

REQUEST FOR PROPOSAL

2017 Hartford Terrace Painting and Drywall RFP

The Muskegon Housing Commission is soliciting proposals from licensed contractors or painters for the painting and drywall of ten (10) hallways at its Hartford Terrace Apartment Complex located at 1080 Terrace Street Muskegon, MI 49442.

Scope of Services

The following is a listing of the projected scope of work. The Contractor shall complete the following for ten (10) hallway floors (2nd -11th) at Hartford Terrace:

Hallway Ceiling

Prep entire hallway ceiling for primer and application of popcorn ceiling.
Prime entire hallway ceiling surface.
Apply Popcorn Ceiling texture with Purchasing Manager's approval of color.
Clean any excess paint from floor, walls, etc.

Hallway Walls

Prime all hallway wall surfaces, excluding all trim.
Apply Purchasing Manager's approved paint color.
Clean any excess paint from floor, ceiling, trim, etc.

Hallway Trim

Prime all hallway apartment door and elevator trim.
Apply Purchasing Manager's approved paint color to all hallway apartment door and elevator trim
Clean any excess paint from floor, ceiling, walls, etc.

Hallway Base Molding

Remove existing vinyl base molding throughout hallway and properly dispose.
Install Purchasing Manager's approved vinyl base molding throughout hallway.

Please see Appendix A as Contractor is responsible for verifying dimensions. Working hours will be 8:30 am to 5:00 pm, Monday thru Friday. All work to be performed under the supervision of a licensed contractor/painter.

Instructions for Proposal

In your proposal, please answer the following questions:

1. Experience: What experience does your firm bring in completing similar commercial work?
 - a. Please specifically describe your firm's history, leadership, organization structure, and experience with Public Housing Authorities, non-profit organizations, and/or local branches of government.
 - b. Please provide three references that we might contact to further evaluate your services. If possible, we would prefer to contact Public Housing Authorities, non-profit organizations, and/or local branches of government in Michigan.

Proposal Requirements

In your proposal, please include the following documentation:

1. Signature Page (attached)
2. Bid Submission Sheet (attached)

3. Proof of Painting or Contractor License
4. Completed HUD Form #5369-C

Additional Proposal Details

Federal funds are being used for this work and Davis-Bacon Prevailing Wage Rates apply.

Additional Evaluation Points will be awarded to Proposals with Section 3 Preference. Please include if you are applying for a Section 3 business preference.

Proposals are to be sent to the attention of Gerald Minott, Muskegon Housing Commission, 1080 Terrace Street, Muskegon, MI 49442. Questions or concerns may be directed to Robert Wilcox, 231-722-2647 ext. 105.

Proposal Evaluation

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
1	30 points	Objective	The PROPOSED COSTS the proposer proposes to charge the HA.
2	20 points	Subjective (Technical)	The proposer's DEMONSTRATED UNDERSTANDING of the REQUIREMENT ;
3	20 points	Subjective (Technical)	The proposer's TECHNICAL CAPABILITIES (in terms of personnel, equipment and materials) and the MANAGEMENT PLAN (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.).
4	20 points	Subjective (Technical)	The proposer's DEMONSTRATED EXPERIENCE in performing similar work and the proposer's DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.
6	10 points	Subjective (Technical)	The OVERALL QUALITY AND PROFESSIONAL APPEARANCE OF THE PROPOSAL SUBMITTED , based upon the opinion of the evaluators.
	100 points	100 points	Total Points (other than preference points)

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
7		Objective	PROPOSER DIVERSITY (NOTE: A max of 10 points awarded.)
7a	10 points		HA resident-owned business.
7b	7 points		Woman- or minority-owned business
7c	5 points		Joint venture with A woman-, minority- or HA resident-owned business.
7d	3 points		Practice and history of employing minority and/or women in professional positions.
8		Objective	SECTION 3 BUSINESS PREFERENCE PARTICIPATION: A firm that qualifies for Section 3 status as outlined in their proposal. (NOTE: A max of 15 points awarded).
8a	15 points		Awarding firm agrees to hire residents for contracted work.

	25 points	Total Possible Points
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Proposal Timeline

Pre-Bid Walkthrough is 9:00 a.m. Thursday, January 12, 2017. **You must RSVP for this Walkthrough by calling 231-722-2647.**

Bids are due by 11:00 a.m., Wednesday, January 25, 2017.

Bids will be opened at 11:30 a.m. on Wednesday, January 25, 2017.

The Muskegon Housing Commission reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the Housing Commission to be in its best interests.

SIGNATURE PAGE

This form must be returned, properly executed. Please include this page as a part of your bid proposal. In compliance with the Request for a Proposal made by the Muskegon Housing Commission the undersigned proposes to furnish and deliver all services in accordance with the accompanying descriptions and instructions in the RFP.

The undersigned also asserts that:

- This proposal is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purchase, and is in all respects fair and without collusion or fraud.
- No member of the Muskegon Housing Commission Board nor any officer, employee or person whose salary is payable in whole or in part by the respective boards is directly or indirectly interested in this proposal or in the services to which it relates, or in any portion of the profits thereof.
- All prices herein are net and exclusive of all federal, state and municipal sales and excise taxes.
- Said bidder clearly understands that the Muskegon Housing Commission will be the sole judge in determining the quality of services as being equal to or in compliance with the descriptions set forth in the RFP.

Company: _____

Name: _____

Signature of above: _____

Title: _____

Address: _____

Telephone: _____

Date: _____

Are you a small business? Yes _____ No _____

Are you a minority business? Yes _____ No _____

If yes, list minority: _____

BID SUBMISSION SHEET

Supply Cost \$ _____ Labor Cost \$ _____

Additional Expenses (if any) \$ _____

Total Bid \$ _____

Name/Title

Company Name

Telephone

Address

Approximate Installation Date

City/State/Zip

Exceptions, additions or deviations from specifications

I, _____, a duly authorized representative of the Bidding firm, agree to provide all goods and services included in this bid submittal in accordance with all applicable federal, state and local laws, regulations and ordinances and, further, to hold the Muskegon Housing Commission harmless should any judgment be rendered against our firm for violations(s) during the performance of this project. The undersigned does, by his/her signature, indicate he/she has read, understands and will comply with all requirements and conditions of the specifications.

Signature

Date

Appendix A

Approximate Dimensions of Scope of Work

Each Paintable Hall

3,682 Square Feet with 520' X 8' Walls

374 Linear Feet of Door Trim

1,822 Square Feet of Ceiling

Awarded Contractor is responsible to verify all dimensions and spaces.