

**Building Exterior Painting Services**



**Town of Braselton, Georgia**

**September 14, 2018**

**Request For Proposal**

**RFP 18-1015.1**

**Request For Proposal**  
**For Building Exterior Painting Services**  
**Braselton, Georgia**  
**RFP 18-1015.1**

The Town of Braselton will receive sealed bids at the Braselton Town Hall, 4982 Highway 53 Braselton, GA 30517, until 2 o'clock p.m. on Monday, October 15, 2018 for Building Exterior Painting Services for Braselton, Georgia. Bids will be publicly opened and read aloud at this time.

**\*\*\*\*\*NO BIDS WILL BE ACCEPTED AFTER THIS DESIGNATED DATE & TIME\*\*\*\*\***

**SECTION I. RFP INSTRUCTIONS**

**1. Bid Documents**

Bid documents may be examined and obtained at the Braselton Town Hall, 4982 Highway 53 Braselton, GA 30517, by calling 706-654-5720, or may be viewed and downloaded from the Town of Braselton website ([www.braselton.net](http://www.braselton.net)) and found under the RFP/Bids tab.

**2. Sealed Bids**

Envelopes shall be identified on the outside as:

"Exterior Painting Services RFP 18-1015.1"

and mailed to:  
Ms. Jennifer Scott  
Town Manager  
Town of Braselton  
P.O. Box 306  
Braselton, GA 30517

Or Hand Delivered to:  
4982 Highway 53  
Braselton, GA 30517

The Town of Braselton reserves the right to amend or terminate this Request for Proposal, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal and award the proposal to the proposer that, in the Town's best judgement, will be in the Town's best interests.

## SECTION II. RFP INFORMATION AND REQUIREMENTS

**1. Purpose:** The purpose of this Request for Proposal is to receive proposals from interested and qualified contractors to prepare and paint the exterior of the following Town-owned buildings:

- a. Town Hall, 4982 Highway 53
- b. Braselton Retail Building (occupied by House of Clay), 65 Frances Street
- c. Braselton Grist Mill, corner of Frances Street and SR 53

The work shall occur over a period of one (1) year according to a schedule proposed by contractor and approved by the Town Manager. The buildings that are occupied will continue to be occupied during the work period.

**3. Official Signature:** An authorized official/person acknowledging full understanding of the information contained in this RFP must sign the Bid/Proposal Form.

**4. Inquiries:** Questions regarding the RFP should be directed to Jennifer Scott by calling 706-654-5720 or emailing to [jscott@braselton.net](mailto:jscott@braselton.net). Any questions must be received by Monday, October 08, 2018 at noon.

**5. Insurance Requirements:** Contractor shall furnish a Certificate of Insurance from an insurance company licensed to do business in the State of Georgia and acceptable to the Town of Braselton for the following:

- a. Commercial General Liability Insurance in the amount of \$500,000 with the Town listed as an additional insured.
- b. Worker's Compensation Insurance including employer's liability coverage, in accordance with applicable statutes of the State of Georgia.
- c. Motor Vehicle Liability Insurance, including Georgia no-fault coverage.
- d. Any other Insurance that may be needed by the Contractor in order to fulfill contractual obligations.
- e. Subcontractor Worker's Compensation insurance will be required prior to commencement of work.

**6. Licenses:** The successful bidder must be a licensed contractor in the State of Georgia.

**7. References:** Bidder shall provide the names of three (3) commercial accounts for similar work performed. References are also required for any subcontractors.

**8. Evaluation and Award:** Bids/proposals shall be evaluated and awarded by the Town as soon as practicable. Award of the bid will be based on quality, service, completion date, experience and price. Information on each of these categories shall be included in bid responses.

**9. Compliance with the Law:** Contractor shall comply with all applicable federal, state and local laws and ordinances, rules and regulations, as well as any applicable Town policies.

### **SECTION III. SCOPE OF SERVICES**

The work covered by these specifications consists of furnishing all labor, tools, equipment, including scaffolding, materials, and supplies to perform all operations in connection with the preparation for and painting of all siding and trim, including windows and doors, and/or any other work associated with the necessary repairs to the exterior of the buildings. Work shall be performed with minimal obstruction to Town operations.

### **CONTRACTOR RESPONSIBILITIES**

1. Power washing of the exterior of the building 1 to 2 weeks prior to painting. Power washing shall include all exterior surfaces including the metal roof surfaces.
2. Covering/protecting sidewalks, porches, planted areas, roof and windows
3. All areas with loose and flaking surfaces are to be scraped/wire brushed.
4. Windows:
  - a. Scrape/Wire Brush all window trim boards
  - b. Sand all woodwork to smooth finish
  - c. Apply one coat of primer
  - d. Caulk and fill all rough wood to smooth finish and spot prime
  - e. Apply two coats of latex paint and hand sand between coats
5. Siding:
  - a. Scrape/Wire Brush siding
  - b. Apply one coat of primer
  - c. Caulk and fill all cracks and nail head holes, and spot prime
  - d. Apply two coats of latex paint
  - e. All paint application must be brushed on; spraying is allowed only if back brushed
6. Soffits and Rakes:
  - a. Scrape/Wire Brush
  - b. Sand to a smooth finish
  - c. Apply one coat primer
  - d. Apply two coats of latex paint
7. At the end of each work day, the work space is to be cleared of all materials and cleaned.
8. Disposal of all materials e.g. paint chippings, wood, etc., is the responsibility of the contractor.
9. At completion of project, partial containers of all paint are to be left with the Town.
10. OPTIONS:
  - a. Replace rotted trim if discovered. Provide unit price (linear foot) for trim replacement. All trim replacement requires prior Town approval.
  - a. Replace all rotted shingle siding. Provide unit price (linear foot) for shingle siding replacement. All shingle siding replacement requires prior Town approval.
  - b. Replace all rotted cornices. Provide unit price (individual unit) for cornice replacement. All cornice replacement requires prior Town approval.

#### **SECTION IV. MATERIAL SPECIFICATIONS**

All wood surfaces will be painted using a Sherwin Williams Exterior Latex Paint with a satin finish.

All metal surfaces will be primed using a Sherwin Williams Pro-cryl Acrylic Primer and painted using Sherwin Williams Sher-cryl Acrylic paint.

All colors shall be matched to the existing colors and samples approved by the Town Manager prior to the start of the project.

**SECTION V. BID FORM**  
**Building Exterior Painting Services**

Opening: **October 15, 2018 2:00 pm**  
Town Hall  
4982 Highway 53  
Braselton, GA 30517

In accordance with Town Specifications, bidder agrees to provide Building Exterior Painting Services at the following costs:

Town Hall	\$ _____
Braselton Retail Building (House of Clay)	\$ _____
Braselton Grist Mill	\$ _____
<b>TOTAL PROJECT COST</b>	<b>\$ _____</b>

Options:

a. Replace rotten trim at a cost of	\$ _____	per LF.
b. Replace rotten clapboards at a cost of	\$ _____	per LF.
c. Replace rotten cornices at a cost of	\$ _____	per EACH.

- yes  no Submitted Certificate of Insurance with bid
- yes  no Visited sites to view project
- yes  no Submitted proposed schedule with bid
- yes  no Submitted references with bid

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name & Title Company Name

\_\_\_\_\_  
Street City State Zip

\_\_\_\_\_  
Phone Fax

\_\_\_\_\_  
Cell

This RFP does not constitute a contract for services performed or to be performed. After selection of the successful bidder, Braselton and the contractor will negotiate a contract and a complete scope of services. All proposals submitted become the property of the Town of Braselton and will not be returned. The Town is not responsible for any costs incurred by the respondent in proposal preparation, presentations, site visits, or benchmarks performed.