

Town of Indian Shores



October 2020

Prepared by:

Town of Indian Shores
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REQUEST FOR PROPOSAL (RFP)

RFP 20-01–Town Hall Painting Interior/Exterior

Acceptance Date: 2:45 p.m. Friday, November 20, 2020

Sealed bid proposals, plainly marked, “Town Hall Painting Interior/Exterior BID 20-01” on the outside of the mailing envelope as well as the sealed bid envelope, addressed to the Administration Department, Town of Indian Shores, 19305 Gulf Blvd, Indian Shores, FL 33785, will be accepted until **2:45 p.m. on Friday, November 20, 2020**, when all bids will be publicly opened and read aloud immediately thereafter.

Bid packages may be obtained from the [Town’s website \(www.myindianshores.com\)](http://www.myindianshores.com) or by contacting the Town Clerk’s Office at the above address, or by calling (727) 595-4020, Ext 203.

The Town of Indian Shores reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the Town.

GENERAL SPECIFICATIONS

Inquiries

All questions regarding the scope of the work for this job should be directed to the Town of Indian Shores Public Services Coordinator at her [email address \(darlyn@myindianshores.com\)](mailto:darlyn@myindianshores.com) no later than 4:00 p.m. on Friday, November 6, 2020. All questions and answers will be posted on the [Town of Indian Shores website \(www.myindianshores.com\)](http://www.myindianshores.com) by close of business on Monday, November 16, 2020.

Competition

It is the Town's intent that this RFP shall permit competition. It shall be the respondent's responsibility to advise the Public Services Coordinator, in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notifications must be received no later than seven days prior to the proposal acceptance date, which is **Friday, November 13, 2020**.

Introduction

Guidelines to Prospective Contractors.

It is the policy of the TOWN that contracts are awarded only to responsible offerers. In order to qualify as responsible, a prospective CONTRACTOR must meet the following standards as they relate to this request:

1. Have the adequate financial resources for performance or can obtain such resources as required during performance.
2. Be licensed in the State of Florida and Pinellas County to perform work as detailed in the Scope of Work.
3. Have the necessary experience, organization, technical and professional qualifications, skills and abilities.
 - a) Be able to comply with the proposed or required time of completion performance schedule.
 - b) Have a satisfactory record of performance.

4. **Completion Timetable:**

RFP Due:	Friday, November 20, 2020
Council Approval:	Tuesday, December 8, 2020
Required Completion Date:	Friday, February 5, 2021

5. **Limitations:** This Request for Proposal does not commit the TOWN to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies.

The TOWN reserves the right to accept or reject any or all statements received as a result of this request or to cancel in part or in its entirety this Request for Proposal, if in the best interest of the TOWN to do so.

6. **Revisions to Request for Proposal:** Any questions or inquiries must be submitted in writing and must be received by the Public Services Coordinator no later than seven (7) calendar days before the RFP date in order to be considered. Any changes to the RFP will be posted to the Town's website and available from the Town Clerk, Freddie Lozano, at flozano@myindianshores.com
7. **Technical Evaluation:** In the evaluation of the proposal the TOWN, at its discretion, may obtain technical support from outside sources. The offerers will agree to fully cooperate with the personnel of the above organization.

Background

The Town of Indian Shores is home to an estimated 1,500 - 6,000 residents and is located on the barrier islands of Pinellas County, Florida.

A no-cost permit must be obtained for the exterior building painting through the Indian Shores Building Department.

Scope of Work:

This building currently serves as town offices. The services requested are:

INTERIOR PAINTING

1. **Repair holes and cracks by filling and sanding to match existing, surrounding texture.**
2. **Clean all interior walls and door trim to remove excess dirt, stains and sanding debris.**
3. **Prime any areas with the potential of bleed through from existing staining.**
4. **Apply (1) coat PPG Manor Hall eggshell interior latex (or approved equal) to all interior walls that match the existing colors.**
5. **Apply (1) coat of PPG Trim paint (or approved equal) to all door trims.**
6. **Inspect all painted surfaces for any missed spots or runs and touch up accordingly.**
7. **Remove all excess paint drips and runs, keeping all areas in their original state of cleanliness.**

8. Interior painting to be completed during prearranged times daily or on nights and weekends if there is no increase in hourly labor fee.

EXTERIOR PAINTING

1. Power wash all exterior surfaces and prep for painting.
2. Fill all cracks, holes or areas of broken, delaminated, or missing stucco with appropriate fill material for that surface.
3. Install new BASF NP1 urethane sealant or approved equal to the stucco wall to window band transition.
4. Inspect all balcony and exterior deck surfaces for delamination of deck coating material. Repair any area of delamination with in-kind material, to the manufacturer's specifications, to prepare for final deck coating.
5. Apply (2) coats of Acry-Shield Max Exterior (or approved equal) that match the existing color to all exterior stucco and EIFS (Exterior Insulation and Finish System) banding. Wall coatings should be applied by rolling application at approximately 225 sq. ft. per gallon yielding a DFT of 3 to 5 mils.
6. Solvent wipe all exterior balcony decks with xylene, and apply (1) coat of BASF 1500 with adhesion promoter. Conduct an adhesion test prior to recoating the balcony decks.
7. Protect all walks, landscaping or other exterior building appurtenances for excess paint spillage.
8. Ensure all areas where exterior painting is performed are returned to their original condition of cleanliness.
9. Exterior Painting can be performed Monday – Saturday beginning at 8 a.m. and ending by 8 p.m. No exterior work may be performed on Sunday per ordinance.

GENERAL REQUIREMENTS FOR INTERIOR/EXTERIOR PAINTING

1. In all circumstances the work to be performed shall be of first-class quality by employees skilled in the respective trade and knowledgeable about the product and equipment being used.
2. The Vendor shall provide a project manager/key representative during the duration of the project to ensure communication with the Indian Shores Public Services Coordinator as necessary.
3. The Vendor shall conduct work in a manner that causes minimum obstruction and inconvenience to town hall operations. Regular business hours are Monday-Friday 8:00 am – 4:00 pm. Most of the interior project work (that which causes disruption) shall be initiated and completed during prearranged business hours through the Public Services Coordinator. Work may be completed during evenings and weekends to limit disruptions if it does not increase the hourly labor fee. The Vendor shall provide barricades, signs or other safety equipment for work areas as necessary as to avoid any unnecessary disruption and/or accidents.

COVID Screening Daily – all employees working on interior painting during working hours must agree to have their temperature taken, be banded with date of temperature check, and wear face coverings and follow CDC social distancing rules when in contact with Town of Indian Shores employees.

GUIDELINES:

4. Existing surfaces and/or other items near areas where painting is occurring shall be protected from sanding dust, paint splatter, spills, overspray and/or other damage that could result from Vendor operations. The Vendor shall use enough drop cloths and protective coverings for the protection of floors, furnishings and adjacent surfaces. The Vendor shall be responsible for repairing, at Vendor's expense, any damage to existing improvements and/or items that result from the Vendor providing inadequate protection from damage.
5. The Indian Shores Administration reserves the right to reject all proposals and to waive any irregularity in the proposals.
6. If a proposal is accepted, it will be presented to the Indian Shores Town Council for acceptance. A contract will be executed thereafter.
7. The Town of Indian Shores reserves the right at any time to alter the specifications to meet increased or decreased needs. If such changes cause an increase/decrease in costs or time required for services, or otherwise affects any other provision of the agreement, an equitable adjustment shall be made and the agreement shall be modified in writing accordingly, prior to any additional work being performed.
8. The Vendor shall perform work and clean-up in accordance with all federal, state and local regulations.
9. The Town of Indian Shores is not responsible for accidents or injuries incurred by the Vendor. The Vendor is required to maintain adequate insurance coverage. The Vendor shall save and hold harmless, pay on behalf of, protect, defend, indemnify the Town of Indian Shores, assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of the Town of Indian Shores or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Vendor, their employees, including losses, expenses or damages sustained by the Town of Indian Shores, as well as the Town of Indian Shores Town Council, agents, and employees from any and all such losses, expenses, damages, demands and claims. The Vendor further agrees

to defend any suit or action brought against the Town of Indian Shores based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Vendor agrees to purchase and maintain, during the life of this contract, contractual liability insurance in the amounts required in the general liability insurance requirements naming the Town of Indian Shores as additional insured. The obligations of the Vendor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Vendor.

10. The Vendor shall not subcontract any of the work to any other company.
11. All respondents to this RFP shall indemnify and hold harmless the Town of Indian Shores and any of their councilors, officers and employees from all suits and claims alleged to be a result of this RFP. The issuance of this RFP constitutes only an invitation to present a proposal. The Town of Indian Shores reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFP. The Town of Indian Shores also reserves the right to seek clarifications, to negotiate with any Vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. If this RFP is withdrawn or the project canceled for any reason, the Town of Indian Shores shall have no liability to any respondent for any costs or expenses incurred in connection with this RFP or otherwise.
12. Failure to submit all the mandatory forms from this RFP package may be just cause for the rejection of the qualification package. However, the Town of Indian Shores reserves the right to decide, on a case by case basis, at its sole discretion, whether or not to reject such a proposal as non-responsive.
13. The Town of Indian Shores reserves the right to award any contract to the next most qualified Vendor, if the successful Vendor does not execute a contract within 14 days of being notified of the selection.

GENERAL SPECIFICATIONS

14. Complete job within 60 calendar days of the project start date.
15. Provide all labor, materials, equipment and supervision for the prep and painting of interior surfaces i.e. walls, jambs, etc. Ceilings are drop tile and do not require painting.
16. All manufactured articles, materials, equipment, etc., shall be applied, installed, connected, erected, used, cleaned and conditioned as directed by

the manufacturer, unless specified to the contrary by the Town of Indian Shores. All materials shall be new and installed for the purpose of which they were manufactured.

SURFACE PREPARATION & APPLICATION

- 17. Surfaces shall be cleaned of all moisture, dirt, oil, grease, rust, and other foreign matter prior to painting. Necessary site preparation such as caulking, scraping, hole repair, priming shall be performed as needed to ensure the utmost quality and integrity of the end product. If surfaces are not in proper condition for painting, Vendor shall contact Public Services Coordinator to discuss a change order prior to repairing or refinishing with work.
- 18. Switch plates, outlet covers, cable plates and phone jack covers are to be removed before work is performed.
- 19. Materials/paint is to be applied evenly by brush or roller without runs, drips, air bubbles or other defects. Surface should be brushed out smooth leaving no/minimum brush marks/roller stipple.

CLEAN-UP & DISPOSAL

- 20. Keep areas free of accumulated debris and construction materials daily. Upon job completion remove all materials, tape and debris. Vendor is responsible for removing spilled or splattered materials/paints from finished items and surfaces including but not limited to trim, fixtures or adjacent surfaces without damaging surfaces.
- 21. Where necessary Vendor is to reinstall hardware, fixtures, light switch/outlet covers and other miscellaneous items that were removed for painting.
- 22. Arrange for non-toxic trash disposal with Public Services Supervisor or Coordinator.

Vendor Qualifications

Please list the qualifications of the Company, other municipalities that have been served and recent references on similar painting contracts.

Insurance

The awarded vendor at their cost will be required to provide a Certificate of Liability Insurance before installation can commence naming the Town of Indian Shores as additional insured. The following standard insurance shall be required:

General Liability:	\$1,000,000	Per Occurrence
	\$2,000,000	Aggregate

Automobile Liability:	\$ 100,000	Bodily Injury per Person
	\$ 300,000	Per Occurrence
Professional Liability:	\$ 500,000	Per Occurrence
	\$1,000,000	Aggregate
Workers Compensation:	\$1,000,000	Per Occurrence (Coverage B – Employer’s Liability)
	\$1,000,000	Per Employee (Coverage A – Statutory)

Reservation of Rights

The Town of Indian Shores reserves the right to reject all or any part of any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town.

Criteria for Reviewing Proposals

In reviewing proposals, the Town will carefully weigh: 1) vendor’s qualifications 2) municipal experience, 2) pricing, 3) delivery of services, and 4) warranty provided.

Submission Requirements:

Items Addressed

The proposal should address all the points outlined in the RFP. The proposal should be prepared simply and economically, providing a straightforward, concise description of the firm’s capabilities to satisfy the requirements of the RFP. While additional data may be presented, the following subjects and questions must be addressed:

1. Name, address, telephone number, fax number and e-mail address of the company, and company website if applicable.
2. Name of contact person and telephone number for purposes of following up on proposal.
3. Narrative including the qualifications of the company and municipal experience.
4. Has the company been in bankruptcy, reorganization or receivership in the last five years? If so, please explain current status.
5. Has the company been disqualified or terminated by any public agency or Town? If so, please explain under what circumstances this disqualification or termination occurred.
6. Proposal must include five (5) copies of the proposal plus one (1) digital/electronic copy.

Firm Pricing

Proposed fees must be firm for Town acceptance for 120 days from acceptance date of proposals. Pricing must be inclusive, clear, and concise, including such other information as requested or required.

Submission

Be sure the proposal is completely and properly identified. The face of the package shall indicate "**Town Hall Painting Interior/Exterior BID 20-01**" and the acceptance date and time.

Prospective bidders must monitor the Town's website for any addendums.

Proposals must be received by the Town of Indian Shores ON or BEFORE 2:45 p.m. on Friday, November 20, 2020. Proposals must be mailed to the Town Clerk, 19305 Gulf Blvd., Indian Shores, FL 33785 OR call for drop-off appointment at (727) 595-4020.

All bids will be publicly opened and read aloud immediately thereafter.

The location of the bid readings will be announced on the Town's [Request for Proposals webpage](https://www.myindianshores.com/2485/Open-RFP) at <https://www.myindianshores.com/2485/Open-RFP> on Monday, November 16, 2020 by 4:00 p.m., and will be based upon and pursuant to Governor Ron DeSantis' Executive Orders on in-person and virtual meetings.

END OF REQUEST FOR PROPOSAL

LATE BIDS WILL NOT BE ACCEPTED