



DATE: January 8, 2021
TO: Township Board Members
FROM: Building & Grounds Committee

SUBJECT: INTERIOR PAINTING CONTRACT – TOWNSHIP HALL

Bids for interior painting of the main floor of Township Hall were received, opened and read aloud on December 30, 2020. The Request For Proposal (RFP) was advertised in the Record Patriot and multiple painting contractors were called to make them aware of the request of bids. Three contractor expressed interest and toured the building.

Two contractors submitted bids:

Dan Brady Painting Services \$7,900
Betsie River Painting & Rapid Repaints \$10,750

Neither bidder was fully responsive to all the requirements of the RFP.

The Building & Grounds Committee deemed it in the best interests of the Township to meet with the apparent low bidder to confirm their understanding of the scope of work and if they could meet all of the RFP terms and conditions.

As a result, the Building & Grounds Committee recommends awarding the work to Dan Brady Painting Services for the lump sum price of **\$3,550** for **Base Bid Scope** of Work as stated in the **attached revised quotation**.

The committee does not believe it is necessary to require the contractor to be bonded and, therefore, the cost of a performance bond is not included in the preceding bid price.

In summary, the **Base Bid Scope** of Work is to just the walls of the ADA Foyer, the Main Room and the Hallway (to the Bathroom) using just a **single** color. The Scope excludes painting the ceilings and any stained wood mouldings or trims. Please refer to the attached detailed description.

Knowing that the Board may want to expand the Scope of Work to include painting using a two-color scheme and/or the paint additional areas or features, the Committee had the contractor quote prices to ADD other rooms and surfaces. Those ADD prices are also presented in the attached revised quotation.

The Committee asks the Board to approve our recommendation and select any additional rooms and/or features the Board wishes to be included in the Work, if any.

The Committee will answer any questions the Board may have. To avoid confusion, please direct any questions to Tom Kucera.

Buildings & Grounds Committee

Amy Ferris, Tom Kucera, Dean Michaels

CRYSTAL LAKE TOWNSHIP HALL PAINTING CONTRACT – SCOPE CONFIRMATION

BASE BID SCOPE OF WORK

- A. All terms and conditions of original Request For Proposal apply except that Scope of Work is clarified as follows:
- B. Prep, prime and paint the walls of the following rooms:
 - 1. ADA Entrance Ramp
 - a. Ceiling is not painted
 - b. Including center half-wall (except wood tops and trims)
 - i) remove and replace bannister
 - ii) remove and replace wall-mounted fixtures
 - c. Any crown, corner or base mouldings are painted to match walls.
 - d. Window trims not painted
 - 2. Main Room (Meeting Area, Clerk & Treasurer)
 - a. Includes painting any crown, corner or base mouldings that are currently painted. Color to match wall color.
 - b. Paint 'EXIT' door (to basement) – both sides including trim mouldings to match wall color
 - c. Paint trim moulding on two windows on east wall to match wall color.
 - d. Ceiling is not painted
 - e. Excludes painting the floor-to-ceiling wood trim and wall panels above, below and surrounding the north and west windows.
 - f. Excludes painting the two wooden floor-to-ceiling "columns" on north wall either side of north window.
 - g. Excludes painting the horizontal wall moulding at horizontal joint in wall paneling
 - h. Excludes painting the built-in bookcase on the west wall
 - i. Excludes painting any doors, door trims/mouldings, window trims/mouldings that are stained wood.
 - j. Excludes painting any crown, corner or base mouldings that are stained wood.
 - 3. West Hallway (to Bathroom & Office)
 - a. Includes painting any crown, corner or base mouldings that are currently painted. Color to match wall color.
 - b. Trim moulding on archway at start of hallway is not painted
 - c. Ceiling is not painted
 - d. Excludes painting any doors, door trims/mouldings, window trims/mouldings that are stained wood.
 - e. Excludes painting any crown, corner or base mouldings that are stained wood.
 - f. Excludes painting accordion door at storage closet and associated trim moulding.
- C. Finish paint coat to be a single color.
- D. Staff to remove all non-fixed bulletin / display board and wall hangings

Continued

**CRYSTAL LAKE TOWNSHIP HALL
PAINTING CONTRACT – SCOPE CONFIRMATION**

E. Staff to supervise disconnection & reconnection of electronic equipment

BASE BID PRICE \$3,550
NOT INCLUDING PERFORMANC BOND COST

F. Provide price quotes to add (or delete) the following items on next pages

WORK SCOPE	BASE BID	ADD OR (DEDUCT) TO BASE BID	RECOMMENDED
INCLUDE PERFORMACE BOND	<u>INCLUDED</u>	ADD \$ TBD	
PROVIDE PROOF OF WORKMENS COMP & LIABILITY & COMPLETED PRODUCT INSURANCES	<u>INCLUDED</u>	NOT APPL	
DAYS TO COMPLETE WORK AFTER STARTING	<u>5</u> DAYS	NOT APPL	
BASED ON AUTHORIZATION TO BEGIN WORK on JANUARY 14, 2021, COST TO COMPLETE BY JANUARY 31,2021	NOT INCLUDED	\$NO COST	
PAINT ZA/ASSESSOR’S OFFICE WALLS ONLY EXCLUDING DOOR, STAINED WINDOW MOULDINGS/TRIMS, CROWN OR BASE MOULDING THAT ARE WOOD	NOT INCLUDED	ADD \$550	
PAINT ZA/ASSESSOR’S OFFICE CEILING	NOT INCLUDED	ADD \$200	
PAINT CEILING IN WEST HALLWAY (to bathroom & office)	NOT INCLUDED	ADD \$ 75	
PAINT WALLS IN BATHROOM INCLUDING ANY TRIM MOULDINGS	NOT INCLUDED	ADD \$400	
PAINT CEILING IN BATHROOM INCLUDING ANY CROWN MOULDINGS	NOT INCLUDED	ADD \$ 25	
PAINT WALLS IN SUPERVISOR’S OFFICE EXCLUDING ANY WINDOW/TRIM MOULDING THAT ARE STAINED WOOD	NOT INCLUDED	ADD \$400	
PAINT CEILING IN SUPERVISOR’S OFFICE EXCLUDING ANY CROWN MOULDINGS THAT ARE STAINED WOOD	NOT INCLUDED	ADD \$ 25	
MAIN MEETING ROOM (includes clerk & treasurer spaces)	SEE BELOW	SEE BELOW	
PAINT WALLS USING TWO-COLOR SCHEME, ABOVE AND BELOW HORIZONTAL WOOD TRIM MOULDING	NOT INCLUDED	ADD \$1,400	
PAINT CEILING IN MAIN ROOM (meeting area, clerk, treasurer spaces)	NOT INCLUDED	ADD \$650	
PAINT “EXIT” (to Basement) DOOR – BOTH SIDES INCLUDING TRIM MOULDING WITH COLOR SIMILAR TO STAINED WOOD DOORS & TRIMS	NOT INCLUDED	ADD \$150	

**CRYSTAL LAKE TOWNSHIP HALL
PAINTING CONTRACT – SCOPE CONFIRMATION**

WORK SCOPE	BASE BID	ADD OR (DEDUCT) TO BASE BID	RECOMMENDED
PAINT TRIM ON ARCHWAY TO WEST HALL – COLOR TO MATCH WALLS	NOT INCLUDED	ADD \$ 75	
BUILT-IN BOOKCASE ON WEST WALL	NOT PAINTED	PAINTED TO MATCH WALLS ADD \$150	
WEST WINDOW SURROUND PANELS, TRIMS & MOULDINGS	NOT INCLUDED	PAINTED TO MATCH WALLS ADD \$300	
NORTH WINDOW SURROUND PANELS, TRIMS & MOULDINGS	NOT INCLUDED	PAINTED TO MATCH WALLS ADD \$300	
TWO STAINED WOOD ‘COLUMNS’ EITHER SIDE OF NORTH WINDOW	NOT INCLUDED	PAINTED TO MATCH WALLS ADD \$400	
DOOR TO ZA OFFICE INCLUDING TRIM MOULDINGS, INCLUDING REPAIRING DAMAGE ON DOOR – MAIN ROOM SIDE ONLY	NOT INCLUDED	PAINTED TO MATCH WALLS TIME & MATERIAL	
DOOR TO ZA OFFICE: REPAIR DAMAGE & PAINT (STAIN) TO MATCH DOOR – MAIN ROOM SIDE ONLY	NOT INCLUDED	TIME & MATERIAL	
TWO EAST WINDOWS – PAINT TRIM WITH COLOR SIMILAR TO STAINED WOOD DOORS & TRIMS	NOT INCLUDED	ADD \$150	
EXPLAIN USE OF ‘HI-HIDE CERAMIC MATTE’ (2 COATS) PAINTING -- IS THIS INSTEAD OF OR IN ADDITION TO FINISH COATS OF PAINTS	INCLUDED IN BASE BID 2 COATS OF ‘HI-HIDE CERAMIC MATTE’ WILL BE FINAL COAT ON WALLS		
IN WHICH ROOMS (SPACES) WOULD ‘HI-HIDE CERAMIC MATTE PAINTING BE USED	‘HI-HIDE CERAMIC MATTE’ WILL BE USED ON ALL WALLS		