

# Request for Proposal (RFP)

## Repainting of Interior Walls

Baker County Library District

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### Introduction

Baker County Library District (BCLD) is seeking proposals from qualified contractors for the repainting of select interior walls at its main library building. The Baker County Library main building is located at 2400 Resort St, Baker City, Oregon. The project includes surface preparation, painting, and cleanup to enhance the appearance and longevity of the library's interior spaces.

### Scope of Work

#### A. Areas to be Painted

General Painting Requirements:

1. **East Side Door Vestibule and Bathrooms:**
  - Repaint egress vestibule. Both sides around glass doors and windows. Area in vestibule to end at the corner on the Left side (as you face the door from the inside).
  - Repaint bathroom ceilings, doors and stall partitions.  
*\*See Specifications – Special Application*
  - Rattle can paint stall partitions. Walls, doors, are to be chemically deglossed, then one coat of metal primer is to be applied. Two coats of Krylon or superior brand rattle can spray paint for metal surfaces.
  - Exclude interior bathroom walls (vinyl coverings).
2. **Periodical Storage Area:**
  - Repaint outside walls around shelving
  - Repaint door. *\*See Specifications – Special Application*
3. **Car Display Hallway:**
  - Repaint walls, excluding red wall areas outside Director Office and around the drinking fountain.
  - Exclude stucco ceiling.
4. **Bathrooms (Across from Car Display):**
  - Repaint vestibule entry
  - Repaint walls and ceilings.
  - Repaint doors. *\*See Specifications – Special Application*
5. **Archive Room:**
  - Repaint walls below the drop ceiling.
  - Repaint entrance door. *\*See Specifications – Special Application*
6. **Meeting Room Hallway:**
  - Repaint walls below the drop ceiling from Archive Room to restroom.
  - Repaint stucco ceiling from Archive Room to double doors
  - Repaint hallway double doors.

*\*See Specifications – Special Application*

- Exclude ceiling from double doors to restroom.

**7. Bathroom (End of Meeting Room Hallway):**

- Repaint all walls, except for vinyl-covered lower area.
- Repaint ceiling
- Repaint entrance Door. *\*See Specifications – Special Application*

**8. Large Meeting Rooms:**

- Repaint walls below the drop ceiling to the top of base molding.
- Repaint doors. *\*See Specifications – Special Application*

**9. Story Time Area:**

- Repaint walls (paint over mural) and stucco ceiling below the drop ceiling while retaining existing solid colors. Sufficient primer and paint to insure NO bleed through from Mural.
- Preserve upper ceiling decals.
- Exclude Discovery Zone computer lab.

**B. Specifications**

- **Surface Preparation:** Ensure walls are clean, repaired, and primed as necessary before applying paint.
- **Paint:** Low-VOC, washable, satin latex, interior paint. Color specifications will be provided. Tentatively, color should be a close match to existing paint color.
- **Coats:** Two coats of satin finish interior latex paint.
- **Special application:** *Wooden doors are to be coated with two coats of Semi-gloss latex acrylic enamel.*
- **Cleanup:** All spaces should be left clean and free of paint splatters or debris.

**C. Timeline**

- Work should be completed within scheduling window least disruptive to library operations, to be determined after contract award by mutual consent of Library personnel and the successful vendor.

**D. Work Hours**

- Work must be performed after hours, after 19:00 hrs. during the week, after 16:00 hrs, Saturday & Sundays.
- Memorial Day Weekend is a possible option for the work. The library can potentially close for the three-day week end should this time be determined to be viable by agreement between Contractor and Baker County Library District officials.

**E. Contractor Responsibilities**

- Provide all materials, tools, and labor.
- Protect furniture, floors, books, book shelves, and other surfaces not being painted.
- Point out to BCLD Personnel any and all defects or problems with any portion of this job.

## Proposal Requirements

Contractors interested in submitting a proposal must include the following:

- **Company Information:** Provide the company name, address, contact details, CCB number, and a brief company overview.
- **Insurance:**
  - Submit proof of General Liability Insurance with coverage of at least \$1 million per occurrence.
  - Provide proof of Workers' Compensation coverage for each employee who will be on-site at the Library during the project.
  - Any subcontractors engaged for the project must also provide proof of General Liability Insurance and Workers' Compensation coverage to the Library's contract official.
- **Experience:** Include examples of similar projects completed within the past three years.
- **Project Approach:** Outline your plan for executing the project, detailing preparation, painting, and cleanup procedures.
- **Timeline:** Present a proposed schedule for project completion.
- **Cost Estimate:** Provide an itemized breakdown of costs, including labor, materials, and any additional fees.
- **References:** Supply at least two references from recent clients.

## Evaluation Criteria

Proposals will be evaluated based on the following:

- Experience with similar projects.
- Cost and value for services.
- Proposed timeline.
- References and client satisfaction.
- Compliance with RFP requirements.

## Submission Details

- **Submission Deadline:** Please have bids to Mr. Adamson no later than 12:00 noon, February 20, 2025
- **Submission Method:** Proposals may be submitted via email to [Facilities @ bakerlib.org](mailto:Facilities@bakerlib.org), or hand delivered to Baker County Library, Attn: Ed Adamson, Facilities, 2400 Resort Street, Baker City, Oregon

## Site Visit

A mandatory site visit will be held on February 7, 2025 at 10:00 AM. to provide contractors an opportunity to inspect the work area for project viability.

## Contact Information

For questions or further information, please contact:

Ed Adamson  
Facilities Specialist  
541-523-6419  
[facilities@bakerlib.org](mailto:facilities@bakerlib.org)

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Baker County Library District  
Proposals due: Feb 20 2025

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Baker County Library District reserves the right to reject any or all proposals, waive any informalities or irregularities, and accept the proposal that best serves the interests of the library.

We look forward to receiving your proposals.

**Issued by:**

Perry Stokes, Library Director  
Baker County Library District  
1/29/2025