

# REQUEST FOR QUOTATION

Valley Career & Technical Center  
 49 Hornet Road, Fishersville, VA 22939  
 PHONE 540-245-5002 FAX 540-885-0407

**DATE:** May 3, 2019

## THIS IS NOT AN ORDER

Please quote on this sheet in spaces indicated below for the articles described. Note delivery required.

Base quotation on terms and conditions shown.

Delivery Required	Quote No Later Than	Terms And Conditions	F.O.B.															
	2:00 p.m. May 13, 2019	We reserve the right to accept or reject any and all quotations.																
Quantity	Description	Amount																
	<b>Scope of Work:</b> Prepare and paint the following previously painted surfaces, walls, doors and door frames, garage door frames and all outside metal surfaces.  Repair and Paint front drywall ceiling.	\$ _____																
	<b>Washing:</b> Clean all surfaces to be painted so new paint will adhere properly.	\$ _____																
	<b>Caulking:</b> Fill all cracks and gaps around windows, doors, and all seam	\$ _____																
	<b>Scaping:</b> Scape all loose paint to ensure proper adhesion of primer.	\$ _____																
	<b>Painting:</b> Prime after sanding and scaping of all bare and rusted areas.	\$ _____																
	<table border="0"> <tr> <td><b>Finish Coats</b></td> <td><b># of Coats</b></td> <td><b>Color</b></td> <td></td> </tr> <tr> <td>Walls</td> <td>Two</td> <td>Match</td> <td>\$ _____</td> </tr> <tr> <td>Doors &amp; Frame</td> <td>Two</td> <td>Match</td> <td></td> </tr> <tr> <td>All Other Metal</td> <td>Two</td> <td>Match</td> <td></td> </tr> </table>	<b>Finish Coats</b>	<b># of Coats</b>	<b>Color</b>		Walls	Two	Match	\$ _____	Doors & Frame	Two	Match		All Other Metal	Two	Match		
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Walls	Two	Match	\$ _____															
Doors & Frame	Two	Match																
All Other Metal	Two	Match																
	<b>Clean Up:</b> Daily and upon completion	\$ _____																

### QUOTING VENDOR INFORMATION

NAME OF COMPANY \_\_\_\_\_

BY (SIGNATURE) \_\_\_\_\_

TITLE \_\_\_\_\_

QUOTATION DATE \_\_\_\_\_

## REQUEST FOR QUOTATION

**Valley Career & Technical Center  
Board of Trustee's  
SPECIAL TERMS AND CONDITIONS**

### **PART 1: GENERAL**

#### 1.01 INTRODUCTION:

- A. Valley Career & Technical Center Board of Trustee's (VCTC) is soliciting the services of a fully qualified contractor to prepare and paint the following previously painted surfaces, walls, doors and door frames, garage door frames and all outside metal surfaces. Repair and paint front drywall ceiling
- B. The award for items listed in the quotation document will be made to the lowest responsive and responsible Bidder satisfying all requirements and qualifications. VCTC reserves the right to reject any or all bids, in whole or in part, to waive any informality and to delete items prior to making the award(s), whenever it is deemed in the sole opinion of VCTC to be in its best interest. VCTC reserves the right to make the sole determination of whether the model and/or options offered meet the minimum specifications and is acceptable in accordance with the specifications attached.

#### 1.02 PROJECT CRITERIA:

- A. A site visit to view the work prior to quoting can be scheduled by contacting David Holsinger, Director of Maintenance at 540-490-2572. This individual will serve as the contact for VCTC to answer any contractor questions concerning the project.
- B. Official quotations are due back to Darla Miller, Principal, no later than 2:00 PM on Wednesday, May 13, 2019 in the Valley Career & Technical Center Office, 49 Hornet Road, Fishersville, VA 22939. Quotations, schedules, and submittals may be faxed to (540) 885-0407 or sent via email to [dlmiller@valleytech.us](mailto:dlmiller@valleytech.us).
- C. Contractor submitting quotations for this work must hold a valid Virginia contractor's license. The contractor is subject to approval of Valley Career & Technical Center's Board.
- D. Safety of students around the work area is of utmost importance. Successful bidder is to install safety roping and/or other type barricades as needed to protect students from painting work. It is anticipated that student traffic will be directed as much as possible away from and around the construction area, allowing contractors ample working space.
- E. Work area is to be kept clean and free of safety hazards. A contractor staging area for storage of materials and equipment will be identified to contractors upon request.
- F. Any changes to specifications or scope of work once the purchase order is released are to be approved by the owner's representatives.

## 1.03 PROJECT SCOPE OF WORK AND REQUIREMENTS

### **BUILDING TWO 48, 400 SQ. FT.:**

**A.** Prepare and paint the following previously painted surfaces, walls, doors and door frames, garage door frames and all outside metal surfaces.

Repair and Paint front drywall ceiling.

**B. Washing:**

Clean all surfaces to be painted so new paint will adhere properly.

**C. Caulking:**

Fill all cracks and gaps around windows, doors, and all seams.

**D. Scraping:**

Scape all loose paint to ensure proper adhesion of primer.

**E. Painting:**

Prime after sanding and scraping of all bare and rusted areas.

<b>F. Finish Coats</b>	<b># of Coats</b>	<b>Color</b>
Walls	Two	Match
Doors & Frame	Two	Match
All Other Metal	Two	Match

**G. Clean Up:**

Daily and upon completion

#### 1.04 PROJECT SCHEDULE:

- A. Work must be completed no later than June 17, 2019.
- B. Work on this project can begin immediately following project funding approval by the Augusta County School Board and subsequent issuance of purchase order to the successful bidder. It is anticipated that contractor will be able to start work on/near June 1, 2019.
- C. Contractors will be asked to coordinate project schedule with the respective school administration and VCTC Maintenance Department. It is anticipated that work can be completed during the regular school day and working hours for the contractor. It will be necessary for there to be daily schedule coordination between contractor/school administration to allow contractors to work in empty and vacant rooms as much as possible, based on school bell schedules. This is crucial in giving contractors mostly unoccupied spaces for work without disrupting the school instructional process. Contractors will be responsible for coordinating schedules with school administration before any period of heavy construction noise.

#### 1.05 SUBMITTALS:

- A. Submit materials list of items proposed to be provided under this section. Include exact count and measurements of quoted items.
- B. Submit manufacturer's specifications and other data needed to prove compliance with the specified requirements.
- C. Submit manufacturer's recommended installation procedures.
- D. Identify "lead-time" for any ordered products.

#### 1.06 QUALITY ASSURANCE:

- A. Use adequate number of skilled workers who are thoroughly trained and experienced in the necessary crafts and who are completely familiar with the specified requirements and the methods needed for proper performance of the work of this section.
- B. Conform to requirements of NFPA 70.
- C. Products: listed and classified by Underwriters Laboratories, Inc. or testing firm acceptable to authority having jurisdiction as suitable for the purpose specified and indicated.

#### 1.07 WARRANTIES:

- A. The contractor shall provide a six (6) month guarantee of their work against defects in material and workmanship. All warranty material shall be provided at no expense to the Owner. Guarantee period shall begin on the date of total completion and acceptance by the Owner.

## **PART 2: PRODUCTS**

### 2.01 MATERIALS:

A. It is anticipated that materials needed include the following:

1. Paint brand that is – Sherwin – Williams Loxon acrylic coating or equivalent
2. Provide other materials, not specifically described, but required for a complete and proper job, as selected by the Contractor, subject to approval of the Board.

## **PART 3: EXECUTION**

### 3.01 EVALUATION CRITERIA:

A. The award will be made to the lowest responsive and responsible bidder taking into consideration delivery requirements, past service, product acceptability, and project schedule.

### 3.02 AVAILABILITY OF FUNDS:

A. It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

### 3.03 PROJECT CLOSE-OUT:

- A. All contractors are responsible to remove all construction debris associated with this upgrade. Site is to be left in a cleanliness state similar to what it was before construction.
- B. Final inspection: At the conclusion of the work, the contractor shall demonstrate to the authorized owner's representative (Maintenance Department personnel) that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the contractor at the contractor's sole expense prior to final acceptance of the work.