

Request for Proposal
for
Exterior & Interior Updates & Repairs to Town Hall



BLYTHEWOOD

• SOUTH CAROLINA •

171 Langford Road

PO Box 1004

Blythewood, S.C. 29016

803-754-0501

www.townofblythewoodsc.gov

The Town of Blythewood is soliciting written proposals from qualified firms to provide exterior paint restoration and upgrades and interior paint and upgrades to Town Hall offices.

SCOPE OF WORK

The Town is seeking a qualified contractors with expertise in historic structures to provide exterior paint restoration, needed wood repairs, and gutters, interior paint and wallpaper work where needed, and one office conversion. The work performed must meet but not be limited to the following objectives:

Exterior Work

- Completely remove all old exterior paint to bare wood as best as practical without damage, (including porch balusters, rails, columns, trim, etc.), repair/place any damaged or decayed wood and apply min of one (1) prime coat and two (2) top coats (final coats) using products with the best warranty available. Color to be chosen after contractor selection.
- All shutters, hardware, signage etc. should be removed prior to work, then cleaned and painted prior to reinstallation.
- All window glazing should be inspected, any loose, cracked, or dry glazing should be removed and replaced.
- Half-round gutters with round downspouts are to be installed the perimeter of the building. Downspouts should deflect water away from foundation into landscape bedding. Color to be chosen after contractor selection.

Interior Work

- Remove wallpaper in two offices, make needed repairs, then paint including trim.
- Repaint 3 offices including trim and make any needed repairs.
- Remove 21 interior storm windows, prep/repair and paint all 21 broken light window frames and trim antique white.
- Convert existing residential kitchen into office space by removing existing cabinets and appliances. (Paint and window repair is included in 3 offices and 21 windows above)
- Build one (1) kitchenette in existing conference room. Base cabinets and wall cabinets should be so minimal disturbance is expressed on the walls. Kitchenette will be corner style and approximately 12' (feet) total in length. Should include small handwash sink, base cabinets for storage, upper cabinets for storage and solid surface countertop. Outlets should be installed to accommodate one (1) toaster oven, one (1) microwave, one (1) coffee machine and (1) one small fridge/ice maker.

CONTRACT TIME

Blythewood Town Hall
July 18, 2024

The selected contractor will provide the Town with a schedule that details the sequence of work, any design items, drawings etc. The design will commence once a contract is awarded and a Notice-to-Proceed issued by the Town.

PAYMENT

The Town will make payment within 30 days of receipt by the Project Manager of a correct and complete invoice. Deposits will not be paid above 50% of the total cost of the project. A final payment of the remaining 50% will be paid at the completion of the project.

SUBMITTAL REQUIREMENTS

All submissions shall include:

1. Detailed scope of work
2. Any relevant designs (types of cabinets, paint, countertops etc.)
3. Certificate of Insurance
4. Business License
5. Three references from similar projects

Proposals should be submitted no later than **2 p.m. on Friday, August 2, 2024** to the following in a sealed envelope:

Office of the Town Administrator
Town of Blythewood
171 Langford Road
P.O. Box 1004
Blythewood, SC 29016

Submittals shall be made in a sealed envelope or box marked "Town Hall Updates & Repairs". The Town will date and time stamp all envelopes or boxes when they are received. Envelope(s) shall show the Contractor's name and address in the upper left-hand corner. Submittals will be opened immediately and read aloud following the submittal closing time at the location mentioned above.

INSURANCE REQUIREMENTS

Blythewood Town Hall
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The selected firm will be required to possess and maintain insurance in accordance with the Town's requirements. Contractors are required to provide certificates of insurance naming the Town of Blythewood as an additional insured. The certificates of insurance should indicate that the contractor has both general liability and workers compensation coverages of no less than \$1,000,000 each. These policies must be in effect for a period covering the duration of the work plus an additional 30 days after work is completed. These certificates must be submitted with the proposal and can be emailed to Julie Emory at the Town of Blythewood (803-754-0501 or emoryj@townofblythewoodsc.gov) before work commences.

BUSINESS LICENSE

A business license shall be obtained as required by the Town of Blythewood.

PRE-BID INSPECTIONS

Please contact Daniel Stines at the Town of Blythewood (803-754-0501) to schedule pre-bid inspections of Town Hall.

ADDITIONAL RFP INFORMATION

LOWEST BIDDER

The contract will be awarded to the lowest responsible bidder (as defined in the Town purchasing regulations) whose work, in the opinion of the Council, will best meet the requirements of the Town of Blythewood. It is clearly understood by all bidders that said Council reserves the right to reject any and all bids and to waive informalities in said bids.

GENERAL CONDITIONS OF RFP

a) The Town reserves the right to reject any and all proposals, to waive any informality, to request interviews of Contractor(s) prior to award and to select and negotiate the Contract

services in the best interest of the Town.

b) The Contractor shall guarantee to perform the services offered and the total price of the proposal for a period of no less than 60 days from the deadline for submission of proposals.

c) The Town reserves the right to accept all or part of any proposal, and to negotiate a contract for services and cost with the selected Contractor.

d) The Contractor shall provide all necessary personnel, materials and equipment to perform and complete all work under this proposal.

e) The Contractor shall be unbiased and vendor-neutral.

f) The Town intends to recommend award of a contract to the Town Council for the requested services within one (1) month of receipt of the proposals. The Contractor shall be prepared to commence work immediately upon execution of a contract with the Town.

g) Unless otherwise stated, invoices are to be submitted to Julie Emory (Finance Department), upon delivery of service to the Town. The invoice must include an itemization of all services provided, including unit list price, net price, extensions total amount(s) due, and amounts previously paid.

h) Unless otherwise stated, payment will be made within thirty (30) days of the completion of the service, in an acceptable fashion, to the Town, and receipt of invoice, whichever is later.

i) This contract will be for the services described in the RFP response; however, this agreement should not be considered exclusive. As deemed necessary, the Town reserves the right to obtain these services from any other vendor.

j) Unless otherwise specified all costs listed are firm for the term of the contract.

k) Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of nature.

l) Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal Service or delivered in hand to the parties as stated in the contract.

m) Proposal shall also mean quotation, bid, offer, qualification/experience statement, and services. Proposers shall also mean vendors, proposers, bidders, or any person or firm responding to a Request for Information.

n) All contracts entered into by the Town of Blythewood shall be governed by the Laws of the State of South Carolina. Any disputes shall be resolved within the venue of the State of South Carolina.

Appendix A

Blythewood Town Hall
July 18, 2024



Town Hall Front Exterior



Town Hall Rear Exterior



Town Hall Side Exterior



Town Hall Side Exterior



Office 1:
Prep/Paint Walls,
Trim and Windows



Office 2:
Remove Wall Paper,
Prep/Paint Walls, Trim,
Windows and Ceiling



Office 3:
Prep/Paint Walls, Trim,
Ceiling and Windows



Existing Kitchen (Future Office):
Remove Cabinets and
Appliances – Remove
Wallpaper, Prep/Paint Walls,
Trim and Window



Existing Kitchen (Future Office):
Remove Cabinets, Appliances,
Remove Wallpaper, Prep/Paint
Walls, Trim and Window



Copy Area/Foyer:
Install Base Cabinet/Countertop, and
Upper Cabinets (See Illustration)



