

Request for Proposal – Interior Painting

I. Introduction

Hope Shores Alliance (HSA) is soliciting proposals from qualified painting contractors to perform interior painting services at our residential shelter facility located in Alpena, MI (specific address will be provided while scheduling walk through). The purpose of this RFP is to select a contractor who can deliver professional, timely, and high-quality painting services.

II. Scope of Work

A. Contractor will submit an itemized quote (by room) for the following areas in the facility:

- Living room (high ceilings)
- Dining room
- Group space/children's area
- Breakroom
- Office areas
- Kitchen
- Hallways

B. Contractor will provide all labor, equipment, and materials necessary to complete the painting work. The scope includes, but is not limited to:

- Surface preparation including cleaning, sanding, and patching minor damage
- Space preparation to avoid damage to floors, windows, and/or furniture including covering floors, equipment, cabinets, and furniture. Spaces must be returned to their prior condition.
- Primer application
- Painting of walls, ceilings, and trim
- Caulking, painting touch ups, and full clean up

C. All painted surfaces will receive one coat or primer and two finished coats of paint unless otherwise recommended by the contractor and approved by Hope Shores Alliance. All walls will be painted a uniform color selected by HSA. Professional input regarding paint type and finish is welcomed.

III. Contractor Requirements

Contractors submitting proposals must:

- Provide proof of liability insurance and workers' compensation coverage
- Agree to complete a criminal and sexual offender registry check for any workers entering the facility

- Agree to abide by confidentiality site standards, including no photography or recording

IV. Deliverables

The contractor will provide:

- A detailed project timeline
- Total cost projection with line-item breakdowns including labor, materials, travel costs, and/or additional services
- A warranty or guarantee on workmanship and paint products including a minimum 12 month warranty on workmanship, including touch-ups due to peeling, bubbling, or paint failure not caused by occupant damage

V. Safety and Compliance

Because the shelter houses children and vulnerable populations, the contractor must ensure that low odor and low-VOC paints are used and that materials follow all Michigan lead-based paint laws.

VI. Project timeline

HSA intends to begin painting on or around January 12th, 2026, with completion by February 16th, 2026. Proposals should include:

- Estimated start date availability
- Estimated duration of work
- Estimated completion date

VII. Site Visits

Contractors may schedule a walkthrough of the facility prior to submitting a proposal. Walkthrough appointments must be coordinated in advance. The request a walkthrough, contact Jillian Ferguson, Support Services Coordinator, at jferguson@hopeshores.org or (989)356-2560 ext. 108

VIII. Proposal Format

Bids/proposals should include:

- Company name, address, and contact information
- Itemized cost estimate by room
- Timeline and availability
- Proof of licenses and insurance
- Specific product information if applicable
- Any important exclusions or conditions

IX. Evaluation Criteria

Hope Shores Alliance reserves the right to reject any or all proposals, request additional information, and award the project to the contractor who best meets the needs of the organization, regardless of cost.

Bids/proposals will be evaluated by the shelter leadership team and selected based on:

- Cost
- Demonstrated experience and quality of past work
- Responsiveness and clarity of submission
- Ability to meet project timeline

X. Submission Details

All bids/proposals must be submitted by Friday, January 2nd, 2026 at 5:00pm.

Submit proposals by email to Jillian Ferguson, Support Services Coordinator at jferguson@hopeshores.org or by mail at Hope Shores Alliance Attn: Painting RFP, PO Box 797, Alpena, MI 49707. Postmark date indicates date of submission. Any questions regarding this RFP can be directed to Jillian Ferguson at jferguson@hopeshores.org or (989)356-2560 ext. 108. All individuals who submitted a bid will be notified of selection on or before January 12th, 2026.