

Request for Proposal (RFP): Interior Painting Services for Office Building

RFP Title: Interior Painting Services – Catawba Nation Housing

Issue Date: August 4th, 2025

Proposal Due Date: August 12th, 2025 by 5pm

Contact Person: Brooke Wright, Executive Assistant, (803) 322-9810

Stephanie.Wright@catawba.com

Dylan Guinn, Director of Housing (803) 448-2238 Dylan.Guinn@catawba.com

1. Introduction

Catawba Nation Housing is seeking proposals from qualified and experienced painting contractors to provide interior painting services for our office building located at 2919 Sturgis Rd Rock Hill SC 29730. The purpose of this project is to improve the aesthetic appearance and ensure long-term durability of interior surfaces.

2. Project Summary

- **Location:** 2919 Sturgis Rd Rock Hill SC 29730
- **Building Size:** Approximately 5,000 square feet
- **Primary Surfaces to be Painted:** Walls, ceilings, door frames, window trims, and baseboards
- **Expected Project Start Date:** August 29th, 2025, 5pm
- **Required Completion Date:** September 14th, 2025.

3. Scope of Work

The selected contractor will be responsible for the complete interior painting of the office building, including:

Surface Preparation

- Cleaning, sanding, patching holes/cracks, and priming as necessary
- Protection of non-painted surfaces (e.g., furniture, flooring, office equipment)
- Removal of loose or flaking paint

Painting Services

- Painting of:
 - Interior walls and ceilings
 - Door frames
 - Baseboards and other trim
- Color coordination in consultation with owner.

Worksite Conduct

- Maintain a clean and safe job site at all times
- Coordinate with building management to minimize disruption to business operations
- Daily clean-up and proper disposal of debris
- Secure and ventilated storage of materials on-site if needed

4. Proposal Submission Requirements

Please include the following in your proposal:

- Company background and years of experience
- Summary of relevant interior commercial painting projects
- List of materials (including manufacturers and product lines)
- Project approach, including scheduling and timeline
- Total project cost (including labor, materials, and equipment)
- Warranty on workmanship and materials
- Proof of insurance (general liability and workers' compensation)
- Copies of applicable licenses and certifications

5. Evaluation Criteria

Proposals will be evaluated based on:

- Qualifications and experience
- Project approach and timeline
- Cost competitiveness
- Quality of materials
- Past performance and client references
- Insurance, licensing, and safety record

6. Site Visit

Please call Brooke or Dylan to schedule a site visit.

7. Proposal Submission Details

All proposals must be submitted by:

Deadline: August 12th, 2025, by 5pm

Submission Method: Email / Hand Delivery

Submit To:

Brooke Wright, Executive Assistant, (803) 322-9810 Stephanie.Wright@catawba.com

Dylan Guinn, Director of Housing, (803) 448-2238 Dylan.Guinn@catawba.com

Late submissions may not be considered.

8. Terms and Conditions

- Catawba Nation Housing reserves the right to reject any or all proposals.
- The successful contractor will be required to sign a contract agreement.
- All submitted proposals will remain confidential.

9. Davis Bacon

- All construction contracts over \$2,000.00 are required to comply with Davis Bacon wage reporting requirements.
- Contractors must submit weekly certified payroll reports to the contracting agency, detailing the wages and fringe benefits paid to each worker.
- The wage determination applicable to this contract is SC 20250031