



Request For Proposals  
for  
Interior Painting at City Hall

**September 3, 2014**

**1. Mauldin Introduction.**

The City of Mauldin is seeking bids for re-painting of the interior of City Hall.

**2. Scope of Work.**

- A. Please see attached floor plans for reference and square footage. City Hall is approximately 23,889 square feet. All ceiling heights are 8-10 feet.
- B. Sherwin Williams paint colors are as follows:
  - a. Overall Field Color –Macadamia SW6142, Acrylic Latex Eggshell
  - b. Overall Trim Color –Dapper Tan SW6144, Acrylic Latex Semi-Gloss
  - c. Accent Color –Classic French Gray SW0077, Acrylic Latex Eggshell
  - d. Accent Color –Curio Gray SW0024, Acrylic Latex Eggshell
- C. Removal and disposal of rubber base.
- D. Job must be started by November 3 and completed within 10 business days.
- E. Provide all labor, materials, equipment, and supervision for the prep and painting of existing interior surfaces, i.e. walls, doors, jambs, window frames. Ceilings are drop tile and do not require painting. Please note significant trim work on stairs and in courtroom.
- F. Work areas may be occupied and require moving and repositioning of office equipment and furniture. Provide all labor, equipment, hand tools, materials and supervision required to perform all such work associated with project.
- G. Contractor shall protect all surrounding furniture, surfaces mechanical, electrical, computer hardware and other sensitive components from sanding dust, paint splatter, spills and/or overspray. Use sufficient drop cloths and protective coverings for the protection of floors, furnishings and adjacent surfaces. Contractor shall be responsible for providing and for the placement of barricades, drop cloths, tarps, plastic, flag tape and any other safety equipment required to protect the public and employees in the work area. Contractor shall be responsible for the security of his or her equipment and materials.
- H. All clean up shall comply with all applicable Federal, State, and local laws and regulations. Contractor shall remove paint where spilled, splashed, splattered or sprayed as work progresses using means and materials that are not detrimental to affected surfaces. Contractor shall, at all times, keep the site free from accumulation of waste materials, debris or rubbish caused by his or her employees at work. Contractor shall remove from the site all tools, surplus materials, debris or rubbish and shall leave the site and the work in a neat and orderly fashion at the completion of the work. Whenever possible, clean up shall be conducted with water or water-based agents. Contractors may not utilize on-site office trash cans.

Arrangements may be made, in advance, for the use of City owned or leased waste containers for disposal of the above.

**3. Insurance**

- A. The Firm will maintain or carry Commercial General Liability Insurance coverage in an amount not less than \$1,000,000 over the primary insurance.
- B. The Firm will maintain Worker’s Compensation Insurance for all of its employees connected to this agreement. Such insurance shall comply with all applicable state laws and shall be in an amount determined by the South Carolina Workers Compensation Statutory Limits.
- C. The Firm shall provide the City a Certificate of Insurance showing proof of insurance. Certificates containing wording that releases the insurance company from liability for non-notification of cancellation of the insurance policy are not acceptable.
- D. The Firm and/ or its insurers are responsible for payment of any liability arising out of Workers’ Compensation, unemployment, or employee benefits offered to its employees.
- E. All said insurance shall contain a provision that coverage afforded under the policies will not be cancelled unless and until thirty (30) days prior written notice has been given to the City.

**4. Pre-Bid Meeting**

A pre-bid walk-through will be held on September 11, 2014 at 10am. No other walk-throughs or meetings will be provided. All questions should be emailed to [cmiller@mauldincitysc.com](mailto:cmiller@mauldincitysc.com) .

**5. Minimum Qualifications**

- Firms must have a minimum of 5 years of experience in providing related services.
- Firms must provide at least 3 references.
- Firms must have no conflict of interest issues while under contract to the City for these services.

6. **Guidelines for RFP Evaluation**

The following principals will govern this RFP review, evaluation and selection process:

- Clear, complete and accurate responses to RFP requirements
- Satisfactory responses to issues and requirements as determined by the City of Mauldin.
- Competitive cost solution and reasonable timeline.
- Experience in providing this service.

*The City of Mauldin will be the final arbiter for determining firm compliance with these principles.*

6. **Submittal Information**

Submittal of proposals must be received no later than **3PM, September 25, 2014.**

Sealed submittals can be mailed to:

**Cindy Miller**  
**Municipal Clerk**  
**PO Box 249**  
**Mauldin, SC 29662**

Any offer submitted as a result of this Request for Proposals (RFP) shall be binding on the firm for forty-five (45) calendar days following the specified opening date. Any offer for which the vendor specifies a shorter acceptance period will be rejected.

7. **Deadline Enforced**

PROPOSALS DELIVERED AFTER THE TIME AND DATE SET FOR RECEIPT OF PROPOSALS SHALL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED TO THE FIRM. IT IS THE POTENTIAL FIRM'S RESPONSIBILITY TO ENSURE TIMELY DELIVERY OF THEIR PROPOSAL. WEATHER, FLIGHT DELAYS, CARRIER ERRORS AND OTHER ACTS OF OTHERWISE EXCUSABLE NEGLIGENCE ARE RISKS ALLOCATED TO FIRMS AND WILL NOT BE EXEMPTED FROM DEADLINE REQUIREMENTS. TELEPHONE OR FACSIMILE PROPOSALS WILL NOT BE ACCEPTED.

8. **General Procurement**

Firms are cautioned that any statements made by City staff or advisors that materially change any portion of this document are NOT binding on the City, and shall not be relied upon unless subsequently ratified by written amendment. All changes shall be in the form of a written amendment. Oral information obtained otherwise will NOT be considered in awarding a contract.

Your proposal or bid is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your proposal or bid.

The City accepts no responsibility for any expenses incurred by the Firm in the preparation and presentation of an offer. Such expenses shall be borne exclusively by the firm.

The City of Mauldin reserves the right to reject any or all offers; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the offers submitted; and to award the contract according to the offer which best serves the interest of the City, or to not award the contract if the City determines that it is not in its best interest to do so.

All submittals shall become the property of the City of Mauldin, and shall not be returned to the vendor, provided that all proprietary information and/or processes of the vendor contained therein, if any, shall remain the property of the vendor. All information qualifying as proprietary under the South Carolina Freedom of Information Act, and designated as such, shall be considered confidential and such information shall not be subject to review by outside individuals or organizations, except as may be compelled by judicial process and in accordance with applicable laws, regulations and City policies. All proprietary information must be clearly marked as "Proprietary".

If the Offeror discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, Offeror/Proposer shall immediately notify the City of such error in writing and request modification or clarification of the document. The Proposer is responsible for clarifying any ambiguity, conflict, discrepancy; omission or other error in the RFP or it shall be deemed waived.

The words "Bidder", "Firm", "Supplier", "Offeror", "Contractor", "Proposer", "Respondent" and "Firm" are used interchangeably throughout this proposal, and are used in place of the person, firm, or corporation submitting a proposal on the scope of services or any part thereof.

**9. Award of Contract**

The City of Mauldin reserves the right to reject any or all proposals, to waive any informality in any proposal, to act as sole judge of the merit of each response submitted, to select a firm based on the criteria stated.

**10. Requirements**

The successful firm shall comply with all instructions and shall perform services in a manner commensurate with the highest professional standards by qualified and experienced personnel. The successful firm must obtain all business license(s) required by the Mauldin City Code and ordinances. A business License is not required to submit a bid or proposal.