



ECPPS Maintenance Department
312 Pritchard Street
Elizabeth City, NC 27909
252-335-4306 Phone
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maintenance@ecpps.k12.nc.us

Request for Proposal (RFP)

Date: March 22, 2023

Elizabeth City-Pasquotank Public Schools Maintenance Department is seeking proposals from qualified Painting contractors for Painting Services for specified areas of school buildings.

The following timeline has been established to ensure that our project objective is achieved; however, the timeline shall be subject to change when deemed necessary by management.

MILESTONE	DATE
Posted/Published	March 31, 2023
On-site visits	April 17, 2023 – May 19, 2023
RFP Due	May 29, 2023 at 11:00 a.m.
Contract Start/Complete Date	June 23, 2023 – August 18, 2023

On-Site Visits

Contactors are encouraged to visit school sites prior to bidding.

ECPPS Schools: Date:

Time: To be scheduled by appointment

Location(s): Central Elementary School – 1059 US 17 South (Student entrance(s))

Elizabeth City Middle School -1066 Northside Road (Student entrance(s))

JC Sawyer Elementary – 1007 Park Street (Paint Corridor B11, Corridor C31, Corridor C38, doors & door jambs)

Northside Elementary – 1062 Northside Road (Student entrance(s))

Northeastern High School – 963 Oak Stump Road (Student entrance(s))

Pasquotank County High School – 1064 Northside Road (Student entrance(s))

River Road Middle School – 1701 River Road (Student entrance(s))

Sheep-Harney Elementary – 200 W. Elizabeth Street (Student entrance(s))

Weeksville Elementary – 1170 Salem Church Road (Corridor109, hallways)

Questions and scheduling of site visit: Email mwilkins@ecpps.k12.nc.us or call 252-335-4306.

Description of Project: Provide painting services to specified areas of school buildings.

ECPPS is an equal opportunity/educational institution, which does not discriminate on the basis of race, color, religion, national origin, gender, age, disability, sexual orientation or veteran status.

PROJECT SUMMARY/GENERAL OVERVIEW

PROJECT SUMMARY

ECPPS through the Request for Proposal (“RFP”) is seeking proposals for *Painting Services*. Delivery will be in accordance with the terms, conditions and requirements set forth in this Request for Proposal. The successful proposer(s) will provide the specific requirements in accordance with all applicable federal, state and local laws, standards and regulations to perform the scope of services.

TERM OF CONTRACT

The contract is limited beginning June 23, 2023 and ending on or before August 18, 2023.

GENERAL OVERVIEW

Proposals will be received **no later than May 29, 2023 at ECPPS Maintenance Office**. Attached Proposal Forms shall be returned via email, mailed or hand delivered. Vendors are instructed that a formal opening will not occur.

RFP Contact: Marlene Wilkins, Maintenance Director
Contact Mailing Address: 312 Pritchard Street
Elizabeth City, NC 27909

SCOPE OF SERVICES

1. Scope

The Contractor shall furnish all supplies, tools, equipment, transportation, insurance and labor to complete all work for said Painting Services for multiple school buildings. Services rendered include but not limited to:

***** Note: Owner will furnish paint only. All other paint materials and supplies shall be provided by the contractor.**

- 1) Painting interior designated school entrances/common areas
- 2) Spot painting designated school hallways
- 3) Painting of doors/door jambs

2. Specifications

PREPARATION

- Clean and prepare surfaces to be painted in accordance with the manufacturer’s instructions for each particular substrate condition and as specified. Schedule cleaning and painting so that dust and other contaminants from the cleaning process will not fall on wet, newly painted surfaces.
- Provide barrier coats over incompatible primers or remove and re-prime. Notify Owner in writing of problems anticipated with using the specified finish coat material with substrates primed by others.

APPLICATION - TWO COAT FINISH

- Apply paint in accordance with manufacturer’s directions. Use applicators and techniques best suited for substrate and type of material being applied.
- **Do not paint over, dirt, dust, rust, scale, grease, moisture, scuffed surfaces, or conditions detrimental to formation of a durable paint film.**

- Paint surfaces behind movable equipment and furniture same as similar exposed surfaces. Paint surfaces behind permanently fixed equipment or furniture with prime coat only before final installation of equipment.
- Finish interior doors on tops, bottoms, and edges same as interior faces.
- Electrical items to be painted include but are not limited to:
Conduits and fittings
Switchgear
- Block Fillers: Apply block fillers to concrete masonry block at a rate to ensure complete coverage with pores filled.
- Prime Coats: Before application of finish coats, apply a prime coat of material as recommended by the manufacturer to material that is required to be painted or finished and has not been prime coated by others. Re-coat primed and sealed surfaces where evidence of suction spots or unsealed areas in first coat appears, to assure a finish coat with no burn through or other defects due to insufficient sealing.

CLEANING

- Cleanup: At the end of each work day, remove empty cans, rags, rubbish, and other discarded paint materials from the site. Upon completion of painting, clean glass and paint spattered surfaces. Remove spattered paint by washing and scraping, using care not to scratch or damage adjacent finished surfaces.

PROTECTION

- Protect work of other trades, weather to be painted or not, against damage by painting. Correct damage by cleaning, repairing or replacing and repainting, as acceptable to Owner.
- Provide “Wet Paint” signs to protect newly painted finishes. Remove temporary protective wrappings provided for protection after completion of painting operations.

PROPOSAL FORM

Date _____

Proposal of _____
(Company Name)

This Proposal is submitted in response to ECPPS’s RFP _____
(provide title or brief description)

The undersigned, hereby agrees to be bound by the content of the Proposal and agrees to apply with the terms, conditions and provisions of the referenced RFP. The proposal shall remain in effect for a period of three weeks.

The undersigned understands that the ECPPS reserves the right to reject any or all Proposals or to waive any formality or technicality, as determined by ECPPS in its sole discretion, in any Proposal in the interest of the ECPPS.

The undersigned hereby certifies that this Proposal is genuine and not a sham or collusive, nor made in the interest or behalf of any person not herein named, and that the undersigned has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person or entity to refrain from submitting proposals, and that the Proposer has not in any manner sought by collusion to secure for itself an advantage over any other Proposer.

The undersigned further certifies that as a duly authorized officer, he or she is authorized to negotiate in good faith on behalf of this firm for purposes of this RFP.

LOCATION	PROPOSAL
Central Elementary School	
Elizabeth City Middle School	
HL Trigg Community School	
JC Sawyer Elementary School	
Northside Elementary School	
Northeastern High School	
Pasquotank County High School	
Sheep-Harney Elementary School	
Weeksville Elementary School	

(Proposer’s Printed Full Name)

(Signature)

(Date)