remove debris.
- Contractor to pay for costs of any required permits and application fees.
- Davis Bacon wage rates apply.

NOTES:

- Proposal will include separate pricing for each room/area.
- Contractor will remove and dispose of debris from building.
- Contractor shall make themselves aware of all site and building conditions related to work.

Please call Sally Piper at the listed phone number or email address with any project questions.

Contact person:

Sally Piper, State Properties Coordinator

Direct dial: 517-575-6518

Email: spiper@telamon.org

Jobsite Pre-bid Inspection: March 22, 2018, 10:00 AM to 1:30 PM.

Proposal Submissions: Bids Due: March 27, 2018; 3:00 PM.

Bids may be sent by email (above email address) or fax (517-323-9840) to the Lansing office.

Bids are to be properly signed by a signatory of your company.

Project Timelines (daily work hours Monday - Friday 8:00 AM to 4:30 PM EST)

- Tentative Work Begin Date: April 9, 2018.
- Tentative Work Completion Date: April 30, 2018.

Budget

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as an hourly rate. In-kind contribution should be identified and itemized.

IN-KIND CONTRIBUTION for New Era Migrant Head Start Center: Building Interior Painting.

The Administration for Children and Families (ACF) requires all Head Start grantees such as Telamon Corporation to provide contributions equal to 25 percent of their total Federal Head Start funding (or 20 percent of the total Federal and non-Federal combined). Telamon Corporation is asking for an in-kind contribution from the Contractor selected that might range from 2 percent to 10 percent of the base bid.

In-kind is defined as property or services that benefit a grant-supported project or program (such as the Head Start program) and are contributed by non-Federal third parties without charge to the grantee. In-kind contributions may consist of the value of real property and equipment and the value of goods and services directly benefiting the grant program and specifically identifiable to it.

Bidder Qualifications

Bidders must provide the following as part of their proposal for consideration:

- Three (3) references.
- Date when bidder is able to begin work and expected completion date.

Terms and Conditions

Telamon Corporation reserves the right to reject any and all bids. Telamon Corporation is an equal opportunity employer and service provider.

Evaluation Criteria

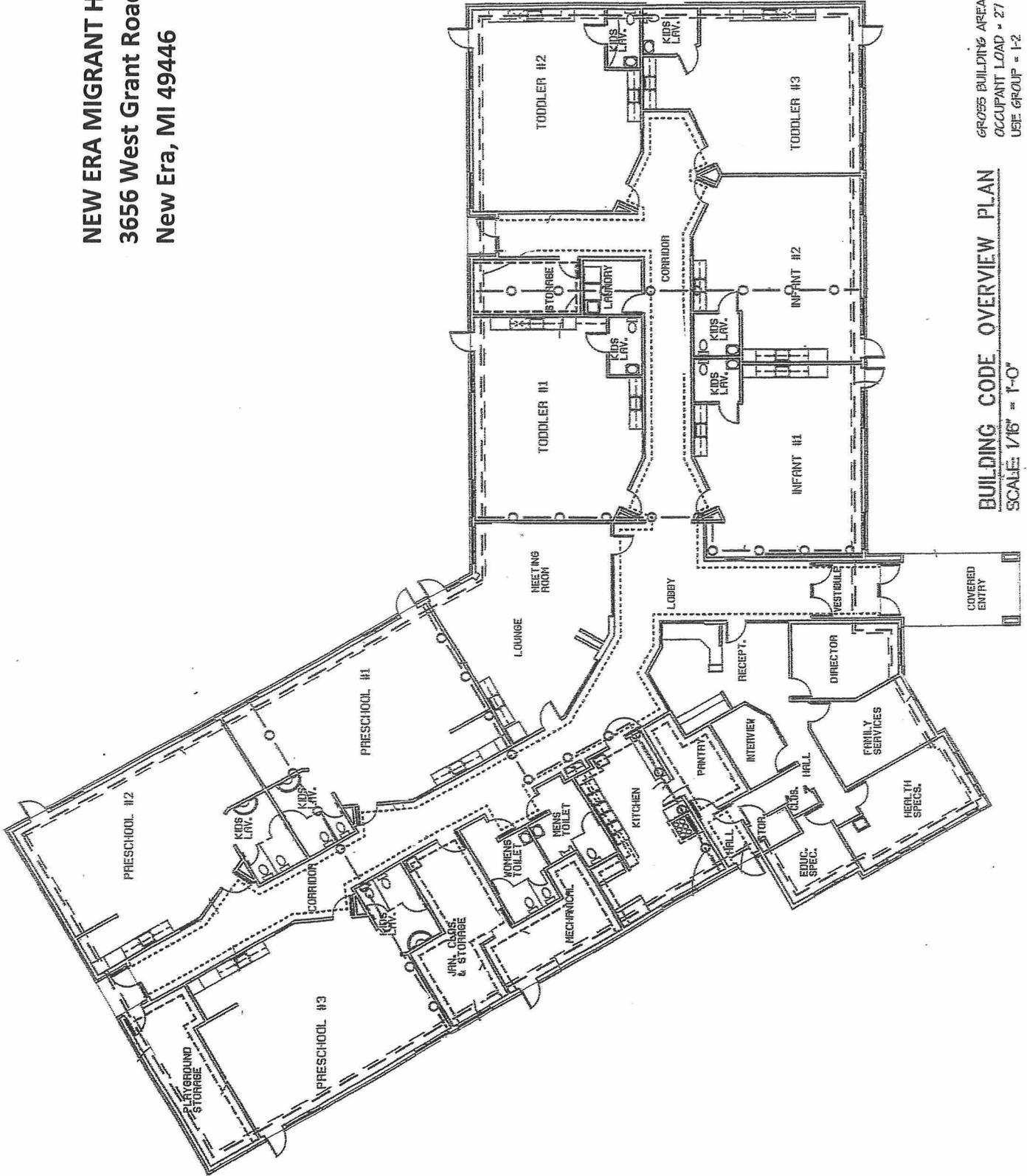
Telamon Corporation will evaluate all proposals based on the following criteria. To ensure consideration for the Request for Proposal, your proposal must be complete and include all of the following criteria:

- Overall proposal suitability: proposed work must meet the scope and needs included herein and be presented in a clear and organized manner.
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.
- Previous work: Bidders will be evaluated on examples of their work pertaining to the quality and completion timeliness of work.
- Value and cost: Bidders will be evaluated on the cost of work to be performed in accordance with the scope of this project and in the in-kind contribution.
- Experience: Bidders must provide descriptions of staff experience.

The contractor selected will be required to name **Telamon Corporation as an additional insured** on a Certificate of Insurance listing the policy numbers and amount of coverage for Works Compensation and General Liability Insurance. Certificates of Insurance must provide for a minimum requirement of \$1,000,000 in General Liability and State required minimums in Workers Compensation coverage.

Attachment: New Era Migrant Head Start Floor Plan

NEW ERA MIGRANT HEAD START
3656 West Grant Road
New Era, MI 49446



GROSS BUILDING AREA = 13,002 S.F.
OCCUPANT LOAD = 27 STAFF + MAX. 100 CHILDREN
USE GROUP = 1-2 CONSTR. TYPE = 5-A

BUILDING CODE OVERVIEW PLAN
SCALE 1/16" = 1'-0"