

REQUEST FOR PROPOSALS FOR EXTERIOR WORK ON DEL NORTE TOWN HALL

REQUEST FOR PROPOSAL

EXTERIOR WORK OF REPAIR/REMOVE STUCCO AND PAINT TOWN HALL

140 SPRUCE STREET  
DEL NORTE, CO 81132

The Proposal shall include:

- Removal and scraping of all loose flaking stucco and paint on all levels of building
- Proper preparation and care of all wood, fascia, windows and doors
- The proposal shall include labor
- The removal and replacement of any deteriorated clapboards, trim boards, window framing and decking, etc.

Interested bidders are invited to submit proposals that shall include;

The Bidders ability to provide the services and minimum specifications described below.

- Name and telephone number of persons to be contacted for further information and clarification.
- Bidders ability to conform to attached proposal schedule
- Proof of insurance responsibility

Please call Town Administrator, Bernadette Martinez at Del Norte Town Hall 719-657-2708 or email at [delnorte1860@outlook.com](mailto:delnorte1860@outlook.com) to inquire for a full project scope of work. Deadline is August 30, 2019.

REQUEST FOR PROPOSALS FOR EXTERIOR WORK ON DEL NORTE TOWN HALL  
REQUEST FOR PROPOSAL  
EXTERIOR WORK OF REPAIR/REMOVE STUCCO AND PAINT TOWN HALL  
140 SPRUCE STREET  
DEL NORTE, CO 81132

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 & shutters and store safely – to be reinstalled by the winning 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 oil based 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.

Metal Preparation:

- All metal items are to be scraped, wire-brushed and sanded as to remove all rust.
- Areas of preparation will then be primed using “penetrol” or a rust oxide industrial primer.

Painting:

- Painting is to include application at manufacturers’ specifications using two (2) coats for maximum coverage unless otherwise specified.
- All paintwork shall be given at least one-year warranty on materials and labor and will include using oil-based paint on all metal items.
- Painting shall be done between the hours of 8:00 am and 5:00 pm on Monday through Saturday unless prior approval is given for extended hours.
- Painting work shall be done in a manner that will create as little disturbance as possible for the residents and employees of the Town.
- The contractor must provide a preliminary schedule of all work before undertaking a painting project. The contractor is responsible to coordinate changes in the schedule with the Town Administrator to insure that inconvenience to the facility is held to a minimum.
- The contractor shall exercise care in surface preparation and painting, to insure that the workmanship is of the best quality, fully conforming to industry standards.

- All work shall be subject to the approval of the Town Administrator or Board of Trustees. They 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 prior to the final approval and payment.

#### 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 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.

#### 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 and sign an "Indemnification Agreement" prior to commencement of any work.

#### Notification:

- Any Additional work uncovered during the normal process shall be reported immediately to the Town 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.
- The contractor and a designated representative of the Town will inspect all work 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 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.
- All material is to be applied evenly and with the proper film thickness, in strict compliance with the manufacturer's directions and/or printed instructions.
- Work is to be accomplished under favorable weather conditions, best suited to the production of an acceptable finished product.
- All work shall be subject to the approval of the Town Administrator prior to final payment. Any work found in need of correction shall be satisfactorily corrected prior to the final inspection and payment.

#### Commencement and Completion of Work:

- The project shall begin no later than 30 days after the execution of a contract between the bidder and the Town, or on such other date as agreed by both parties to the contract.

#### 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 Town Administrator or Board of Selectmen.

#### Contract Awards:

The Town of Del Norte reserves the right to reject any or all proposals, or to accept the proposal that the Town deems to be in the best interest of the Town, regardless of lowest bid amount.

The Town of Del Norte reserves the right to request additional data or information in support of written proposals. However, the Town may award a contract based on offers received, without additional submissions. Accordingly, the proposal should be submitted on the most favorable terms from all aspects, which the Bidder can submit.

Dated: August 15, 2019

Town of Del Norte