

Painting RFP Summary

Apex Southeast, Inc. is requesting proposals for painting services for the former Apex Collegiate Academy Charter School campus, 9700 Scenic Highway, 2nd Floor, Baton Rouge, LA 70807.

A pre-bid meeting and walk through will be September 10, 2019 at 10:00am at 9700 Scenic Highway. The meeting will be in Room 201.

Proposals should be submitted on or before September 13, 2019.

Contract award will be made by September 17, 2019 with service starting on September 19, 2019 and ending on October 1, 2019.

Included in this RFP are:

- Bid Worksheet for painting
- Bid Pricing Page
- Building Fact Sheet
- Contractor Questionnaire
- RFP Requirements

Template - Building Facts Sheet to include in RFP

BUILDING FACTS - _____

Mount Pilgrim Baptist Church Family Center

Building name: Mount Pilgrim Baptist Church Family Center

Address: 9700 Scenic Highway, Baton Rouge, LA 70807

Manager's Name: Rebecca Armstrong

Days of the week service is to be performed: Monday - Saturday

Total Cleanable Square Footage:

- | | |
|---------------------|-------------------|
| 1. Classroom Areas: | <u>5500</u> |
| 2. Office Areas: | <u>300</u> |
| 3. Restrooms: | <u>400</u> |
| 4. Common Areas: | <u> </u> |
| 5. Total Work Area: | <u>6200</u> |

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GENERAL BUILDING INFORMATION

Number of Floors 1

Number of Stairwells 0

Elevators (number of carpet passenger) 0

Elevators (number of tiled passenger) 0

Elevators (number of freight) 0

Cafeteria (Yes or No) 0

Contractor Questionnaire for Painting RFP

Please answer all questions completely. Where necessary, attach additional sheets.

Full Company Name: _____

Address and Phone Number _____ Completed

by: _____ (Name and Title)

What is the total square footage of the facilities painted by your firm in the Baton Rouge area?

What percentage of your work is performed by subcontractors? _____

What percentage of your work is performed by employees? _____

How many employees does your firm employ in the Baton Rouge area? _____

How many subcontractors in the Baton Rouge area? _____

Please list any industry organization affiliations and or certifications.

Provide an organization chart of your firm.

Please describe your recruiting, hiring, training and new account start up process.

References:

Please provide three references to include name, building square footages, and contact information (name, email and phone number) and period of contract.

Bid Work Sheet

	Example Property	Mount Pilgrim
PROPERTY NAME:	Example Property	Mount Pilgrim
PROPERTY SQUARE FOOTAGE:	100,000	30,000
	Example	Contractor (Actuals)
Fill out <u>completely</u> using example as guideline.		
Property Square Footage (Full):	129,576 SF	30,000 SF
What will your staffing level be on a square footage per hour basis (w/o supervision)?	4,300 SF per Hour	SF per Hour
How many hours per day will be used? (SF / SF per Hour = Hours per Day)	30.13 Hours	Hours
How many supervisor hours per day will be utilized?	4.5 Hours	Hours
How many inspection hours will be utilized per night on average?	1.5 Hours	Hours
How many hours per day will be devoted to the account by senior management / ownership? (i.e. scheduling, inspections, site visits, ?, etc)	1 Hours	Hours
What is your firm's total cost for all labor-related taxes and insurance (burden) on a percentage basis? (i.e.: FICA, FUTA, Gen. Liability, Workman's Comp. etc.)	18%	%
What is your average pay rate for painters in the geographical area for this Property? (Note: Please use long-term average, not starting rate)	\$5.70	\$
What is your pay rate for supervisors in this geographical area?	\$9.00	\$
What is your firm's overall general & administrative costs as a percent of revenue? G&A = all non-direct costs (i.e. sales, admin, executive, and human resources salaries; rent; utilities; taxes; insurance; association fees; etc.)	18%	%

Daily Costs (Example)	Hours	Pay Rate	Pay Rate with Burden*	Total Labor Cost / Day with Burden
Painters	30.13	\$5.70	\$6.73	\$202.68
Supervisors	4.50	\$9.00	\$10.62	\$47.79
Inspectprs	1.50	\$7.00	\$8.26	\$12.39
Fixed Management per Day	1.00	\$20.00	\$23.60	\$23.60
Total				\$286.46

Daily Costs (Contractor - Actual)	Hours	Pay Rate	Pay Rate with Burden*	Total Labor Cost / Day with Burden
Cleaners				
Supervisors				
Floor Staff				
Fixed Management per Night (Varies according to needs)				
Total				

Bid Calculations

Example

Contractor

Monthly Labor Cost (\$404.24x 21.67 days = _____)	<u>\$6,207.61</u>	_____
Monthly Non-Consumable Supplies Costs (Cleaner, dustcloths, vacuum bags, etc.)	<u>\$575.00</u>	\$ _____ Includes all Chemicals & Equipment
Uniform Costs	<u>\$25.00</u>	\$ _____
Monthly Equipment Lease or Depreciaton Cost	<u>\$125.00</u>	\$ _____
Total Direct Cost	<u>\$6,932.61</u>	\$ _____
G&A Cost Allocation (for this period)**	<u>\$1,247.87</u>	\$ _____
Total Cost with G&A	<u>\$8,180.48</u>	_____
Profit Margin	<u>\$750.00</u>	\$ _____
TOTAL	<u>\$8,930.48</u>	\$ _____
Price as a per Square Foot Basis	<u>0.068921</u>	_____