

SOUTH CENTRAL TENNESSEE DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS

Exterior Siding and Trim Staining Services

RFP Number:	SCTDD-2026-STAIN-001
Issue Date:	April 14, 2026
Proposal Due Date:	April 28, 2026 by 3:00 PM CDT
Work Completion Deadline:	Within 60 calendar days of contract execution
Contracting Entity:	South Central Tennessee Development District (SCTDD)
Procurement Contact:	Amy Ezell, CGFM, Deputy Executive Director / Finance Director
Technical Contact:	Paul T. Rosson, Executive Director, prosson@sctdd.org 931-629-4126
Mailing Address:	101 Sam Watkins Blvd, Mt. Pleasant, TN 38474

This procurement is conducted in accordance with 2 CFR Part 200, SCTDD Procurement Policy, and applicable Tennessee state procurement requirements.

Section 1 — Introduction and Background

The South Central Tennessee Development District (SCTDD) is a regional quasi-governmental organization serving 13 counties in south-central Tennessee: Bedford, Coffee, Franklin, Giles, Hickman, Lawrence, Lewis, Lincoln, Marshall, Maury, Moore, Perry, and Wayne. SCTDD's administrative office are located at 101 Sam Watkins Blvd, Mt. Pleasant, TN 38474.

SCTDD is soliciting competitive proposals from qualified contractors to perform professional exterior staining and surface preparation services on the exterior siding and trim of its office building located at the above address. The work includes pressure washing, minor siding repair, and application of specified stain products to exterior siding, fascia, columns, trim, doors, and associated structural elements, as fully described in Section 3 of this RFP.

This procurement is conducted in accordance with SCTDD's adopted Procurement Policy, consistent with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR Part 200, as revised by the OMB final rule effective October 1, 2024

(Uniform Guidance). Funding for this contract may be derived in whole or in part from federal sources; accordingly, all applicable federal requirements apply.

Section 2 — Procurement Schedule

Activity	Date / Deadline
RFP Issued	April 14, 2026
Written Questions Deadline	April 20, 2026 by 4:00 PM CDT
SCTDD Response to Questions / Addendum Issued (if any)	April 23, 2026
Proposal Submission Deadline	April 28, 2026 by 3:00 PM CDT
Proposal Evaluation / Contractor Selection	Week of May 4, 2026
Notice of Award	On or around May 11, 2026
Contract Execution / Notice to Proceed	On or around June 1, 2026
Work Completion Deadline	Within 60 calendar days of contract execution

SCTDD reserves the right to modify the procurement schedule at any time. Any changes will be communicated by written addendum to all known interested offerors.

Section 3 — Scope of Work

3.1 General Requirements

The contractor shall furnish all labor, materials, equipment, tools, supervision, and incidentals necessary to complete the exterior staining project. All work shall be performed in a professional, workmanlike manner and in accordance with applicable codes, manufacturer specifications, and the requirements of this RFP. The following general requirements apply to all work:

- All hardware (door hardware, light fixtures, house numbers, etc.) must be removed or fully covered with appropriate masking prior to surface preparation or coating application.
- All windows must be covered with plastic sheeting, masking film, or another approved technique to fully protect glass and window trim from stain overspray or brush contact.
- Contractor shall protect all non-work surfaces, landscaping, vehicles, and adjacent property. Contractor is responsible for the cost of remediation of any damage caused by contractor's operations.
- Work shall be coordinated with SCTDD's technical contact, Paul T. Rosson, Executive Director, to minimize disruption to building operations. Work affecting building access or egress shall be scheduled by prior written agreement.
- All stain products shall be applied in accordance with manufacturer specifications, including surface preparation, dry time, application temperature, and coverage rate requirements.

3.2 Surface Preparation

- Pressure Wash: Contractor shall pressure wash the entire exterior of the building using a minimum 2,500 PSI pressure washer. All dirt, mildew, chalking, loose paint, and debris shall be completely removed prior to coating application.
- Siding Repair: Contractor shall inspect all exterior siding during pressure washing and repair any loose siding (re-fasten securely) and replace any missing wood siding with matching material prior to staining. Minor siding repairs are included in the base bid. Any siding replacement exceeding a reasonable scope shall be itemized as a separate unit price (see Attachment A).
- Drying: All siding surfaces must thoroughly dry before any stain or paint is applied. Contractor shall not apply coatings to wet or damp surfaces. Contractor shall be responsible for monitoring surface moisture prior to application.

3.3 Coating Specifications

The following coating products and color specifications apply. Equivalent products may be proposed subject to SCTDD's written approval prior to purchase. Any proposed equivalent must meet or exceed the performance specifications of the specified products (exterior waterborne solid color stain, brush-application grade).

Surface(s)	Specified Product	Product Code	Notes
Exterior Siding	Sherwin-Williams SuperDeck Exterior Waterborne Solid Color Stain	SW3021	Color TBD by SCTDD
Fascia, Columns, Column Braces, Handrails, Door Trim, Window Trim, Exposed Beams, Rafters, Underside of Exposed Roof Deck	Sherwin-Williams SuperDeck Exterior Waterborne Solid Color Stain	SWDD3113	Color TBD by SCTDD
Exterior Doors	Sherwin-Williams Roycroft Bottle Green	SW3518	Both sides

Proposed equivalents, if any, must be identified in the proposal with product data sheets attached. Final product selection requires written approval from SCTDD prior to any purchase.

3.4 Cleanup and Final Acceptance

- Contractor shall remove all materials, equipment, masking, drop cloths, and debris from the premises upon completion of each workday and at final completion.
- Upon substantial completion, contractor shall conduct a final walkthrough with the SCTDD technical contact (Paul T. Rosson, Executive Director) and correct all identified deficiencies within five (5) business days.
- Final payment shall not be released until SCTDD issues written acceptance of the completed work.

3.5 Warranty

The contractor shall warrant all workmanship and materials against defects (peeling, blistering, excessive fading, cracking, or failure to adhere) for a minimum of two (2) years from the date of final written acceptance. Contractor shall remedy any warranty defects at no cost to SCTDD within ten (10) business days of written notice.

Section 4 — Proposal Submission Requirements

4.1 Submission Instructions

Proposals must be received by SCTDD no later than the deadline stated in Section 2. Late proposals will not be accepted and will be returned unopened. SCTDD bears no responsibility for delays in delivery.

Proposals may be submitted by one of the following methods:

- Email: Submit to aezell@sctdd.org with subject line: "RFP SCTDD-2026-STAIN-001 – [Firm Name]"
- Mail or Hand Delivery: One (1) original hard copy in a sealed envelope to: SCTDD, Attn: Amy Ezell, Deputy Executive Director, 101 Sam Watkins Blvd, Mt. Pleasant, TN 38474. Envelope must be marked: "RFP SCTDD-2026-STAIN-001 — EXTERIOR STAINING — DO NOT OPEN"

4.2 Required Proposal Contents

Proposals must include all of the following sections, clearly tabbed or labeled:

1. Cover Letter: One page signed by an authorized representative of the firm. Include firm name, address, phone, email, Tennessee contractor license number (if applicable), and a statement of intent to perform all work as specified.
2. Qualifications: Description experience with exterior staining and painting of commercial or institutional buildings, including years in operation and number of qualified painters on staff.
3. Insurance Documentation: Certificate of Insurance evidencing: Commercial General Liability — \$1,000,000 per occurrence / \$2,000,000 aggregate; Workers' Compensation — statutory limits (if applicable); Automobile Liability — \$1,000,000 combined single limit. SCTDD must be named as an additional insured on CGL.
4. Product Information: Identification of all stain/paint products proposed, including manufacturer data sheets. If proposing any equivalent product in lieu of specified products, attach full product data sheets and written justification.
5. Project Schedule: Proposed work schedule, including estimated start date (following Notice to Proceed), sequencing of work areas, and anticipated completion date. Proposal must confirm ability to complete all work within 60 calendar days of contract execution.
6. Price Proposal — Attachment A: Fully completed Bid Price Form (Section 6 of this RFP).
7. Certifications: Signed certifications as required in Section 5.

4.3 Questions

All questions must be submitted in writing to aezell@sctdd.org by the deadline in Section 2. Verbal questions will not be accepted. Addenda, if issued, will be sent to all known interested offerors. Offerors are responsible for acknowledging all addenda in their proposals.

Section 5 — Required Certifications and Federal Requirements

By submitting a proposal, the offeror represents and certifies the following:

5.1 Suspension and Debarment (2 CFR Part 200 § 200.213 and 2 CFR Part 180)

The offeror certifies that neither it nor its principals are presently suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federally funded transactions by any federal department or agency, consistent with 2 CFR Part 200 § 200.213 and 2 CFR Part 180.

5.2 Conflict of Interest

The offeror certifies that no member, officer, or employee of SCTDD has a financial interest, direct or indirect, in this contract or the compensation to be paid thereunder.

5.3 Anti-Kickback

The offeror certifies that it has not and will not pay any fee, kickback, or gratuity in connection with this solicitation or any resulting contract.

5.4 Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352)

If the contract value equals or exceeds \$100,000, the offeror shall execute and submit a Certification Regarding Lobbying certifying that no federal appropriated funds have been or will be used to influence federal contract or grant decisions.

5.5 Equal Opportunity / Nondiscrimination

The contractor shall comply with all applicable nondiscrimination requirements, including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. The contractor shall not discriminate on the basis of race, color, national origin, sex, disability, age, or religion.

5.6 Record Retention

The contractor shall retain all financial records, supporting documents, and other pertinent records related to this contract for a minimum of three (3) years following the date of submission of the final expenditure report or final payment, whichever is later, in accordance with 2 CFR § 200.334 (2024 revised). If any litigation, claim, or audit is initiated before the expiration of the retention period, records must be retained until all findings are resolved. SCTDD, the awarding federal agency, the U.S. Comptroller General, and authorized representatives shall have the right of timely access to such records upon request.

Section 6 — Attachment A: Bid Price Form

Offerors must complete this form in its entirety. Prices must include all labor, materials, surface preparation, equipment, overhead, and profit. All prices must remain firm for ninety (90) days from the proposal submission deadline.

Firm Name: _____

License No.: _____

Authorized Signature: _____

Date: _____

Printed Name and Title: _____

Work Item	Unit	Unit Price	Lump Sum / Total
Pressure washing — entire building exterior (2,500 PSI minimum)	Lump Sum	N/A	\$ _____
Loose siding repair (re-fastening)	Included	Incl. in base bid	Included
Missing siding replacement (unit price for overages beyond normal scope)	Per LF	\$ _____/LF	Allowance
Exterior Siding — SW3021 Solid Color Stain or approved equivalent (1 coat)	Sq Ft	\$ _____/SF	\$ _____
Fascia, Columns, Column Braces, Handrails — SWDD3113 or approved equivalent	Lump Sum	N/A	\$ _____
Door & Window Trim — SWDD3113 or approved equivalent	Lump Sum	N/A	\$ _____
Exposed Beams, Rafters, Underside of Exposed Roof Deck — SWDD3113 or approved equivalent	Lump Sum	N/A	\$ _____
Exterior Doors (both sides) — SW3518 Roycroft Bottle Green or approved equivalent	Per Door	\$ _____/door	\$ _____
TOTAL BASE PROPOSAL PRICE (all items above)			\$ _____

Estimated Project Duration: _____ calendar days from Notice to Proceed (must not exceed 60 days)

Proposed Start Date (following Notice to Proceed): _____

Optional Add-On Item	Price
Additional coat of stain on siding (if second coat recommended by manufacturer for color or substrate condition)	\$_____ (per SF or lump sum)

Section 7 — Evaluation Criteria

SCTDD will evaluate proposals using the competitive proposal method, consistent with 2 CFR § 200.320(c). An evaluation committee will score and rank all responsive proposals. Award will be made to the responsible offeror whose proposal represents the best value to SCTDD. Price alone is not the sole determining factor.

Evaluation Criterion	Maximum Points	Weight
Total Base Proposal Price	40	40%
Firm Qualifications and Relevant Experience	25	25%
References (quality of similar completed projects)	20	20%
Project Schedule (feasibility and approach to completing within 60 days)	10	10%
Completeness and Responsiveness of Proposal	5	5%
TOTAL	100	100%

SCTDD reserves the right to conduct reference checks, request clarifications or supplemental information, and negotiate with the highest-ranked offeror. SCTDD may reject any or all proposals and waive minor irregularities as permitted by applicable law and regulation.

Section 8 — General Terms and Conditions

8.1 Reservation of Rights

SCTDD reserves the right to: (a) reject any or all proposals; (b) waive any minor informality; (c) accept the proposal deemed most advantageous to SCTDD; (d) cancel this solicitation at any time prior to award; and (e) negotiate with the highest-ranked offeror.

8.2 No Contract Until Executed

No binding contract shall exist until a written contract is executed by authorized representatives of both parties. A Notice of Award does not constitute a contract.

8.3 Addenda

Any changes to this RFP will be made only by written addendum. SCTDD is not bound by oral representations. Offerors are responsible for acknowledging all issued addenda in their proposals.

8.4 Public Records

Proposals become public records upon award, subject to Tennessee Public Records Act (T.C.A. § 10-7-503 et seq.).

8.5 Cost of Proposal Preparation

All costs of proposal preparation are the sole responsibility of the offeror. SCTDD will not reimburse any proposal preparation costs.

8.6 Contract Terms

The resulting contract will incorporate this RFP, the selected contractor's proposal, SCTDD standard contract terms, all applicable federal and state requirements, and any negotiated amendments. The contract will include provisions for termination for convenience and for cause, consistent with 2 CFR § 200.340, which requires that SCTDD provide a reasonable notice period and compensate the contractor for allowable costs incurred through the termination date under a termination for convenience. The 60-day work completion requirement will be a material term of the contract.

8.7 Payment

Payment will be made upon satisfactory completion of all work, final walkthrough acceptance, and submission of a proper invoice. SCTDD may withhold payment pending correction of identified deficiencies.

8.8 Protest Procedures

Any offeror who believes this procurement was conducted inconsistently with applicable law or SCTDD policy may file a written protest with the Executive Director within five (5) business days of the event giving rise to the protest. The protest must state the specific legal or policy basis and the remedy requested. SCTDD will respond in writing within ten (10) business days.

Section 9 — Official Contacts

Procurement Contact (All RFP Questions and Proposal Submissions)

Amy Ezell, CGFM, Deputy Executive Director / Finance Director
South Central Tennessee Development District
101 Sam Watkins Blvd, Mt. Pleasant, TN 38474
aezell@sctdd.org

Technical Contact (Site Visit and Technical Questions)

Paul Rosson, Executive Director
South Central Tennessee Development District
prosson@sctdd.org | 931-629-4126

Offerors shall not contact other SCTDD staff or board members regarding this procurement. Unsolicited contact may result in disqualification of the proposal.

— End of Request for Proposals —