



Request for Proposal

**Painting Services for KIPP Academy Lynn Charter School at
90 High Rock Street, Lynn, MA**

Proposal Due Date: Friday, January 20, 2023

Proposal Due Time: 4:00PM ET

**Charles Clark
90 High Rock Street
Lynn, MA 01902
cclark@kippma.org
(617) 549-6731**

Introduction

KIPP Academy Lynn is requesting proposals for painting services at KIPP Academy Lynn Charter School, located at 90 High Rock Street, Lynn, MA 01902. Responses are due to Charles Clark by 4:00PM ET on Friday, January 20, 2023 at 90 High Rock Street, Lynn, MA.

About KIPP Academy Lynn

KIPP Academy Lynn is part of a non-profit network of college preparatory, public charter schools educating elementary, middle, and high school students in Lynn. We have an 16-year track record of preparing students in educationally underserved communities for success in college and life. Our schools are part of the free public school system and enrollment is open to all students. Our public charter schools are given more academic budgetary flexibility than traditional public schools, and in exchange commit to deliver high-quality academic results for students.

KIPP Academy Lynn Charter School serves over 1000 students within a grade span of K-8. They are co-located at 90 High Rock Street in Lynn, Massachusetts. This 67,500 square foot campus was built and opened in 2012.

We are part of a national network of 200 KIPP schools educating nearly 80,000 students on their path to and through college, careers, and life. For more information about our schools, please visit www.kippma.org.

Scope of Services

This request for proposal (RFP) is seeking a contractor who is capable of performing the interior painting services as outlined in the below details:

- Surfaces to be painted:
 - Includes: Entry Way, Hallways, Classrooms, Cafeteria, Gym, Stairwells, including Handrails, Columns, Administrative Offices, Window and Door Frames, and Bathrooms, located in Lower Level, First Floor and Second Floor.
 - Excludes: Ceilings, Murals Located in Cafeteria and Lower Level, Select High Walls in Open Area, Custodial Office, Storage Closets, Electrical and Boiler Rooms, Doors, Lockers.

- Specifications of work:

- o Prepare all surfaces for the application of paint in accordance with manufactures recommendations. This includes patching/sanding holes as well as cleaning surfaces to be free of sticky residue. Seal surfaces that might cause bleed-through or staining of topcoat. Prime as necessary.
- o Apply one to two coats of paint, as needed.
- o Paint shall be applied at the manufacturer’s recommended thickness per coat resulting in a consistent, uniform texture and sheen.
- o Material shall be applied without runs, sags or cracking.
- o In most cases, the paint should match the existing color, with the exception of the yellow accent walls in classrooms. The yellow walls should be changed to match the blue accent walls.
- o Prior to starting work, contractor must check the color and product. Color must be approved by KIPP Academy Lynn.
- o Furniture (e.g., desks, bookcases) must be moved to the center of the room and placed back to original position when done.
- o All articles affixed to buildings, such as hardware and electrical plates, shall be removed by painting contractor and be replaced after completing painting of that area.
- o The contractor must furnish all labor, materials, tools and equipment (e.g., lifts) necessary for the job. No paint, materials or equipment shall be stored in any KIPP Academy building prior to the start of the project.
- o All non-painted areas, such as floors, glass, etc. shall be protected to avoid potential damage. Upon completion of the work, the contractor shall remove all splattering and paint-related trash from premises. The paint contractor shall be held responsible for any related damages and shall conform with all waste management laws and regulations.
- o The contractor shall supply one 5-gallon container of each paint used on the walls. The paint shall be in new, unopened containers, identified by brand, color and formula for KIPP Academy Lynn’s future use for touch ups.
- Timeline and Execution:
 - o Work to be performed during normal working hours (7:00AM-3:30PM) Monday to Friday. If extended work hours are requested, any additional expense, such as overtime, will be at contractor’s expense.
 - o A walkthrough with the KIPP Academy Lynn Operations and Facilities teams will be conducted prior to commencing the work with the selected contractor.

- o Work must be completed within a fairly tight timeline. Work must commence on Monday, July 10, 2023 and be completed by Friday, July 28, 2023. Bidders must indicate a date of project completion in the proposal.
- o Payment will be delivered in two installments. The first installment will be for materials and 50% of the labor prior to the start of the project. The second installment will be for the rest of the labor and will be delivered after the project is completed.
- o It is expected that all products and services being proposed are under the direct ownership of the contractor submitting a response to this RFP. The contractor agrees not to assign the whole or any part of the contract without prior written consent from KIPP Academy Lynn.

Proposal Submission Guidelines

The proposal price should include everything necessary for the execution and completion of the project. Proposals are to exclude sales tax.

KIPP Academy Lynn is not liable for any costs incurred by the bidder in the preparation of proposals submitted.

Bids should be submitted with 3 customer references. School references are preferred. Commercial references with similar or larger square footage are acceptable.

In your proposal, please outline your approach for providing the services noted in the scope of services above. Please indicate whether there are services outlined in the scope that your organization is not prepared to offer at this time to ensure completion of the project by the specified project deadline of Friday, July 28, 2023.

Proposals must be submitted with a signed Bid Submission Sheet.

All proposals should be submitted via email to cclark@kippma.org or mailed/hand-delivered to KIPP Academy Lynn by 4:00PM on Friday, January 20, 2023. Late bids will not be accepted.

All questions about scope or site visits should be directed to Charles Clark, KIPP Massachusetts Director of Facilities, via email at cclark@kippma.org or by phone at (617) 549-6731 between the hours of 7:00AM and 3:00PM Monday-Friday. KIPP Academy Lynn encourages all prospective contractors to submit any questions they may have as soon as possible. Questions should include "Painting at High Rock RFP" in the subject line to ensure that we identify the email as relating to this RFP.

Proposal Evaluation

KIPP Academy Lynn reserves the right to reject any and all proposals received as a result of this RFP. The selected proposal will be the most advantageous regarding timing, price, quality of service, qualifications and capability to provide the specified service, and other factors, which KIPP Academy Lynn may consider.

Additional Requirements

At a minimum, the selected contractor must carry the following insurance for the entire period of the awarded contract and must name KIPP Academy Lynn as an additional Insured:

- Workman's Compensation Insurance at a minimum \$1,000,000 per incident that covers all employees of contractor that works in/on the schools.
- General liability or similar comprehensive insurance policy with a minimum of \$1,000,000 per incident coverage for the following:
 - o Property Damage
 - o Contractual Liability
 - o Personal or Bodily Injury

Contractor warrants to KIPP Academy Lynn that all labor performed and materials furnished by contractor shall conform to the specifications of this agreement, be of good quality and free of defects. Contractor expressly warrants that the work shall remain free of defect for a period of at least one (1) year from the date of completion.

Bid Submission Sheet

This form must be returned, properly executed, along with three customer referrals and any additional materials. Please use this form as the cover sheet for your bid proposal.

Company: _____

Address: _____

Telephone: _____

Email: _____

Projected Completion Date: _____

(Note: Start Date must be July 10, 2023)

Bid Price (Labor): _____

Bid Price (Materials): _____

Total Price (Labor + Materials): _____

I, _____, a duly authorized representative of the bidding firm, agree to provide all goods and services included in this bid submittal in accordance with all applicable federal, state and local laws, regulations and ordinances, and further, to hold KIPP Academy Lynn harmless should any judgement be rendered against our firm for violation(s) during the performance of this project. The undersigned does, by his/her signature, indicate he/she has read, understands, and will comply with all requirements and conditions of the specifications.

Name (Please Print): _____

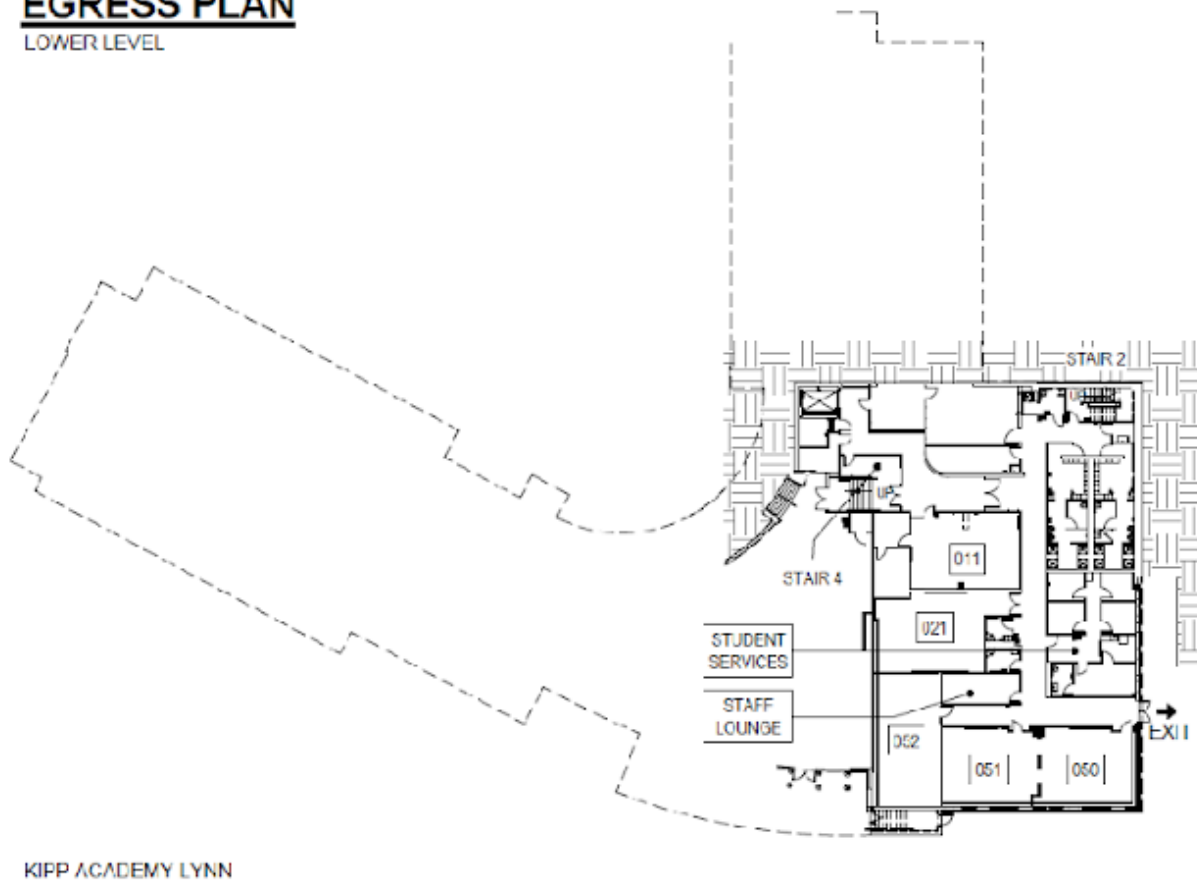
Title: _____

Signature: _____

Date: _____

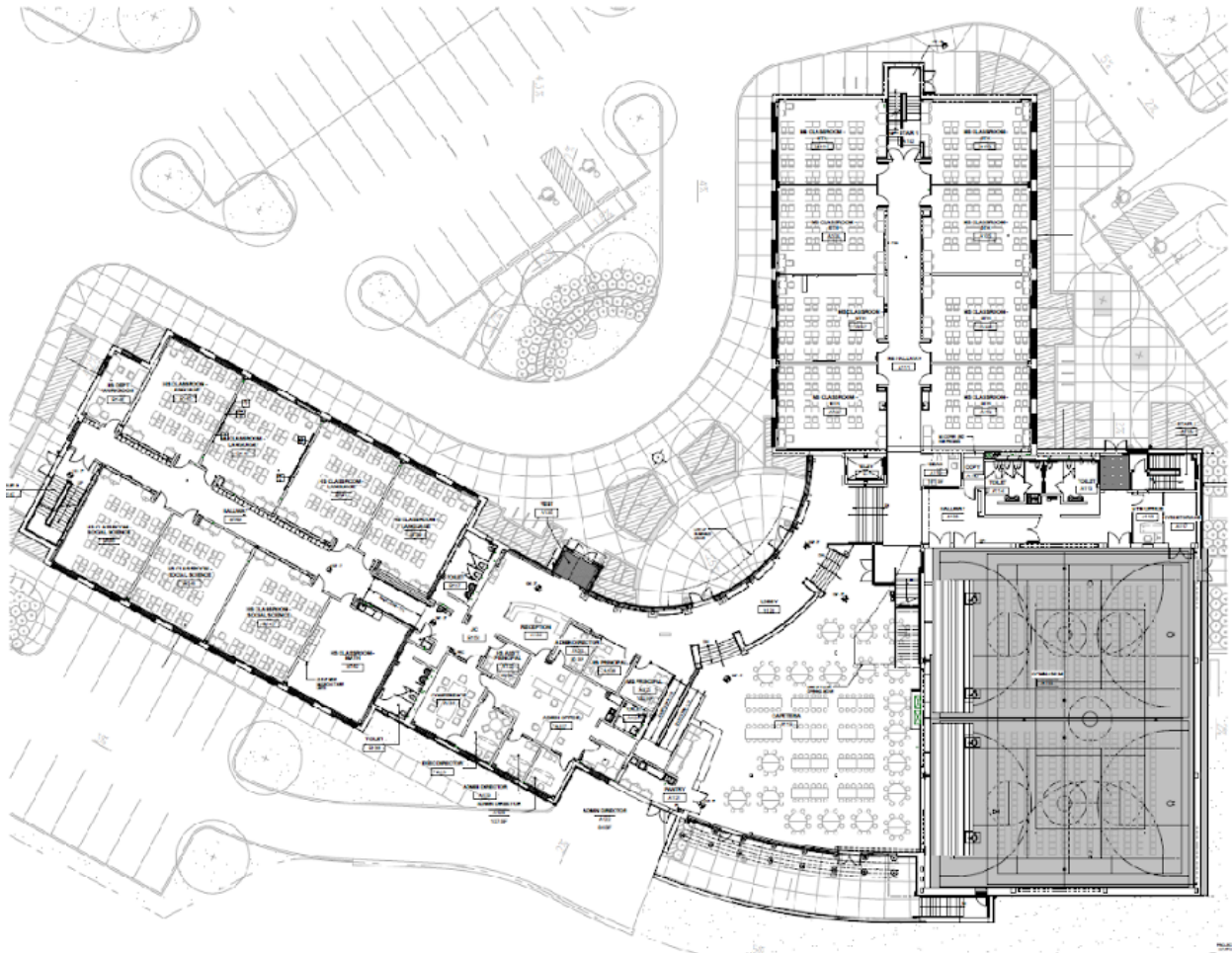
Appendix A:
Floor Plan – Lower Level

EGRESS PLAN
LOWER LEVEL



KIPP ACADEMY LYNN

Appendix B:
Floor Plan – Ground Floor



Appendix C:
Floor Plan – Second Floor

