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## REQUEST FOR PROPOSAL FOR WALLPAPER STRIPPING & PAINTING OF THE HAMBURG TOWNSHIP COMMUNITY/SENIOR CENTER

Issue Date: March 10, 2017

Proposal Deadline: **March 23, 2017, at 2:00 p.m., Eastern Time**  
Hamburg Township  
Purchasing Agent  
10405 Merrill Road, P.O. Box 157  
Hamburg, MI 48139

Purchasing Contact: Brittany K. Campbell  
Phone: (810) 231-1000 Ext. 210  
Direct: (810) 222-1193  
Fax: (810) 231-4295  
Email: [bcampbell@hamburg.mi.us](mailto:bcampbell@hamburg.mi.us)

**DESCRIPTION:** Hamburg Township is seeking bids for wallpaper stripping, sanding/patching and repairs to the drywall as necessary, and the priming and painting of the uncovered walls at the Hamburg Township Community/Senior Center. The selected Contractor shall work with the Senior Coordinator to select the color choices.

This solicitation, along with all attachments and addenda may be downloaded from the Hamburg Township Purchasing Department website at [hamburg.mi.us](http://hamburg.mi.us). Copies of this solicitation document and any issued addenda may also be obtained from the Purchasing Agent, Hamburg Township Purchasing Department, 10405 Merrill Road, P.O. Box 157, Hamburg, MI 48139, (810) 231-1000 Ext. 210. Please note that if a vendor elects to obtain documents directly from the Purchasing Department, it is then the responsibility of the vendor to contact the Purchasing Agent to find out if any additional addenda or attachments have been issued.

Proposals must be time stamped by the Purchasing Agent by the exact date and time indicated above. Late proposals will not be accepted.

**REQUEST FOR PROPOSAL FOR  
WALLPAPER REMOVAL AND PAINTING OF THE COMMUNITY/SENIOR CENTER**

**Bidder shall provide equipment, materials and labor as follows:**

Description	Square Footage	Total																																																
<p>Bidder shall make their own inspections of the facility to determine on-site conditions. <u>The Township is recommending the use of ceramic or other paint with a durable eggshell finish that can stand up to cleaning.</u> Bidder recommendations are welcome on the type of paint.</p> <p><u>Work to be completed at the Hamburg Twp. Community/Senior Center:</u></p> <ul style="list-style-type: none"> <li>• Strip and remove wallpaper from all of designated areas (listed below); including the removal of as much of the glue/adhesive as possible.</li> <li>• Sand, patch and/or repair any damaged drywall prior to painting.</li> <li>• Prime all surfaces to be painted prior to applying painting.</li> <li>• Paint all of the following: (Colors to be chosen by Senior Coordinator).</li> </ul> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">1. Kitchen</td> <td style="width: 10%; text-align: center;">\$</td> <td style="width: 10%; text-align: right;">450</td> <td style="width: 10%;"></td> </tr> <tr> <td>2. Storage area (Kitchen office)</td> <td></td> <td style="text-align: right;">500</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>3. Lounge (back/west office)</td> <td></td> <td style="text-align: right;">250</td> <td></td> </tr> <tr> <td>4. Hall (west hall)</td> <td></td> <td style="text-align: right;">340</td> <td></td> </tr> <tr> <td>5. Men’s restroom</td> <td></td> <td style="text-align: right;">578</td> <td></td> </tr> <tr> <td>6. Women’s restroom</td> <td></td> <td style="text-align: right;">575</td> <td></td> </tr> <tr> <td>7. Dining room</td> <td></td> <td style="text-align: right;">620</td> <td></td> </tr> <tr> <td>8. Lobby</td> <td></td> <td style="text-align: right;">500</td> <td></td> </tr> <tr> <td>9. Main office</td> <td></td> <td style="text-align: right;">480</td> <td></td> </tr> <tr> <td>10. Corridor (south hall)</td> <td></td> <td style="text-align: right;">550</td> <td></td> </tr> <tr> <td>11. Pool room</td> <td></td> <td style="text-align: right;">580</td> <td></td> </tr> <tr> <td>12. Social room (computer room)</td> <td></td> <td style="text-align: right;">300</td> <td></td> </tr> </table> <p><b>NOTE:</b> Please be advised the two (2) furnace rooms and the closets will <u>not</u> be included in this proposal. Ceilings are also <u>not</u> part of the proposed work – only the walls shall be painted.</p> <p>Contractor shall provide all equipment, materials and labor to complete project.</p>	1. Kitchen	\$	450		2. Storage area (Kitchen office)		500	\$	3. Lounge (back/west office)		250		4. Hall (west hall)		340		5. Men’s restroom		578		6. Women’s restroom		575		7. Dining room		620		8. Lobby		500		9. Main office		480		10. Corridor (south hall)		550		11. Pool room		580		12. Social room (computer room)		300			
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<b>Total Project Cost</b>		<b>\$</b>																																																
<b>Approx. Square Footage</b>			<b>5,723</b>																																															

Bidder exclusions (please list): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Payment terms:**

**Estimated time frame for completion of work:** Please provide the length of time (i.e., days, weeks, etc.) for the work schedule.

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**Suggested paint product(s) to be used:** Paint type should be durable and washable.

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**Alternative to Wallpaper Stripping – Request for Pricing**

Bidder shall provide the Township with pricing for this alternative request for painting the aforementioned areas as listed above without the prior stripping/removal of the wallpaper. Contractor must cut-off any rolled edges or damaged wallpaper and patch or repair cut-outs as necessary for smooth painting surface.

**Please provide pricing to clean, prep and paint over the existing wallpaper.**

1. Paint over wallpaper:                   \$ \_\_\_\_\_

For any additional questions regarding this bid request please contact the Township Clerk, Michael Dolan, on his direct line at (810) 222-1121 or at (810) 231-1000 Ext. 206; or the Senior Center Coordinator, Christine Hoskins, at (810) 222-1140 or (810) 231-1000 Ext. 225.

The undersigned agrees that if the foregoing Proposal shall be accepted by the Owner, he will commence work, within fourteen (14) days (legal holidays excepted) after received notice of such acceptance, and will complete the Project, ready for use, at the price and within the time stated in this Proposal.

The Bidder shall acknowledge that he/she is an equal opportunity employer and that they do not discriminate against other firms due to race, age, gender or physical conditions.

In submitting this bid, it is understood that the right is reserved by the OWNER to accept any bid, to reject any or all bids, and to waive irregularities in bidding in the interest of the OWNER.

Dated and signed this the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

OFFICIAL ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone

BIDDER'S NAME

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By

Title

**Proposal Accepted and Notice to Proceed given:**

By: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Patrick J. Hohl,  
Supervisor, Hamburg Township

**Terms, Conditions and Proposed Agreement**

The selected bidder shall be asked to enter into an Agreement with Hamburg Township that may include, but is not limited to, the following contract provisions:

- The vendor will provide the required services personally and will not subcontract or assign the services without the Township's written approval.
- The vendor will not hire any Township employee to provide any of the required services.
- The vendor will maintain, at its own expense during the term of the Contract, Liability Insurance in an amount acceptable to Hamburg Township and naming Hamburg Township as an additional insured on the policy.
- The vendor awarded the job shall also be required to submit their W-9 form.

**Contract Time Period**

- RFP released 03/09/2017
- Proposals due 2:00 pm on 03/23/2017
- Planned award date on or around 04/04/2017
- Completion date based on estimated time to complete project and may be staged over different periods to avoid disruption of the Senior Center functions or activities.

## **Submissions**

Bidders wishing to be considered for this project should submit two (2) written copies of their proposal to:

Brittany K. Campbell  
Hamburg Township Purchasing Agent  
10405 Merrill Road, P.O. Box 157  
Hamburg, MI 48139  
Email: [bcampbell@hamburg.mi.us](mailto:bcampbell@hamburg.mi.us)

Proposals must be submitted in sealed envelopes or packages with the following information clearly printed on the outside:

1. Name and address of Bidder
2. Due date and time
3. Envelope contents (cost proposal)
4. Project name

Questions about the project should be directed to Senior Center Coordinator Christine Hoskins at (810) 231-1000 Ext. 225 or the Township Clerk, Michael Dolan, at the above address or at:

Telephone: (810) 231-1000 Ext. 206  
Direct Line: (810) 222-1121  
Email: [mdolan@hamburg.mi.us](mailto:mdolan@hamburg.mi.us)

## **PROPOSAL TERMS**

Bidders are hereby advised that Hamburg Township is a public body and its records, including statements submitted in response to this request are considered public records. Hamburg Township reserves the right to retain all submitted materials; to withdraw this request, or any part of this request; to reject any and all responses to the request, to waive any requirements of this request, to waive any minor informalities in a statement, to modify or amend, with the consent of the respective bidder, any statement, if otherwise permitted by law; and to effect any agreement deemed by Hamburg Township to be in its best interest. Hamburg Township also reserves the right to seek additional information from any and all bidders. Hamburg Township shall not be responsible for any costs incurred by bidders in the preparation, submission or presentation of their proposals.

The proposal submitted to Hamburg Township must indicate a not-to-exceed project cost.

If you are interested in submitting a bid to Hamburg Township, please submit two (2) written copies of your response to the RFP no later than **2:00 p.m.** on March 23<sup>rd</sup>, 2017 to:

**Brittany K .Campbell, Purchasing Agent**  
Hamburg Township Offices  
10405 Merrill Road  
P.O. Box 157  
Hamburg, MI 48139

You may also submit your proposal digitally by emailing your bid to [bcampbell@hamburg.mi.us](mailto:bcampbell@hamburg.mi.us) or by fax at (810) 231-4295. Thank you.