

REQUEST FOR PROPOSALS (RFP)
Exterior & Interior Painting Services

St. Joseph Housing Commission
Lake View Terrace Highrise – 601 Port Street, St. Joseph, MI 49085

1. Introduction

- a. The St. Joseph Housing Commission (“the Commission”) is soliciting sealed proposals from qualified painting contractors to provide scraping, priming, and painting services for the balcony floors, balcony ceilings, balcony railings, and interior common areas of the 15-story Lake View Terrace residential high-rise located at 601 Port Street, St. Joseph, Michigan.
- b. The building is fully occupied. Contractors must plan work to minimize disruption to residents and always maintain safe access for residents and guests.

2. Project Description - The project includes:

- a. Exterior Work
 - i. Scraping, priming, and painting all balcony floors (15 stories)
 - ii. Scraping, priming, and painting all balcony ceilings
 - iii. Scraping, priming, and painting all balcony railings (metal)
- b. Interior Work
 - i. Scraping, priming, and painting hallways on all floors
 - ii. Painting stairwells
 - iii. Painting lobby and entry areas
 - iv. Painting designated common areas, including community rooms and service corridors

3. Scope of Work

- a. Surface Preparation – The contractor shall:
 - i. Remove loose, peeling, or flaking paint
 - ii. Sand and feather edges for smooth transitions
 - iii. Clean surfaces to remove dirt, mildew, and contaminants
 - iv. Pressure-wash exterior surfaces where appropriate
 - v. Remove rust from metal railings to bare metal where needed
 - vi. Patch cracks, holes, and minor concrete spalls

- vii. Protect adjacent surfaces, windows, landscaping, and resident property
- viii. If lead-based paint is present, contractor must follow EPA RRP and HUD LSHR requirements.

b. Priming

- i. Apply primer appropriate for each substrate (concrete, metal, drywall)
- ii. Use rust-inhibitive primer on all metal railings
- iii. Spot-prime interior repairs and patched areas

c. Painting

- i. Apply two coats of high-performance exterior coating on balconies
- ii. Apply two coats of corrosion-resistant enamel on railings
- iii. Apply two coats of durable, washable interior paint in common areas
- iv. Ceilings: semi-gloss
- v. Walls: semi-gloss (Commission preference)

All products must be low-VOC and approved by the Commission before use.

4. Contractor Requirements - Contractor must:

- a. Have minimum 5 years' experience with high-rise or multi-story residential painting
- b. Demonstrate experience working in occupied buildings
- c. Provide proof of insurance (general liability, auto, workers' comp)
- d. Provide a written Safety Plan, including fall protection
- e. Provide a Quality Control Plan
- f. Provide references for at least three similar projects
- g. Be licensed to operate in the State of Michigan
- h. Be EPA Lead-Safe Certified if required

5. Work Conditions

- a. Work must be coordinated with building management
- b. Contractor must always maintain safe resident access
- c. Balconies may require scheduled access; contractor must provide notice to residents
- d. Work areas must be cleaned daily
- e. Contractor must provide all lifts, scaffolding, or swing stages
- f. Weather restrictions apply for exterior coatings

6. Proposal Submission Requirements - Proposals must include:

- a. Company Information
- b. Project Approach & Work Plan
- c. Proposed Schedule
- d. Safety Plan
- e. Quality Control Plan
- f. List of Materials & Product Data Sheets
- g. Itemized Cost Proposal
- h. Past Performance & References
- i. Proof of Insurance
- j. Incomplete proposals may be rejected.

7. Evaluation Criteria - Proposals will be evaluated on:

Criterion	Weight
Technical Approach	25%
Relevant Experience	25%
Price	25%
Schedule	10%
Safety Record	10%
Completeness of Proposal	5%

The Commission reserves the right to reject any or all proposals.

8. Project Schedule

- a. RFP Issued: March 30th, 2026
- b. Questions Due: April 10th, 2026
- c. Proposals Due: April 15th, 2026
- d. Anticipated Award: April 21st, 2026
- e. Notice to Proceed: Upon contract execution

Contractor must provide a detailed schedule with their proposal.

9. Submission Instructions

- Proposals must be submitted in a sealed envelope clearly labeled: • “RFP – Painting Services – Lake View Terrace”
- Delivered to:
- St. Joseph Housing Commission Attn: Executive Director 601 Port Street St. Joseph, MI 49085
- Electronic submissions may be accepted if permitted by Commission policy.

10. **Contact Information**

All questions must be submitted in writing to:

Bunni Wheeler, Executive Director St. Joseph Housing Commission Email:
executivedir@stjosephhousingcommission.org Phone: (269)983-2814 ext 4.