

Request for Proposal



Seymour Public Library

161 East Ave

Brockport, NY 14420

Date Issued: April 20, 2023

Request for Proposal

for

Interior Painting

For

**Seymour Public Library
Brockport, NY**

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1.0 GENERAL INFORMATION

1.1 Purpose and Objective

The Seymour Library, originally constructed in 1996, looks to update and modernize its appearance to the benefit of its community, stakeholders, and patrons. The original paint requires updating and refreshing. In order to bring longevity to its mission of serving the communities of Sweden, Clarkson, and the Village of Brockport, the Seymour Library Board of Trustees requests that all painted surfaces within the library be refreshed and modernized.

1.2 Key Events

Due to the public nature of the building, the chosen contractor should plan to work around the library's objective of delivering a quality patron experience. Thus, painting in public areas should only commence during mutually beneficial hours. Certain programming events may require that painting work be halted in specific areas during scheduled events. This will require coordination with the Seymour Library Director to build out a specific schedule for painting in specific areas of the library so as to minimize interference with programming events. The painting schedule should allow for flexibility to accommodate such events.

1.3 Contract Term

The term of this contract will be in effect upon the award date with an end date not to exceed 45 days of the completion date as specified in section 2.3.1 of this RFP to allow for any call-backs on the work performed prior to payment which must be approved by the Seymour Board of Trustees at a regularly scheduled meeting.

1.4 Location of Work

Seymour Public Library
161 East Ave
Brockport, NY 14420
Patrick Pittman, Director email: Patrick.pittman@libraryweb.org

2.0 Statement of Need

2.1 Statement of Work

The library will require paint coverage on all walls including divider panels in the public restrooms. In some areas, wallpaper will either need to receive coverage or be removed. The library seeks to keep a clean, pleasing, and neutral color palette in most areas. However, some areas, namely the Children's Room, may need a color change. Some areas of the walls require plaster repair to bring the overall aesthetic to the expectation set by the community

and its Board of Trustees before paint is to be applied. The final color palettes will be specified by the Director of the library.

2.2 Requirements

Interior paint is required on all walls and bathroom dividers in an approx. 17,000 sqft building. Some areas may require either a paint over or removal of existing wall paper. Contractor is to specify which method will be employed. Color matching on most areas with two coats required. Potential for color change in smaller, less critical areas of the library. Areas of paint can reach up to 12-15 ft in height with some detail work.

Sherwin Williams paint is to be used for all painted surfaces. The Library Director is the final arbiter on any and all painting questions with the contractors.

2.3 Specific Tasks and Schedules

2.3.1 Start and End Date and other Schedules

Desired start date of project to begin late May with an anticipated end date no later than June 30, 2023. The contractor shall expect to perform work with minimal disruption to the public and library operations.

RFQ Issue Date: April 20, 2023

Walk-throughs, questions or request for clarification shall be done by appointment with the Library Director, and shall be complete by May 4, 2023 at 5pm.

All proposals must be sealed and received by 5:00pm Friday May 12, 2023 submitted to the Library Director (see Section 3.2 for details).

Proposals and bids will be unsealed by a sub-committee appointed by the Facilities Chair on Monday May 15, 2023 at 6pm at the library with bid amounts being read in open session at this meeting.

An award for the painting contract will be made by the Seymour Board of Trustees on Wednesday, May 17, 2023 at its regularly scheduled board meeting.

2.3.2 Library Operations Disruptions

It is desirable that there is minimal disruption to library operations and impact to the public while work proceeds. The library holds specific programs throughout the year which need to be taken into consideration when the contractor schedules the work. It is desirable that the contractor performs work during closed hours of operation to minimize said impact. The contractor must collaborate closely with the Library Director to minimize impact to operations and the public.

3.0 Submission Requirements

3.1 Contractor Requirements

- Contractors shall have legal authority to do business in New York State.
- Name, address, telephone number of each participating firm and names of the firm's principal officers.
- A description of each firm's technical capabilities and areas of expertise.
- A description of similar projects completed by each member firm of the team, and the name, address, and telephone number of a reference person for the contracting organization who can be contacted for reference.
- A description of how the project will be organized and managed, who will do the work, including any sub-contract work.
- A schedule of the work to be performed.
- Name and contact information of the project/site manager for the project.
- A list of key personnel who will be assigned to the project by task.
- Contractor and sub-contractors must provide evidence of worker's compensation and disability coverage for all on-site workers
- Contractors and sub-contractors must pay the prevailing rate of wage and supplements to all workers on this project.
- The bidder must provide proof of insurance on behalf of Seymour Library with a minimum liability coverage of \$1,000,000.

3.2 Administrative and Financial Submissions

All bids must be submitted as follows:

- Must be received in Sealed envelopes and not disclosed to any library personnel or other parties before unsealing.
- Each envelope should include two (2) copies of the proposal.
- Submissions shall be made directly to the Library Director by the due date in section 2.3.1. No late submissions will be accepted.
- Bids must include all requested documentation found in this RFQ including the bid amount to perform the work.

4.0 Evaluation and Award Criteria

4.1 Evaluation Criteria

Seymour Library will be applying a 'best value' criterion based on the needs of the library as principally defined in this document.

4.2 Award Criteria

The painting contract will be awarded by the Seymour Board of Trustees at the regularly scheduled May Board meeting. The board reserves the right to reject any and all bids.

The winning bid will be publicly announced within 24 hours of the May Seymour Board of Trustees meeting on the library's website.