

Request for Proposal for Exterior Painting and Repairs of Braselton Community Center

126 Harrison Street, Braselton GA 30517

The Town of Braselton seeks proposals for the exterior painting and repair work of the Braselton Community Center, at the address referenced above.

GENERAL DESCRIPTION

The proposal shall include:

- Selected landscape removal
- Power washing all wall surfaces on the entire building
- Repairing any rotten wood
- Replacing all doors with metal doors
- Painting entire building, except for brick, inside and out
- The cost of paint, caulk and any other supplies
- All labor, materials, delivers, covering, clean up and any other costs
- The amount of time that will be needed to complete the work as well as an available start date(s) All services are to be performed in a professional manner.

PAINT PROTECTION AND CLEAN UP:

- All walks, grass, plants, shrubbery, or other surfaces and items not required to be painted shall be carefully protected
- Drop clothes shall be used liberally wherever necessary for this protection
- All paint flakes and wood pieces are to be removed from common areas including walkways, flower beds, sidewalk, etc.
- Painting brushes, buckets and other tools used for painting are to be cleaned in a designated area

SAFETY:

- All ladders are to be taken down, stored and secured in a safe place at the end of each working day
- Wet paint signs shall be hung visibly where necessary and areas that need to be roped off shall be done so promptly
- All workers are to take the appropriate precautions to prevent any injury to themselves, municipal employees, residents or any other visitors.

INSURANCE:

A contractor, or vendor, shall not commence work nor shall the Town permit any contractor or vendor, under any contract with the Town to commence work, until the contractor or vendor has first obtained all insurance required under this paragraph, and such insurance has been provided to the Town

Manager's office; nor shall a Contractor allow any sub-contractor to commence work on a sub-contract until all similar insurance required of the sub-contractor has been provided to the Town Manager's office.

A contractor or vendor agrees to provide and maintain certificates of insurance evidencing the minimum insurance coverage and limits set forth below during the term of the contract. Such policies shall be in force and from companies acceptable and satisfactory to the Town to afford protection against all claims for damages to public or private property, and injuries to persons, arising out of and during the contract term.

A copy of the certificate of insurance shall name the Town of Braselton, its officers, agents, employees, representatives and assigns as additional insured. The policy of insurance shall contain no provisions that invalidate the naming of the Town as additional insured. The insurance coverage and limits set forth below shall be deemed to be minimum coverage and shall not be construed in any way as a limitation on Contractor's duty to carry adequate insurance or on Contractor's liability for losses or damages under this Contract.

The minimum insurance coverage and limits that shall be maintained by the Contractor and his sub-contractors at all times while providing, performing, or completing the work are as follows:

- a. Worker's Compensation. The Contractor is required to carry, with a company authorized under the laws of the State of Georgia, a policy for protection with limits of not less than \$500,000.00 per claim
- b. General Liability. The Contractor shall carry a comprehensive general umbrella liability policy for all operations with limits of not less than \$1,000,000.00 each accident for bodily injury liability and not less than \$1,000,000.00 each accident for property damage liability.
- c. Professional Liability Insurance. The Contractor shall carry minimum of \$1,000,000.00.
- d. Automobile Insurance. The Contractor shall carry minimum of \$1,000,000.00.

All such insurance must include an endorsement whereby the insurer agrees to notify the Village at least thirty (30) days prior to non-renewal, reduction, or cancellation. The Contractor shall cease operations if the insurance is canceled or reduced below the required amount of coverage. All costs for insurance as specified herein will not be paid for separately, but shall be considered as incidental to the Contract.

PLACE TO SUBMIT RFP – submit the proposal in a sealed envelope, with RFP# BCC clearly marked on the envelope to: if mailing, Town of Braselton, PO Box 306, Braselton GA 30517. If hand delivering, Town of Braselton, 4982 Highway 53, Braselton GA 30517

DEADLINE FOR SUBMITTING RFP Monday, September 18, 2017 no later than 9:00 AM

Proposals received after the above cited time will not be considered.

BID DEPOSIT – No requirements

Inquiries should be in writing and directed to the Town Manager, Jennifer Scott at jscott@braselton.net.