



## Request for Quotations: Exterior Painting

CVSWMD Office, 137 Barre Street, Montpelier, VT 05602

**March 3, 2017**-- Central Vermont Solid Waste Management District (CVSWMD) is a union municipal organization created “for the purpose of providing for disposal of solid waste generated by member municipalities and their residents,” as set forth in the CVSWMD charter. The Barre Street building owned and occupied by the District requires exterior painting during the 2017 work season, with possible extension into the 2018 work season.

**Purpose and Instructions** -- CVSWMD is seeking proposals from qualified painting contractors for painting the exterior wooden siding, trim, framing, decks, etc. of the District’s premises at 137 Barre Street, Montpelier, Vermont. This Request for Quotations provides a competitive process to compare qualifications of firms and to select a firm that best meets the needs of CVSWMD. CVSWMD anticipates offering a contract to the successful bidder including terms substantially the same as those in the proposed scope of services (below.)

Firms interested in learning more are welcome to inspect the District building’s exterior at any time. Questions should be addressed to Barb Baird, Office Manager [Administration@cvswwmd.org](mailto:Administration@cvswwmd.org) . Acceptable proposals should:

- Include name/address/website of the person/firm submitting the proposal, along with name, email and phone number(s) of a contact person who can discuss your ideas.
- Provide a cost estimate for work described below, including an itemized estimate and description of materials to be used, techniques/work to be performed, and total estimated cost. If there are significant alternatives to be considered, please identify them.
- Indicate the earliest date when you could commence work, particularly weather-sensitive work, and your estimated project duration. Indicate any periods during which you could not work on this project.

CVSWMD will evaluate each proposal according to criteria that will include, but not be limited to, the following:

- a. Responsiveness to each element of the scope of work detailed below;
- b. Cost effectiveness - quoted prices, fees, and payment schedule – including all labor, materials, fees, contractual or other costs;
- c. Experience and expertise of firm and personnel named in the proposal;
- d. Satisfaction of previous clients.

Please contact Barb Baird, Office Manager ([Administration@cvswwmd.org](mailto:Administration@cvswwmd.org) ), with any questions and provide a written proposal no later than 4 PM on March 24, 2017. As soon as the District receives at least three written proposals from qualified bidders, we reserve the right to contract with a proposer in a manner consistent with our Procurement Policy #9307.

## **SCOPE OF WORK**

The District desires the exterior of the entire building to be cleaned, repaired – as needed for purposes of painting – scraped, primed and painted. The building was painted on all exterior surfaces and sides approximately fifteen years ago. Exposure and water damage, dirt, peeling and other signs of age are on all surfaces. Surfaces on and around the front ground floor of the building show water-related moss and dirt damage. The District would like all work completed from May 1, 2017 through December 1, 2018, with at least 50% of work completed during the 2017 painting season.

Contractor shall provide all labor, materials and equipment necessary to satisfactorily complete painting projects defined by the District. Painting Services shall be in accordance with the specifications below.

### **1.1. GENERAL**

The work consists of, but not limited to, painting services. Including, but not limited to, the following major components:

- 1.1.1. All work performed under this contract will be planned and scheduled by the District Office Manager. Normally all work will be performed Monday through Friday during normal working hours, and work can be performed after working hours or on Saturday, Sunday, or Holidays if scheduled in advance.
- 1.1.2. The contractor shall furnish supplies and equipment for all work performed. Contractor's equipment shall be of the size and type suitable for accomplishing the various phases of work described herein. Equipment considered by the Office Manager to be improper or inadequate for this purpose shall be removed from the job and replaced with satisfactory equipment.
- 1.1.3. The contractor shall, at no additional cost to the District, repair furnishings, equipment, facilities or other property of the District damaged by the contractor. The contractor shall, at no additional cost to the District, repair property of other parties located on contiguous properties or the public way which are damaged by the contractor. Determination of the need for and extent of any repair work is at the sole discretion of District Office Manager.
- 1.1.4. The contractor shall at times provide adequate supervision of his employees to ensure complete and satisfactory performance of all work in accordance with the terms of the contract. The contractor will have a responsible supervisor on the job at all times when the work of the contract is being carried out.
- 1.1.5. The contractor and his/her employees shall be subject to all applicable State and Federal regulations for the conduct of personnel.
- 1.1.6. Contractor shall perform painting services in a complete and workmanlike manner in strict accordance with relevant standards published by the Painting and Decorating Contractors of America – see

<http://www.pdca.org/?page=industrystandards>. The work covered by these provisions consists of furnishing all labor, material, tools, equipment, supplies, and supervision necessary to perform services in accordance with this contract.

- 1.1.7. All unclaimed articles found in or about the work areas by the contractor shall be turned in immediately to the District, giving location where article was found.
- 1.1.8. All supplies, equipment and machines shall be kept free of traffic lanes or other areas, which might be hazardous. All dirt and debris resulting from the work under this contract shall be disposed of at the end of each day.
- 1.1.9. Contractor shall be responsible of moving or protecting property, equipment, and other items so all exterior surfaces can be painted.
- 1.1.10. Exterior painting shall involve scraping, priming, and painting in most locations. Before any painting can occur the Office Manager will need to approve the scraping and prep work.
- 1.1.11. Paints are to be water based and to have low or no VOC. It is to be assumed that all material used for the project shall be in new or like new condition. Any proposed spraying of paint or other products will have to be pre-approved by the Office Manager.
- 1.1.12. Many of the surfaces to be painted may contain lead. The contractor shall be in compliance with VOSHA and EPA regulations.
- 1.1.13. The contractor shall supply and post M.S.D.S. sheets of material being used in the area of work.

## **1.2. WORKMANSHIP AND MATERIALS:**

- 1.2.1. Contractor agrees to furnish all supervision, labor, transportation, materials, tools and equipment necessary to complete the service.
- 1.2.2. The Contractor guarantees, even though not specifically described in this Contract or otherwise, that materials shall be of the best quality, that work shall be installed in a first class manner, and that all aspects of the project will be delivered in good working order, complete and perfect in every respect, and that all systems and materials necessary to make the project completely operational as contemplated by the above description of the project shall be included in the contract price.

## **1.3. SITE SUPERVISION:**

- 1.3.1. The Contractor's site supervisor shall be responsible for communication with the District's Office Manager and agrees to meet with the District at the site on a weekly basis to discuss any mutual problems, ideas, or concerns related to the project.
- 1.3.2. Contractor may be required at certain sites to modify or suspend work on the basis of weather related events, as dictated by the Office Manager.

- 1.3.3. Contractor is required to notify Office Manager of any maintenance related issues that are discovered during the course of performing work.
- 1.3.4. Upon receiving any written or oral notice of concern, the Contractor shall respond immediately to address the concern and take any remedial action, if warranted. The Contractor shall provide the District Office Manager with a written response identifying the problem and corrective action taken to the satisfaction of the District. Such response shall be immediate, but in no case longer than 10 working days.

**Note: Montpelier Design Review Committee**

The District wishes to have all of these tasks performed in compliance with the requirements of the City of Montpelier Planning and Design Review processes – see <http://www.montpelier-vt.org/411/Design-Review-Committee>. We have been advised by Montpelier staff that “The design review regulations exempt ‘The repair or replacement of architectural features using materials of identical composition, type and appearance.’” Acting as a bidder on this work, you may be more familiar with Montpelier practices than are we. We will appreciate your attention to City requirements, and our desire to take action that is exempt from the regulations unless necessary, because of the possible work delay that approval might cause.



*Figure 1—Front view*



*Figure 2 – Second front view*