

## **Request for Proposal – Watervliet Migrant Head Start Center: Toy Storage Shed Repairs & Site Work**

Telamon Corporation  
416 North Cedar Street  
Lansing, MI 48912

### **Project Scope and Specifications**

The Watervliet Migrant Head Start, 745 North M-140, Watervliet, Berrien County, MI 49098 is in need of toy storage shed repairs and site work.

**It is the contractor's responsibility to take accurate measurements.**

#### **Toy Storage Shed repair:**

- Remove 16 LF deteriorated T-111 – 8" inverted siding on back of shed.
- Replace with new T-111 rough sawn plywood siding full height of wall.
- Remove all 1"x4" corner and vertical door trim and replace with new 1"x4".

#### **Toy Storage Shed ramp:**

- Install new ramp approximately 4'5½" wide x 5' long (1' longer than existing ramp).
- Ramp framing and deck to be treated lumber.
- Decking: 1"x6" deck boards to replace existing plywood surface.

#### **Paint Toy Storage Shed:**

- Power wash existing toy storage shed.
- Prime all unpainted areas.
- Apply two coats of paint on primed unpainted areas, matching existing color.
- Apply one coat of paint over existing paint, matching existing color.

**NOTE: Four trips are required to allow proper drying time.**

#### **Site Restoration:**

- Fill tire ruts and vehicle tracks with topsoil and level.
- Grade as necessary around concrete platform.
- Install topsoil as needed and regrade area that building was moved from.
- Install topsoil as needed.
- Reseed all the above areas with grass seed, watering once at completion; cover with straw.

#### NOTES:

- Davis Bacon wage rates apply for projects \$2,000.00 and over.
- 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 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.

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: Can be seen Monday & Wednesday 8:00 AM to 3:00 PM; Tuesday & Thursday 9:00 AM to 1:30 PM.**

**Proposal Submissions: Bids Due: September 18, 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 25, 2020.***
- ***Tentative Work Completion Date: October 2, 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 Watervliet Migrant Head Start Center: Toy Storage Shed repairs & site work.**

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.