



TOWN OF ULYSSES

10 Elm Street, Trumansburg, NY 14886
townofulyssesny.gov

Town Supervisor (607) 387-5767, Ext 232 • supervisor@townofulyssesny.gov
Town Clerk (607) 387-5767, Ext 221 • clerk@townofulyssesny.gov

Memo

To: Ulysses Town Board
From: Michelle E. Wright
Date: 7/12/23
Re: Town Hall Exterior Painting Quote Process Adherence to Procurement Policy

In the Fall of 2022, I conducted a preliminary search for painting contractors to provide an estimate for the exterior painting of the Town Hall resulted in a site visit and proposal from Duthie Painting Co. Outreach to a variety of other local painting contractors was unsuccessful.

In coordination with our facilities volunteer, a secondary search in the Spring of 2023 resulted in direct outreach to seven contractors resulting in four site visits for quote development. The RFP was provided to those four contractors post site visit.

The order of operations to this process illuminated a palpable dynamic regarding acquiring contractors for facilities related work. On-site visits were scheduled first in an effort to gauge the procurement level of the contract.

Out of the four contractors who came onsite to develop a quote, two of them decided to not provide a quote upon reading the terms of the RFP.

Out of the two who acknowledged the terms of the RFP, one of the vendors is not available to schedule in the 2023 season.

Given the difficulties Town has experienced in obtaining facilities related services, the effort described here adheres to the Town's procurement policy that states: "A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposal be a bar to the procurement."

Contents of following packet:

- RFP
- Communication documentation
- Ernzs quote 2023
- Duthie quote 2022



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Request for Quotes Ulysses Town Hall Exterior Paint Remediation June 7, 2023 Responses Due: June 21st

1. Project Overview & Scope

The Town of Ulysses is seeking services for a project that will provide the necessary labor and materials for exterior preparation and painting of all exterior surfaces currently painted white on the Town Hall. Scope of work shall include, but may not be limited to:

- a) Preparation/cleaning of exterior
- b) Priming/removal of rust spots, as well as other areas of need that may arise.
- c) Repair of any areas in need, this may include areas requiring carpentry.
- d) Caulking of joints and seams
- e) Final paint to match current color, this shall include windows, doors, and all trim.

2. Project Timeline & Procurement Schedule

Schedule Item	Date
RFP Release Date	June 7, 2023
Deadline for Submissions of Respondent Questions via email to addresses specified in Section 4 a ii.	June 14, 2023
RFP Due	June 21, 2023
Evaluation of all responses	June 23, 2023
Contract Award	July 11, 2023
Start of Work	July 31*

* Tentative date based on Town preference, dependent on negotiated contract terms.

3. Qualifications and Selection Criteria

- a. The lowest price proposal will not necessarily be selected.
- b. The sole purpose of the proposal evaluation process is to determine which respondent can provide the best value to the Town (highest level of service and desired deliverables in the most cost-effective manner that most closely meets the Town's needs).



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- c. The evaluation process is not meant to imply that one respondent is superior to any other, but rather that the selected respondent can best support the Town's needs, based on the information available and the Town's best efforts of determination.

4. Submission Requirements

a. Response Instructions

- i. Response to this RFQ indicates your ability to meet contract terms described within.
- ii. All responses must be electronic and received by date and time indicated in Section 2 "Project Timeline & Procurement Schedule" via e-mail to both of the following email addresses:
 - 1. ulysses.clerk@gmail.com
 - 2. townofulysses@gmail.com
- iii. Confirmation of response receipt will be provided. If confirmation is not received by 5pm on the due date, call (607) 387-5767 x 235
- iv. It is the sole responsibility of the respondent to see that its proposal is received in the proper time. Proposals received after the specified time will not be considered.
- v. Adherence to the rules set forth in this RFP is mandatory to ensure a fair and objective analysis of all proposals. Failure to comply with or complete any portion of this request may result in rejection of a submitted proposal.
- vi. All proposals submitted to the Town become the property of the Town and are subject to The New York State Freedom of Information Law, Public Officers Law, Article 6, which provides for public access to information. Any confidential information shall be submitted in a separate document with the word "CONFIDENTIAL" as a watermark.
- vii. Receipt of a proposal by the Town or submission of a proposal to the Town confers no rights upon the respondent nor obligates the Town in any manner.
- viii. The apparent silence of the specifications as to any details or the omission from it of a detailed description concerning any point shall be interpreted as meaning that only the best commercial practices are to prevail and that only professional services of first quality are to be used, specified or accepted.

b. Additional Information Regarding Submission

i. Validity of Proposals

- 1. Proposals are to be good for ninety (90) days from the proposal due date. The Town may hold the proposals for ninety (90) days after the proposal due date, and may award a contract at any time during that period. Should there be reasons why a contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the Town and the selected respondent.

ii. Contract Award



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1. The Town reserves the right to (a) reject any or all proposals, or to make no award, (b) request modifications to initial proposals or (c) make partial or multiple awards. In addition, the Town reserves the right to obtain other supplemental information concerning the respondent. The Town further reserves the right to excuse technical defects in a proposal when, in its sole discretion, such excuse is beneficial to the Town. The Town may award based on initial proposals received, without discussion of such proposals.

5. Proposal Content Requirements

- a. Detailed and Itemized Quote
 - i. Provide a breakdown of pricing per scope of work.
 - ii. Provide a schedule for the scope of work with milestones and deliverables.
- b. Responses should also include:
 - i. Legal Name of Business
 - ii. Primary Contact Name and Information
 - iii. Exception Letter: should the respondent take exception to any terms and conditions identified in this request; a letter must be submitted with the proposal identifying all exceptions. Any exceptions will be part of the evaluation process. The Town will not entertain any exceptions not submitted in this fashion.
 - iv. Explicit acknowledgment of the respondent's ability to meet contract requirements as outlined in Section 9 Contract Requirements 9 of this document.

6. Tax Exemption

The Town of Ulysses is tax-exempt. Tax-exempt certificates, if required, will be forwarded upon request.

7. Expense of Preparing Responses to This Proposal

The Town accepts no responsibility for any costs incurred by respondents of this request for proposals, including costs associated with interviews. Such expenses are to be borne entirely by respondents.

8. Right of Refusal

The Town reserves the right to reject all responses to this document in their entirety. The Town reserves the right to award a contract in any manner deemed in the best interest of its citizens in adherence to local and state law

9. Contract Requirements

- a. **Prevailing wage is required.**
- b. **Insurance Requirements**
 - i. The Consultant shall maintain through the life of the contract, general liability and property damage insurance as shall protect the Town from claims for damages for personal injury, including accidental death, as well as from claims for property damage which may arise from operations under the contract. The amounts of such insurance shall be as follows:



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1. General liability insurance in an amount not less than \$1,000,000 (one million dollars) for injuries, including wrongful death to any one person and subject to the same limit for each person, in an amount not less than \$1,000,000 (one million dollars) on account of any one occurrence.
2. Property damage insurance in an amount not less than \$1,000,000 (one million dollars) for damage on account of all occurrences.
- ii. Proof of the above insurance coverage will be provided to the Town prior to contract execution.
- iii. The Town will be named as an additional insured to all insurance coverage.
- iv. Umbrella Liability of Subcontractors (if applicable)
 1. Contractor shall ensure that all Subcontractors provide bodily injury and property damage insurance.
 2. Liability Limit: each accident or incident \$1,000,000 (one million dollars)

Town Hall Exterior Painting Quote Communication Documentation

2023

Contractor	Quote	Notes
Ernz Co. Painiting	\$ 16,280.00	Does not includes sales tax
Pro-Coat Painting	n/a	No longer does exterior painting
Sioux O'Connor Painting, Inc.	n/a	Will not be providing a quote, the schedule is full.
C J Morse Painting & Construction	<i>Conducted site visit, not submitting quote</i>	Will be providing a quote after follow up on 06.02.23
DuthiePainting Co. Inc.	2022: \$15,500	Not available for 2023 scheduling
JMB Painting	<i>Conducted site visit, not submitting quote</i>	Came out to perform a physical review of the site. Waiting on the quote. Follow call was made 05.23.23
WBR Painting		Too far, will not be providing a quote



Ernz Co. Painting, LLC.
 P.O Box 5541
 Cortland, NY 13045
 ernzsales@hotmail.com

Estimate

Date	Estimate #
5/8/2023	1559

Name / Address
Michael Defone 20 Elm Street Trumansburg, NY 14886 607-342-2692

P.O. No.
EC 1559

Description	Total
Prep and paint exterior fascia, soffit, peaks, band board above brick, center columns, entryways, doors and window boxes. Fill (2) vents in band board to look like others.	
Rinse surfaces to be painted	16,280.00T
Set up and drop cloth and/or plastic	0.00T
Scrape all loose paint or stain free of substrate to be coated	0.00T
Prime all scraped and exposed designated areas with Benjamin Moore Gripper Primer	0.00T
Caulk doors, trim, etc. as needed	0.00T
Apply 1 finish coat	0.00T
Clean up and remove all waste created by Ernz Co. Painting, LLC from job site	0.00T
All paints are purchased from Meldrim's Paint Center unless specified in writing by customer	0.00T
Colors must be selected prior to the start of the job. Changes made after the start of the job will result in additional charges	0.00T
This quote includes all materials except materials that may be needed for time and material work	0.00T
Any repair and replacement other than what is included in the quote will be done on a time and material basis	0.00T
-This quote excludes:	0.00T
Any permits, special fees or legal fees	0.00T
Any electrical or mechanical work	0.00T
Any extra work without a Time and Materials agreement prior to starting	0.00T
Items that may arise that are unforeseen during, which will be handled on a Time and Materials basis and will need to be signed off on at the time of discovery in fairness to the customer and the contractor	0.00T
**If paid by cash or check a 3.5% deduction will be applied and you would owe	0.00T

Subtotal	\$16,280.00
Sales Tax (0.0%)	\$0.00
Total	\$16,280.00

50% due on start date.
 40% due after prep is complete.
 10% on finish date.

Signature _____

Web Site
www.ernzcopainting.com

Duthie Painting Co., Inc.
484 Ridge Rd.
Lansing, NY 14882-0268
(607) 533-4300

Proposal

Town of Ulysses
10 Elm Street
Trumansburg, NY 14886

09/22/2022

Project:

EXTERIOR PAINTING TOWN HALL

This proposal includes the labor and materials to complete the following:

- 1) The wood areas of the Town Hall will be pressure washed with bleach to remove dirt, mold, and mildew.
- 2) The exterior wood soffits and fascia will be sanded to remove all loose and peeling paint. Bare wood will be primed with exterior "PEEL BOND" primer, a primer designed to hold down remaining paint edges. All required caulking will be done. Once the prep work is complete the soffits and fascia will be given one coat of exterior white satin latex paint.
- 3) The wood window and wood casings will be sanded to remove all loose and peeling paint. Bare wood will be spot primed. The wood windows will be caulked and re-glazed as needed. Once the prep work is complete the windows will be given two coats of exterior white satin latex paint.
- 4) The doors will be sanded and given one coat of exterior white satin latex paint.
- 5) The black iron hand rails will be sanded, spot primed with a rust inhibitive primer and repainted with black industrial paint.

Labor and materials	\$	15,500.00
Tax if Applicable	\$	(Need Number)
Total	\$	15,500.00

- A lift is included in the cost
- Prevailing wage applies

Anita Sullivan (Estimator)

Accepted By (Signature)

(Printed name and title) / Date

(Printed name and title) / Date

Our Company is Fully I
the safety of

SHA approved equipment to insure
you the valued customer.

\$ Net 30