



# **CENTRAL SQUARE**

## **OPERATING COMMITTEE**

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**PHONE: (815) 838-7060 - 222 East 9th Street, Lockport, IL 60441**

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### **REQUEST FOR PROPOSALS**

### **INTERIOR PAINTING AT CENTRAL SQUARE**

**Central Square**  
**222 E. Ninth Street**  
**Lockport, IL 60441**

Central Square seeks proposals for Interior Painting of the Central Square Building, located at 222 E. Ninth Street, Lockport, Illinois. Interested companies ("Bidders") are invited to submit proposals.

**MANDATORY PRE-BID MEETING:** Wednesday, April 6, 2011 10:00 a.m. - 10:30 a.m. at the Central Square Building, 222 E. Ninth Street, Lockport, Illinois. Bidders will examine the conditions and thoroughly acquaint themselves with the obstacles and advantages to perform this work. No extra charge will be allowed to the Contractor for extra work caused by his unfamiliarity with the sites or with these specifications.

**CLOSING DATE:** All proposals must be received by 4:00 PM on Friday, April 15, 2011.

**Services to be Included:**

All services shall be performed in a professional manner.

**Description of Services**

Contractor will repaint the following areas within the Central Square Building:

*First Floor*

- Ceilings/Walls of lobby
- Entrance areas
- Lobby by Gym
- Hallways by gym bathrooms
- All trim

*Second Floor*

- Ceilings/Walls of lobby
- Trim
- Trim outlining office windows
- Walls/Ceiling/Trim in Breakroom

*Third Floor*

- Board Room (ceilings/walls/trim)
- Ceilings/Walls of lobby
- Trim
- Trim outlining office windows

*Staircases/Stairwells*

- Walls
- Handrails
- Trim

**Painting:**

- Painting is to include application at manufacturers' specifications using two (2) coats for maximum coverage unless otherwise specified.
- All paintwork shall be given at least one-year warranty on materials and labor.
- Painting shall be done between the hours of 7:00 am and 6:00 pm on Monday through Saturday unless prior approval is given for extended hours.
- Painting work shall be done in a manner that will create as little disturbance as possible for the residents and employees of Central Square.
- The paint used will be a high quality and must be approved by the Central Square Board designee prior to start up.
- All materials specified and approved shall be delivered in manufacturer's sealed containers, with original labels intact defining the contents therein.
- The contractor must provide the Central Square Board designee a preliminary schedule of all work before undertaking a painting project. The contractor is responsible to coordinate changes in the schedule with the Central Square Board designee to insure that inconvenience to the facility is held to a minimum.
- The contractor shall exercise care in surface preparation and painting, to insure that the workmanship is of the best quality, fully conforming to industry standards. Only skilled workers adequately supervised shall be allowed to work on painting projects.

- All materials are to be applied evenly and with the proper film thickness, in strict compliance with the manufacturer's directions and/or printed instructions.
- All work shall be subject to the approval of the Central Square Board designee. The contractor shall satisfactorily correct any work found in need of correction, due to improper preparation, painting, or workmanship, or as a result of the contractor's negligence prior to the final approval and payment.

#### **Paint Protection and Clean Up:**

- Wherever surface preparation, or finish painting is being performed, all walks, floors, plants and/or shrubbery, or other surfaces and items not to be painted, shall be carefully protected.
- Drop cloths shall be used liberally wherever needed for this protection.
- All painting related debris will be picked up and removed on a daily basis. The definition of debris includes but is not limited to paint cans, rags, and brushes. The ground below all work areas is to be covered and all debris is to be contained and disposed of properly.
- Painting brushes and other painting tools are to be cleaned at a distance from flowerbeds, shrubbery, trees, walkways, parking lots and grassy areas.
- On a daily basis the contractor shall comply with the requirements of the EPA Lead Awareness Program.

#### **Painting Safety:**

- All ladders are to be taken down daily and stored in a safe place away from any traffic areas.
- Wet paint signs and clearly marked areas shall be roped off whenever necessary.
- All areas in the area of spray work are to be moved or covered.
- All workers are to take the appropriate precautions to prevent any injury to themselves, residents and municipal employees.

#### **Painting Insurance:**

Contractors must provide evidence of Property Damage and Public Liability Insurance and sign an "Indemnification Agreement" prior to commencement of any work.

#### **Notification:**

- Any injury on the job must be reported to the Central Square Board designee within twenty-four (24) hours from the time of the accident or injury.
- Any Additional work uncovered during the normal painting process shall be reported immediately to the Central Square Board designee.

#### **Commencement and Completion of Work:**

- A payment schedule must be submitted and approved prior to the commencement of the work.
- The project shall begin no later than 30 days after the execution of a contract between the winning Bidder and the Central Square Committee, or on such other date as agreed by both parties to the contract.
- The project shall begin with a meeting between the Central Square designee and the winning Bidder.
- The contractor and a designated representative of Central Square will inspect all work as the work progresses. The contractor prior to the final approval and final payment shall satisfactorily correct any work found in need of correction, due to improper preparation, painting or workmanship, or as a result off the contractor's negligence

#### **Contractor Responsibility**

The Contractor is responsible for determining the applicability of and complying with any and all statutes, regulations, ordinances, etc., which govern the Contractor's performance. All applicable

federal, state and local laws, rules and regulations governing the performance required by Contractor shall apply to any agreements. Central Square shall not be responsible for monitoring Contractors' compliance.

**Contract Awards:**

This solicitation does not commit Central Square to award a contract, to pay any cost incurred with the preparation of a proposal, or to procure or contract for services or supplies. Central Square reserves the right to reject any or all proposals, or to accept the proposal that Central Square deems to be in the best interest of Central Square, regardless of lowest bid amount. Central Square reserves the right to request additional data or information or a presentation in support of written proposals. However, Central Square may award a contract based on offers received, without additional submissions. Accordingly, the proposal should be submitted on the most favorable terms from all aspects, which the Bidder can submit.

**Prevailing Wage**

Pursuant to the Illinois Prevailing Wage Act (820 ILCS 13011 et seq.), not less than the prevailing rate of wages as determined by the Illinois Department of Labor, Central Square, or court on review shall be paid by the vendor/contractor to all laborers, workers and mechanics performing work under this Request for Proposal. All vendor's/contractor's bonds shall include a provision as will guarantee the faithful performance of all obligations under the Illinois Prevailing Wage Act.

Sincerely,

Central Square

## **Proposal Format and Content**

Proposals should be brief and concise, yet with sufficient detail to allow for a thorough evaluation. Firms should clearly define and separate the different aspects of their proposal.

Proposals should include the cost of labor, material, leasing of any lift that may be necessary, insurance and any related costs covering the scope of the work, unless otherwise specified, in order to complete the work in a satisfactory workmanlike manner.

Each proposal shall include as a minimum the following information in this format:

### **Introduction**

Present an introduction to the proposal describing the firm's understanding of the desired work.

### **Qualifications**

Include a brief description of the firm's background, recent experience with similar projects, and resumes of those proposed to work on the project.

### **Schedule**

Include a schedule regarding the work.

### **Costs**

Submit a cost proposal that includes all work requirements.

### **References**

List clients for whom similar work or comparable services have been performed. Include the contact information of the appropriate contact person.

### **Start Date**

List your available date to start work for Central Square.

### **Point of Contact**

Each proposal shall provide a point of contact with an e-mail address prior to submission to allow for communication concerning questions and addendums.

## Submittal

- A. Submit a total of 8 copies to:
- Central Square  
Attn: Tim Schloneger  
222 E. Ninth Street  
Lockport, IL 60441
- B. Show the following information on the outside of the package:
- Business or firm's name and address
  - Central Square Painting RFP
  - Date of Submission of Proposal
- C. The proposal must be received at the above address by the closing date and time. Firms mailing or shipping their proposals must allow sufficient delivery time to ensure timely receipt of their proposals. Late proposals will not be accepted.
- D. Closing Date: All proposals must be received by 4:00 PM on Friday, April 15, 2011.
- E. Central Square reserves the right to reject any or all proposals for any reason.
- F. All questions should be submitted by email to Tim Schloneger at [tschloneger@lockport.org](mailto:tschloneger@lockport.org). To ensure all parties receive the same information, no questions will be taken by phone. All questions, with their corresponding answers will be emailed to all firms in a timely manner. Please email [tschloneger@lockport.org](mailto:tschloneger@lockport.org) with a contact email to which all questions and answers should be copied.
- G. Central Square reserves the right to issue information packets to only those teams it deems qualified.
- H. Central Square reserves the right to issue addendums to clarify questions as they arise.