

## **Request for Proposal – Decatur Migrant Head Start Center: Modular Building Interior Painting**

Telamon Corporation  
416 North Cedar Street  
Lansing, MI 48912

### **Project Scope and Specifications**

The Decatur Migrant Head Start, 80195 County Road 358, Van Buren County, MI 49045 is in need of building interior painting.

**Modular building floor plan attached. Measurements shown are approximate. It is the contractor's responsibility to measure walls for accurate measurements.**

**Proposal will include separate pricing for each room/area.**

- Walls: Vinyl over gypsum wall board panels; some areas have batten strips connecting panels together at seams.  
NOTES:
  1. Batten strips are to be painted over, not removed.
  2. Repair and smooth damaged areas: trim frayed or torn areas; fill-in holes so they are not apparent.
  3. Remove baseboards prior to painting walls.
- Thoroughly clean walls prior to prime and painting.
- If primer is separate from paint, allow to dry 24 hours prior to painting.
- Apply two coats of paint, not one thick layer.
- Paint and primer must be specifically designated by manufacturer for use on vinyl-covered walls.
- 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.
- Provide all necessary materials and labor to complete job.
- Paint colors to be selected by owner.
- Wall areas and rooms to be painted:
  - Six classrooms
  - Restrooms
  - Two offices
  - Administrative areas
  - Corridor
  - Kitchen
  - Pantry
  - Janitor Closet

- Laundry Closet
- Storage Closets
- Move or cover furniture as 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.
- Contractor responsible for repair of any building damage as a result of work performed.
- Contractor to pay for costs of any required permits and application fees.
- Davis Bacon wage rates apply.

**NOTES:**

- Contractor to clean up and remove debris from site.
- Contractor shall make themselves aware of all site and building conditions related to work prior to beginning work.

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](mailto:spiper@telamon.org)

**Jobsite Pre-bid Inspection: March 5, 2019, 10:00 AM to 12:00 PM EST**

**Proposal Submissions: Bids Due: March 15, 2019; 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: March 25, 2019.**
- **Tentative Work Completion Date: April 5, 2019.**

**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 Decatur 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: Decatur Migrant Head Start Floor Plan

