

# Town of Abingdon Virginia

## REQUEST FOR QUOTE

### The Meadows House Painting and General Repairs



**Proposal Release: Friday, February 4, 2022**

**Onsite Visit – Friday, February 11, 2022 at 10:00 a.m.**

**Proposal Due Date: Friday, February 25, 2022 at 2:00 p.m.**

**Postal Return Address:**

Kevin Worley  
Town of Abingdon  
P. O. Box 789  
Abingdon, Virginia 24212-0789

**Courier Delivery Address:**

Kevin Worley  
Town of Abingdon  
299 Kings Mountain Drive  
Abingdon, Virginia 24210

This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 11-35.1 or against a bidder because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by law relating to discrimination in employment.

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# Meadows House Painting and General Repairs

## PROJECT DESCRIPTION

The Town is requesting quotes from qualified companies and contractors for painting and general repairs to The Meadow House located within The Meadows Sports Complex in the Town of Abingdon.

## SCOPE OF WORK

The work will include, but is not limited to:

1. Removing vines, vegetation and non-essential wires from the exterior of the structure.
2. Cleaning out all gutters of the structure.
3. Clean out debris on top of chimneys.
4. Securing any loose gutters and/or downspouts.
5. Replace broken or missing downspouts of the structure. Replacements considerations should include replica materials versus original materials. The Town of Abingdon reserves the right to approve or reject all materials used for repairs prior to the installation.
6. Lightly pressure wash around all windows to remove only loose paint and carefully retain all scrapings for proper disposal. Lead mitigation procedures must be followed during this project.
7. Prep any exterior windows of the structure for painting. Including but not limited to installing backing rod and caulk in any gaps over ¼" and caulking gaps less than ¼".
8. Lightly scrape around all rear exterior doors, front main entrance door and window above the front main entrance. Retain any scrapings for proper disposal. Lead mitigation procedures must be followed during this project.
9. Reglaze around windows in exterior doors and above front main entrance.
10. Prep front porch columns. Add appropriate repair material prior to painting. Retain any scrapings for proper disposal. Lead mitigation procedures must be followed during this project.
11. Remove broken and damaged stucco from around the front porch stoop. Repaint white as to match the rest of the house.
12. Install Black Galvanized Chimney Caps on each Chimney. Contractor to measure sizes and supply materials.
13. Replace/repair any flashing around the structure chimneys. Care must be exercised not to damage roofing tiles.
14. Lightly pressure wash the exterior of the structure to remove dirt. Do not remove additional paint. Retain any scrapings for proper disposal. Lead mitigation procedures must be followed during this project.
15. Painting exterior surfaces of the structure to include: (No unpainted surfaces shall be painted)
  - a. Chimneys
  - b. Front of house – approx. - 90' L x 20' H
  - c. Front entrance and balcony
  - d. All exterior windows
  - e. Front porch columns
  - f. All exterior doors and trim
  - g. Soffits and Fascia
  - h. Front porch stoop vertical face brick (do not paint concrete porch or unpainted brick)

**Painting is to fully encapsulate the areas listed above to meet the guidelines for Lead Mitigation.**

NOTE: If additional work is required onsite to complete the Scope of Work or items arise as a result of completing the Scope of Service, the Contractor and the Town will negotiate a price for labor and materials prior to the completion of the contracted services.

All surfaces shall have a minimum of 1 coat of primer on bare wood and/or bricks and 2 coats of paint on all surfaces. **Painting is to fully encapsulate the areas listed in the Scope of Work to meet the guidelines for Lead Mitigation.** Contractor will supply all paint and repair materials for the project. **PAINT: Exterior Grade – Valspar Storm Coat, Sherwin Williams Weather Shield or equivalent.** All labor, tools and equipment used in the performance of the work (i.e., pressure washers, ladders, lifts, brushes, rollers, drop cloths, sanders, hand tools, etc.) shall be provided by the contractor.

When using solvents for cleaning brushes, or using other non-environmentally friendly chemicals, the Contractor is required to capture or save the used chemicals for safe disposal. The cost for disposal is entirely the responsibility of the Contractor. At no time shall the Contractor improperly dispose of solvents or chemicals by dumping them into the sewer system or on the ground.

### **SCHEDULING**

It is the Town's desire to have all the work begin at the earliest convenience based on weather and optimum temperatures. **Substantial Completion by Friday, May 20, 2022**, unless the Town determines with Contractor that weather and/or optimum temperatures would affect the final desired outcome. **Final completion by Friday, June 3, 2022**, unless additional days are awarded based on weather and temperatures.

### **FUNDING**

Funding for the requested nonprofessional services will be from the Meadows Sports Complex fund of the Town of Abingdon. The Town staff will work with the contractor in providing necessary background information and work schedule that may be needed in the performance of the operation. The contract for construction services will be based on the agreed bid schedule.

### **Payment Schedule**

Project expenses and payments will be broken into 3 payments. Contractor may submit invoice for 30% of the agreed submittal as work begins on the project. Second invoice for 50% of remaining balance 30 days following onsite work. The remaining balance will be paid, upon receipt of invoice, at the satisfactory acceptance by the Town of the completed work.

### **EVALUATION CRITERIA**

The Town will utilize lowest bid proposals for services including checking references as appropriate in evaluating qualifications of responding contractors. Contract will be awarded after the contractor's references, back grounds check, permits and licenses are verified by the Town. Failure to comply will result in the next lowest bidder being considered in the selection process.

### **SELECTION PROCESS**

In accordance with Section 2.2-4300 of the Code of Virginia, and Chapter 2, Article V, Section 2-191 of the Abingdon Municipal Code, the Town will choose a contractor through competitive sealed bids. In order of preference, two or more offeror's whose professional qualification, proposed services and posted bid are deemed most in line with the Town's needs. Negotiations shall then be conducted beginning with the offeror ranked first. If a contract satisfactory and advantageous to the Town can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations with the offeror ranked second, and so on, shall be undertaken until a fair and reasonable price is agreed upon. Should the Town determine in writing and in its sole discretion that only one offeror is fully qualified or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror. The selection committee will make its recommendation to the Town Administration for final approval.

### **PREPROPOSAL SITE VISIT**

**Friday, February 11, 2022 at 10:00 a.m.**

## **SUBMISSIONS AND DEADLINES**

Fully responsive proposals will contain the following information:

1. Completed Quote Form attached with this RFQ.
2. An indication of your understanding of the work needed and expertise required. Acknowledged on the Quote Form.
3. Quoted Price for Total Services for this Project as listed on the Quote Form.
4. Signature Page for Lead Mitigation Procedures.
5. Brief description of past experience in similar work.
6. Detailed schedule and work-plan to complete Scope of Service.

You may also include other information, which you believe would assist the Town in determining the appropriateness of your contractor for this work; however, the Town requests that proposals do not contain information not directly beneficial to this project.

For consideration, three (3) copies of the Quote and Lead Mitigation Acknowledgement Page must be received no later than **2:00 p.m., Friday February 25, 2022**. The submittals are to be marked on the outside "**The Meadows House Painting and General Repairs**".

**Mailed submissions** must be received by the deadline and addressed to:

Kevin Worley  
Town of Abingdon  
P. O. Box 789  
Abingdon, Virginia 24212-0789

**Courier delivered** must be received by the deadline and addressed to:

Kevin Worley  
Town of Abingdon  
299 Kings Mountain Drive  
Abingdon, Virginia 24210

Questions concerning the proposal can be directed to Matthew Henderson by:

Phone (276) 492 - 2144

Email: [kworley@abingdon-va.gov](mailto:kworley@abingdon-va.gov)

Proposals received after the stated deadline will not be accepted. After the PROPOSALS are reviewed, the Town may meet with the contractor or contractors they deem best qualified for a more detailed discussion of the project. The Town reserves the right to reject any and all proposals for any reason.

This Request for Proposal does not commit the Town to pay any costs incurred by the individuals or contractors in the preparation and submission of the proposal. The Town of Abingdon reserves the right to reject any or all proposals at any time without penalty.

**The Town of Abingdon is an equal opportunity owner/employer and will not discriminate against any vendor because of race, creed, color, religion, sex, national origin, or ADA disability status.**

**MEADOWS HOUSE PAINTING AND GENERAL REPAIRS QUOTE FORM**

**Quote shall be to provide all supervision, equipment, labor and materials necessary to complete the work per all terms, conditions and specifications herein.**

- 1. Scope of work items 1 - 4 Bid Item Total: \$ \_\_\_\_\_
- 2. Scope of work item 5 Bid Item Total: \$ \_\_\_\_\_
- 3. Scope of work items 6 – 7 Bid Item Total: \$ \_\_\_\_\_
- 4. Scope of work items 8 – 9 Bid Item Total: \$ \_\_\_\_\_
- 5. Scope of work items 10 - 13 Bid Item Total: \$ \_\_\_\_\_
- 6. Scope of work item 14 Bid Item Total: \$ \_\_\_\_\_
- 7. Scope of work item 15 Bid Item Total: \$ \_\_\_\_\_

**Total Bid for ALL unit pricing (figures): \$ \_\_\_\_\_**

**(in words) \$ \_\_\_\_\_**

**Date Contractor will be available to begin on this project: \_\_\_\_\_**

**By submission of this quote I certify that I have visited the site and am familiar with the work area and that my quote is based on knowledge of conditions at the site.**

Name (print): \_\_\_\_\_

Name (signature): \_\_\_\_\_

Company/Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Contractor License Number: \_\_\_\_\_

State Corporation Commission (SCC) Number: \_\_\_\_\_

**This quote remains valid through sixty (60) days after the opening date.**

## LEAD MITIGATION PROCEDURES AND REPORTS

Asbestos and Lead Inspection Report can be made available for review prior to submitting a quote for this project. The inspection was in compliance with the Virginia Lead-based Paint Activities Regulations, October 1, 1995. The inspector was properly trained, licensed, and met the competency requirements spelled out in those regulations.

### OSHA Statement:

If lead is present, regardless of the quantity, OSHA regulations are applicable. All persons involved in the disturbance of lead based or lead containing painted surfaces should be adequately trained to do so. All contractors should be provided with the results of their use in meeting current OSHA requirements for the protection of their workers and the environment.

### Signature Statement for Lead Mitigation Procedures and Understanding

**By submission of this quote I certify that I have visited the site and am familiar with the work area, the Lead Mitigation Concerns and that my quote is based on knowledge of conditions at the site.**

Name (print): \_\_\_\_\_

Name (signature): \_\_\_\_\_

Company/Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Contractor License Number: \_\_\_\_\_

State Corporation Commission (SCC) Number: \_\_\_\_\_