



REQUEST FOR BIDS

Notice is hereby given that the Northumberland County Board of Supervisors is seeking written request for bids for the exterior painting of the following County owned buildings:

- A) Old County Courthouse: located at 72 Monument Place in Heathsville
- B) Extension Office: located at 7154 Northumberland Highway- trim work only

Specifications for the exterior painting for all sites are as follows: the contractor must hold a valid and proper state license, bid must include pricing for sites individually and pricing as a group, will need to include the preparation of painted surfaces by scraping all loose paint and washing or removing all mold and mildew, caulk all openings with a good grade exterior caulking, must use the existing painted color, a good grade of paint must be used, two coats will be required, all shutters shall be removed prepared for painting by scraping all loose paint mildew and mold and painted the same color as was previously painted with a good grade of paint, all trim shall be prepared for painting by scraping all loose paint mildew and mold and painted the same color as was previously painted with a good grade of paint.

Sealed proposals clearly marked on the outside "Exterior Painting Bid" will be received by the Board of Supervisors at 72 Monument Place in the County Administrator's Office, P.O. Box 129, Heathsville, Virginia 22473, Monday-Friday between the hours of 8:00 a.m. and 5:00 p.m. Sealed bids must be received before March 18, 2024 at 12:00 p.m. Bids received after this date and time will not be considered.

All interested vendors are requested to contact Drew Basye, Assistant County Administrator 804-580-7666 or by email dbasye@co.northumberland.va.us . The Board reserves the right to reject any and/or all proposals, and to waive any informality in the proposals received.

Northumberland County Board of Supervisors
By: Drew Basye, Assistant County Administrator

REQUEST FOR BIDS – PAINTING SERVICES AT OLD COURTHOUSE

Contact: Assistant County Administrator, Drew Basye
P.O. Box 129
Heathsville, Virginia 22473
Phone: 804-580-7666
E Mail: dbasye@co.northumberland.va.us

The Northumberland County Board of Supervisors will receive sealed bids for Painting Services of the *exterior of the Old Courthouse Building at 72 Monument Place, Heathsville, Virginia and the trim on the Extension Office located at 7154 Northumberland Hwy, Heathsville, Virginia.* The sealed bids are to be clearly marked “Exterior Painting Bid” and received no later than March 18, 2024, at 12:00 noon.

Scope of Work:

The successful bidder shall provide all labor, equipment and materials necessary for complete painting services for the old courthouse building and must include:

Services to be Included

All services shall be performed in a professional manner.

Wood Preparation:

All wood preparation is to include fascia, windows, trim, handrails, siding, balconies, and doors.

- Remove all windows screens and store safely – to be reinstalled by contractor.
- All loose wood to be re-nailed including fascia, soffit, siding, trim and moldings.
- Removal of any dirt, dust, grime, oils, mildew and loose paint by power washing or hand washing.
- Scraping all loose or “flaking” paint.
- Spot priming of all bare wood and new wood using a suitable primer.
- Caulking with silicone latex around doors and windows and small cracks. Large holes and cracks to be caulked using an exterior ten (10) year caulk.
- Remove old caulk that is loose or cracked.
- Caulk all joints.

Painting:

- Painting is to include application at manufacturers’ specifications using two (2) coats for maximum coverage unless otherwise specified. The contractor will need to determine whether latex or oil based type of paint will need to be used and specify such type in their proposal.
- Paint to be applied is preferred to be with brushes only – spraying methods need to be approved for wind consideration. Paint shall cover the following: fascia, soffit, doors, siding, porch, fencing, trim, railings, and decks.

- All paintwork shall be given at least one-year warranty on materials and labor and will include using compatible paint on all metal items.
- Painting work shall be done in a manner that will create as little disturbance as possible for the citizens and employees of the County.
- The paint used shall be a high quality and must be approved by the County prior to start up.
- The contractor shall exercise care in surface preparation and painting, to ensure that the workmanship is of the best quality, fully conforming to industry standards. Only skilled workers adequately supervised shall be allowed to work on painting projects.
- All materials are to be applied evenly and with the proper film thickness, in strict compliance with the manufacturer's directions and/or printed instructions. The gutters and downspouts are not to be painted.
- Work is to be accomplished under favorable weather conditions, best suited to the production of an acceptable finished product.

Paint Protection and Clean Up:

- Wherever surface preparation, or finish painting is being performed, all walks, floors, plants and/or shrubbery, or other surfaces and items not to be painted, shall be carefully protected. Drop cloths shall be used liberally wherever needed for this protection with special attention to vehicles.
- All painting related debris will be picked up and removed on a daily basis. The definition of debris includes but is not limited to paint cans, rags, and brushes. The ground below all work areas is to be covered with 6mil plastic and all debris is to be contained and disposed of properly.
- All paint flakes and wood pieces are to be removed from common areas including walkways, flower beds, parking lots etc.
- Painting brushes and other painting tools are to be cleaned at a distance from flowerbeds, shrubbery, trees, walkways, parking lots and grassy areas.
- Precautions must be in place to prevent paint getting onto automobiles around the building.

Painting Safety:

- All ladders are to be taken down daily and stored in a safe place away from any traffic areas.
- Wet paint signs and clearly marked areas shall be roped off whenever necessary.
- All unpainted areas are to be masked or draped including shrubs, trees, flower beds and any personal property.
- All workers are to take the appropriate precautions to prevent any injury to themselves, residents and municipal employees.

Painting Insurance:

- Contractors must provide evidence of Property Damage and Public Liability Insurance.
- Contractor's license is required with the Class of the license within the amount of the contract.

Notification:

- Any contractor wishing to perform a site visit prior to submitting a bid should contact Drew Basye, Assistant County Administrator.

- Any injury on the job must be reported to the County Administrator's Office or within twenty-four (24) hours from the time of the accident or injury.
- Any Additional work uncovered during the normal painting process shall be reported immediately to the Assistant County Administrator. This is to include, but is not limited to: Rotted wood, damaged structural supports, roof leaks and damage (soffit & fascia).

Other Painting Provisions:

- Bidding is to include the cost of labor, material, insurance and any related costs covering the scope of the work, unless otherwise specified, in order to complete the work in a satisfactory workmanlike manner.
- Inspections of all work will be done as the work progresses. The contractor prior to the final approval and final payment shall satisfactorily correct any work found in need of correction, due to improper preparation, painting or workmanship, or as a result of the contractor's negligence.
- A payment schedule must be submitted and approved prior to the commencement of the work.
- Production work schedule is to be submitted with all cost estimates. All work is to be completed as soon as possible but no later than June 15, 2024, unless certain circumstances occur.
- All discrepancies or omissions pertaining to work herein specified are to be corrected by the contractor prior to the final payment or the retainer amount and completion date shall not occur until the omissions or discrepancies are corrected.
- All materials specified and approved shall be delivered in manufacturer's sealed containers, with original labels intact defining the contents therein.
- The contractor shall exercise care in surface preparation and painting, to ensure that the workmanship is of the best quality, fully conforming to the lead laws and industry standards. Only skilled workers adequately supervised shall be allowed to work on this project.
- Work is to be accomplished under favorable weather conditions, best suited to the production of an acceptable finished product.

Commencement and Completion of Work:

- The project shall begin no later than 30 days after the execution of a contract between the winning Bidder and the County, or on such other date as agreed by both parties to the contract. The project shall begin with a meeting among County officials and the winning Bidder.
- The project bids shall be opened on March 18, 2024 at 12:00 noon. The bid award may be made shortly thereafter.

Change Orders:

- Any work to be completed at an additional cost above the agreed upon price and outside the agreed upon scope of work must be pre-approved in the form of a change order by the County of Northumberland.

Contract Awards:

The County of Northumberland reserves the right to reject any or all proposals, or to accept the proposal that the Board of Supervisors deems to be in the best interest of the County. The County of Northumberland reserves the right to request additional data or information or a presentation in support

of written proposals.