



**REQUEST FOR PROPOSALS (RFP):
Interior Office Painting**

DATE OF ISSUE: Friday February 23, 2024
Amendment #1, February 29, 2024, (changes on page 4 and 7)
DEADLINE: Monday, March 25, 2024 at 3:00 PM

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About the Agency

East Tennessee Human Resource Agency, Inc. (ETHRA) has an overall mission to assist individuals and families through the provision of services, education, and information to solve problems that inhibit their ability to be productive and self-sufficient.

ETHRA is a Knoxville based public not-for-profit 501c3 organization that has been serving Knox County and the surrounding sixteen counties since 1974. ETHRA is a member of NJPA. ETHRA is sales tax exempt and eligible for government and/or non-profit pricing. The administrative offices are located at 9111 Cross Park Drive, Suite D-100, Knoxville, Tennessee 37923. ETHRA is an equal opportunity employer.

As a careful steward of the funds awarded by state, local, and federal governments, ETHRA weaves its resources together to maximize the impact of each dollar invested in support of the many public service programs it operates. We leverage these resources to serve East Tennessee communities through our participation as a grant administrator, local resource network, and nonprofit partner in dozens of public programs and projects.

Through this Request for Proposal (RFP) opportunity, ETHRA wishes to select an experienced, licensed, bonded, and insured painting contractor to improve the interior appearance of the Agency's headquarters office in Knoxville. For more information on our organization, please visit our website at www.ethra.org.

Overview

ETHRA is seeking bids from qualified professionals for the preparation and re-painting of the interior of its primary office, located at 9111 Cross Park Drive, Building/Suite D, Knoxville, TN 37923.

Project area is approximately 12,000 square feet, with some exclusions; see attached Exhibit A for floor plan map and Exhibit B for approximate room dimensions.

Work may be performed during normal business hours with advanced notice. Scheduling of the work will also have to be coordinated around a simultaneous flooring installation project. Any respondents who have the capacity to perform both the interior painting and flooring installation work are encouraged to submit proposals in response to both RFPs.

Scope of Work

1. Contractor shall prepare project area for application of paint. Note: due to concurrent flooring install project, the majority of heavy furniture items should already be moved out of the way.
2. Contractor shall apply two (or more as required) coats of fresh paint (one color, selected by ETHRA) to the walls of the office area identified on the attached map, Exhibit A, in sufficient quantity to afford complete color coverage and professional appearance. See also Exhibit B, Room Inventory List.

3. Contractor shall apply two or more coats of fresh paint to the door casing (metal) throughout the identified area; color to be selected by ETHRA.
4. Doors: Contractor shall hand sand surface (120 grit), clear dust, seal edges, and apply fresh coat of varnish to all wood doors (flush, no panel) in the project area.
5. Contractor shall procure and install clear vinyl corner covers throughout project area (appx. 20, contractor to verify). Preferred material specifications include: full wall height (96"); minimum width of 2"; clear vinyl with invisible adhesive (i.e., no visible tape or screws).

NOTE: Contractor shall clean up the work site upon completion. Contractor must protect all surrounding furniture, surfaces, mechanical, electrical, computer hardware, and other sensitive components from dust, paint splatter, spills and/or overspray. Use sufficient drop clothes and protective coverings for the protection of floors, furnishings, and adjacent surfaces. Contractor shall be responsible for providing barricades, drop clothes, 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.

MATERIALS: Respondents may elect to quote their own paint supply, but such is not mandatory to be selected for award. ETHRA is eligible to purchase either Sherwin Williams or PPG paint at a discounted rate on state contract, and is willing to purchase and supply the paint to the selected contractor. However, contractors who receive professional discounts on paint are strongly encouraged to submit pricing for supplying their own paint.

Response Requirements

Responses to this RFP must include the following:

1. Summary of company background and experience, including number of years in business and number of employees that would be utilized in the performance of this project.
2. Confirmation statement that vendor is appropriately licensed bonded and insured. Attach Certificate of Insurance.
3. Reference contact information (name and phone number) for a minimum of one prior customer that had a project of a similar scope and nature to this project.
4. Proposed project timeline, including earliest available start date to begin the work, and anticipated duration. NOTE: work may be completed during normal business hours, as long as such is scheduled in advance, and in coordination with the flooring contractor. Office hours may also be temporarily adjusted to accommodate the contractor.
5. Respondent must specifically disclose if it is proposing to subcontract out any portion of the work to a third party. If so, submission must specify which parts are proposed to be outsourced and who would perform such work.

Submission Requirements

- A. All questions about this proposal should be directed to Nick Pappada, npappada@ethra.org.
- B. Respondents wishing to conduct on-site inspections of the office during the inspection period may contact Nick Pappada at npappada@ethra.org to schedule a time.
- C. ETHRA's Proposal Response page must be completed, signed and submitted along with the information identified above. Additional documentation may be attached to this form.
- D. Proposals must be submitted by **3:00 p.m. EST, on March 25, 2024** to ETHRA's administrative offices at 9111 Cross Park Drive, Suite D-100, Knoxville, TN, at which time bid opening will commence. Respondents may be present for bid opening.
- E. Electronically transmitted submissions (Email or Fax) will not be accepted.
- F. Bids must be addressed and mailed or hand-delivered to:

**ETHRA
Attention: Nick Pappada
9111 Cross Park Drive, Suite D-100 Knoxville, TN 37923**
- G. Envelopes containing the proposal should be clearly marked with "INTERIOR PAINTING SERVICES RFP Response – March 25, 2024"
- H. ETHRA reserves the right to reject any or all proposals or any portion thereof.
- I. ETHRA reserves the right to waive minor informalities or technicalities when it is in ETHRA's best interest.
- J. ETHRA reserves the right, at its sole and absolute discretion, to amend or modify any provision of this RFP, or to withdraw this RFP at any time prior to contract award. ETHRA shall not be bound by or liable under this RFP and/or any response thereto until a final written contract has been executed by ETHRA and the vendor incorporating the terms and conditions of the award.
- K. Respondents shall hold their price firm and subject to acceptance by ETHRA for a period of sixty (60) days from the proposal submission due date.
- L. Respondents may be asked to provide proof of business capability, such as evidence of prior completed projects and additional reference contacts. ETHRA will make the final determination as to a respondent's ability.
- M. Unsigned proposals will not be considered.

Review & Selection Criteria

Although pricing is a key factor, ETHRA is not bound to accept the lowest bid. Other criteria will be considered, including:

- Industry Expertise & Experience (references/demonstrated ability to perform work)
- Proposed approach, product offerings, and timeline
- Warranties

Key Dates

DATE	ACTIVITY
2/23/24	RFP posted
2/26/24 – 3/8/24	Office open for on-site inspections (site visit optional)
3/25/24	Deadline to submit proposals
3/26/24-3/28/24	Proposal Review Period
4/1/24	Selection/Award Notification

General Terms & Conditions

No Guarantee

The submission of a proposal does not, in any way, guarantee a selection. ETHRA is not responsible for any costs incurred related to the preparation of a proposal in response to this RFP. ETHRA reserves the right to withdraw a selection prior to execution of a contract with a vendor in ETHRA's sole and absolute discretion.

ETHRA shall retain all excess paint upon project completion.

Proposal Response – Interior Office Painting RFP

March 25, 2024

Respondent Name: _____ **Authorized Rep:** _____

Address: _____

Phone: _____ **Email:** _____

Item	Description	Cost
1	Prepare designated office area and walls for paint	
2	Apply minimum of 2 coats of paint to designated area (labor only)	
3	Prepare and paint door casings throughout area (labor only)	
4	Sand & apply fresh varnish to wood doors throughout (labor & materials)	
5	Install clear corner covers throughout (labor & materials)*	
QUOTE TOTAL:		

* Added in Amendment #1

Paint Supply Quote: \$ _____ per gal. OR \$ _____ per 5 gal. Paint Brand Used: _____

Estimated Quantity of Paint for Walls: _____ gallons Door Casing: _____ gallons

Is Respondent appropriately licensed, bonded and insured? Yes: _____ (attach COI) No: _____

Does Respondent intend to outsource any portion of the project? Yes: _____ (attach explanation) No: _____

Checklist of Required Information:

	Statement of Company Background, Qualifications and Experience	
	Prior Customer Reference (minimum of one, must include phone number)	
	Certificate of Insurance	
	Proposed Project Timeline (start date and estimated duration)	
	Price/Rates/Information filled in above, signature below	
	Explanation if any work is proposed to be outsourced to third-party	
	Warranty information	

Signature: _____ **Date:** _____

Position: _____