



Administrative Offices
One Eddy's Lane
Troy, NY 12180

Phone: (518) 273-3600
Fax: (518) 274-6633

Request for Proposal

Painting Contractors

Issued: September 6, 2022

Due: October 6, 2022

The Troy Housing Authority (THA) is issuing this Request for Proposal (RFP) to establish contract(s) with qualified vendors to paint THA apartments for the next one (1) year with a one (1) year renewal option. It is the Troy Housing Authority's intention with this Request for Proposal to establish a listing of eligible contractors to provide painting services to THA on an as needed basis, pursuant to an agreed upon contracted per unit price, provided the contractors responding to this RFP demonstrate all necessary requirements as outlined in the proposal.

Annually, Troy Housing Authority experiences approximately 220 apartment turnovers, which equate to approximately 18 apartments to be painted on a monthly basis. THA has partnered with the private developer MDG to revitalize and renovate 729 units beginning in Quarter 3 (Summer) of 2023. The selected contractor should be prepared to paint apartments as MDG's construction team makes them ready during the renovations in addition to the normal cycle painting & unit turnovers. Should a contractor meet the requirements for eligibility and be contracted with THA – a specific notice (including the scope of required work) will be forwarded to the contractor to determine his/her availability to do the work. If the contractor is deemed eligible and commits to the unit painting project, they will have agreed to provide adequate qualified staff and materials to complete the job within 4 business days. The commencement of the work will be sanctioned upon receipt of a bona fide purchase order generated by Troy Housing Authority.

Please note that contractors will be responsible for signing out keys to apartments. The cost of addressing any lost keys will be deducted from any payment due and owing to the Contractor (including but not limited to replacement of locksets and keys).

LEAD CERTIFICATION:

Lead Certification IS required as a qualification for the purpose of this RFP.

GENERAL RULES FOR WORK THAT MAY DISTURB LEAD BASED PAINT:

Contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination.

This includes, but is not limited to:

- 1) Contain the work area.
- 2) Minimize dust.
- 3) Clean up thoroughly.

Contractors must provide to THA and tenants a copy of the EPA pamphlet “Renovate Right: Important Lead Hazard Information for Families, Childcare Providers and Schools,” before the renovations start. Federal law requires this in housing, child-care facilities and schools built before 1978 then renovating six square feet or more of painted surfaces in a room for interior projects or more than twenty square feet of painted surfaces for exterior projects. For a copy of this pamphlet go to <https://www.epa.gov/sites/default/files/2020-04/documents/lead-in-your-home-booklet-color-2020-508.pdf>

PAINTING:

All painted surfaces will be repainted to provide a uniform finish and shall be free from runs and bleed through. Work shall be performed in accordance with all the manufacturer’s recommendations. The Contractor will be responsible for correcting at his/her expense any work not accepted by THA staff. If the application of a leveler or primer is needed to appropriately complete the work and achieve the aforementioned, desired smooth finish, it is the responsibility of the selected painting contractor to identify where and when application would be appropriate during their walkthrough and any additional cost should be included in the quote provided prior to the issuance of a purchase order. Unless specified otherwise by the Maintenance Supervisor, painting shall be in a color which matches the original paint (typically Navajo White with an Eggshell finish and not necessarily the existing paint as tenants sometimes paint walls inappropriately). It is the responsibility of the painting contractor to verify all field conditions prior to providing his/her quote to THA. All painting shall be done according to the manufacturer’s recommendations or as specified herein when in conflict. Equipment and materials will be used properly and only for their intended purpose (i.e. interior paint for interior surfaces and exterior paint for exterior surfaces, etc.). Upon completion of work, it is the responsibility of the selected contractor to notify the site’s respective Asset Manager or their designee that the work has been completed so an inspection of work can be completed prior to invoicing and approval.

PAINTING PREPARATION:

- Contractor shall scrape off all flaking and/or loose paint from ceiling, walls and trim, interior and exterior doors, and exterior windowsill surfaces. Where chipped paint exists, sanding will be performed by use of various grades of sandpaper to featheredge chipped areas to allow a smooth flow of paint and prevent further chipping.
- THA staff shall perform surface prep throughout unit on all walls and surfaces requiring painting prior to the application of paint. Troy Housing Authority staff will appropriately clean all walls and patch all holes and breaks regardless of size to ensure the unit is “ready for paint”.

In the event that there is mold or mildew on surfaces requiring painting, THA will appropriately treat and mitigate the area prior to designating the unit as “ready for paint”.

Prior to painting, THA staff will remove all outlet covers from the unit. Under no circumstances should outlet covers be painted over by the Contractor. The selected Contractor will paint the unit in accordance with the terms of this proposal and scope of work.

Scope of work:

- Contractor will clean the unit, eliminating any paint splatter on fixtures and surfaces, clean vents, counters, electrical wall plates, etc. upon completion of the painting.
- The Contractor shall ensure sufficient drying time between primer and subsequent finish coats, as recommended by the manufacturer of the product.
- Appropriate texture and primer products will be used where repairs are made on ceilings, walls, or trim work. If necessary 1 coat of primer will be used covered by 2 subsequent coats of paint.
- Any loose, cracked or chipped filler materials shall be completely removed and redone prior to any application of primer or finish coat products.
- Unfinished walls and ceiling surfaces due to repairs will be textured with matching texture and painted (to include new and old patches and/or repairs).
- As applicable, in apartments with metal type window units, properly scrape and sand the metal prior to installing an oil base primer if needed. Allow sufficient drying time prior to applying a finish coat of oil base gloss enamel paint.
- Metal Surfaces: Metal surfaces shall be free of rust and oily substances in order for the paint to adhere the surface if needed. Paint found to be running, dripping or not adhering shall be repainted by the Contractor at no additional expense to the THA.
- Ferrous Surfaces and Galvanized Surfaces: Abraded and/or rusted spots shall be wire brushed or chemically treated to remove all rust and thoroughly cleaned prior to applying the prime coat(s) as needed.
- Wood Surfaces: Wood surfaces to be painted (as needed) shall be prepared by the Contractor in accordance with standard practices of the trade. Wood or hardboard surfaces shall be cleaned. All loose paint, dirt, oil, or other foreign substances shall be removed. Finished surfaces exposed to view shall, if necessary, be made smooth by planning and/or sanding. All non-structural nails and fasteners shall be removed, and all voids in and between finished woodwork shall be filled with wood filler by the Contractor. All protruding nails shall be set and the holes shall be filled with wood filler. If the exterior surfaces of cabinets and closets are required to be painted, the edges of the doors shall also be painted by the Contractor. Existing paint build-up on edges of doors shall be removed prior to applying new coat. The Contractor shall leave painted doors open for a sufficient time to allow the paint to dry.

CLEAN UP:

- Contractor shall remove all debris from work site on a daily basis. This will apply to all trades.
- The Contractor shall remove all equipment and debris from the exterior grounds and will not leave cleanup tools or any other equipment on any grass areas. Residual buildup on yard surfaces, sidewalks or streets is strictly prohibited.
- Cleanup of non-hazardous [and hazardous](#) materials from the units will be disposed of offsite.
- Contractor shall be responsible for any damage to the property and shall take remedial action at own expense to correct such issues including the replacement of base cove if it was painted over.
- All floors, cabinets, fixtures etc. that require cleaning as a result of repairs made, shall be cleaned, leaving the apartment ready for occupancy.

EQUIPMENT, MATERIALS AND PAINT:

Contractor will provide all equipment (in good working order), materials and paint to complete each job. Finish paint (top coat) shall consist of the following or a suitable and pre-approved equal or better:

- Passonno Designer's Choice Vinyl Acrylic Satin Paint – 816 Series.
- Sherwin Williams ProMar 200 Interior Latex Egg-Shell.

PREVIEW OF SAMPLE APARTMENTS:

Contractors wishing to preview a sampling of vacant family and senior citizen apartments at the following senior and family sites may do so on **Tuesday, September 20th, 2022 commencing at 10:00 a.m. at the Martin Luther King Administration Offices**. The sampling will include at a minimum of units at Corliss Park, Griswold Heights, Kane Apartments, and Kennedy Towers, Arnold Fallon & Phelan Court Apartments.

SELECTION PROCESS/TROY HOUSING AUTHORITY RIGHTS:

The Troy Housing Authority intends to award a contract or contracts to qualified Contractor(s) based on the fairest fixed rate – per unit price as described in sections labeled Painting, Painting Preparation and Clean Up. Any additional work/cost should also be addressed on a per hour basis in the proposal. It is the intent of THA to request pre-approval for any additional work prior to the commencement of any painting project should the contractor determine additional work is necessary.

The RFP should also include pricing for additional items such as wallpaper/wall border removal, primer, leveler, kitchen cabinets and balusters.

All expenses related to the submission of a proposal are the sole responsibility of the Contractor.

The Troy Housing Authority reserves the right to modify, amend or withdraw any or all components of this RFP at any point prior to the finalization of a contract with a selected proposer.

The Contractor selected will be expected to sign and abide by a Standard Agreement for Contractual Services which includes all required clauses regarding contracts with governmental entities.

SUBMITTING A PROPOSAL:

Interested contractors must submit all of the following attached documents for themselves and any subcontractors that may be performing work on their behalf:

- Pricing Structure and Firm Identification
- Statement and training and experience of staff including documentation (e.g. certifications)
- Non-Collusive Bidding Certification
- Certificate of Liability Insurance naming Troy Housing Authority as Additional Insured and Certificate Holder with General Liability Insurance of at least \$2,000,000.00 (General Aggregate and Product Aggregate) and at least \$1,000,000.00 for Each Occurrence with \$1,000,000.00 for Damage to Premises and \$1,000,000.00 for Personal and Adverse Injury and \$10,000.00 for Medical and Adverse Expenses.
- Proof of Worker's Compensation Insurance for anyone working at Troy Housing Authority.
- Proof of Automobile Insurance for any vehicle used in the performance of work at Troy Housing Authority.
- W-9
- Acknowledgement that the Bidder has read and will comply with the regulatory requirements in Davis-Bacon guidance is available at: https://www.hud.gov/sites/dfiles/Labor/images/Work_Schedule_Request.pdf
- The current Davis Bacon wage decision can be found at: <https://sam.gov/content/wage-determinations>

Troy-based Section 3 Contractors, Minority-owned Business Enterprises (MBE), and Women-owned Business Enterprises are encouraged to apply. A Minority Business Enterprise (MBE) is one which is owned and controlled by at least fifty-one percent (51%) minority member(s). Minority group members are citizens of the United States who are Black, Hispanic, Asian Pacific Islanders, American Indians, or Alaskan Natives. A Women Business Enterprise (WBE) is one that is at least fifty-one percent (51%) owned and controlled by a woman or women who are citizens of the United States. Sections 3 are residents of public housing or a business that is owned by a Section 3 resident or employs Section 3 residents.

PROPOSAL SUBMISSION:

The Troy Housing Authority will receive sealed proposals (3 copies with original signatures) for the services provided no later than 2:00PM, Thursday, October 6, 2022. Proposals should be forwarded to the attention of:

Deborah Witkowski, Executive Director
(Painting Proposals)
Administrative Offices
Troy Housing Authority
One Eddy's Lane
Troy, New York 12180

Painting Proposal Pricing Structure and Firm Identification

TO: Troy Housing Authority
 One Eddy's Lane
 Troy, New York 12180

The undersigned agrees to furnish all labor, materials, equipment and services, and do all the work required for painting and finishing of vacant apartments in strict adherence with the specifications of the proposal issued 09/06/2022 and due 10/06/2022 to the Troy Housing Authority for a period of one year with an option to renew for one year.

Number of units capable of completing per month with 4 business days' notice: _____

Lead Certified Staff Available as needed (No impact on RFP, only available as needed): Yes No

UNIT SIZE	A. Family Two Story	B. Family Flat (Taylor & Grand)	C. Senior Apts. (Kane & Conway)	D. Kennedy	GRAND TOTAL
1 Bedroom					All Bedroom sizes and types added together (Total A+B+C+D)
2 Bedroom					
3 Bedroom					
4 Bedroom					
5 Bedroom					
TOTAL (1+2+3+4+5 BRS)					

Additional Item Work:

	Cost per square foot		Cost per set
Wallpaper/border removal		Kitchen Cabinets	
Primer (as approved)		Balusters	

NOTE: A contract will be awarded to each qualified proposer submitting the lowest cumulative total on unit process per bedroom size with consideration given relative to the potential cost of additional work. If that contractor cannot commit to completing all the units available each month additional contracts may be awarded based on the lowest price per unit. Troy Housing Authority reserves the right to split contracts based on unit costs per particular unit sizes or types.

The undersigned hereby attests the bid prices and attached documentation have been verified, are based on strict conformance with the conditions specified and are guaranteed for at least two years. I have read and will comply with read and will comply with the regulatory requirements in Davis-Bacon guidance is available at: https://www.hud.gov/sites/dfiles/Labor/images/Work_Schedule_Request.pdf

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____

DATE: _____

Affidavit of Non-Collusion

The undersigned, being first fully sworn, deposes and says that:

He/she is: _____ owner, _____ partner, _____ officer, _____ representative, _____ agent, of
_____ (Contractor);

He/she is fully informed respecting the preparation and contents of the attached offer for Painting Services to the Troy Housing Authority and of all pertinent circumstances respecting such offer;

Such offer is genuine and not a collusive or sham offer;

Neither said Applicant nor any of its officers, partners, owner's agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed directly or indirectly, with any other Applicant, firm or person to submit a collusive or sham offer in connection with the Proposal for which the attached offer has been submitted or to refrain from making an offer in connection with such Proposal, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Contractor, firm or person to fix the price or prices in the attached offer, or of any other Contractor, or to fix any overhead, profit, or cost element of the offering price of any other Contractor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Troy Housing Authority person interested in the proposed Contact; and

The price or prices quoted in the attached offer are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Contractor or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

FIRM NAME: _____

*Before me, the undersigned, a Notary Public, _____ subscribed and swore to
this Affidavit of Non-Collusion on this _____ day of _____, _____.*

(Seal)

Notary Public

A resident of _____ County, _____