

REQUEST FOR PROPOSAL

INTERIOR PAINTING

NOTICE OF PROPOSAL

Plymouth District Library is soliciting proposals from qualified professional painting contractors to provide interior painting services for our library facility, encompassing approximately 55,000 square feet of space. The selected contractor will be responsible for preparing surfaces, applying paint, and ensuring the highest quality finish with minimal disruption to library operations.

CONTACT: Shauna Anderson, Library Director
734-453-0750 ext. 218
sanderson@plymouthlibrary.org

DUE DATE: Friday, January 11, 2025 at 10:30am
Electronic submission only
Proposals received after this time will not be considered

DESCRIPTION OF THE GOVERNMENT

KEY PERSONNEL

The main contact for the RFP process is Director, Shauna Anderson. Upon acceptance, the main contact for the library moving forward will be Facilities Coordinator, Loreen Graham with support from additional library staff.

BACKGROUND INFORMATION

Plymouth District Library is located in busy downtown Plymouth, MI, midway between Detroit and Ann Arbor. PDL serves a community composed of 36,650 residents living in the City of Plymouth and the Charter Township of Plymouth, as well as the patrons of 75 Detroit-area libraries through a reciprocal borrowing agreement facilitated by The Library Network.

The library serves as a significant community hub and maintains strong partnerships with local and regional community groups, governments, schools, businesses, and cultural organizations. Plymouth's rich history has included the library for over 100 years. PDL is nationally recognized as a leader in the public library field, garnering "Star Library" status from *Library Journal* for the robust participation of our community.

NATURE OF SERVICE REQUIRED

GENERAL

The scope of work for the full building painting project at Plymouth District Library involves a comprehensive and systematic approach to ensure minimal disruption to library services while delivering high-quality results. The scope of work will follow a carefully curated timeline to ensure continuity of services during key times of the year.

SCOPE OF WORK

1. AREAS TO BE PAINTED:

- a. **Lower Level Staff/Public:** Interior walls, trim, baseboards, moldings, doors, and frames
- b. **Main Level Public:** Interior walls, trim, baseboards, moldings, doors, frames, and specialty ceiling areas
- c. **Main Level Staff:** Interior walls, trim, baseboards, moldings, doors, and frames
- d. **Upper Level Public Areas:** Interior walls, trim, baseboards, moldings, doors, frames, cabinetry, and specialty ceiling areas

2. NOT INCLUDED:

- a. Walldorf Dinning Rooms
- b. Friends Meeting Room
- c. Storytime Room
- d. Teen Zone
- e. Staff Stairwells
- f. Individual Staff Offices
- g. Closets and Warehouse areas
- h. Bathrooms

3. SURFACE PREPARATION: Cleaning and patching walls to ensure a smooth surface. Repair of minor damage (e.g., nail holes, cracks). Removal of old paint, if necessary.

4. PAINTING SERVICES: Application of primer where needed. Application of high-quality paint (colors to be determined). Multiple coats as required to achieve even coverage.

5. SAFETY & CLEANLINESS: Use of drop cloths and protective coverings to prevent damage to furniture, flooring, and fixtures. Adherence to MIOSHA safety standards. Daily cleanup of the work area to minimize disruption. Use of low VOC products where possible.

TIME REQUIREMENTS

PROPOSAL CALENDAR

Request for Proposal Issued	Friday, November 22, 2023
Pre-Bid Meeting	Friday, December 13 2024 at 10:30am at PDL
Proposals Due, Public Bid Opening	Friday, January 10, 2025 at 10:00 a.m.
Selected Candidate Notified	Wednesday, January 22, 2025

PROJECTED TIMELINE

April 2025	Staff Areas
June/July 2025	Upper Level Public Spaces
September 2025	Main Level Public Spaces Lower Level Youth Area

PROPOSAL REQUIREMENTS

BASIC CONTACT INFORMATION

A cover page must be submitted with basic contact information, including the owner of the firm and primary individuals to be involved in the project. Contact information should include a physical address, email, and phone numbers of the main office and a primary contact for all inquiries.

INSURANCE/LICENSE TO PRACTICE IN MICHIGAN

Demonstration of credentials and insurance should be submitted alongside a written proposal.

QUALIFICATIONS AND EXPERIENCE

The written proposal must demonstrate the qualifications, competence, and capacity of the individuals/firms seeking to provide services for Plymouth District Library.

SPECIFIC APPROACH

In addition to the qualifications of the individuals involved, the written proposal must describe a specific approach that the individual/firm will take to satisfy the requirements of the RFP. Successful candidates will be able to illustrate an approach that minimizes disruption to the functioning of the library.

REFERENCES

Proposals must include 3 professional references that can speak to the individual/firm's ability to satisfy the library's project requirements.

COST OF SERVICES

Proposals must include a signed, completed version of the attached pricing worksheet.

MANNER OF PAYMENT

The selected candidate will be required to submit a W-9 form alongside a signed proposal agreement. The contractor will submit monthly invoices to the library to be paid via check within two weeks of submission. Invoices must include detailed description of the services provided and the agreed upon rates.

EVALUATION PROCESS

REVIEW OF PROPOSALS

Proposals submitted will be evaluated by Plymouth District Library staff and/or representatives of the Library.

During the proposal evaluation process, Plymouth District Library reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

EVALUATION CRITERIA

Proposals will be evaluated using three sets of criteria. Individuals/firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. Top scoring proposals in these areas will be called for a phone interview with the primary contact and judged on the feedback supplied by references that are able to be contacted within the evaluation time frame.

PHASE ONE

Mandatory Elements

1. Proof of Insurance and relevant licenses
2. Contact Information for 3 professional references
3. Proposal submitted by due date
4. Proposal follows the requirements set forth in the RFP

PHASE TWO

Professional Qualifications (100 points)

1. Background and prior experience
2. Approach to project management in a public library environment

Price (50 points)

The maximum score for price will be assigned to the individual/firm offering the lowest total all-inclusive price. Appropriate fractional scores will be assigned to other proposers. Cost will not be the primary factor in the selection of a bid.

PHASE THREE

Interviews & References (30 points)

Successful proposals will be selected for phone interviews and reference checks. Every effort will be made to contact all references provided within the evaluation time frame. Evaluation of references will support the final selection.

PAINTING RFP PROPOSAL WORKSHEET

BASIC CONTACT INFORMATION

Company Name	
Physical Address	

Firm Owner Name	
Owner Email Address	
Owner Phone Number	

Primary Contact Name	
Contact Email Address	
Contact Phone Number	

INSURANCE/LICENSE TO PRACTICE IN MICHIGAN

- Demonstration of credentials attached to this proposal
- Proof of insurance attached to this proposal

QUALIFICATIONS AND EXPERIENCE

Please describe your qualifications, competence, and capacity to provide painting services for Plymouth District Library. *Attach additional sheets as needed.*

SPECIFIC APPROACH

Please describe the specific approach that you will take to satisfy the requirements of the painting RFP. *Attach additional sheets as needed.*

REFERENCES

Proposals must include 3 professional references that can speak to the individual/firm's ability to satisfy the library's project requirements.

Name	
Physical Address	
Phone Number	
Email Address	

Name	
Physical Address	
Phone Number	
Email Address	

Name	
Physical Address	
Phone Number	
Email Address	

COST OF SERVICES

Section 1: Surface Preparation Costs

Item Description	Unit (e.g., sq. ft., hour)	Unit Cost (\$)	Estimated Quantity	Total Cost (\$)
Cleaning and Wall Preparation				
Minor Wall Repairs (e.g., cracks)				
Patching and Filling				
Priming Surfaces (if required)				
SUBTOTAL - SURFACE PREPARATION				

Section 2: Painting Costs

Service Description	Unit (e.g., sq. ft., hour)	Unit Cost (\$)	Estimated Quantity	Total Cost (\$)
Paint Application - <i>Walls</i>				
Paint Application - <i>Ceilings</i>				
Paint Application - <i>Trim/Baseboards</i>				
Paint Application - <i>Doors/Frames</i>				
Paint Application - <i>Cabinetry</i>				
SUBTOTAL - PAINTING				

Section 3: Materials Costs

Item Description	Unit (e.g., gallon, roll)	Unit Cost (\$)	Estimated Quantity	Total Cost (\$)
Paint (Specify Brand/Type)				
Primer				
Other Materials (e.g., drop cloths, tape, brushes)				
SUBTOTAL - MATERIALS				

Section 4: Equipment and Other Costs

Equipment or Service Description	Unit (if applicable)	Unit Cost (\$)	Total Cost (\$)
Equipment Rental (if required)			
Transportation/Delivery Charges			
Miscellaneous Costs			
SUBTOTAL - EQUIPMENT/OTHER			

Section 5: Optional Costs

Equipment or Service Description	Unit (if applicable)	Unit Cost (\$)	Total Cost (\$)
Custom Accent Walls			
Decorative Finishes			
Extended Warranty Coverage			
SUBTOTAL - OPTIONAL			

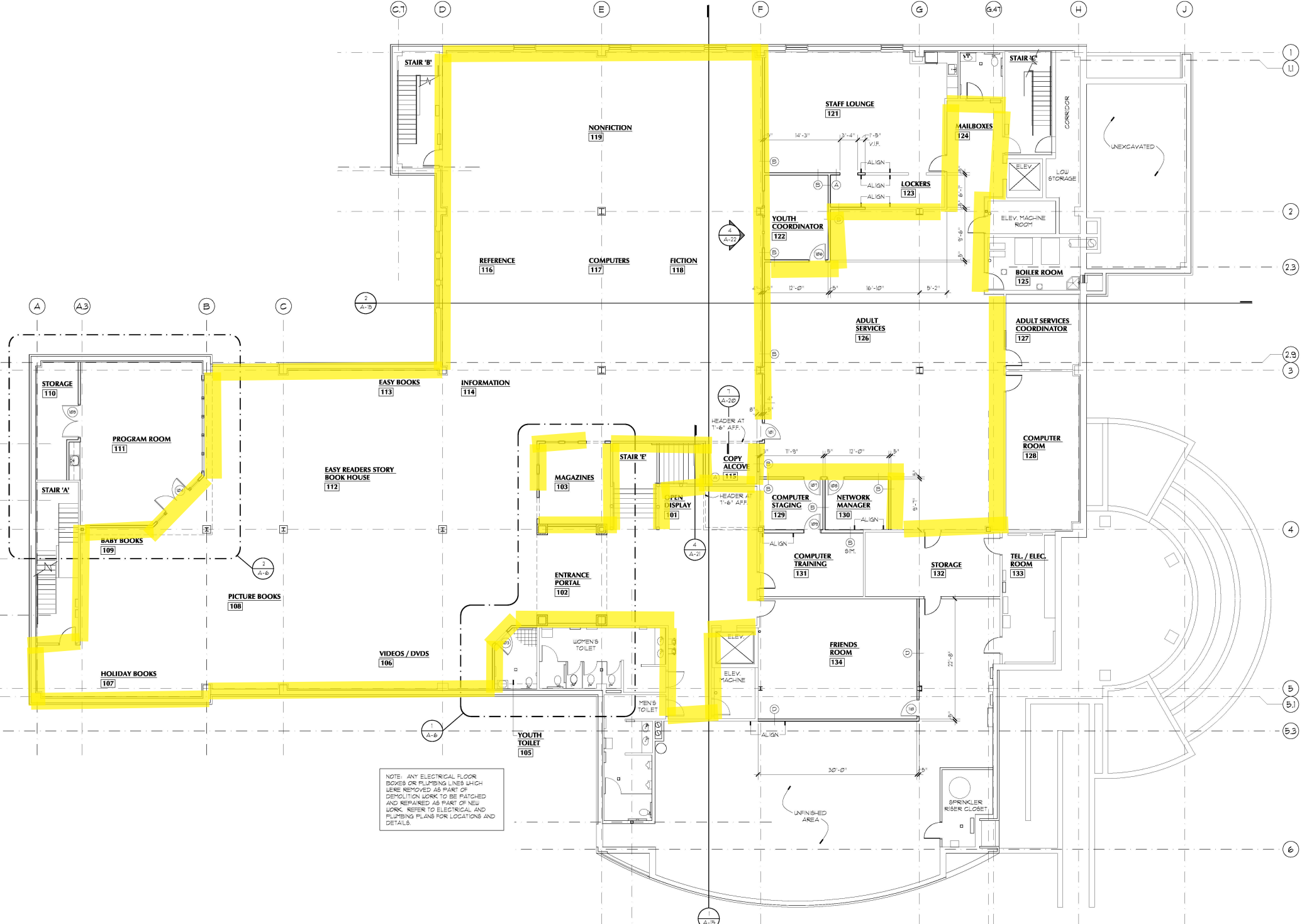
Section 6: Total Bid Amount (NOT including optional costs)

GRAND TOTAL: \$

ACKNOWLEDGMENT

By submitting this worksheet, the bidder acknowledges that all costs outlined above are accurate and inclusive of the scope of work as described in the RFP.

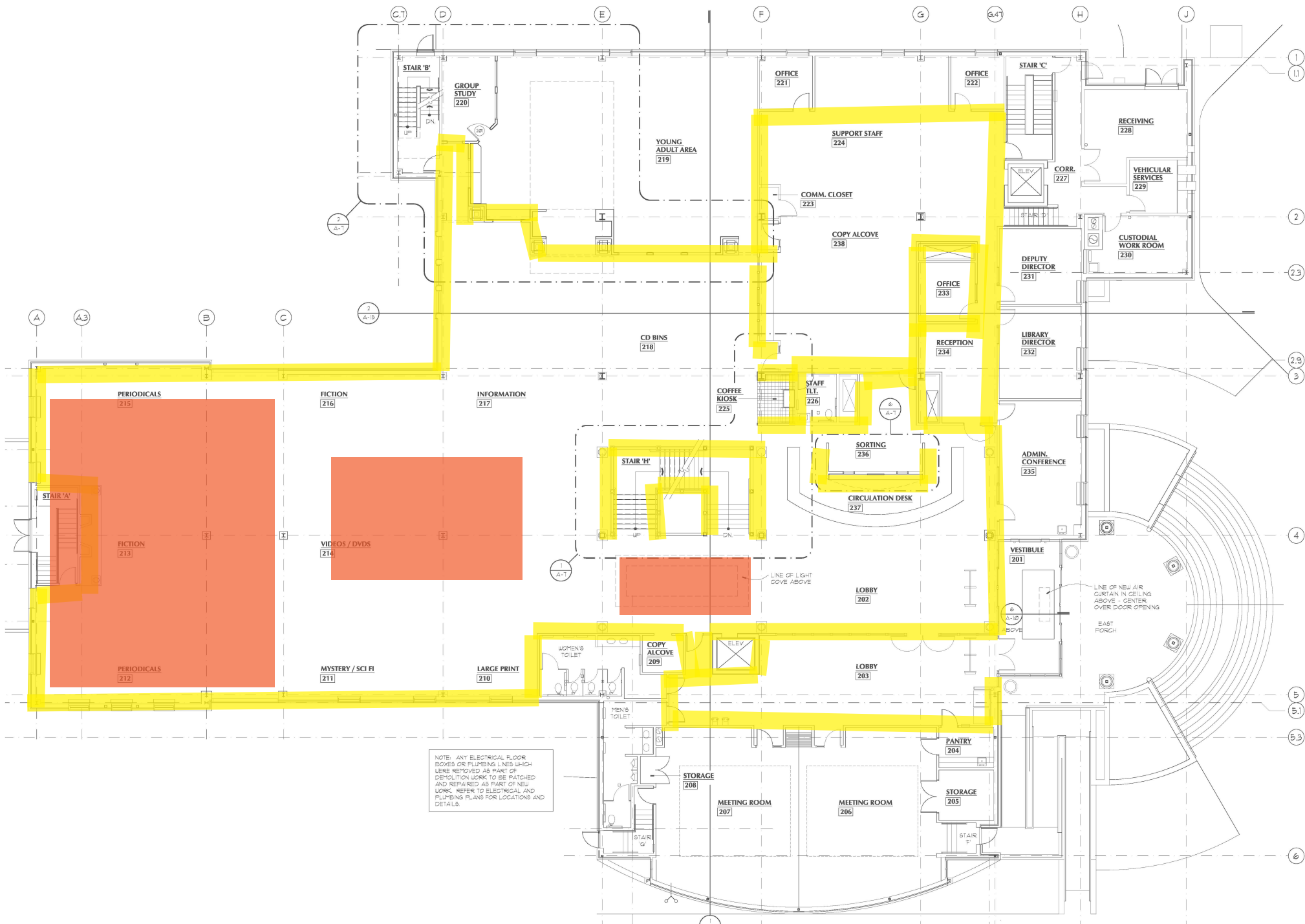
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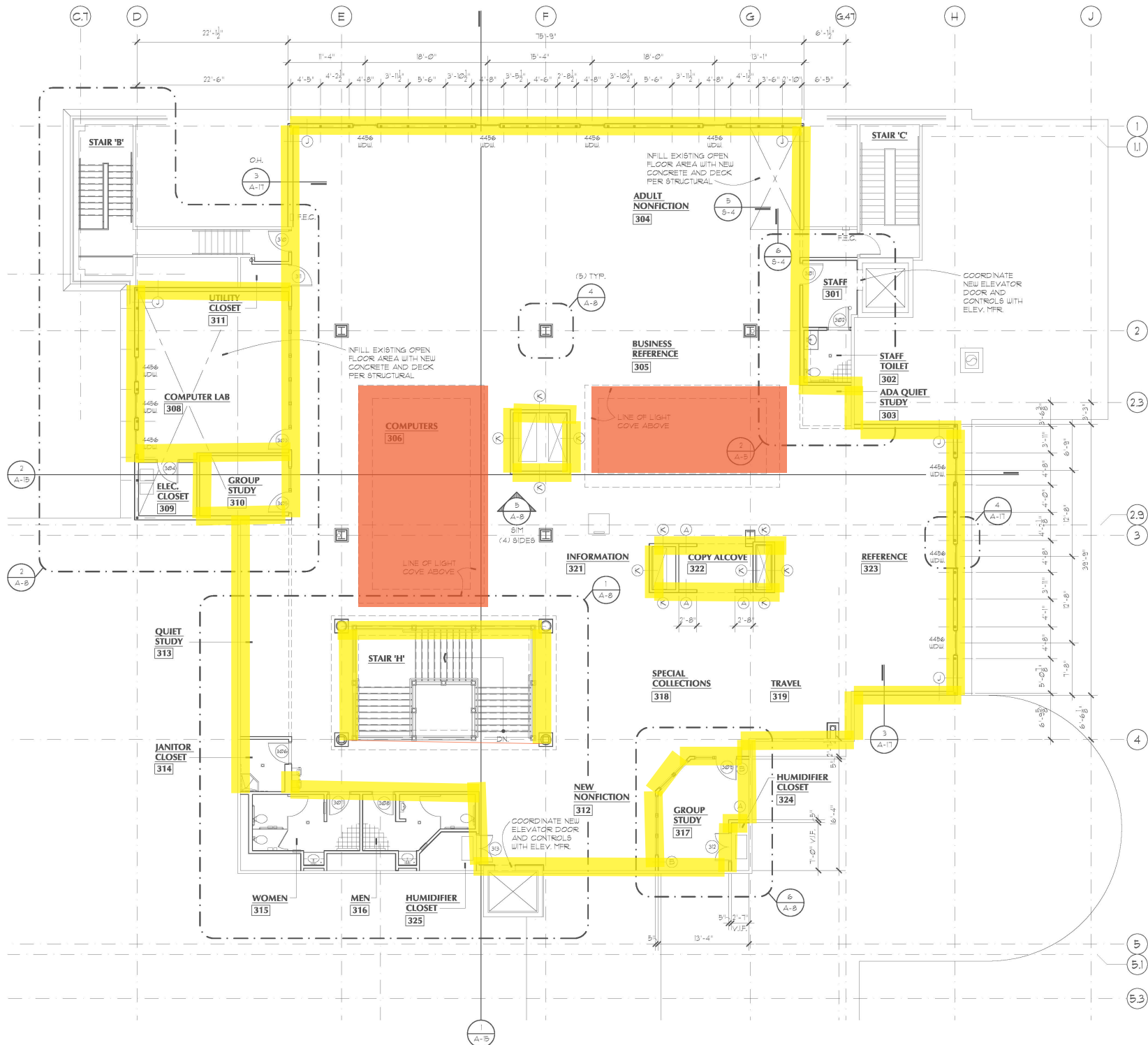
NOTE: ANY ELECTRICAL FLOOR BOXES OR PLUMBING LINES WHICH WERE REMOVED AS PART OF DEMOLITION WORK TO BE PATCHED AND REPAIRED AS PART OF NEW WORK. REFER TO ELECTRICAL AND PLUMBING PLANS FOR LOCATIONS AND DETAILS.



1 LOWER LEVEL FLOOR PLAN
SCALE: 1/8" = 1'-0"



1
A-4 MAIN LEVEL FLOOR PLAN
SCALE: 1/8" = 1'-0"



1 UPPER LEVEL FLOOR PLAN
 A-B SCALE: 1/8" = 1'-0"