

COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI

REQUEST FOR PROPOSAL:

VIKING WOODS INTERIOR PAINTING



RFP #1903002
Mandatory Pre-Proposal Meeting:
April 9, 2019, 10:00 A.M.
Proposal Due Date:
April 18, 2019, not later than 2:00 P.M.

Sheree Bell
Director of Purchasing
sbell6@jeffco.edu
636-481-3119

Kristen Yelton
Director of Residential and Student Life
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Community College District of Jefferson County
1000 Viking Drive
Hillsboro, MO 63050

RFP #1903002
Viking Woods Interior Painting

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April 9, 2019, 10:00 A.M.

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April 18, 2019, not later than
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I. GENERAL CONDITIONS

The Community College District of Jefferson County is requesting sealed proposals for interior painting at the Viking Woods student housing complex on the Jefferson College, Hillsboro, Missouri campus. Proposals are to be received **on or before 2:00 p.m., April 18, 2019**, at the College Business Office, Attention: Sheree Bell, Director of Purchasing. Proposals must be sealed in an envelope and clearly marked on the outside in the lower left hand corner "**RFP #1903002 Interior Painting**". Failure to comply with this provision of the specification may result in the rejection of the proposal. It is the responsibility of the vendor to confirm the delivery of the proposal at the proper place and time. There will not be any exceptions made for proposals delivered late or to the wrong location. **Faxed, emailed, or oral proposals will not be accepted.**

All proposals are to be F.O.B. Jefferson College/prepaid, delivered and be valid for 60 days after closing date. The Community College District of Jefferson County is a public institution and is exempt from all federal, state, and local taxes. Do not include any taxes in the quotation. Jefferson College reserves the right to reject any or all proposals in whole or in part and waive any informality.

Proposal award will be made on or about May 9, 2019, and Purchase Order will be placed immediately thereafter. Successful Contractor will be notified of the award and order details will be completed.

There will be a mandatory pre-proposal meeting on the Hillsboro campus at the Buildings and Grounds Department conference room, Building 1051. The meeting will be held at 10:00 a.m., April 9, 2019.

If additional information is required, contact Dale Richardson at 636-481-3501.

II. GENERAL SPECIFICATIONS

- Contractors must specify any deviation in specifications.
- Contractors are to provide complete and finished scope of work.
- Contractors are responsible for reviewing existing conditions.
- Contractor to arrange with Buildings and Grounds for placement/staging of materials before and after work. The delivery, staging, and work schedule shall be at the convenience of the College.
- All work area locations to be cleaned up daily.
- Contractors are to ensure that all materials and tools are secured throughout the workday to ensure the highest safety for faculty, staff, and students.
- Proposals must be completed on the form provided.
- Contractors must supply at least three references including name of company, contact person, telephone number and email address.
- The contract shall be AIA Form A105 Standard Form of Agreement between Owner and Contractor for Small Commercial Project.

III. SCOPE OF WORK

Jefferson College is soliciting proposals to provide all labor, equipment, paint, and other items required to complete the lawful painting of 27 apartments (apartment numbers to be determined) at the Viking Woods student housing complex on the Hillsboro campus.

This project is subject to the Jefferson College Board of Trustees approval of funding on May 9, 2019.

A. GENERAL SPECIFICATIONS

1. Apartments:

a) 27 Apartments (apartment numbers to be determined):

- Each apartment is approximately 880 sq. ft. (field verify).
- Each apartment has 4 bedrooms, 2 bathrooms, 1 kitchen, and 1 living room.

b) Painting:

- Contractor to provide all labor, equipment, paint, and other items needed to complete the scope.
- Clean and repair minor defects in the walls and ceilings.
- Walls to be painted with one coat of Sherwin Williams Sher Scrub Navajo White paint.
- Ceilings to be painted with one coat of Sherwin Williams Sher Scrub Navajo White paint.

2. Alternate:

a) Additional Work:

- Provide an hourly rate, for potential additional work, to be determined pending budget approval.

IV. INSURANCE AND BONDS

- A. Each proposal shall be accompanied by a five percent proposal bond from a bonding company satisfactory to the Community College District of Jefferson County. Proposal security is required as guarantee that Contractor will enter into a written contract and furnish performance and payment bonds; and if successful Contractor fails to do so

within 30 days from the date of closing of the proposals, proposal security will be called in by the College.

- B. The successful Contractor shall furnish a performance and payment bond for 100 percent of the completed contract amount as security for the faithful performance of the contract.
- C. The Contractor shall submit to the College a “Certificate of Insurance” for all insurance required under this provision. The Contractor shall provide and maintain in effect during the life of the project and warranty period the following coverage, **for which Jefferson College shall be named as “an additional insured”**.

Worker’s compensation

Statutory limits

Comprehensive general liability

(including premises-operations;

Independent Contractors’ protective;

Products and completed operations;

Broad form property damage):

Bodily injury:

Each occurrence \$ 500,000

Aggregate, products

And completed operations \$1,000,000

Property damage:

Each occurrence \$ 500,000

Aggregate \$1,000,000

Products and completed operations

Insurance shall be maintained for

The duration of construction and
Contractor shall continue to
Provide evidence of such coverage to
College during the construction period.

Property damage liability insurance
Shall include coverage for the
Following hazards:

Explosion
Collapse
Underground

Contractual liability:

Bodily injury	\$ 500,000
Property damage	\$ 500,000

Comprehensive automobile liability:
(owned, non-owned, and hired)

Bodily injury:	
Each person	\$ 500,000
Each accident	\$1,000,000
Property damage	\$1,000,000

V. COMMENCING AND COMPLETION OF WORK

Work to be performed during the hours of 7:00 a.m. – 4:30 p.m., Monday through Friday. Substantial completion for this project is July 24, 2019.

VI. PROJECT ADMINISTRATION

The College Director of Residential and Student Life shall be the College's representative on the project. The Director of Buildings and Grounds shall have the sole authority, after consultation with College officials, to approve any changes in the scope of the project, specifications, or other matters relative to the project.

Dale Richardson
Director of Buildings and Grounds
Jefferson College
1000 Viking Drive
Hillsboro, MO 63050
Telephone: 636-481-3501
Email: drichar6@jeffco.edu

Kristen Yelton
Director of Residential and
Student Life
Jefferson College
806 Mel Carnahan Drive
Hillsboro, MO 63050
Telephone: 636-481-3296
Email: kvelton@jeffco.edu

VII. PROPOSAL FORM

Proposals must be completed on the attached proposal form.

VII. WARRANTIES

Contractor shall guarantee workmanship for a period of one year after the date of substantial completion as determined by the College and Contractor. Material warranties will be the maximum offered by the manufacturer.

IX. INDEMNITY

Contractor agrees to indemnify and hold harmless the Community College District of Jefferson County and its directors, officers, employees, and agents from and against any and all liabilities, losses, damages, costs, and expenses of any kind (including without limitation, reasonable legal fees and expenses in connection with any investigative, administrative, or judicial proceeding, whether or not designated

a party thereto) which may be suffered by, incurred by or threatened against the College or directors, officers, employees, or agents of the College on account of or resulting from injury or claim of injury to person or property arising from Contractor's actions or omissions relating to this Agreement or arising out of Contractor's breach or failure to perform any term, covenant, condition, or agreement herein provided to be performed by the Contractor.

X. GUIDELINES

1. All workmanship must be in a professional manner and performed in a timely manner. Scheduling of work shall be coordinated with the Director of Buildings and Grounds.
2. The normal activities of the college will be ongoing and must not be interrupted by these projects. Safety of pedestrians is the responsibility of the contractor.
3. Loud conversations, playing music, foul language, less than professional conduct by the contractor's workers will not be tolerated.
4. Parking, off-loading of materials and storage of tools and/or materials shall be coordinated with the Director of Buildings and Grounds.
5. Disposal of used materials from the project must be in a lawful manner and college dumpsters will not be used by the contractor nor their workers, unless authorized by the Director of Buildings and Grounds.
6. Restrooms are available to the contractor's workers in the buildings.
7. Electric and other utilities in the buildings are available to the contractor.
8. The job site must be cleaned up each evening and before leaving for the weekend. Materials, tools, etc. must be stored in the room(s) impacted by the project.
9. Parking for the contractor's workers shall be coordinated with the college staff.
10. Dumpster locations shall be coordinated with the Director of Buildings & Grounds.
11. The use of all tobacco and smoke-related products is prohibited on all properties owned or leased by Jefferson College, including buildings, facilities, and student housing, as well as outdoor areas such as sidewalks, parking lots, athletic fields, and common areas. The goal of the policy is to promote a healthy environment for all who utilize the College and its facilities.

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Jefferson County
1000 Viking Woods Drive
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April 18, 2019
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PROPOSAL FORM

Base Proposal:

Quote to perform work as outlined in Section III SCOPE OF WORK for 27 apartments:

TOTAL: \$ _____

Alternate:

Additional work: hourly rate to provide labor, equipment, and paint:

RATE: \$ _____

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____ PHONE: _____

COMPANY: _____

ADDRESS:

EMAIL: _____

REFERENCES

Company

Contact

Telephone/Email

Address

Company

Contact

Telephone/Email

Address

Company

Contact

Telephone/Email

Address