INTRODUCTION
The Ypsilanti District Library is seeking proposals from qualified painting contractors to perform work on portions of the interior of the historic Michigan Avenue branch library, located at 229 West Michigan Avenue, Ypsilanti, Michigan 48197.

Proposals are to be addressed to the Library Director in accordance with the instructions and requirements referenced at the end of this document. Bids will be accepted until 5:00 p.m. Wednesday, March 18, 2020.

GENERAL SCOPE OF WORK

A. Furnish all labor, materials and supplies for painting services as follows:

First Floor public areas:
1. Cover to protect all furnishings and materials in the area.
2. Inspect, scrape, repair and prep walls and trim for paint. Frieze and ceiling to remain as-is.
3. Seal/prime and paint walls and trim (3 coats).

First Floor restrooms:
1. Inspect, scrape, repair and prep walls, trim and ceilings for paint.
2. Seal/prime and paint walls, trim and ceilings (3 coats).

Stairway to Basement level:
1. Remove artwork and relocate elsewhere (one piece, very heavy).
2. Inspect, scrape, repair and prep walls for paint.
3. Seal/prime and paint walls, metal toe kick and painted portion of railing (3 coats).

First Floor staff areas (Alternate project -- see section D):
1. Move furniture to accommodate work.
2. Cover to protect all furnishings and materials in the area.
3. Inspect, scrape, repair and prep walls, trim and doors for paint.
4. Seal/prime and paint walls, trim and doors (3 coats).

The painting contractor will provide and perform all painting services in a professional and timely manner.

The contractor will supply all labor, painting equipment and safety equipment in good working condition as to be able to complete the project.

Paint colors, finish, brand and quality to be pre-approved by the Library.

B. Schedule
Work will be performed and completed between Sunday, May 24, and Sunday, May 31. The Library will be closed for business during this time. Library Facilities staff will provide building access between 7 a.m. and 5 p.m. daily.
C. Site Visit
All Contractors submitting proposals shall visit the site and fully examine the existing conditions to be considered for the award of this contract. A mandatory walk-through is scheduled for:

**Tuesday, March 10, 2020 @ 9:30 a.m.**

D. Price
Furnish total cost for painting services in the first three areas specified in the Scope of Work, and a separate cost for the Alternate project. Prices shall be inclusive of all labor, materials, and supplies to complete the outlined services.

* Note: The Ypsilanti District Library is a Government unit and exempt from state sales tax.

E. References
Proposals shall provide at least three client references whose properties are comparable in size, profile and services to the Library. The information that is to be included for each reference: property description and address, the Contractor’s dates of service at the location, and a contact name with job title and telephone number.

F. Insurance and indemnity
The Contractor will be responsible for the payment of any and all deductible amounts required under the insurance coverage. The Contractor will not alter or terminate the insurance coverage without obtaining the Library’s written consent at least thirty (30) days prior to such alteration or termination.

Contractor shall repair or replace at its own cost and expense any damage caused by its employees.

G. General
1. All work shall be performed by properly supervised, trained personnel in accordance with accepted practices.
2. Materials shall be applied in accordance with manufacturer’s directions.
3. Adequate personnel and equipment shall be provided to permit the timely completion of the project.
4. Debris shall be removed from the Library property at the end of each work day at no additional charge. Contractor shall not place debris in Library’s dumpster.
5. Contractor shall carry appropriate coverage for Worker’s Compensation Insurance, Employer’s Liability Insurance, General Liability, Bodily Injury and Property Damage, and Comprehensive Automobile Liability. Proof of coverage will be included in the proposal.
6. Contractor is responsible for damage to the Library resulting from Contractor’s services. The Contractor is responsible for reporting all damages to the Library in writing within seventy-two (72) hours. Contractor will inspect the Library property for pre-existing damage and submit a report detailing all such damage prior to beginning work. Library will review this report with Contractor.
7. Contractor is required to make arrangements satisfactory to the Library to repair any damage to the Library property.
8. Contractor shall hold and save harmless the Ypsilanti District Library from all claims by others whose personnel or property may be damaged or injured by
Contractor, its employees or subcontractors including but not limited to the use of equipment or materials.

9. Contractor shall make reasonable and prompt restitution by cash, replacement or repairs, subject to the approval of the Library, for any damages for which the Contractor is liable, of which the Library shall be sole judge.

10. Contractor shall ensure that its employees and agents conform to all Federal (OSHA), State and Municipal safety and health regulations, and shall assume full responsibility for any violations and/or non-compliance with such regulations.

11. Contractor shall ensure that all of its employees and agents abide by all safety rules and regulations.

12. Contractor shall comply, at all times with any and all local, State or Federal rules, regulations and laws regarding anti-discrimination and equal opportunity in employment.

13. The Library and Contractor shall do a final walkthrough. Contractor shall rectify any incomplete or unsatisfactory work identified prior to billing.

H. Contract provisions
It is the intention of the Library to execute one contract. The Library may terminate Contractor with 48 hours’ notice if Contractor fails or refuses to perform services as described.

I. Rejection of Quotation
The award will be made to that responsible contractor whose proposal, conforming to this Request for Proposals, will be most advantageous to the Library, price and other factors considered. The Board of Trustees for the Ypsilanti District Library reserves the right to reject any and all responses to this Request for Proposals, in whole or in part, and to waive informalities and minor irregularities in quotations received.

J. Proposal Requirements
By 5:00 PM on Wednesday, March 18, 2020, the Contractor shall remit two (2) originals of its Proposal to:

Lisa Hoenig, Director
Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, MI 48197

No fax copies will be accepted.

The Proposal must include: contractor name and contact information, signature, prices, a current insurance certificate and list of references as described above.

Questions regarding this Request for Proposals should be directed to YDL Facilities Services Manager Jim Reed at (734) 482-4110 or jreed@ypsilibrary.org.