CITY OF MILAN
212 E. 2nd Street
P.O. Box 247
MILAN, MO 63556
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Request for Bids

Milan Community Center Improvements

The City of Milan requests sealed or emailed bids from qualified contractors for improvements at the Milan Community Center in Milan, Missouri. Provide all labor, materials, equipment, removal, disposal, and installation necessary for the work described below.

Bids due: 4:00 p.m. on Friday, December 11, 2026, Central Time

Sealed bids: Deliver to Milan City Hall, 212 E. 2nd Street, Milan, MO 63556, or mail to P.O. Box 247, Milan, MO 63556. City Hall is open Monday–Friday, 8:00 a.m.–noon and 1:00–4:45 p.m.; closed noon–1:00 p.m. Mark envelopes “Community Center Improvements Bid.” Emailed bids may be sent to the City Clerk at milan@milanmo.gov with the same subject line. All bids must be received by the deadline; postmarks do not establish timely receipt.

Site visits and questions: Crystal Bupp, City Administrator, 660-265-4411 or cityadm@milanmo.gov. Inspect the site and verify measurements before bidding. Project location: https://maps.app.goo.gl/LtNje11et38VbLZZ7
205 N. Market St., Milan, MO 63556

Scope of Improvements

1. Flooring replacement.

On the existing flooring, grind the expansion joint and any other areas to prevent the new floor from heaving, and install new commercial-grade flooring in the areas listed below. Include compatible surface preparation, adhesives, transitions, and new vinyl cove base throughout the areas receiving new flooring. Identify the proposed flooring product and provide separate material and labor costs.

Area	Approximate square feet
Stage	360
South platform off stage	35
North platform off stage	Field measurement required
Seating area	3,300
Kitchen	286
Foyer	238
Hall	226
Women’s restroom	126
Men’s restroom	126
Known area total excluding north platform	4,697

2. Stage repairs.
Repair loose or damaged stage decking, trim, and platform edges; provide new protective corner edging where needed. Describe and separately price recommended repairs. Notify the City of structural concerns; framing changes require approved repair details before work proceeds.

3. Painting.
Prepare and paint the walls and mop board in the seating area. Include cleaning, minor patching, necessary primer, two finish coats, protection of adjoining surfaces, and final touch-ups. The City will select colors; identify the proposed paint system.

4. Ceiling fans. Replace four ceiling fans. Include removal, suitable mounting supports, compatible controls, connection work, and testing by qualified electrical personnel. Identify proposed equipment and installation costs.

Separately Priced Options

Exterior stage entrance and exit: Inspect the deck/platform serving the outside stage entrance/exit. Describe and separately price recommended repair or replacement, including steps and rails where needed. Final scope and any required design details must be approved before this work is authorized.

Kitchen appliances: Provide a separate option for new kitchen appliances and installation. List the equipment, quantities, models, connections, removal, and assumptions included. The City will confirm equipment selections and a common pricing basis by written addendum before bids are due if this option will be considered for award.

Bid Requirements

Include the contractor’s name, contact information, signature, two references for similar work, an itemized price for each numbered scope, a total base bid, and separate prices for options. Identify materials, warranties, exclusions, quantities, proposed start date, completion time, and required building closures. Keep prices valid for 60 days after the bid deadline.

Include ordinary preparation and installation in the base bid. Identify major substrate repairs, moisture treatment, concealed damage, and utility upgrades separately. State unit prices or clearly defined allowances where appropriate. No additional work or cost is authorized without written City approval.

Work and Award Conditions

Coordinate work with the City’s rental schedule; protect existing property, maintain safe access, and remove debris. Obtain required permits, use qualified trades, and comply with applicable codes and public-work requirements. Provide proof of liability insurance and workers’ compensation coverage as applicable before starting. Any required wage order, bond terms, or other mandatory public-work provisions will be issued before bids are due.

All bidders will receive the same written scope clarifications and addenda. Oral statements do not modify this request. The City will evaluate bids for responsiveness, price, qualifications, and ability to complete the work, consistent with applicable procurement requirements. The City reserves the right to reject any or all bids and to accept the bid determined to serve its best interests as permitted by law. Late bids will not be accepted.

Work may begin only after a written contract and City authorization. Provide a one-year workmanship warranty, manufacturer warranties, and operating and maintenance information at completion. Final acceptance requires correcting punch-list items and satisfactorily testing installed equipment.