

Request for Proposal – Bear Lake Migrant Head Start Center: Countertop and Backsplash Replacements

Telamon Corporation
416 North Cedar Street
Lansing, MI 48912

Project Scope and Specifications

The Bear Lake Migrant Head Start, 10101 Nurnberger Road, Bear Lake, Manistee County, MI 49614 is in need of countertop and backsplash replacements.

Building floor plan is attached; rooms marked for countertop and backsplash replacements. It is the contractor's responsibility to count and measure counters for accurate measurements.

Furnish labor and material to remove the existing countertops, backsplash, and existing sinks in the below listed locations. Furnish and install new countertop and backsplash replacements, matching type of material and style removed, and reinstall the existing sinks in the below listed locations:

- Toddler #1 – food prep area
- Toddler #2 – food prep area
- Preschool #1 – food prep area
- Preschool #2 – food prep area
- Library – food prep area & diaper change area

NOTES:

- Countertop style: rolled edges.
- **PREFERENCE: If available, quote one-piece combined countertop and backsplash.**
- Glue used will meet Environmental Protection Agency (EPA) regulations for child-occupied facilities.
- Countertop and backsplash colors to be selected by owner's representative, Property Coordinator.
- Proposal will include separate pricing for each room.
- Provide product specifications, guarantees and warranties on materials and workmanship.
- Provide all necessary materials and labor to complete job.
- Contractor responsible for repair of any building damage as a result of work performed.

- Contractor to clean up and remove existing countertops, backsplashes and related debris from site.
- Contractor shall make themselves aware of all site and building conditions related to work prior to beginning work.
- Contractor to pay for costs of any required permits and application fees.
- Davis Bacon wage rates apply.

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

Contact person:

Sally Piper, Properties Coordinator

Direct dial: 517-575-6518

Email: spiper@telamon.org

Jobsite Pre-bid Inspection: June 19, 2020, 12:30 PM to 2:30 PM EST

Proposal Submissions: Bids Due: June 25, 2020; 3:00 PM EST

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: September 7, 2020.**
- **Work Completion Date: No later than September 21, 2020.**

Budget

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

IN-KIND CONTRIBUTION for Bear Lake Migrant Head Start Center: Countertop and Backsplash Replacements.

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: Bear Lake Migrant Head Start Floor Plan