



Drop Ceiling and Insulation Replacement Project Request for Proposal

Bid Opening: Nov. 15, 2024

Proposal Submission Deadline: Dec. 16, 2024, by 4 p.m. ET

Project Overview

Urban Media Arts (UMA), a non-profit organization located in Malden, MA, is soliciting proposals from qualified contractors to replace the drop ceiling and insulation in our office building. This project involves improving the building's energy efficiency and functionality while maintaining a conducive environment for media arts activities.

Scope of Work

Permitting and Compliance:

- Obtain all necessary building permits.
- Ensure compliance with all local building codes and regulations.
- Provide proof of required licenses and insurance.

Demolition and Removal:

- Remove existing drop ceilings in the office building, approximately 1,800 sq ft.
- Remove all fiberglass insulation.
- Properly dispose of all materials in accordance with local regulations.

Installation:

- Install batt insulation unless insulated ceiling tiles are used.
- Reinstall drop ceiling in all areas where it was removed.
- Ensure proper integration with existing building systems.

Electrical and HVAC:

- Eliminate existing track lighting.
- Reinstall all existing HVAC vents, light fixtures, and smoke detectors.
- Ensure all electrical work complies with local codes.

Additional Requirements:

- Provide all necessary materials, equipment, and labor.
- Minimize disruption to daily operations during installation.
- Clean up work areas daily and upon project completion.

Timeline

- RFP Release Date: **Friday, November 15, 2024**
- Site Visit (***Mandatory***): **Monday, November 25, 2024, at 1 p.m.**
- Question Submission Deadline: **Friday, December 6, 2024, by 4 p.m.**
- Proposal Submission Deadline: **Monday, December 16, 2024, by 4 p.m.**
- Project Start Date: **Monday, December 30, 2024**

Submission Requirements

Interested contractors must submit the following:

1. Detailed project proposal and timeline.
2. Itemized cost breakdown.
3. Proof of license, insurance, and relevant certifications.
4. References from similar projects.
5. Samples or specifications of proposed materials.

Evaluation Criteria

Proposals will be evaluated based on:

- Cost effectiveness.
- Quality of proposed materials and workmanship.
- Experience with similar projects.
- Project timeline and ability to meet deadlines.
- References and past performance.

Contact Information

For questions please contact:

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Proposals must be submitted electronically to submit@umaverse.org with the subject line ***Drop Ceiling Replacement Proposal*** by **Monday, December 16, 2024, at 4 p.m.**

Urban Media Arts reserves the right to reject any or all proposals and to waive any informality in the proposal process.