

## REQUEST FOR PROPOSAL: WALLPAPER REMOVAL AND PAINTING

### WIXOM PUBLIC LIBRARY

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#### SECTION 1: PROPOSAL

The Wixom Public Library is seeking proposals from a qualified contractor for the removal of vinyl wallpaper and painting throughout the facility. The Library is seeking a contractor that will provide a single source responsibility for all entailed work, including removing existing wallpaper, preparing the walls for paint, and painting. Past experience working in library settings will be taken into consideration.

The Wixom Public Library (hereinafter referred to as “the Library”) will accept responses to this Request for Proposals (RFP) for removing wallpaper and painting which comply with the specifications set forth below and submitted to the Library.

- A. **BUILDING WALK-THROUGH:** Bidders are required to visit the Library and to familiarize themselves with the local conditions under which the work is to be performed. Bidders should make an appointment with Library Director, Andrea Dickson, to conduct a site visit Monday to Friday, 10 a.m. to 5 p.m. (Library is closed November 11, 2021)
- B. **INDEPENDENCE:** By submission of a proposal, a bidder certifies that the bidder has not paid or agreed to pay any fee or commission, or any other thing of value, contingent on the award of this contract to any employee, official, or current contracting consultant of the Library. The bidder certifies that the financial information in this statement has been arrived at independently and without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such costs with any other proposal or bidder.
- C. **PUBLIC RECORD:** The contents of the proposals shall be considered public records of the Library. Any bidder submitting a proposal hereunder further acknowledges and agrees that the Library is a public entity which is required to abide by laws governing public records and shall not be liable for disclosures required by law. All materials submitted in response to this RFP shall become the property of the Library upon delivery to the address set forth above.

#### SECTION 2: PROPOSAL INSTRUCTIONS

- A. **SUBMISSION DEADLINE:** Proposals for this RFP are to be sent to the attention of Andrea Dickson with the subject “Library Wallpaper and Paint 2021.” Proposals must be received no later than **5 p.m. on Tuesday, November 16**. Print and electronic submissions will both be accepted.

- a. If the Library is closed due to unforeseen circumstances on the closing date, proposals will be due at the same time on the next day the Library is open.
- B. CLARIFICATIONS AND CORRECTIONS: General questions or clarifications regarding this RFP should be directed by email to: Andrea Dickson with the subject line clearly stating “RFP Question - Library Painting 2021” no later than November 9, 2021 at 10 a.m. Questions received after this date/time will not be considered. All questions, along with their responses, will be posted on BidNet (MITN) by November 10, 2021, by 5 p.m.
- C. GENERAL REQUIREMENTS:
- a. The Library or its representatives shall not be held responsible for expenses incurred in the preparation or subsequent presentation of the RFP response.
  - b. This RFP for removing wallpaper and painting the Library is not an offer to enter into a contract, but rather a solicitation for proposals.
  - c. The Library may re-issue a Request for Proposal, extend the time frame for submission under this RFP, or request more information than required herein from any and all bidders.
  - d. At any time prior to the specified time and date set for the proposal submission, a contractor may withdraw their proposal. Any proposal modification must be in writing, executed by the authorized person, and submitted prior to the final submission due date.
  - e. Proposals received after the submission deadline may be considered only if no other proposals are received by the deadline.
  - f. No proposal shall be withdrawn for a period of sixty (60) days after submission deadline.
- D. RIGHTS OF ACCEPTANCE OR REJECTION. The Wixom Public Library reserves the right to reject all proposals in its sole discretion. The Wixom Public Library reserves the right to reject any proposal which is not submitted on and/or supported by a fee proposal. The Wixom Public Library reserves the right to reject any and all proposals in whole, or in part, and accept any proposal or portion of the proposal that, in their opinion, best serves the interests of the Wixom Public Library.

### **SECTION 3: SCOPE OF WORK**

This project consists of the removal of the existing wallpaper, preparation of walls for paint, painting, and installing wall/corner protection in specified locations. Cost proposals should include the cost of all labor, materials, freight, and equipment required to complete the project, with accessories and incidental work as specified. The contractor shall be totally responsible for the accuracy of their measurements on total square footage requirements, including walls, columns, and ceilings.

Spaces requiring wallpaper removal and painting include: Lobby, Check Out Desk Area, Public Restrooms, Adult Area, Group and Quiet Study Rooms, Director’s Office, Children’s Area,

Children's Restroom, Children's Office, Staff Workroom, Breakroom, and Staff Restroom. The back hallway, storage room, craft room, and children's activity room are not included in this project.

### **Material Specifications**

- A. Gypsum Board where scheduled for paint:
  - a. 1 coat (latex) primer, sealer, tinted
  - b. 2 coats zero VOC eggshell enamel (Sherwin Williams ProMar 200)
- B. Ferrous Metal (door and window surrounds)
  - 1. Sand rust spots and touch up, primer
  - 2. 1 coat Alkyd primer, tinted
  - 3. 1 coat Alkyd Semigloss Enamel

### **Projected Work**

- A. Wallpaper Removal and Preparation
  - 1. All existing vinyl wallpaper and other materials shall be removed, hauled away, and properly disposed of by the contractor.
  - 2. Tack boards glued to wallpaper in the Director's Office, Quiet Study Room, Copier Alcove, and Children's Area/Office shall be removed.
  - 3. All surfaces to receive paint shall be smooth and even.
  - 4. Carefully inspect all areas to receive paint. Fill all cracks and imperfections that would be detrimental to painting with the proper compound.
- B. Painting:
  - 1. One primary color shall be chosen by the Library along with up to 4 accent colors. Accent colors will be used along the top borders and on columns in the adult and children's areas. Accent walls will be painted in the Group Study Room, Quiet Study Room, Director's Office, Children's Office and Staff Workroom.
  - 2. All techniques shall be in strict accordance with manufacturer's instructions and recommendations by skilled workers fully experienced in this type of work.
  - 3. The contractor shall provide drop clothes and coverings as necessary.
- C. Wall Protection & Corner guards
  - 1. Corner guards and wall protection will be installed in the staff breakroom to prevent damage from book carts.
- D. Cleaning and Protection:
  - 1. Remove all electric plates, surface hardware, etc. before painting. Mask all switches and receptacles. Replace after completion of work.
  - 2. Remove undesirable spots, drips and smears immediately.
  - 3. Remove all garbage, wallpaper, drop clothes and scraps.

### **ALTERNATE #1: New Tack Boards and/or Acoustical Panels**

Provide a cost proposal for installing sound absorbing panels or tack boards in Director's Office, Copier Alcove and Quiet Study Room.

**Additional Information**

- A. Provide the Library with one (1) gallon used in each type and color for maintenance or repair.
- B. Bookshelves attached to walls will not be removed; wallpaper should be removed around such shelving and walls will be painted around the shelving units. The Library shall move freestanding furniture to the center of rooms or to an alternative location.
- C. Contractor to coordinate work with Library staff, and be prepared to protect the public when work is happening during open hours.
- D. Contractor shall guarantee no damage to existing furniture or shelving. Any repairs or replacement parts required due to damage to be provided by the contractor.
- E. The Library has no provision for storage of materials.
- F. The Library, without invalidating the contract, may order changes within the SOW consisting of additions, deletions, and/or modifications, with the contract sum and the project implementation schedule being adjusted accordingly. All said changes in the SOW shall be authorized by written change order(s) signed by the Library and executed under applicable conditions of contract documents.
  - a. The contract sum and the contract time may be changed only in writing.
  - b. The cost or credit to the Library from all change order(s) shall be determined by mutual, written agreement.

**SECTION 4: PROJECT TIMELINE**

This project is expected to be completed in winter 2021/2022. Exact dates to be determined with successful contractor. The selected vendor/contractor shall have sufficient resources in order to complete the project in the least time consistent with good workmanship and practices. The selected vendor shall, upon request, demonstrate that they have the resources necessary to fulfill the timeline requirements for completing the entire project.

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| RFP available online at BidNet (MITN)                | October 28, 2021          |
| Emailed questions and RFP clarifications due         | November 9, 2021, 10 a.m. |
| Responses to email questions posted on BidNet (MITN) | November 10, 2021, 5 p.m. |
| Proposals Due  | November 16, 2021, 5 p.m. |
| Decision and award by Library Board of Trustees      | November 22, 2021         |

- A. WORK SCHEDULES. Work may be completed before and during business hours. The Library is open to the public 10 a.m. - 8 p.m. Monday through Thursday, 10 a.m. - 6 p.m.

Friday, and 10 a.m. - 5 p.m. Saturday. Work may begin prior to Library opening with consultation of the Library Director. No additional charges shall be made in relation to overtime.

In order to minimize the disruption of daily operations, work for this project will need to be completed in sections around the Library. Exact scheduling and sequences of areas to be resolved with the contractor in collaboration with the Library. Experience completing this scope of work in the least number of days is critical.

- B. **PROJECT IMPLEMENTATION SCHEDULE.** All Bidders shall provide the Library with project implementation schedule that adheres to the timeline requirements stated above. Further, the project implementation schedule must demonstrate that the selected vendor/contractor has the means and capability to complete the SOW without unnecessary disruption to Library business. This project implementation schedule must be agreed upon by both the vendor/contractor and the Library.

#### **SECTION 5: REQUIRED DOCUMENTS**

In the submission of its proposal, a bidder shall submit the following documents to the Library Board, and shall guarantee the accuracy of such information by signature of its authorized representative:

1. Statement of Qualifications and Experience
2. References: Three (3) minimum (preferably from libraries or municipalities).
3. Completed Fee Proposal Form

#### **SECTION 6: GENERAL CONDITIONS**

- A. **ASSIGNABILITY:** Any contract resulting from an award of this RFP shall not be assigned or transferred by the bidder to any entity not connected with the bidder without the prior written consent of the other and the Wixom Library Board.
- B. **APPLICABLE LAW:** The awarded contract will be governed by the laws of the State of Michigan. Venue for any claims or litigation regarding this contract shall be in Oakland County Circuit Court or the Federal District Court, Eastern Division. The selected vendor/contractor shall not assign the contract or sublet it or portions thereof without the written consent of the authorized Library representative. In the performance of services, bidder further agrees to comply with all applicable State, Federal, and local statutes, ordinances, and regulations, and obtain any and all permits applicable to the performance of such services.
- C. **CLEAN-UP.** The selected vendor/contractor must, at all times, keep the premises free from accumulations of waste materials caused by the work, and upon completing the work, must remove all work-related rubbish from and about the building. In the case of a

dispute, the Library may remove the rubbish and charge the cost to the selected vendor/contractor.

- D. EMPLOYMENT PRACTICES. The contractor shall comply with the requirements of all Federal, State, and local laws, ordinances and regulations relating to minimum wages, social security, unemployment compensation insurance, and Workers' Compensation, and shall not discriminate against any employee or applicant for employment because of race, sex, creed, color or national origin.
- E. INSURANCE REQUIREMENTS. No work connected with this project may start until the selected vendor/contractor has obtained the insurance coverage as required in Appendix B. Such insurance shall be kept in effect during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan, and acceptable to the Library. The requirements listed in Appendix B should not be interpreted to limit the liability of the contractor. All deductibles and self-insured retention are the responsibility of the Contractor.
- F. LIABILITY REQUIREMENTS. The selected vendor/contractor shall be responsible for initiation, maintaining, and supervising all safety precautions and programs in connection with the contract. The selected vendor/contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to, 1) all employees on the project and other persons who may be affected thereby; 2) all the SOW and all materials and equipment to be incorporated therein; and 3) other property at the site or adjacent thereto.
  - a. The selected vendor/contractor shall comply with all applicable laws, ordinances, rules, regulations and orders of any public authority having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss.
  - b. All damage or loss to any property caused in whole or in part by the selected vendor/contractor, any subcontractor or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable, shall be remedied by the selected vendor/contractor, except damage or loss attributable to the fault or negligence of the Library.
- G. NON-DISCRIMINATION. The selected vendor/contractor and their subcontractors are required not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, because of race, color, religion, national origin, or ancestry or also because of age or sex, except based on a legitimate occupational qualification. Violation of this requirement may be regarded as a material breach of the Michigan Fair Employment Practices Act and may be subject to prosecution.
- H. NO SMOKING POLICY. The Library adheres to a mandatory no smoking policy on City of Wixom premises.

- I. **ONGOING EMPLOYMENT DISCLAIMER:** Any proposal accepted or contract entered into as the result of this RFP will not constitute, create, give rise to or otherwise recognize an ongoing or continuing agreement or relationship, partnership or formal business organization of any kind between the Library and the bidder. The rights and obligations of the parties shall only be those expressly set forth therein. The selected bidder will be required to agree that as part of any contract entered into as the result hereof, that no person supplied by it in the performance of the contract is an employee of the Library.
- J. **TAXES:** The Library is exempt from Federal Excise and State Sales Taxes. To comply with these regulations, sales tax is not to be included in the proposal.

#### **SECTION 7: NOTICE OF AWARD**

The bidder will be deemed as having been awarded the contract when the formal notice of acceptance of their proposal has been approved by the Wixom Public Library Board of Trustees, and subsequent notice has been duly served upon the intended awardees by an officer(s) or agent(s) of the Library duly authorized to give such notice. The awarded contract must be signed and dated by both the Library and the awarded vendor/contractor prior to the start of any work.

#### **SECTION 8: FEE SCHEDULE**

The bidder shall offer its cost proposal for the removal of wallpaper and painting as contained in this Request for Proposal in amount consistent with the Fee Proposal, attached. The Library Board of Trustees may make award by individual line item and/or option and in any combination thereof which may be in the best interest of the Library.

#### **SECTION 9: PAYMENT FOR SERVICES**

The Library shall compensate the successful bidder pursuant to the Fee Proposal upon the satisfactory completion of the project. When applying for payments, the selected vendor/contractor shall submit to the Library an itemized invoice. Satisfactory completion of the project determined upon the sole discretion of the Library Board.

Payment may be withheld by the Library for: a) defective work not remedied; b) claims filed and unresolved; c) failure of the selected vendor/contractor to properly pay for labor, materials or equipment, or proper payment to subcontractors; and/or d) damages to the Library or another contractor.

#### **CONTACT INFORMATION:**

Andrea Dickson, Library Director  
49015 Pontiac Trail  
Wixom, MI 48393  
Phone: (248) 624-6512  
Email: andrea@wixomlibrary.org

**APPENDIX A:**  
**FEE PROPOSAL**

Proposal price for the removal of wall coverings and site painting for walls and ceilings within the Library located at 49015 Pontiac Trail, Wixom, Michigan. All proposals must include separate pricing as outlined below.

We the undersigned propose to furnish the Wixom Public Library painting for the areas consistent with the Request for Proposal opened on Thursday, October 28, 2021.

**DESCRIPTION**

**AMOUNT**

**TOTAL COST – WALLPAPER REMOVAL**

Cost proposal for removing vinyl wallpaper per plans and specifications. Contractor is responsible for field measurements and square footage. Include all required material and labor costs.

\$ \_\_\_\_\_

**TOTAL COST - PREPARATION & PAINTING**

Cost proposal for preparing walls and painting per plans and specifications. Contractor is responsible for field measurements. Include all required material and labor costs.

\$ \_\_\_\_\_

**TOTAL COST – WALL PROTECTION AND CORNER GUARDS**

Cost proposal for installing wall protection and corner guards in staff breakroom. Contractor is responsible for field measurements. Include all required material, freight, and labor costs.

\$ \_\_\_\_\_

**ALTERNATE #1 – TACK BOARDS/ACOUSTICAL PANELS**

Cost proposal for installing tack boards or acoustical panels in Director’s Office, Quiet Study Room and Copier Alcove. Contractor is responsible for field measurements. Include all required material, freight, and labor costs.

\$ \_\_\_\_\_

**WARRANTY:** Manufacturer’s standard warranty shall apply. This Contractor shall guarantee his work for a period of one (1) year from date of final acceptance against defects due to faulty workmanship or material.



**CONTRACTORS ACKNOWLEDGEMENT**

The undersigned contractor, having fully familiarized themselves with the Documents, Specifications and Drawings, hereby proposes to furnish and deliver all materials and labor required. By submitting this proposal, it is understood that the Owner reserves the right to accept or reject any and all proposals. The contractor agrees and understands that failure to meet the requirements of the proposal form and/or specifications, or to submit supplemental information, if requested, may be grounds for automatic disqualification of the proposal.

**PLEASE TYPE:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Agent's Name/Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Facsimile: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX B**  
**CONTRACTOR INSURANCE ADDENDUM**

The contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this addendum, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the Wixom Public Library. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIR's are the responsibility of the Contractor. The Contractor shall procure and maintain the following coverage:

1. **Worker's Compensation Insurance** including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
2. **Commercial General Liability Insurance** on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included.
3. **Automobile Liability** including Michigan No-Fault Coverages, limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, non-owned vehicles, and all hired vehicles.
4. **Additional Insured:** Commercial General Liability, Automobile Liability, and Cyber Liability as described above, shall include an endorsement stating the following shall be **Additional Insureds:** Wixom Public Library, all elected officials, all employees and volunteers. It is understood and agreed that by naming the City of Wixom as additional insured, coverage afforded is considered to be primary and any other insurance the City of Wixom may have in effect shall be considered secondary and/or excess.
5. **Cancellation Notice:** All policies, as described above, shall include an endorsement stating that it is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: Wixom Public Library, Library Director, 49015 Pontiac Trail, Wixom, Michigan 48393.
6. **Proof of Insurance Coverage:** The Contractor shall provide the Wixom Public Library, at the time the contracts are returned by it/him/her for execution, a Certificate of Insurance, as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the Wixom Public Library at least ten (10) days prior to the expiration date.