



## Request for Proposal

Graves County Public Library ("the Library") will be issuing a contract for interior and exterior painting for 601 N 17th St, Mayfield, Kentucky 42066. The timeframe for the work to begin will be after July 1, 2025. The work will need to be completed within 30 days of commencement.

## Requirements

- All painting services shall be performed as described in this request for proposal (RFP). Deviations will not be considered unless the Contractor can explain in detail that the deviation is of material benefit to the Library and provides service levels at least equal to that specified in the RFP.
- All work will be inspected and approved by the Library Director.
- The Contractor shall provide the bid on a square footage basis. The contractor will have to estimate the square footage.
- All exterior painting will include columns, ceilings of entrances, and any roof eaves as needed.
- Paint is to be applied according to the manufacturer's instructions.
- Upon review of the finished work, any areas with marks/sags/drips or areas where paint has been applied over nails, tacks, pushpins, tape (scotch, double-sided, masking, etc.) fire safety equipment, etc., or any evidence of improper application are evident after painting, paint reapplication/removal will be required of the Contractor without additional expense to the Library.
- All painting is to be done "to cover" unless otherwise specified. "To cover" means that the old coat of paint cannot be seen through the new coat. If more than one coat of paint is necessary, "to cover" per our description, the Contractor will be required to apply it at the Contractor's expense. Work is to be of high quality and performed in an appropriate manner and must meet Library standards as determined by the Library Director.
- "Wet Paint" signs must be posted conspicuously in and around areas where work is in progress and taken down when dry to the touch.
- All paint must be applied by roller or brush. Spray painting is not permitted unless permission is given prior to the start of any given project.
- The contract is advised that the surfaces that may be painted include, but are not limited to, drywall, plaster, wood and metal.
- All furniture shall be moved out of harm's way and properly covered to protect it from damage.

- All window shades shall be removed from fasteners before painting and stored so as not to damage the shades. They are to be re-hung after painting is completed.
- All furniture, carpeting, and assorted furnishings are to be covered to prevent paint damage. All permanent signage removed and reinstalled where possible, to prevent paint on the signs.
- Preparation includes placing all furniture in the center of the room or other safe location and properly protecting it from damage (i.e., covering it). Furniture is not to be removed from its immediate area and must be replaced to its location after painting. Furniture is to be set up according to an approved layout.
- Contractor shall perform all minor repairs on surfaces to be painted, where area to be repaired is not greater than 12" x 12".
- Surface preparation includes scraping, plastering, spackling, nailing loose boards, moldings, etc., where needed.
- The contractor will be responsible for removing any foreign items, including nails, tacks, tape, pins, etc. and filling holes left by these items before painting.
- Areas which have been spackled or plastered are to be properly sanded to "feather the edge" and match existing wall surface and must be given a primer coat before the area is painted.
- Paint must not be applied to any spackling or plaster which has not dried thoroughly or has not been properly sanded.
- Paint failure due to poor surface preparation will be rejected by the Library and will require that the work be redone shortly after notification to the Contractor, without additional expense to the Library.
- Any fire safety equipment (i.e., heat/smoke detectors, sprinklers, and ionization heads) which have been painted or rendered inoperable by the work will be replaced at the expense of the Contractor.
- Should the Contractor find major drywall damage, the Contractor will notify the Library Director immediately.
- All debris from sanding and preparation should be cleaned up before painting.
- Removal of the following items prior to painting and replacement of same when surface is dry to the touch;
  - Light switches and outlet plates.
  - Door placards
  - Shades, shelves, etc.
  - Light fixture canopies.
  - All signs, pictures, plaques and bulletin boards.
- Flooring, carpeting, and all other surfaces not to be painted must be protected. The use of clean drop cloths (or used drop cloths with dried paint) is mandatory. The Library strongly encourages the Contractor to use painters tape for all baseboards, Heat/smoke detectors, lighting fixtures, sprinkler heads, pull stations, alarm bells/horns, etc. to ensure a professional finish.

- All work proposed by the Contractor must be accomplished using the Contractor's owned and/or rented equipment. All equipment must be inspected to assure safe operation prior to use on the Library's property. Contractor must include a list of equipment used.

## **Assumptions and Agreements**

- Contractors will be allowed to inspect the interior of the Graves County Public Library, prior to submitting their bid, by setting up an appointment with the Library Director.
- All contractors must be insured for liability and worker's compensation. The contractor is responsible for injuries to persons or damages to property which may arise in connection with the work by the Contractor and its employees.
- The Contractor shall have a minimum five (5) years of experience in providing painting services comparable to the requirements of this RFP.
- The Contractor shall provide all training, supervision, labor and material necessary to complete the work in accordance with the RFP specifications.
- The Contractor is responsible for the conduct of its employees and sub-contractors.
- All work proposed by the Contractor must be accomplished using the Contractor's owned and/or rented equipment. All equipment must be inspected to assure safe operation prior to use on the Library's property. Contractor must include a list of equipment used.
- Equipment cleanup is allowed only with permission at the designated janitor's closet.
- Upon completion of the work by the Contractor, the area will be left in the same clean condition as found at the beginning of the work. Damages and lack of cleaning will be deducted from the invoice.
- The relationship of the Contractor and Library shall be that of an independent agency, and the Contractor shall be required to hold the Library harmless from any and all liabilities of any type.
- Bill for services and products completed may be submitted as one invoice which itemizes the charges.

## **Termination**

- The Library, with or without cause, shall be entitled to terminate the contract and Contractor's services at any time upon seven (7) days written notice.
- The Library reserves the right to terminate this contract for cause without prior written notification for the following reasons;
  - Violation by Contractor of any applicable federal law, state law, local law, regulations or ethical code.

- Inappropriate conduct by the Contractor, its employees or its sub-contractors.
- Contractor's substantial underperformance, as determined by the Library.
- Contractor's failure to actively operate its business for a period of more than seven days without prior written consent of the Library.
- Failure to comply with the provisions of this contract.

## **Required Proposal Format**

The proposal will be presented in a print format, with cost analysis for each significant part of the proposal. The Library may request that optional items be listed on the proposal with associated pricing so the Library may select the most appropriate solution, while keeping the solution comparable between contractors.

## **Proposal Response Form**

An individual having full authority to execute the proposal and to execute any resulting contract for services must complete and submit the attached Proposal Response Form (Attachment A) or submit a signed letter of transmittal that contains the same information and statements as indicated in the Proposal Response Form.

## **Documentation**

Contractors must include documentation verifying liability insurance, worker's compensation and all appropriate bonds before a contract can be signed.

## **Request for References**

Contractors should provide references of three or more other satisfied customers. Ideally these customers will include government entities and not-for-profit organizations.

## **Submission Deadline**

Your proposal should be placed in a sealed envelope and received by May 12th, 2025 by 12:00 (noon) at the Graves County Public Library located at 601 n 17th St., Mayfield, Kentucky, or emailed to [directorgcpl1@gmail.com](mailto:directorgcpl1@gmail.com). The bid opening will take place directly after this deadline. This will be a public bid opening.

Submit proposal and questions to:

Deana Gschwind  
Director  
Graves County Public Library  
601 N 17th St.  
Mayfield, KY 42066  
Tel: (270) 247-2911 ext. 2  
Email: [directorgcpl1@gmail.com](mailto:directorgcpl1@gmail.com)

## **Basis for Award of Contract**

The Library follows the rules and regulations of the Commonwealth of Kentucky pertaining to political subdivisions and follows the purchasing policies established by the Board of Trustees.

The Library will make the award to the lowest and/or best bid. In determining the lowest and/or best bid, the Library will consider other factors besides price. These factors shall include, but not be limited to: the experience and reputation of the bidder; any previous business dealings which the bidder has had with the Library; and the quality and adaptability of the supplies, equipment, or contractual services which are bid to the particular use required.

The Library reserves the right to accept any bid, to waive irregularities in bids and bidding, and to reject any or all bids. Poor performance can and will result in early termination of the contract.

# Attachment A

## Proposal Response Form

Date:

Proposal of:  
("The Proposer")

To: The Graves County Public Library ("The Library")

The Proposer, in compliance with your Request for Proposal for interior and exterior painting, and having examined the RFP and Scope of Services with related documents, and being familiar with all of the conditions surrounding the work, hereby agrees to perform the work required by the project in accordance with the contract documents, within the time set forth in the RFP, and at the price stated therein. These prices are to cover all expenses incurred in performing the work required by the contract documents, of which this proposal is a part.

The Proposer acknowledges receipt of the following addenda in the event subsequently issued:

Submitted by authorized representative:

Firm:

Signature:

Printed Name & Title:

Address:

City, State, Zip Code:

Telephone:

Fax: