

Heather Knoll Cluster Assn. Request for Proposal Exterior Painting and Staining

(Date)

The bidder needs to be able to provide the following documents and services as outlined in this document.

- Name and telephone number of person(s) to be contacted for further information and clarification.
- Listing of a minimum of three (3) references from similar projects completed in the last 2 years.
- Indication of how many years Bidder has been engaged as a company, corporation, partnership, or individual specializing in this field.
- Proof of a current valid State of Virginia business license.
- Proof of General Liability, Automobile, and Workers Compensation insurance.

1. PURPOSE

The homeowners of Heather Knoll Cluster Association, located in Reston, VA, are seeking proposals for the Exterior Painting/Staining of the following homes:

Unit #	Owner(s)	Contact Information	Unit Type
			Three/Two-Level End Unit
			Three/Two-Level Interior Unit
			Three/Two-Level Interior Unit
			Three/Two-Level End Unit

2. OBJECTIVES

- To contract with highly professional and experienced painting firms with a history of success and demonstrated high quality.
- The selected contractor shall ensure that the workmanship is of the best quality, fully conforming to industry standards.
- Only adequately supervised skilled workers shall be allowed to work on the project.
- Work shall be done between the hours of 7:00 am and 6:00 pm, Monday through Saturday, unless prior approval is given for extended hours and on holidays and Sundays.

3. DESCRIPTION OF SERVICES

- a. Work is to be accomplished under favorable weather conditions, best suited to the production of an acceptable finished product.
- b. Prior to proposing, inspect and evaluate exterior and report to the homeowner any rotted or broken wood that needs replacing. If repairs are required, the individual homeowner will coordinate with the contractor for a time-and-materials quote, or a firm price as agreed upon by the parties.

c. Preparation:

- i. All preparation is to include fascia, windows, trim, soffit, siding, windows (unless vinyl) and doors.
- ii. Remove all window screens and store safely; reinstall upon completion.
- iii. Remove any dirt, dust, grime, oils, mildew, or loose paint by power washing or by hand.
- iv. Caulk and putty holes, cracks, voids, etc., using only premium grade materials.
- v. Scraping, sanding of all loose or "flaking" paint.
- vi. Make any minor carpentry repairs like replacing any popped nails with screws, including fascia, soffit, siding, trim and mouldings. These minor repairs are included in the contract price.
- vii. Apply Sherwin-Williams or Benjamin Moore Primer/Sealer to all surfaces in conformance with Reston Association.
- viii. Priming of all bare wood and new wood using oil-based primer, unless mutually agreed to use latex.
- ix. Remove old caulk that is loose or cracked.
- x. 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.
- xi. Caulk all joints.

d. Painting and Staining:

- i. Siding is to be stained. Trim is to be painted with a semi-gloss finish.
- ii. Product shall be applied by manufacturers' specifications using two (2) coats for maximum coverage. [If all owners are in agreement, one (1) coat is acceptable.]
- iii. Product is to be applied with brushes or rollers and is to cover the following: fascia, soffit, windows (unless vinyl), doors, siding and trim.
- iv. All work shall be given at least one-year warranty on materials and labor.
- v. Products used will be high quality, e.g. Sherman Williams or Benjamin Moore. Product color scheme shall be the approved Reston Association color scheme for the building being painted. The homeowner is to approve the paint and stain, and color, prior to startup.
- vi. Products are to be applied evenly and with the proper film thickness, in strict compliance with the manufacturer's directions and/or printed instructions.
- vii. All work shall be subject to the approval of the Homeowner.
- viii. The contractor 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.

e. Property Protection and Clean-Up:

- i. Wherever surface preparation or work is being performed, all walkways, plants and/or shrubbery, personal property, 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.
- ii. All work-related debris will be picked up and removed daily. The definition of debris includes but is not limited to paint cans, rags, and brushes.
- iii. All paint flakes and wood pieces are to be removed from common areas including walkways, flower beds, parking lots, etc.
- iv. Brushes and other tools are to be cleaned at a distance from flowerbeds, shrubbery, trees, walkways, parking lots, and grassy areas.

f. Safety:

- i. All ladders are to be taken down daily and stored in a safe place away from resident walkways and/or driveways.
- ii. Wet paint signs shall be used and clearly marked areas shall be roped off whenever necessary.
- iii. All workers are to take the appropriate precautions to prevent any injury to themselves.

4. SCHEDULED SERVICES

Contractor shall provide the homeowner with a start date for their individual home and notify the homeowner and Heather Knoll Cluster Association of any changes to painting schedules.

5. PRICING TABLE

- i. Each homeowner is to be contracted with and billed individually at the agreed upon price. 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 homeowner.
- ii. A payment schedule must be submitted and approved by the homeowner prior to commencement of the work.
- iii. All work is to be completed as agreed to by the homeowner.

6. INSURANCE

Contractor must possess General Liability, Automobile and Workers Compensation insurance, and shall include a Certificate of Insurance along with the proposal.

Commencement and Completion of Work:

- The project shall begin during the month(s) of _____, 20xx.