

**RFP 20-2017**  
**Request for Proposal**  
**Residential Interior Painting Services**

Boulder Housing Partners, identified hereafter as BHP, is requesting bid proposals from companies to provide the following services for multi-family housing sites.

- **As-Needed Residential Interior Painting Services**

**GENERAL**

Boulder Housing Partners will award contracts to the top bidders for the above listed contract. BHP anticipates selecting two contractors for each available contract, but may select just one or more than two. A contract will be generated for a term of three years, with an option to renew for two additional one year terms. Prices for services will be frozen for a period of three years at amounts proposed and agreed to in said contracts for the term of the contracts. Exceptions will be noted.

All interested qualified parties should contact Jessica Kenney at BHP at (720) 564-4628 or [kenneyj@boulderhousing.org](mailto:kenneyj@boulderhousing.org). The bid packet is available for downloading from our website, <https://boulderhousing.org/bidsrfps> on August 21, 2017. The bid packet with attachments will be listed as Request for Proposal, **RFP 20-2017, Residential Interior Painting Services**.

Submittals are due via email only on September 19, 2017 by 4:00pm. Please submit all proposals to [kenneyj@boulderhousing.org](mailto:kenneyj@boulderhousing.org), the subject line of the email MUST read "**RFP 20-2017**". Any proposal received after the due date and time will not be accepted. No mailed, hand-delivered or faxed submissions will be accepted.

**Summary of RFP Dates:**

- **August 21, 2017:** RFP Package Available
- **September 19, 2017:** RFP Proposal Submission Deadline, 4:00 pm
- **September 29, 2017:** Award of Contract and Notification

### **About Boulder Housing Partners**

BHP is the Housing Authority for the City of Boulder, a quasi-governmental organization created in 1966 by the City Council of the City of Boulder. It was established as a housing authority under state law to provide safe and sanitary housing to low and moderate-income households in the City of Boulder.

We own and manage 1200 units of affordable housing in Boulder, making a strong contribution to City Council's goal that 10% of all housing is permanently affordable. Please refer to our website for additional information: [www.boulderhousing.org](http://www.boulderhousing.org).

### **Submittal Requirements and Format:**

Submittals from contractors will not be evaluated unless BHP receives submittal letter and supporting data which shall include the following list of items and in this order. Submittals are prepared at the firm's expense and upon submission become the property of BHP and therefore become a matter of public record once the successful firm has been chosen and contract awarded.

#### **To be included in the submission in this order:**

1. Cover letter of no more than one page that includes a written summary of why your firm would provide excellent service to BHP.
2. Owner's name, company name, address, phone, fax, and email.
3. Type of work contractor is licensed to perform and any other specialization of the firm.
4. Pricing as requested in the pricing table. Please copy and use the pricing table(s) for your submission.
5. Insurance Company Name, address, phone, fax, and email.
6. Proof of General Liability, Workers Compensation, Automobile Insurance, and Pollution Insurance (if applicable). Appropriate limits for insurance are listed in the attached contract. If a contract is awarded, BHP must be named on your insurance forms.
7. List and description of projects or work in which the firm has participated in the past three years. Please be sure to clearly notate which projects occurred within the City of Boulder and/or for BHP or a similar organization or governmental entity.

8. Organizational chart or description of principals and individuals responsible for work.
9. Two references for whom the firm has performed related work for in the last three years.
10. Please include whether your firm is certified as a Minority-Owned Business Enterprise (MBE), Woman-Owned Business Enterprise, or a Section 3 Business Enterprise.
11. If you are a PERA retiree, please include this in your proposal.
12. Sample Contract. If your firm needs additional language or addendums to the contract as provided in this RFP, please provide with proposal.

## **SELECTION CRITERIA**

BHP will use the following selection criteria to select the top firms for each service contract identified. The selection criteria are based on a 100 point evaluation:

<b>Criteria</b>	<b>Points on 100 point Basis</b>
Pricing	40 points
Ability and Experience in performing the required service	30 points
References	20 points
Complete Proposal and Ability to sign BHP contract	10 points

Boulder Housing Partners does business in accordance with the Federal Fair Housing Law (the Fair Housing Amendments Act of 1988). BHP shall not discriminate against or in favor of any bidder on the basis of race, religion, sex or sexual preference, age, national origin, disability or political affiliation.

## **BHP RESERVATION OF RIGHTS**

1. BHP 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 BHP to be in its best interests.
2. BHP reserves the right not to award a contract pursuant to this RFP.
3. BHP reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful bidder.
4. BHP reserves the right to inspect work at any time during the ongoing work.
5. BHP reserves the right to determine the days, hours and locations that the successful bidder shall provide the services called for in this RFP.
6. BHP reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of BHP Procurement Officer.
7. BHP reserves the right to negotiate the fees proposed by the bidder.
8. BHP reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not limited to incomplete proposals and/or proposals offering alternate or non-requested services.
9. BHP shall have no obligation to compensate any bidder for any costs incurred in responding to this RFP.
10. BHP shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a bidder or reject any proposal submitted that does not conform to any of the requirements detailed herein.

### **Additional Requirements Once Contract Signed**

The contract generated by this RFP may be cancelled by BHP for noncompliance with specifications, inability to perform the contracting requirements of BHP or continued safety hazards. The cancellation notification shall state the cause or reason for the cancellation. Such cancellation would be at no charge to BHP other than for work authorized and completed at the time of termination.

The contractor shall provide all items, articles, operations mentioned or herein specified, related labor services, tools, equipment, transportation and incidentals necessary and required for satisfactory, acceptable completion of the contracted work or delivery of materials. Owner may inspect work at any time during the ongoing work. Should a problem with the materials or the work performed by the Contractor occur during the course of this contract, and should it be shown that the cause of this problem is faulty work, the Contractor shall repair such problem fully at Contractor's own expense. After completion of work, Contractor will return the site to its original condition as determined by the Managing Agent. Any work required to return the property to its original condition will be at the Contractor's expense. Contractor will repair damage to the site which is caused by the contractor. After completion of work, Contractor will return the site to its original condition as determined by the Managing Agent. Any work required to return the property to its original condition will be at Contractor's expense. Contractor will repair damage to the site which is caused by the contractor.

Contractor shall be responsible for any injury, damage or loss to all public and private property caused directly, in whole or in part, by their employees or agents or anyone directly or indirectly employed by them or anyone for whose acts any one of them may be responsible. The contractor shall comply with all applicable laws and codes bearing on the safety of persons or property of their protection, from injury, damage, or loss. Contractor is responsible for the means, methods and sequence of work and all safety aspects of this work. To the maximum extent permitted by law, Contractor agrees to indemnify, hold harmless, and defend Owner and Owner's Agents from and against any and all claims or damages arising from Contractor's performance of this agreement, as well as acts committed during the course of this agreement by any of Contractor's officers, employees, guests, invitees, and those doing business with Contractor.

Contractor assures that all existing and every new staff working on site do not have a criminal background which would indicate that they could present a threat to residents or staff. Acceptable criminal background is no felony arrests or convictions within five years and no pattern of misdemeanors (three or more) within five years. The Managing Agent may terminate this contract if this provision is violated. Contractor certification regarding criminal background included in attachments.

Every effort must be taken to insure the safety and security of the residents of BHP and properties owned by BHP.

Contractor agrees that if keys to buildings are misplaced, lost or stolen, the Contractor will absorb all costs incurred to correct the situation. Work will be completed by BHP maintenance staff or contracted and billed to Contractor.

Contractor will disclose to the Managing Agent if anyone working for the contractor is related to an employee of Boulder Housing Partners prior to signing this contract.

### **Insurance Requirements**

Contractor shall secure, pay the premiums for, and keep in force until the expiration of their contract adequate liability insurance and Worker's Compensation Insurance as provided by Colorado law. Certificate of insurance for Worker's Compensation and for liability shall be delivered to BHP or kept on file at BHP prior to start of contract. Any policy change shall be reported to BHP and certificate forwarded to BHP. By signing a contract generated by the RFP, the contractor understands that neither they nor their employees are covered by any BHP insurance policy. All copies of proof of insurance will be submitted to BHP along with the RFP. Contractors may send a copy of the required insurances with their proposal, but the work of the RFP can not begin, nor contract executed until original insurance verification forms are on file at the BHP offices.

The following insurance coverage is required:

- **Commercial General Liability:** Minimum of \$150,000 per person and \$1,000,000 per occurrence, \$2,000,000 aggregate.
- **Worker's Compensation Insurance:** Equal to or at least \$100,000 per employee.
- **Automotive Insurance:** Minimum of \$100,000/\$300,000 for bodily insurance and \$50,000 for property damage.
- **Pollution Insurance:** Recommended minimum coverage of \$1,000,000 per occurrence. Only necessary if contractor spraying or applying chemicals outdoors.

### **Wage Rate Determination:**

If applicable, Contractor is responsible for certifying that all of the contractor's employees are being paid the same or more than the HUD Wage Rate Determination for Boulder County for the trade being bid.

## **SPECIFICATIONS AND PRICING**

**Scope of Work/Technical Specifications:** BHP is seeking proposals from qualified, licensed entities to provide residential interior paint service for BHP apartments. BHP will select the top contractors from the RFP process though work is not guaranteed to any contractor.

### **Section A: General Specification and Requirements**

1. BHP owns and manages one, two, three and four bedroom units. Most units are painted at the time of tenant turn-over.
2. Contractor will furnish all labor and materials necessary to single coat all walls, ceilings and trim work. All materials include low or no-VOC paint and water based kilz product.
3. Remove and replace once painting is complete all electrical outlet and switch plate covers, heat vents, and other interior hardware as necessary. Floors & cove base must be protected. Fire sprinkler heads must always be protected so that no paint gets on the sprinkler heads.
4. BHP utilizes several different paint colors. The following paint will be utilized at some of our properties. For the purposes of this bid please use the paint spec below. BHP staff will inform you of any different color. In a select few units, the wall color and the trim color will be different colors.

**Paint Spec: *Body & Trim: Sherwin Williams Pro Mar 200 Alabaster 7008 Eggshell***

### **Section B: Pricing**

1. Provide cost to paint unit sizes as identified in chart below. Please price a single coat and a second coat of paint based on painting all surfaces in the unit – walls, trim and ceilings.
2. Provide cost to touch up paint as identified in chart below.
3. Provide cost to apply single coat water-based kilz on walls in smoker unit as requested by BHP staff.
4. Provide rate for wall patching and texture by size of patch—small being 1-10 inch diameter, medium being 11-20 inch diameter, and large being 20-30 inch diameter.
5. Provide cost for full kitchen cabinet paint. Inside and out. Assume the cabinet is previously painted and there are 10 base cabinets and 6 upper cabinets.
6. Provide cost to paint bifold and bedroom doors – price per door.

7. It is highly recommended that the contractor attends the site tour to provide accurate bid numbers.

**Section B: Pricing**

Submit pricing for the following in the pricing table. Please copy this table and utilize exact format in your submission:

**Pricing Table:**

Specification	Unit Size or Unit of Measurement	Price
Single Coat Paint w Paint Spec	Efficiency, 1 level flat	
	1 Bedroom, 1 level flat	
	2 Bedroom, 2 level townhome	
	3 Bedroom, 2 level townhome	
	4 Bedroom, 2 level townhome	
Second Coat w Paint Spec	Efficiency, 1 level flat	
	1 Bedroom, 1 level flat	
	2 Bedroom, 2 level townhome	
	3 Bedroom, 2 level townhome	
	4 Bedroom, 2 level townhome	
Touch up Paint w Paint Spec	Efficiency, 1 level flat	
	1 Bedroom, 1 level flat	
	2 Bedroom, 2 level townhome	
	3 Bedroom, 2 level townhome	
	4 Bedroom, 2 level townhome	
Single Coat Kilz	Efficiency, 1 level flat	
	1 Bedroom, 1 level flat	
	2 Bedroom, 2 level townhome	
	3 Bedroom, 2 level townhome	
	4 Bedroom, 2 level townhome	
Wall patches and Texture	Small patch 1-10 inch diameter	
	Medium patch 11-20 inch diameter	
	Large patch 20-30 inch diameter	
Cost to Paint Kitchen Cabinets	10 Base Cabinets, 6 upper cabinets	
Cost to paint doors Bifold and Bedroom Doors	Cost per door	