

Request for Proposal (RFP)
Painting Services – Scenic Regional Library

Issued: September 23, 2025

Proposals Due: October 15, 2025

Award: October 21, 2025

Project Completion Deadline: February 28, 2026

General Information

Scenic Regional Library is requesting proposals from qualified contractors to provide interior painting services at the following locations:

- **Union Branch**
251 Union Plaza Drive
Union, MO 63084
- **Owensville Branch**
107 North First Street
Owensville, MO 65066
- **Pacific Branch**
119 West St. Louis Street
Pacific, MO 63069
- **St. Clair Branch**
515 East Springfield Road
St. Clair, MO 63077
- **Sullivan Branch**
525 Cumberland Way
Sullivan, MO 63080
- **New Haven Branch**
200 Douglas Street
New Haven, MO 63068
- **Warrenton Branch**
912 State Highway 47
Warrenton, MO 63383
- **Wright City Branch**
60 Wildcat Drive
Wright City, MO 63390

The designated areas to be painted in each facility include the public meeting rooms, study rooms, and entrance hallways, as indicated on the highlighted drawings in Appendix I.

The Library will remain open during the project. Contractors must plan their work accordingly, taking steps to ensure the safety of patrons and staff, and minimize disruptions.

Scope of Work

1. Painting Surfaces

- Contractor shall provide all necessary labor, materials, equipment, and supervision to complete the interior painting of specified areas.
- Paint will match existing colors and will be obtained from the Library prior to project commencement.

2. Wall Signage and Donor Displays

- Contractors are required to paint **around** all existing vinyl wall signage and donor wall “books” located in entryways. These items are not to be removed or altered.

3. Furniture and Fixtures

- Contractor is responsible for moving all furniture and other items as needed for painting access. All items must be returned to their original positions upon completion.
- Contractor is responsible for taking down and rehanging any wall-mounted items that require temporary removal for painting, such as digital signage.

4. Temporary Protections

- Since the Library will remain open, the contractor must provide adequate temporary barriers, coverings, and signage to protect Library patrons and staff and to isolate work areas. Work may be scheduled outside normal business hours, when the Library is closed.

5. Excess Paint

- Any unused paint must be left onsite with the Library at the conclusion of the project.

Contractor Requirements

1. Insurance

- Contractor shall provide proof of liability and workers’ compensation insurance in amounts meeting statutory and industry standards (\$1,000,000 per occurrence / \$2,000,000 aggregate general liability).
- The Library must be listed as an additional insured.

2. E-Verify Compliance

- As required by Missouri law, the successful contractor must participate in a federal work authorization program (E-Verify) and affirm that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.
- A signed affidavit of compliance must be submitted with the proposal.

3. Licenses and Permits

- Contractor must hold all licenses required by state and local authorities to perform this work.

Proposal Requirements

Proposals must include:

- Detailed cost estimate (labor, materials, and any additional fees).

- Proposed work schedule.
- References from at least three prior projects of similar scope.
- Proof of insurance and signed E-Verify affidavit.

Additional Information

To arrange site visits or obtain additional information, please contact:

Steve Campbell
Email: swcampbell@scenicregional.org
Phone: 636-266-1621 (text or call)

Submission Instructions

Proposals must be submitted no later than October 15 at 5:00 PM to:

Scenic Regional Library
Attn: Steve Campbell, Director
251 Union Plaza Drive
Union, MO 63084
Email: swcampbell@scenicregional.org

Evaluation and Award

- The Library reserves the right to accept or reject any or all bids, to waive technicalities, and to award the contract in the best interest of the Library.
- The lowest bid will not necessarily be accepted.