

CITY OF KYLE, TEXAS REQUESTS FOR PROPOSAL (RFP)
City of Kyle Public Library Painting Update

SPECIFICATIONS AND GENERAL PROPOSAL REQUIREMENTS FOR THE
CITY OF KYLE BEAUTIFICATION CORRIDORS PUBLIC LIBRARY INTERIOR PAINTING

NOTICE TO RESPONDERS:

The City of Kyle is accepting proposals to provide the Kyle Public Library interior painting of the building as stated in this RFP and posted on our website: www.cityofkyle.com. Proposals marked **City of Kyle Public Library** are to be submitted to:

Jerry Hendrix
City of Kyle, Assistant City manager
100 W. Center Street
Kyle, TX 78640
(512) 262-3921

REQUEST FOR PROPOSAL DEADLINE: 2:00 PM, Friday September 13, 2023

All proposals received will be reviewed by City Staff. The staff's recommendation will go to the Kyle City Council for final approval and consideration as an expenditure allocated from the City's Fiscal Year 2022-2023. part of the budget process for the City's Fiscal Year 2023-2024.

Proposals should be clearly marked, "**City of Kyle Public Library**". Any proposal received later than the specified time, whether delivered in person, postal mail or emailed shall be disqualified. The City of Kyle will not be responsible for delivering mail from the post office. The City of Kyle will not be responsible for proposals delivered to any location other than the one specified above. The City of Kyle will not be responsible for emailed proposals that did not get into the "inbox". Respondents are encouraged to hand deliver their proposals well ahead of opening time or follow up to confirm their proposals were received before the deadline.

The City of Kyle reserves the right to reject any or all proposals submitted. Resolution 795-Adopted March 20, 2012: The City of Kyle City Council hereby gives local preferences if the contractor meets requirements under the Local Government Code Section 271.9051.

The City of Kyle is exempt from taxation under the Sales Tax and Use Tax Laws, and proposals shall not include such taxes.

Area of painting:

1

- Main Library
 - a) Ceiling
 - b) Walls
 - c) Wood Trim on columns
- Quiet Reading Room
 - a) Walls
- Heritage Room
 - a) Walls
- Directors Office
 - a) Walls
- Meeting Room A & B
 - a) Walls
 - b) Ceiling
 - c) Chair Rail
- Foyer
 - a) Walls
 - b) Chair Rail
 - c) Ceiling

SCOPES:

1. It is the desire of the City of Kyle to develop a “Gold Standard “for the public library. This Gold Standard, includes the following minimum requirements:

Prepare and paint the interior of the Kyle Public Library.

Items not to be painted will be protected with tape, plastic, and drop clothes

Items on the walls will be removed prior to arrival

Bookshelves on walls should be moved back approximately three feet to allow access to the walls

Cracks and holes will be filled

Paint will be applied with a brush and roller

Tall ceiling sections in the foyer and meeting rooms are excluded

Coordinate the painting schedule with the flooring company

Requesting 8-10 days to complete

2. It is necessary to coordinate with the Director of Library Services to schedule a time to obtain accurate measurements and scope of the work to aid in the development of the quote.
3. The City of Kyle reserves the right to accept or reject any proposal submitted for any and all reasons.

4. The contractor will maintain general automobile liability insurance for all vehicles which the contractor brings onto City property or use in any manner in the provision of services, including transportation to and from the site where the services are rendered.
5. The contractor shall maintain general liability insurance in the amount of at least \$1,000,000 per incident/occurrence and \$1,000,000 in aggregate for all incidents/occurrence during the policy period.
6. The contractor shall maintain Worker's Compensation Insurance on all the Company's employees.
7. The contractor shall provide, in a form acceptable to the City, certificates of Worker's Compensation Insurance, Auto Liability Insurance and General Liability Insurance.
8. The subsequent years are subject to funding by the City Council and will be approved within the 30 days when renewal is being considered.
9. The contractor shall provide cell phone contact information to ensure communication during the time services are rendered.

RFP RESPONSE FORMAT:

The proposal shall be submitted that shows the final total costs to complete all scopes listed. It is required that you complete and return the RFP Response Page and all supporting documents as listed in Scope to be considered.

TERMINATION FOR DEFAULT:

The City of Kyle reserves the right to enforce the performance of successful proposal in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default of agreement. The City reserves the right to terminate the agreement immediately in the event the successful proposal fails to: 1) meet delivery schedules; 2) otherwise performs in accordance with these specifications. Breach of contract or default authorizes the City to, among other things, award to another proposal, purchase elsewhere and charge the full increase in cost and handling to defaulting successful proposal.

TERMS OF PAYMENT:

Any conditions other than payment in full 30 days after services provided shall be included in the proposal. This includes deposits and payments made on the night of the show must be written in the proposal.

LIABILITY INSURANCE:

The Contractor shall maintain general liability insurance in the amount of at least \$1,000,000 per incident/occurrence and \$1,000,000 in aggregate for all incidents/occurrence during the policy period. The contractor shall provide, in a form acceptable to the City, certificates of Worker's Compensation Insurance, Auto Liability Insurance and General Liability Insurance.

RFP SUBMITTAL SCORING:

All complete proposals received will be reviewed by City Staff. The Staff's recommendation will go to the Kyle City Council for final approval.

Scoring Matrix:

Total cost to provide service based on Scope, including cost to provide service- 80%,
References- 20%

RFP SUBMITTAL PAGE

This page (page 4) shall be included in the submitted sealed proposal.

Total cost of the proposed services as described in Scope of RFP will include cost of equipment, labor, travel, licenses, insurance and all other needs and requirements.

Included in this submission package at these required supporting documents:

_____ Company Narrative

_____ A copy of a certificate or sample certificate of Insurance showing at least \$1M in General Liability, \$1M in Auto Liability and Statutory Workers Comp (Scope 6-8)

Company Name: _____

Company Mailing Address: _____

Contact for Company/Vendor: _____

Email: _____

Daytime Phone Number: _____

I, the undersigned agent for the company named above, certify that I am duly authorized to execute the proposal, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other provider, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this RFP.

Authorized Company Official (signature): _____

Authorized Company Official's Name: (printed): _____

Date Signed: _____