

# Request for Proposal

Propeller Bathroom Renovations  
Propeller  
PROPOSALS DUE BY: 10/31/20

## Company Background

Propeller is a non-profit organization focused on supporting and growing entrepreneurs to tackle social and environmental disparities. In conjunction, we also operate a 10,000 sq/ft coworking space out of a renovated auto body repair shop.

## Project Overview

This project will be a bathroom renovation. We will be looking to create a cleaner, more efficient, and more aesthetically pleasing restroom. In light of COVID-19 concerns, we will also be looking to make our bathroom as “hands-free” and sanitary as possible. It is a 12' x 15' bathroom with two stalls, a urinal, and 3 sinks. It also has a paper towel dispenser and two soap dispensers.

The project will include installing new hands free fixtures, retiling the floor, replacing gypsum board behind the urinal, and potentially other aesthetic upgrades.

## Project Goals

Our goal is to create a more efficient, sanitary, and aesthetically pleasing bathroom.

The goals of this project include:

- i. Replacing wall behind the urinal with a surface more resistant to soaking up urine and urine smell.
- ii. Tile the concrete floor and walls to make it more aesthetically pleasing.
- iii. Replacing fixtures with hands free alternatives.

To reach these goals, Propeller is now accepting bids in response to this Request for Proposal.

**Commented [WU1]:** Is this only for the men's restroom then?

## Scope of Work

- Selective demolition and removal of fixtures and partitions for reuse
- Install moisture resistant gypsum behind urinals and toilets
- Install subway ceramic tile at wall to ceiling
- Install ceramic tile at floor
- Install select hands free fixtures
- Reinstall reused fixtures and partitions
- Remove debris/trash from project.

## Target Deliverable Schedule

**Final Project Due:** 12/31/20

The expected project completion date is 12/31/20. If this date needs to be adjusted, please include your readjusted proposed date, as well as your reasoning for shifting the schedule. All proposed date changes will be considered.

## Existing Roadblocks or Technical Issues

One obstacle is that the building allows for 24/7 access to coworkers. Getting the job done as efficiently as possible to avoid disrupting the day to day work of our office members is a primary concern.

## Budget Constraints

We have a budget ceiling of \$12,000.

## Evaluation Metrics

Propeller will evaluate bidders and proposals based on the following criteria:

- Previous experience/past performance history.
- Samples and/or case studies from previous projects.
- Projected costs.
- Experience and technical expertise.
- Responsiveness and answers to questions in the next section.

## Questions Bidders Must Answer to Be Considered

- I. Is your company a registered woman-, diverse- or disabled veteran-owned company?
- ii. Does you own and service the products/equipment it sells, or is it a third-party broker?
- iii. Why should our company choose your business over other competitors?
- iv. Can you provide a detailed implementation plan, including a timeline, for the startup and transition process?

## Submission Requirements

Bidders must adhere to the following guidelines to be considered:

- Proposals must be sent in by 10/31/20. Bidders who are interested in submitting a proposal should inform Sean Kline at [skline@gopropeller.org](mailto:skline@gopropeller.org) no later than 10/31/20.
- Include samples and references with your proposal.
- A proposed schedule must also be included and clearly expressed

## Contact Information

For questions or concerns connected to this RFP, we can be reached at:

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