



Tacoma Housing Authority
902 South L Street
Tacoma, WA 98405

Request for Proposals: Painting

Open Date: 06/12/2024

Submission Deadline: 07/03/2024 3:00 pm

Late Proposals Not Accepted

For Questions concerning this Solicitation, please contact THA's contracting team at contracts@tacomahousing.org.



About Tacoma Housing Authority

Established in 1940, Tacoma Housing Authority provides high-quality, stable, and sustainable housing and supportive services to people in need. It does this in ways that help people prosper and communities develop equitably.

THA develops and manages real estate and provides rental housing. In partnership with thousands of private landlords, it helps families pay their rent in the private rental market. It delivers supportive services to help families succeed as “tenants, parents, students, wage earners and builders of assets who can one day live without assistance.”

THA strives to work in ways that help to ensure our community is a safe, vibrant, and just place to live, work, attend school, shop, and play.

For more information about Tacoma Housing Authority, visit www.tacomahousing.org.

I. Introduction:

The Tacoma Housing Authority is seeking bids for **Painting**

II. Schedule:

	Date	Time
RFP Release Date	06/12/2024	n/a
RFI Deadline	06/25/2024	3:00 pm
RFP Submission Deadline	07/03/2024	3:00 pm
THA evaluation period	07/03/2024-07/11/2024	n/a
Notice of Award	07/12/2024	n/a
Anticipated Contract Start Date	08/01/2024	n/a

III. Scope of Work:

Scope of Work: Painting Services for Residential and Commercial Properties

1. Introduction:

This document outlines the scope of work for painting services for both residential and commercial properties. The purpose is to detail the tasks, responsibilities, and expectations for the painting contractor.

2. Preparation Phase:

- **Inspection:** Conduct a thorough inspection of the property to assess the condition of the surfaces, identify any repairs needed, and determine the type of paint suitable for the surfaces.
- **Surface Preparations:** Clean all surfaces to be painted, remove any loose paint, fill cracks and holes, sand rough areas, and prime surfaces, as necessary.

3. Residential Painting Services:

- **Interior Painting:** Paint walls, ceilings, trims, doors, and other interior surfaces as specified by the client. Ensure proper protection of floors, furniture, and fixtures.
- **Exterior Painting:** Paint exterior walls, trims, doors, windows, and other exterior surfaces using appropriate techniques and materials. Protect surrounding landscaping and property from paint splatter.
- **Specialized Finishes:** Provide specialized finishes such as faux painting, texture coating, or decorative painting as requested by the client.
- **Cabinet Refinishing:** Offer cabinet refinishing services including cleaning, sanding, priming, and painting or staining cabinets to revitalize the kitchen or cabinetry.

4. Commercial Painting Services:

- Office Spaces: Paint interior walls, ceilings, trims, and other surfaces within office spaces. Coordinate with the client to minimize disruption to daily operations.
- Retail Spaces: Paint interior and exterior surfaces of retail spaces, ensuring brand colors and themes are accurately represented.
- Industrial Facilities: Paint interior and exterior surfaces of industrial facilities, warehouses, and manufacturing plants using durable and chemical-resistant coatings as required.

5. Safety and Compliance:

- Ensure compliance with all safety regulations and industry standards during the painting process.
- Provide safety training to painting crew members and ensure they have appropriate personal protective equipment (PPE).
- Use low-VOC (volatile organic compound) and eco-friendly paints whenever possible to minimize environmental impact and ensure occupant health.

6. Quality Assurance:

- Use high-quality paints, primers, and coatings from reputable manufacturers to ensure long-lasting and durable finishes.
- Conduct regular inspections during and after the painting process to ensure quality workmanship and client satisfaction.
- Address any touch-ups or corrections promptly to meet client expectations.

7. Cleanup and Finalization:

- Thoroughly clean up the work area, including removing paint drips, masking tapes, and other debris.
- Dispose of paint cans, used materials, and other waste in an environmentally responsible manner.
- Review the completed project with the client to ensure their satisfaction and address any concerns or feedback.

8. Documentation:

- Provide the client with detailed documentation, including paint colors, quantities used, warranties, and maintenance instructions.
- Maintain records of the project, including contracts, change orders, invoices, and any other relevant documents.

9. Timeline and Milestones:

- Develop a project timeline with clear milestones and deadlines for each phase of the painting process.
- Communicate regularly with the client to keep them informed of progress and any changes to the schedule.

10. Additional Services (Optional):

- Offer additional services such as wallpaper removal, drywall repair, or power washing as requested by the client.

11. Terms and Conditions:

Outline payment terms, cancellation policies, warranties, and any other relevant terms and conditions.

12. Conclusion:

By adhering to the outlined scope of work, the painting contractor aims to deliver high-quality painting services that meet the client's expectations for both residential and commercial properties.

Note: This scope of work is a general outline and may need to be customized based on the specific requirements of each project.

IV. Proposal Requirements:

For the proposals to be considered responsive, vendors should submit the following with their bid packet:

- Cover Letter
- Company Profile and Qualifications
- Completed Contractor/Vendor Intake Form – Exhibit A
- OMWBE Certification if applicable
- MWBE Self Attestation if applicable – Exhibit B
- Completed Price List

V. Evaluation Criteria:

Complete Proposal Packet	20 pts.
Cover letter	10 pts.
Company Profile and Qualifications	20 pts.
<ul style="list-style-type: none"> • OMWBE certified businesses, if not certified, a self-attestation form must be completed attached) 	10 pts.
MWBE Certification if applicable	10 pts.
Price List	30 pts.

VI. Proprietary Proposal Material:

Any records or materials submitted to Tacoma Housing Authority become public records under Washington State law (see RCW Chapter 42.56, the Public Disclosure Act at <https://apps.leg.wa.gov/rcw/default.aspx?cite=42.56>).

VII. Exhibits to RFP:

Exhibit A: Contractor/Vendor Intake Form

Exhibit B: MWBE Self Attestation Form

Exhibit C: THA Insurance Requirements

Exhibit D: THA Sample Contract

Contact Information:

If you have any questions or require additional information, please contact THA's contracting team at contracts@tacomahousing.org.

Thank you for your interest.