DARLINGTON COUNTY SCHOOL DISTRICT

Invitation For Bid

Solicitation: FAC2324-05
Issue Date: May 22, 2024
Buyer: Criselda Mendoza-Landa
Phone : (843) 398-2272
Email: criselda.mendozaland@darlington.k12.sc.us

The Term "Offer" Means Your "Bid" or "Proposal".

DESCRIPTION: **Summer Painting 2024**

SUBMIT OFFER BY (Opening Date/Time): June 4, 2024 @ 11:00 am "Submission Of Offer"

NUMBER OF COPIES TO BE SUBMITTED: 1

QUESTIONS MUST BE RECEIVED BY: May 31, 2024 @ 3:00 pm "Questions From Offerors"

Acknowledgment of Amendments: Offeror acknowledges receipt of amendments by indicating amendment number , date of issue and Initials of Offeror.	**Amendment Number** ☐	**Amendment Number** ☐	**Amendment Number** ☐	**Amendment Number** ☐
Date of Amendment				
Initials of Offeror				

AWARD & AMENDMENTS	It is anticipated that a "Notice of Intent to Award" or "Contract Award" will be posted in the Darlington County School District Office Annex #1, 2308 N Governor Williams Hwy, Darlington, SC, sent to all Bidders and posted on the District's website at http://www.dcsdschools.org click "Departments" click "Business Office" click "Procurement" click "Solicitation Awards" click "2023-24 Operations Solicitation Awards" within thirty (30) days following the bid opening date and time. Any resulting contract from this solicitation will incorporate the terms, conditions, provisions, specifications and/or scope of work described herein except as may be amended by any amendment, "Notice of Intent to Award," or "Contract Award." This solicitation and any amendments will also be posted on the District's website.

You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of forty-five (45) calendar days after the Opening Date.

NAME OF OFFEROR (Full legal name of business submitting the offer)		OFFEROR'S TYPE OF ENTITY: (Check one) □ Sole Proprietorship SSN _____ - _____ - _____ □ Corporation Federal ID # _____ □ S. C. Minority Vendor Minority Vendor # _____ □ Other _____ (See provision entitled "Signing Your Offer".)
AUTHORIZED SIGNATURE (Offeror named Person signing must be authorized to submit binding offer to enter contract on behalf of above.)		
AUTHORIZED PERSON'S NAME PRINTED		
TITLE (Business title of person signing above)	DATE	CITY STATE
MAILING ADDRESS	CITY STATE ZIP	
EMAIL ADDRESS	TELEPHONE	

Solicitation Outline

I. Scope of Solicitation
II. Instructions to Offerors
    A. General Instructions
    B. Special Instructions
III. Scope of Work / Specifications
    May be blank if Bidding Schedule / Cost Proposal attached
IV. Information for Offerors to Submit
V. Qualifications
VI. Award Criteria
VII. Terms and Conditions
    A. General
    B. Special
VIII. Bidding Schedule

I. SCOPE OF SOLICITATION - It is the intent of DCSD to solicit bids for Summer Painting at various schools/offices throughout the District.

II. INSTRUCTIONS TO OFFERORS

A. GENERAL INSTRUCTIONS

AMENDMENTS TO SOLICITATION a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: http://www.dcsdschools.org Click Departments, Click Business Office, Click Solicitations, Click 2023-24 Operations Solicitations, (b) Bidders shall acknowledge receipt of any Amendment to this solicitation (1) by signing and returning the Amendment, (2) by letter, or (3) by submitting a bid that indicates in some way that the bidder received the amendment.

AWARD NOTIFICATION Notice regarding the District's intent to award a contract will be posted at the location specified on the Cover Page. The date and location of posting will be announced at opening. If the contract resulting from this Solicitation has a total or potential value in excess of fifty thousand dollars, such notice will be sent to all Offerors responding to the Solicitation and any award will not be effective until the eleventh day after such notice is given.

BID / PROPOSAL AS OFFER TO CONTRACT By submitting Your Bid or Proposal, You are offering to enter into a contract with Darlington County School District. Without further action by either party, a binding contract shall result upon final award. Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror on the Cover Page. An Offer may be submitted by only one legal entity; "joint bids" are not allowed.

PROCUREMENT OFFICER AS PROCUREMENT AGENT (a) Authorized Agent. All authority regarding the conduct of this procurement is vested solely with the responsible Procurement Officer or designee. Unless specifically delegated in writing, the Procurement Officer is the only official authorized to bind the District with regard to this procurement. (b) Purchasing Liability. The Procurement Officer is an employee of Darlington County School District acting on behalf of Darlington County School District pursuant to the Consolidated Procurement Code. Any contracts awarded as a result of this procurement are between the Contractor and Darlington County School District. The Procurement Officer is not a party to such contracts and bears no liability for any party's losses arising out of or relating in any way to the contract.

DEADLINE FOR SUBMISSION OF OFFER Any offer received after the procurement officer of Darlington County School District or his designee has declared that the time set for opening has arrived, shall be rejected unless the offer has been delivered to the designated purchasing office for Darlington County School prior to the bid opening.

DEFINITIONS Except as otherwise provided herein, the following definitions are applicable to all parts of the solicitation. For additional definitions, see the terms and conditions below.

(1) AMENDMENT - means a document issued to supplement the original solicitation document.
(2) BOARD - means the Darlington County School District Board of Education.
(3) BUYER - means the Procurement Officer.
(4) CHIEF PROCUREMENT OFFICER – means the Director of Purchasing or designee.
(5) COVER PAGE - means the top page of the original solicitation on which the solicitation is identified by number. Offerors are cautioned that Amendments may modify information provided on the Cover Page.
(6) DISTRICT – means Darlington County School District.
(7) OFFER - means the bid or proposal submitted in response to this solicitation. The terms "Bid" and "Proposal" are used interchangeably with the term "Offer."
(8) OFFEROR - means the single legal entity submitting the offer. The term "Bidder" is used interchangeably with the term "Offeror." See bidding provisions entitled "Signing Your Offer" and "Bid/Proposal As Offer To Contract."
(9) PROCUREMENT OFFICER - means the person, or his successor, identified as such on the Cover Page.
(10) SOLICITATION - means this document, including all its parts, attachments, and any Amendments.
(11) SUCCESSFUL BIDDER - The Bidder chosen by the District for award of a contract. (Also known as the "Contractor" upon commencement of the contract)
(12) SUBCONTRACTOR - means an individual or entity having a contract to perform work or render service to Contractor as a part of the Contractor's agreement arising from this solicitation.
(13) YOU and YOUR - means Offeror.
(14) CHANGE ORDER means any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual agreement of the parties to the contract.
(15) CONTRACT See clause entitled Contract Documents & Order of Precedence.
(16) WORK means all labor, materials, equipment and services provided or to be provided by the Contractor to fulfill the Contractor's obligations under the Contract

DUTY TO INQUIRE Offeror, by submitting an Offer, represents that it has read and understands the Solicitation and that its Offer is made in compliance with the Solicitation. Offerors are expected to examine the Solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Offeror's risk. Offeror assumes responsibility for any patent ambiguity in the Solicitation that Offeror does not bring to the District's attention.

TAXES OMIT FROM PRICE Do not include any taxes in Your price that Darlington County School District may be required to pay.

PROTESTS Any prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the solicitation of a contract shall protest within fifteen (15) days of the date of issuance of the applicable solicitation document at issue. Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall protest within seven (7) days of the date notification of award is posted in accordance with the District's Procurement Code. A protest shall be in writing, submitted to the Chief Procurement Officer, 120 East Smith Avenue, Darlington, SC 29532 and shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided.

PUBLIC OPENING Offers will be publicly opened at the date / time and at the location identified on the Cover Page, or last Amendment, whichever is applicable. Prices will not be divulged at this time.

QUESTIONS FROM OFFERORS (a) Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. Questions must be received by the Procurement Officer no later than five (5) days prior to opening unless otherwise stated on the Cover Page. Oral explanations or instructions will not be binding. Any information given a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective offerors. (b) Darlington County School District seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Officer - as soon as possible - regarding any aspect of this procurement, including any aspect of the Solicitation, that unnecessarily or inappropriately limits full and open competition.

RESPONSIVENESS / IMPROPER OFFERS
(a) Bid as Specified. Offers for supplies or services other than those specified will not be considered unless authorized by the Solicitation.
(b) Multiple Offers. Offerors may submit more than one Offer, provided that each Offer has significant differences other than price. Each separate Offer must satisfy all Solicitation requirements. While multiple Offers may be submitted as one document, Offeror is responsible for clearly differentiating between each separate Offer. If this solicitation is a Request for Proposals, each separate Offer must include a separate cost proposal.
(c) Responsiveness. Any Offer which fails to conform to the material requirements of the Solicitation may be rejected as nonresponsive. Offers which impose conditions that modify material requirements of the Solicitation may be rejected. If a fixed price is required, an Offer will be rejected if the total possible cost to Darlington County School District cannot be determined. Offerors will not be given an opportunity to correct any material nonconformity. Any deficiency resulting from a minor informality may be cured or waived at the sole discretion of the Procurement Officer.
(d) Unbalanced Bidding. Darlington County School District may reject an Offer as nonresponsive if the prices bid are materially unbalanced between line items or subline items. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid will result in the lowest overall cost to Darlington County School District even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.

RESTRICTIONS APPLICABLE TO OFFERORS By submitting an Offer, You agree not to discuss this procurement activity in any way with any Darlington County School District employees, agents or officials. All communications must be solely with the Procurement Officer. This restriction expires once a contract has been formed and may be lifted by express written permission from the Procurement Officer.

SIGNING YOUR OFFER Every Offer must be signed by an individual with actual authority to bind the Offeror. (a) If the Offeror is an individual, the Offer must be signed by that individual. If the Offeror is an individual doing business as a firm, the Offer must be submitted in the firm name, signed by the individual, and state that the individual is doing business as a firm. (b) If the Offeror is a partnership, the Offer must be submitted in the partnership name, followed by the words "by its Partner," and signed by a general partner. (c) If the Offeror is a corporation, the Offer must be submitted in the corporate name, followed by the signature and title of the person authorized to sign. (d) An Offer may be submitted by a joint venturer involving any combination of individuals, partnerships, or corporations. If the Offeror is a joint venture, the Offer must be submitted in the name of the Joint Venture and signed by every participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each type of

participant. (e) If an Offer is signed by an agent, other than as stated in subparagraphs (a) through (d) above, the Offer must state that is has been signed by an Agent. Upon request, Offeror must provide proof of the agent's authorization to bind the principal.

DISCUSSION WITH RESPONSIVE OFFERORS Discussions may be conducted with responsive offerors who submit proposals for the purpose of clarification to assure full understanding of the requirements of the Invitation for Bid. All offerors, whose proposals, in Darlington County School District's sole judgment, needing clarification shall be accorded such an opportunity.

SUBMITTING CONFIDENTIAL INFORMATION For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that Offeror contend contains information that is exempt from public disclosure because it is either (a) a trade secret as defined in Section 30-4-40(a)(1), or (b) privileged and confidential, as that phrase is used in Section 11-35-410. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the words "TRADE SECRET" every page, or portion thereof, that Offeror contends contains a trade secret as that term is defined by Section 39-8-20 of the Trade Secrets Act.

For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "PROTECTED" every page, or portion thereof, that Offeror contends is protected by Section 11-35-1810. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text.

Do not mark your entire response (bid, proposal, quote, etc.) as confidential, trade secret, or protected! If your response, or any part thereof, is improperly marked as confidential or trade secret or protected, the District may, in its sole discretion, determine it nonresponsive. If only portions of a page are subject to some protection, do not mark the entire page. By submitting a response to this solicitation or request, Offeror (1) agrees to the public disclosure of every page of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a response, documents submitted to clarify a response, and documents submitted during negotiations), unless the page is conspicuously marked "TRADE SECRET" or "CONFIDENTIAL" or "PROTECTED", (2) agrees that any information not marked, as required by these bidding instructions, as a "Trade Secret" is not a trade secret as defined by the Trade Secrets Act, and (3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure. In determining whether to release documents, the District will detrimentally rely on Offeror's marking of documents, as required by these bidding instructions, as being either "Confidential" or "Trade Secret" or "PROTECTED". By submitting a response, Offeror agrees to defend, indemnify and hold harmless Darlington County School District, it's officers and employees, from every claim, demand, loss, expense, cost, damage or injury, including attorney's fees, arising out of or resulting from the District withholding information that Offeror marked as "confidential" or "trade secret" or "PROTECTED". (All references to S.C. Code of Laws.)

SUBMITTING YOUR OFFER OR MODIFICATION (a) Offers and offer modifications shall be submitted in sealed envelopes or packages (unless submitted by approved electronic means) - (1) Addressed to the office specified in the Solicitation; and (2) Showing the time and date specified for opening, the solicitation number, and the name and address of the bidder. (b) Each Offeror must submit the number of copies indicated on the Cover Page. (c) Offerors using commercial carrier services shall ensure that the Offer is addressed and marked on the outermost envelope or wrapper for clear identification when delivered to the office specified in the Solicitation. (d) Facsimile Offers, modifications, or withdrawals, will not be considered unless authorized by the Solicitation. (e) Offers submitted by electronic commerce shall be considered only if the electronic commerce method was specifically stipulated or permitted by the solicitation.

BID ACCEPTANCE PERIOD In order to withdraw your Offer after the minimum period specified on the Cover Page, you must notify the Procurement Officer in writing.

BID IN ENGLISH & DOLLARS Offers submitted in response to this solicitation shall be in the English language and in US dollars, unless otherwise permitted by the solicitation.

REJECTION/CANCELLATION The District may cancel this solicitation in whole or in part. The District may reject any or all proposals in whole or part.

WITHDRAWAL OR CORRECTION OF OFFER Offers may be withdrawn by written notice received at any time before the exact time set for opening. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for opening. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid.

ETHICS ACT By submitting an Offer, you certify that you are in compliance with South Carolina's Ethics, Government Accountability, and Campaign Reform Act of 1991, as amended. The following statutes require special attention: (a) Offering, giving, soliciting, or receiving anything of value to influence action of public employee-Section 8-13-790, (b) Recovery of Kickbacks-Section 8-13-790m (c) Offering, soliciting, ore receiving money for advice or assistance of public official – Section 8-13-720, (d) Use or disclosure of confidential information –Section 8-13-725, and (e) Persons hired to assist in the preparation of specifications or evaluation of bids. Section 8-13-1150.

DRUG FREE WORK PLACE CERTIFICATION By submitting an Offer, Contractor certifies that, if awarded a contract, Contractor will comply with all applicable provisions of the Drug-Free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.

OFFICE CLOSING If an emergency or unanticipated event interrupts normal District processes so that offers cannot be received at the District office designated for receipt of bids by the exact time specified in the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal District's processes resume. In lieu of an automatic extension, an amendment may be issued to reschedule bid opening. If District offices are closed at the time a pre-bid or pre-proposal conference is scheduled, an amendment will be issued to reschedule the conference.

IRAN DIVESTMENT ACT By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Section 11-57-310.

SORT By submission of this bid, the bidder is signing on behalf of himself and any workers employed, that they are in compliance with all of the State SORT laws, South Carolina Code of Laws 23-3-535.

B. SPECIAL INSTRUCTIONS

Questions Relating to this Invitation For Bid
Questions for the purpose of clarifying any part of this IFB must be in writing and can be delivered or e-mailed to Criselda Mendoza-Landa, Darlington County School District Procurement Office, 102 Park Street , Darlington, SC 29532.

Pre-bid Meetings – MANDATORY Pre-Bid Meeting –On Thursday, May 30, 2024 Meeting will begin at the Operations Building, 2308 N Governor Williams Hwy, Darlington, SC 29540 at 8:30 am and then you will be escorted to the various schools throughout the District (Darlington, Hartsville, and Lamar Areas). This will take the majority of the day to get to all of the locations.

E-mail: criselda.mendozaland@darlington.k12.sc.us The solicitation number and name must be clearly noted on all correspondence. For correspondence via e-mail, put it in the 'Subject" field.

Questions for the purpose of clarifying any part of this IFB will be responded to and will be posted at the following web address: http://www.dcsdschools.org Click Departments, Click Business Office, Click Procurement, Click Solicitations, Click 2023-24 Operations Solicitations.

Bid Submittal

The District shall receive all bids no later than the date and time specified on the cover page. The District will accept bids via email if you choose to do so. When they are received, they will be printed and put in an envelope and sealed for specified bid opening time. It will be the bidder's responsibility to check with the Procurement Officer to make sure the bid was received before the opening date/time. The District will not accept any responsibility for bids that were not received or followed up on in a timely manner.

Faxed bids are not acceptable.
Required:
Clearly mark the outside of the sealed envelope, box, or package containing the bid and the FEDEX or UPS package with the solicitation # and solicitation description found on the cover page.

Hand delivery/Mail/ Courier service to:
Criselda Mendoza-Landa
Darlington County School District
Procurement Office
102 Park Street
Darlington, SC 29532

Bidder is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. The District is not responsible for any delays caused by the Bidder's chosen means of proposal delivery. **Bidder failure to meet the proposal due date and time shall result in rejection of the bid.**

III. SCOPE OF WORK

SCOPE:
The Darlington County School District intends to secure a source to complete painting projects in multiple locations, as specified below, in accordance with all requirements stated herein. Total cost must include everything necessary for proper surface preparation (priming, scraping, sanding, repairing, de-glossing, caulking, taping, etc.), painting, clean-up, and additional work to ensure a proper and professionally completed job. The contractor is responsible for providing all tools, equipment, and sundries needed to complete the work as specified. Paint specifications are attached. Unless otherwise noted all work is to be completed between 6/17/2024 and 7/22/2024. Any discrepancies in the desired outcome and the finished product will require the contractor to bring the work up to DCSD standards and specifications at the contractor's expense.
SPECIFICATIONS:
Site and Safety Requirements:

1. All schedules shall be coordinated through DCSD Operations and Maintenance. At no time are you to enter the premises of any of our facilities without contacting DCSD O&M or having a pre-approved schedule for your on-site work.
2. All paint and sundries at the job site shall be available for inspection at any time upon commencement of the job by the owner. All paint shall be labeled and not thinned or modified in any way unless specified within this document. Specifications for proper surface preparation and conditions of surface ***SHALL, at all times, BE STRICTLY ADHERED TO***.
3. All staging, scaffolds, ladders, etc. shall be maintained at all times in a manner that meets OSHA requirements and does not pose a hazard to DCSD school personnel, students, or visitors. Adequate means of egress shall be maintained at all times in all areas in accordance with the applicable Fire Code.
4. Contractor shall protect his/her work at all times and shall protect all non-painted areas, such as shrubs, floors, glass, etc. by suitable covering or other methods during the progress of work.
5. Contractor shall be responsible for requesting prompt clarification, before proceeding, when instructions are lacking, when conflicts occur in specifications and/or paint manufacturer's literature, or the procedures specified are not clearly understood. Any questions concerning these specifications should be clarified before commencing the job. Any changes to these specifications require written approval from the Operations Department of DCSD.
6. The contractor shall be responsible for pre-work site inspection and verification of scope before starting the job. This is so that they shall be familiar with the job and working conditions and to make proper preparations.
7. All work during application is subject to inspection by the owner or their representative.

Products:

1. Paint base, primer, and caulking must be as identified in the Sherwin-Williams paint schedule attached. Equivalents in PPG or Rose Talbert are approved provided they meet the Sherwin-Williams products' specifications.
2. Sheen: All walls shall be painted with semi-gloss paint, all trim shall be painted with high gloss paint
3. Colors: The following applies to all areas identified unless otherwise approved by the Operations Department.
    a. All interior walls shall be painted according to the following specification:
        i. Sherwin Williams, PPG, or Rose Talbert Paints ONLY
        ii. Paint shall be matched to PPG1001-1 (Delicate White)
    b. All exterior walls shall be color-matched to the existing color before repainting unless otherwise specified and shall be properly prepared and primed as necessary for the transition from exterior oil-based enamel to exterior latex-based enamel.
    c. All door frames shall be color-matched to the existing color before repainting. Any request for a color change must first be approved by the Operations Department.
    d. Any doors that have been identified in the specifications below shall be treated in the following manner:
        i. If the existing door is painted, the door is to be repainted to match the existing color.
        ii. If the existing door is stained:
            1. If the finish is damaged, the door will be sanded and stained to match the existing stain and finish coated with two coats of clear polyurethane.

2. If the finish is undamaged, the door will be lightly sanded and finish coated with one coat of clear polyurethane.

Painting requirements:

1) The contractor shall be responsible for notifying DCSD Operations, before beginning work, if conditions substantially exceed the original scope of work.
2) Only skilled painters shall be employed. Spraying will be allowed provided that it can be done safely, all care is taken to protect all non-painted surfaces, appropriate masking is done to prevent overspray and ***ALL*** paint manufacturers' directions are followed in regard to mixing and application of paint or finish. Any incidental overspray must be cleaned immediately. If these conditions cannot be met, the application must be done by brush and roller.
3) Daily the contractor is responsible for removing all paint and varnish spots from floors, glass, and other surfaces and the contractor shall remove all rubbish and accumulated materials of any nature that were not caused by others and leave their part of the work in a neat, clean, orderly, and acceptable condition.
4) Remove, or protect hardware, accessories, device plates, factory finished work, and similar items or provide ample in-place protection. Upon completion of each space carefully replace all removed items and remove in-place protection.
5) Cover all electrical meters before painting walls; meter boxes shall be sealed and painted.
6) All work shall be completed before 7/22/2024 unless otherwise specifically noted.
7) If the door is painted or refinished the trim around the door shall be painted to match the existing trim color.
8) Remove switch plate covers and tape off ALL areas that are not to be painted. If paint gets on any areas that should not be painted it is the contractor's responsibility to clean up and remove the paint. ***In all areas that are already painted, the existing paint type (oil-based or latex) needs to be identified by the contractor before starting so that proper surface preparations can be done.***
9) Tape signage and cove base.
10) Tarp floors
11) Clean area to be painted:
    a. Sanding rough spots
    b. Scrape any loose paint
    c. Patch holes using paintable caulking or Bondo material (if metal exterior doors or any door frames)
    d. Apply block filler as necessary
    e. De-gloss using either liquid de-glosser or sand surfaces to remove high gloss
    f. Prime as necessary for changing over from oil base paint to latex paint, patched/caulked areas, for coverage if changing colors, rusted (after treating) or bare metal areas, or newly repaired or installed walls
    g. Apply a minimum of two coats, additional coats may be required to achieve the desired finish.
    h. Paint application: Spraying will be allowed provided that it can be done safely, all care is taken to protect all non-painted surfaces, appropriate masking is done to prevent overspray and ***ALL*** paint manufacturers' directions are followed in regard to mixing and application of paint or finish. Any incidental overspray must be cleaned immediately. If these conditions cannot be met, the application must be done by brush and roller.
12) Care must be taken to ensure that paint does not get onto any surfaces not being painted and it is the contractor's responsibility to clean up any drips, spills, or spots that occur. Any existing spots, spills, or drips should be identified by the contractor and reported to the Operations Supervisor before work begins so that they will not be held responsible for those areas.
13) Paint all cabinets, shelves, doors, etc. in rooms if previously painted to match.
14) Two finish coats are required.

Location Requirements:

Lot 1 – Hartsville Area Painting Requirements

1. Hartsville High School –
    a. Black Beams supporting canopies.
    b. Student Data Manager's Office
    c. Band Building Exterior Doors
2. Carolina Elementary School –
    a. Room 12 – walls, cabinets, shelves, & closet doors
    b. Room 13 – walls and closet doors (paint over mural)
    c. Room 9 – walls, shelves, and closet doors
    d. Room 4 – walls, cubbies, shelves, and closet doors
    e. Room 24 (Mobile) – walls and cabinets
    f. Hall B 3rd grade bathrooms – walls
    g. Hall B Doorframes and exterior doors –

h. h. Media Center – Walls (one will be an accent wall, color to be determined), shelves (to be painted the same color as the accent wall), and door frames
i. Medica Center Office – walls and shelves
j. Media Center workroom (front room only) – walls and shelves
k. School Psych Office – walls and shelves

3. North Hartsville Elementary School –
   a. Cafeteria – walls (paint over murals)
   b. Speech Office
   c. Principals office and bathroom
   d. Main office interior walls

4. Hartsville Middle School –
   a. Canopy and posts
5. Thornwell School of the Arts –
   a. Will be reviewed during the Pre-bid

Lot 2 – Lamar Area Painting Requirements

1. Lamar-Spaulding Elementary –
   a. Hallway Bathrooms – All halls
   b. Classroom Bathrooms – Red, Blue and Yellow Halls
2. Lamar High School –
   a. Main Building Hallways
   b. Room 124
   c. Room 125
   d. Room 126
   e. Room 101
   f. Room 105
   g. Room 129
   h. Room 100
   i. Multi-purpose Room
   j. SRO Office
3. Spaulding Middle School –
   a. Room 104
   b. Room 106

Lot 3 – Darlington Area Painting Requirements

1. Darlington Middle School –
   a. 6th Grade Hallway
   b. Hub
2. Brockington Elementary School –
   a. Room 30
   b. Room 31
   c. Room 32
   d. Room 27
   e. Room 25
   f. Room 28
   g. Room 29
   h. Hallway walls – will be identified on the school map
3. Adult Education – Darlington a. 200 Hallway
4. Pate Elementary School –
   a. Room 134
   b. Room 9
   c. Room 7
   d. Room 5
5. Darlington High School –
   a. JROTC 118A & B
   b. Room 273
   c. Room 305
   d. Room 171
   e. Room 315

f. Room 307
g. Room 234

IV. INFORMATION FOR OFFERORS TO SUBMIT

1. Offeror is to provide Signature Sheet (Page 1)
2. Bidding Schedule (Pages 15)
3. Vendor Application Form (Page 14)
4. All bids should be complete and should convey all of the information requested by the District. If significant errors are found in the Offeror's bid, or if the bid fails to conform to the essential requirements of the IFB, the District and the District alone, will be the judge as to whether the variance is significant enough to reject the bid. Bids which included either modifications to any of the contractual requirements of the IFB or an Offeror's standard terms and conditions may be deemed non-responsive and therefore not considered for award.
5. Certificate of Insurance with DSCD named as Certificate holder (Must be provided if awarded bid).

Failure to provide all requested information will be reason for rejection of bid.

V. QUALIFICATIONS

Offeror must, upon request of the District, furnish satisfactory evidence of its ability to furnish the goods or services requested in accordance with the terms and conditions set forth in this bid. The District reserves the right to make the final determination as to the Offeror's ability to provide the goods/services requested herein.
A SC General or Mechanical Contractors license is required for anyone performing commercial construction over 5,000 in the regulated classifications listed in Title 40, Chapter 11, Section 40-11-410. Commercial contractors will be required to include their SC License # on the bidding schedule. (if applicable)

VI. AWARD CRITERIA

Awards will be made to the lowest responsive and responsible bidder. Awards will be awarded on each Lot per discretion of the District. The District reserves the right to accept the bid that is in the best interest of the District.

Terms and Conditions

A. General

AFFIRMATIVE ACTION: The contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap. The following are incorporated herein by reference: 41 C.F.R. 60-1.4, 60-250.4 and 60-741-4.

ASSIGNMENT: No contract or its provisions may be assigned, sublet, or transferred without the written consent of the Darlington County School District.

CONTRACT AMENDMENTS, MODIFICATIONS & CHANGE ORDERS: Any change orders, alterations, amendments, or other modifications hereunder shall not be effective unless reduced to writing and approved by the Procurement Officer responsible for this solicitation and the contractor. All questions, problems or changes arising after award of this contract shall be directed to the Procurement Officer responsible for this solicitation Criselda Mendoza-Landa, Procurement Specialist, 102 Park Street, Darlington, South Carolina 29532.

FORCE MAJEURE: The Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the contractor. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the Governments in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the contractor and subcontractor, and without the fault or negligence of either of them, the contractor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required delivery schedule.

INDEMNIFICATION: Darlington County School District, its officers, agents, and employees, shall be held harmless from liability from any claims, damages and actions of any nature arising from a resultant contract, provided that such liability is not attributable to negligence on the part of the using agency or failure of the using agency to comply with the offer as outlined in the offeror's proposal.

PAYMENT FOR GOODS & SERVICES: Payment for goods & services received by the District shall be processed in accordance with Darlington County School District Procurement Code.

PRIME CONTRACTOR RESPONSIBILITIES: The contractor will be required to assume sole responsibility for the complete effort as required by this IFB. The District will consider the contractor to be the sole point of contact with regard to contractual matters.

SOUTH CAROLINA GOVERNING LAW CLAUSE: The Agreement and any dispute, claim, or controversy relating to the Agreement shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina. All disputes, claims, or controversies relating to the Agreement shall be resolved exclusively by the appropriate Chief Procurement Officer in accordance with the District Procurement Code, or in the absence of jurisdiction, only in the Court of Common Pleas for, or a federal court located in, Darlington County, State of South Carolina. Contractor agrees that any act by the District regarding the Agreement is not a waiver of either the District's sovereign immunity or the District's immunity under the Eleventh Amendment of the United State's Constitution. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation.

SUBCONTRACTING: If any part of the work covered by this IFB is to be subcontracted, the offeror shall identify the subcontracting organization and the contractual arrangements made therewith. All subcontractors must be approved by the District. The offeror will also furnish the corporate or company name and the names of the officers of any subcontractors engaged by the offeror.

TERMINATION: Subject to the Provisions below, any contract resulting from this proposal may be terminated by the Director of Procurement, provided a thirty (30) days advance notice in writing is given to the contractor.

Convenience: In the event that this contract is terminated or canceled upon request and for the convenience of the District without the required thirty (30) days advance written notice, then the District shall negotiate reasonable termination costs, if applicable.

Cause: Termination by the District for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provisions; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived and the default provision in the bid shall apply.

Default: In case of default, the District reserves the right to purchase any or all items/services in default in open market, charging the Contractor with any excessive costs. SHOULD SUCH CHARGE BE ASSESSED, NO SUBSEQUENT PROPOSALS OF THE DEFAULTING CONTRACTOR WILL BE CONSIDERED UNTIL THE ASSESSED CHARGE HAS BEEN SATISFIED.

OFFEROR RESPONSIBILITY: Each offeror shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this proposal. It is expected that this will sometimes require on-site observation. The failure or omission of an offeror to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to this proposal or to the contract.

OWNERSHIP OF MATERIAL: Ownership of all data, material and documentation originated and prepared for the District pursuant to this contract shall belong exclusively to the District.

B. Special

CHANGES: Any changes, additions, or deletions must first be authorized by the Darlington County School District Procurement Department.

INSPECTION RIGHTS:
Darlington County School District reserves the right to inspect and approve the services/equipment offered under the specifications of this solicitation.

INSURANCE REQUIREMENTS: The successful contractor must furnish within ten (10) days after written acceptance of bid a copy of his Worker's Compensation and/or General Liability insurance certificate to the District. Worker's Compensation coverage shall meet the requirements of South Carolina law. It is agreed that the coverage, as stated, shall not be cancelled or altered until ten (10) days after written notice of any change has been sent by registered mail to the Purchasing Department of Darlington County School District.

WARRANTY:
The contractor warrants to Darlington County School District that all services performed as a result of this bid and specifications will be performed in a professional manner consistent with industry practices.

FEES, LICENSES, PERMITS AND RESPONSIBILITIES:
The contractor, at his own expense, is responsible for obtaining any necessary licenses, fees, or permits and for complying with all applicable Federal, State, and local laws and regulations in connection with the performance of this service. Contractor shall be responsible for all damages to persons or property that occurs as a result of his or employees' fault or negligence. Contractor should complete project within thirty (30) days of the award being issued by the District.

DEBARMENT/SUSPENSION:
By submission of a response to this solicitation, bidders are certifying that they are not debarred or suspended from doing business with any other School District.

Darlington County School District reserves the right:

- to award bids based on individual items, group items, or the entire list of items;
- to reject any or all bids, or any part thereof;
- to waive any informality in bids;
- to accept the bid that is most advantageous to the District.

REQUIRED INSURANCE LIMITS:

Automobile Liability to include all vehicles owned, leased, used by the Contractor and written on an occurrence basis with the same insurer that covers the commercial general liability.

Bodily injury minimum limit of $500,000

Property damage minimum limit of $50,000

With the District named as an additional insured.

Commercial General Liability written as a combined single limit for bodily injury and property damage and written on a per occurrence basis with the same insurer that covers the automobile liability.

Bodily injury and property damage combined minimum limit of $500,000 with general aggregate of $1,000,000 with the aggregate limit applying in total to this contract only.

Products and completed operations minimum limit of $300,000 maintained for up to two (2) additional years following final completion or termination of the contract.

Personal and advertising injury minimum limit of $300,000

Contractual liability minimum limit of $300,000

With the District named as an additional insured.

Worker's Compensation as required by law and including disease benefit.

DARLINGTON COUNTY SCHOOL DISTRICT

VENDOR APPLICATION FORM

Procurement Office Use Only
Vendor ID # Initials

BUSINESS FULL LEGAL NAME & ADDRESS:

REMITTANCE ADDRESS (IF DIFFERENT):

PHONE: _____ FAX: _____
WATTS: _____ CELL: _____
➔ WEBSITE ADDRESS:

PHONE: _____ FAX: _____
WATTS: _____ CELL: _____

NAMES OF OWNERS, OFFICERS, PARTNERS AUTHORIZED TO BIND THE COMPANY:

OWNER / PRESIDENT: _____ PHONE: _____ FAX: _____
➔ EMAIL ADDRESS FOR OWNER / PRESIDENT: _____
PARTNER 1: _____ PHONE: _____ FAX: _____
PARTNER 2: _____ PHONE: _____ FAX: _____
VICE-PRESIDENT: _____ PHONE: _____ FAX: _____
TREASURER: _____ PHONE: _____ FAX: _____
DISTRICT MANAGER: _____ PHONE: _____ FAX: _____
SALES REPRESENTATIVE: _____ PHONE: _____ FAX: _____
➔ EMAIL ADDRESS FOR MAIN SALES CONTACT:

INFORMATION ABOUT TYPE OF BUSINESS:

TYPE: (Check all that apply)

- ☐ Individual
- ☐ Partnership (not Inc.)
- ☐ Small Business
- ☐ Construction (not Inc.)
- ☐ Medical Services
- ☐ Attorney
- ☐ Service Provider
- ☐ Sales & Service
- ☐ Research & Dev.
- ☐ Corporation (Inc.)
- ☐ Partnership (LLP)
- ☐ Manufacturer
- ☐ Construction (Inc.)
- ☐ Governmental
- ☐ Distributor / Dealer
- ☐ Wholesaler / Retailer
- ☐ Sales (only)
- ☐ Other

Are you subject to IRS 1099 reporting for income tax purposes?
☐ Yes ☐ No ☐ I don't know

STATUS: ☐ Minority Owned * ☐ Woman Owned *
* Must be at least 51% owned/controlled by minorities (non-whites) or women. Check all that apply even if not State certified.

INFORMATION ABOUT PRODUCTS / SERVICES:

(Find "best fit" category(ies). Check all that apply.)

- ☐ Books & Similar Materials
- ☐ Computer Hdw / Software
- ☐ Construction (Specify Below)
  - ☐ Electrical
  - ☐ Masonry
  - ☐ Mechanical / HVAC
  - ☐ Painting
  - ☐ Plumbing
  - ☐ Roofing
  - ☐ Other (specify) _____
- ☐ Equipment
- ☐ Food Products
- ☐ Furniture
- ☐ Other (specify)
- ☐ Landscaping / Lawn Maint.
- ☐ Printing
- ☐ Rentals (specify) _____
- ☐ Repairs (specify) _____
- ☐ Services (specify) _____
- ☐ Supplies (specify) _____
- ☐ _____
- ☐ Telecommunications
- ☐ Vehicles / Trucks

IDENTIFICATION AND CERTIFICATION:

In compliance with Internal Revenue Service and State of South Carolina regulations, please provide us with the following taxpayer identification information. We are required by law to obtain this information when making a reportable payment to you. Failure to provide the information may subject future payments to a 31% backup withholding and $50 penalty. ** This serves as a substitute Federal W-9.**

For individuals, enter social security number (SSN):	
For sole proprietors, enter owner's SSN or Federal Employer's Identification Number (FEIN):	
For partnerships, corporations or others, enter FEIN:	
For verification of sales tax collection authority, enter State of SC Sales Tax License Number:	
For certified minority/disadvantaged businesses, enter State of SC Certification Number:	

Under penalties of perjury, I certify that the numbers provided above are true and correct and I am not subject to backup withholding because: (a) I am exempt, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding. I further certify that all information supplied herein is correct and the applicant nor anyone in connection with the applicant as a principal or officer, so far as is known, is now debarred, suspended or otherwise declared ineligible to do business with any agency of the State of South Carolina, the Federal government or Darlington County School District.

Authorized Signatory | Print Name & Title | Date Completed

BIDDING SCHEDULE
FAC2324-05 Summer Painting 2024

Lot #	Amount
Lot #1 (Hartsville Area Schools) Hartsville High, Carolina Elementary, North Hartsville Elementary, Hartsville Middle and Thornwell	
Lot #2 (Lamar Area Schools) Lamar Spaulding Elementary, Lamar High, Spaulding Middle	
Lot #3 (Darlington Area Schools) Darlington Middle, Brockington Elementary, Adult Ed, Pate Elementary, Darlington High	

_____ _____

(Legal Name of Person, Firm or Corporation Submitting Bid) ***(Phone Number)***

_____ _____

(Mailing Address for the above) ***(Email Address)***

_____ _____

(Printed Name of Person Authorized to bid) ***(Title)***

_____ _____

(Signature of Person Authorized to bid) ***(Date)***

SC CONTRACTOR LICENSE # _____

Exterior Finishes

Aluminum

Finish: B66W01151 - Pro Industrial DTM Acrylic Semi-Gloss Extra White
Notes: Apply number of coats necessary.
Colors to be determined by Owner and verified by Contractor.

Stucco

Primer: B51W00620 - PrepRite® ProBlock® Interior/Exterior Latex Primer/Sealer White
Notes: Primer only needed on Stained or Discolored areas.

Finish: A89W01151 - SuperPaint® Exterior Latex Satin Extra White
Notes: Apply number of coats necessary.
Colors to be determined by Owner and verified by Contractor.

Steel/Ferrous Metal

Primer: B50WZ0001 - Kem Kromik® Universal Metal Primer Off White

2 Coats: B66W01151 - Pro Industrial DTM Acrylic Semi-Gloss Extra White
Notes: Colors to be determined by Owner and verified by Contractor.

Galvanized Metal

Finish: B66W01151 - Pro Industrial DTM Acrylic Semi-Gloss Extra White
Notes: Apply number of coats necessary. Colors to be determined by Owner and verified by Contractor.

Exterior Doors

Primer: B66W00310 - Pro Industrial Pro-Cryl® Universal Acrylic Primer Off White

Finish: B65W01121 - PI PRE WB UR GL EW
Notes: Apply number of coats necessary. Colors to be determined by Owner and verified by Contractor.

Interior Finishes

Drywall

Finish: K46W01151 - Pro Industrial PreCatalyzed Waterbased Semi-Gloss Epoxy Extra White
Notes: Apply number of coats necessary to provide a uniform finish. Colors to be determined by Owner and verified by Contractor.

Alternate Finish: B66W01551 - PI MULTI ACR SG EW
Notes: Apply number of coats necessary to provide a uniform finish. Colors to be determined by Owner and verified by Contractor.

Alternate Finish: B31W01951 - PM 200 HP 0 SG EW
Notes: Apply number of coats necessary to provide a uniform finish. Colors to be determined by Owner and verified by Contractor.

Primer: B51W00620 - PrepRite® ProBlock® Interior/Exterior Latex Primer/Sealer White
Notes: Apply number of coats necessary to provide a uniform finish. Colors to be determined by Owner and verified by Contractor.

Block (Cinder and Concrete)

Primer: B49W00600 - EXTRM BLK ALK PR W
Notes: Primer only necessary over existing Alkyd products or heavy stained substrate. Colors to be determined by Owner.

Finish: K46W00151 - Pro Industrial PreCatalyzed Waterbased Semi-Gloss Epoxy Extra White
Notes: Apply number of coats necessary to provide a uniform finish. Colors to be determined by Owner.

Alternate Finish: B31W01951 - PM 200 HP 0 SG EW
Notes: Apply number of coats necessary to provide a uniform finish. Colors to be determined by Owner and verified by Contractor.

Alternate Finish: B66W01551 - PI MULTI ACR SG EW
Notes: Apply number of coats necessary to provide a uniform finish. Colors to be determined by Owner and verified by Contractor.

Aluminum

Finish: K46W00151 - Pro Industrial PreCatalyzed Waterbased Semi-Gloss Epoxy Extra White
Notes: Apply number of coats necessary to provide a uniform finish. Colors to be determined by Owner and verified by Contractor

Steel Door Casings and Handrails

Finish: B54W00101 - Industrial Enamel Pure White
Notes: Apply number of coats necessary to provide a uniform finish. Colors to be determined by Owner and verified by Contractor

Expansion Joints

Caulk: LX21S0110 - SU 1S OFF WHITE 10OZ
Notes: All damaged expansion joints shall be cleaned and re-worked as necessary.

Wood Doors Stained

Finish: 071030000 - Minwax® Fast-Drying Polyurethane Gloss Clear
Notes: Apply number of coats necessary to provide a uniform finish as requested by Owner.

Fiber Board

Primer: B49W00600 - EXTRM BLK ALK PR W

Finish: B66W00561 - Pro Industrial Multi-Surface Acrylic Eg-Shel Coating Extra White
Notes: Apply number of coats necessary to provide a uniform finish. Colors to be determined by Owner and verified by Contractor.

Basic Surface Preparation

Coating performance is directly affected by surface preparation. Coating integrity and service life will be reduced because of improperly prepared surfaces. As high as 80% of all coating failures can be directly attributed to inadequate surface preparation that affects coating adhesion. Proper product selection, surface preparation, and application affect coating performance. Coating integrity and service life will be reduced because of improperly prepared surfaces. Selection and implementation of proper surface preparation ensures coating adhesion to the substrate and prolongs the service life of the coating system.

The majority of paintable surfaces are concrete, ferrous metal, galvanizing, wood and aluminum. They all require protection to keep them from deteriorating in aggressive environments. Selection of the proper method for surface preparation depends on the substrate, the environment, the coating selected, and the expected service life of the coating system. Economics, surface contamination, and the effect on the substrate will also influence the selection of surface preparation methods. Recognize that any surface preparation short of total removal of the old coating may compromise the service length of the system.

Verify the existence of lead based paints on the project. Buildings constructed after 1978 are less likely to contain lead based paints. If lead based paints are suspected on the project, all removal must be done in accordance with the EPA Renovation, Repair and Painting and all applicable state and local regulations. State and local regulations may be more strict than those set under the federal regulations. Verify that Owner has completed a Hazardous Material Assessment Report for the project prior to issuing of Drawings. Concluding that no lead based paints were found on project site, delete paragraph regarding lead based paints.

WARNING! Removal of old paint by sanding, scraping or other means may generate dust or fumes that contain lead. Exposure to lead dust or fumes may cause brain damage or other adverse health effects, especially in children or pregnant women. Controlling exposure to lead or other hazardous substances requires the use of proper protective equipment, such as a properly fitted respirator (NIOSH approved) and proper containment and cleanup. For more information, call the National Lead Information Center at 1-800-424-LEAD (in US) or contact your local health authority. Removal must be done in accordance with EPA Renovation, Repair and Painting Rule and all related state and local regulations. Care should be taken to follow all state and local regulations which may be more strict than those set under the federal RRP Rule.

No exterior painting should be done immediately after a rain, during foggy weather, when rain is predicted, or when the temperature is below 50°F, unless the products to be used are designed to be used in those environments.

Aluminum – S-W 1: Remove all oil, grease, dirt, oxide and other foreign material by cleaning per SSPC-SP1, Solvent Cleaning.

Block (Cinder and Concrete) – S-W 3: Remove all loose mortar and foreign material. Surface must be free of laitance, concrete dust, dirt, form release agents, moisture curing membranes, loose cement, and hardeners. Concrete and mortar must be cured at least 28 days at 75°F. The pH of the surface should be between 6 and 9. On tilt-up and poured-in-place concrete, commercial detergents and abrasive blasting may be necessary to prepare the surface. Fill bug holes, air pockets, and other voids with a cement patching compound (per ASTMD4261).

Brick – S-W 4: Must be free of dirt, loose and excess mortar, and foreign material. All brick should be allowed to weather for at least one year followed by wire brushing to remove efflorescence. Treat the bare brick with one coat of Loxon Conditioner.

Concrete and Masonry – Concrete, Poured – Exterior or Interior – S-W 5: The preparation of new concrete surfaces is as important as the surface preparation of steel. The following precautions will help assure maximum performance of the coating system and satisfactory coating adhesion:

1. Cure – Concrete must be cured prior to coating. Cured is generally defined as concrete poured and aged at a material temperature of at least 75°F for at least 28 days unless specified products are designed for earlier application.

2. Moisture – Reference ASTM F1869-98 Moisture Test by use of Calcium Chloride or ASTM D4263 Plastic Sheet Method Concrete must be free from moisture as much as possible (it seldom falls below 15%). Vapor pressures, temperature, humidity, differentials, and hydrostatic pressures can cause coatings to prematurely fail. The source of moisture, if present, must be located, and the cause corrected prior to coating.

3. Temperature – Air, surface and material temperatures must be in keeping with requirements for the selected product during and after coating application, until coating is cured.

4. Contamination – Remove all grease, dirt, paint, oil, laitance, efflorescence, loose mortar, and cement by the recommendations listed in the surface preparation section.

5. Surface Condition – Hollow areas, bug holes, voids, honeycombs, fin form marks, and all protrusions or rough edges are to be ground or stoned to provide a continuous surface of suitable texture for proper adhesion of the coating. Imperfections may require filling, as specified, with a recommended Sherwin-Williams product.

6. Concrete Treatment – Hardeners, sealers, form release agents, curing compounds, and other concrete treatments should be removed to ensure adequate coating adhesion and performance.

Methods of Surface Preparation on Concrete per SSPC-SP13/NACE 6 or ICRI 03732 Surface Cleaning Methods:
Vacuum cleaning, air blast cleaning, and water cleaning per ASTM D4258.
Used to remove dirt, loose material, and/or dust from concrete.
Detergent water cleaning and steam cleaning per ASTM D4258.
Used to remove oils and grease from concrete. Prior to abrasive cleaning, and after abrasive cleaning, surfaces should be cleaned by one of the methods described above.

Mechanical Surface Preparation Methods:
Dry abrasive blasting, wet abrasive blasting, vacuum assisted abrasive blasting, and centrifugal shot abrasive blasting per ASTM D4259. Used to remove contaminants, laitance, and weak concrete, to expose subsurface voids, and to produce a sound concrete surface with adequate profile and surface porosity.
High-pressure water cleaning or water jetting per SSPC-SP12-NACE5.
Used to remove contaminants, laitance, and weak concrete, to expose subsurface voids, and to produce a sound concrete surface with adequate profile and surface porosity.
Impact tool methods per ASTM D4259.
Used to remove existing coatings, laitance, and weak concrete. Methods include scarifying, planing, scabbling, and rotary peening. Impact tools may fracture concrete surfaces or cause microcracking requiring surface repair.
Power tool methods per ASTM D4259.
Used to remove existing coatings, laitance, weak concrete, and protrusions in concrete. Methods include circular grinding, sanding, and wire brushing. These methods may not produce the required surface profile to ensure adequate adhesion of subsequent coatings.

Chemical Surface Preparation Methods:
Acid etching per ASTM D4260. Use to remove some surface contaminants, laitance, and weak concrete, and to provide a surface profile on horizontal concrete surfaces. This method requires complete removal of all reaction products and pH testing to ensure neutralization of the acid. Not recommended for vertical surfaces. Etching with hydrochloric acid shall not be used where corrosion of metal in the concrete is likely to occur. Adequate ventilation and safety equipment required.
1. Clean surface per ASTM D4268
2. Wet surface with clean water
3. Etch with 10-15% muriatic acid solution at the rate of 1 gallon per 75 square feet
4. Scrub with stiff brush
5. Allow sufficient time for scrubbing and until bubbling stops
6. If no bubbling occurs, surface is contaminated. Refer to ASTM D4258 or ASTM D4259
7. Rinse surface two or three times. Remove acid/water each time.
8. Surface should a texture similar to medium grit sandpaper.
9. Neutralize surface with a 3% solution of tri-sodium phosphate and flush with clean water.
10. Allow to dry and check for excess moisture.

Cement Composition Siding/Panels – S-W 6: Remove all surface contamination by washing with an appropriate cleaner, rinse thoroughly and allow to dry. Existing peeled or checked paint should be scraped and sanded to a sound surface. Glossy surfaces should be sanded dull. Pressure clean, if needed, with a minimum of 2100 psi pressure to remove all dirt, dust, grease, oil, loose particles, laitance, foreign material, and peeling or defective coatings. Allow the surface to dry thoroughly. If the surface is new, test it for pH, many times the pH may be 10 or higher.

Composition Board (Hardboard) – S-W 9: Some composition boards may exude a waxy material that must be removed with a solvent prior to coating. Whether factory primed or unprimed, exterior composition board siding (hardboard) must be cleaned thoroughly and primed with an alkyd primer.

Copper – S-W 7: Remove all oil, grease, dirt, oxide and other foreign material by cleaning per SSPC-SP2, Hand Tool Cleaning.

Drywall—Interior and Exterior – S-W 8: Must be clean and dry. All nail heads must be set and spackled. Joints must be taped and covered with a joint compound. Spackled nail heads and tape joints must be sanded smooth and all dust removed prior to painting. Exterior surfaces must be spackled with exterior grade compounds.

Galvanized Metal – S-W 10: Allow to weather a minimum of 6 months prior to coating. Clean per SSPC-SP1 using detergent and water or a degreasing cleaner, then prime as required. When weathering is not possible or the surface has been treated with chromates or silicates, first Solvent Clean per SSPC-SP1 and apply a test area, priming as required. Allow the coating to dry at least one week before testing. If adhesion is poor, Brush Blast per SSPC-SP16 is necessary to remove these treatments.

Plaster – S-W 11: Must be allowed to dry thoroughly for at least 30 days before painting. Room must be ventilated while drying; in cold, damp weather, rooms must be heated. Damaged areas must be repaired with an appropriate patching material. Bare plaster must be cured and hard. Textured, soft, porous, or powdery plaster should be treated with a solution of 1 pint household vinegar to 1 gallon of water. Repeat until the surface is hard, rinse with clear water and allow to dry.

Steel/Ferrous Metal Substrates

SSPC-SP1- Solvent Cleaning: Solvent cleaning is a method for removing all visible oil, grease, soil, drawing and cutting compounds, and other soluble contaminants. Solvent cleaning does not remove rust or mill scale. Change rags and cleaning solution frequently so that deposits of oil and grease are not spread over additional areas in the cleaning process. Be sure to allow adequate ventilation. Follow manufacturer's safety recommendations when using solvents. For complete instructions, refer to Steel Structures Paint Council Surface Preparation Specification No.1. (Refer to each products cleaning instructions. Many acrylic coatings will state: When cleaning the surface per SSPC-SP1, use only an emulsifying industrial detergent, followed by a water rinse. **Do not use hydrocarbon solvents for cleaning.)**

SSPC-SP2 - Hand Tool Cleaning: Hand Tool Cleaning removes all loose mill scale, loose rust, and other detrimental foreign matter. It is not intended that adherent mill scale, rust, and paint be removed by this process. Mil scale, rust, and paint are considered adherent if they cannot be removed by lifting with a dull putty knife. Before hand tool cleaning, remove visible oil, grease, soluble welding residues, and salts by the methods outlined in SSPC-SP1. For complete instructions, refer to Steel Structures Paint Council Surface Preparation Specification No.2.

SSPC-SP3 - Power Tool Cleaning: Power Tool Cleaning removes all loose mill scale, loose rust, and other detrimental foreign matter. It is not intended that adherent mill scale, rust, and paint be removed by this process. Mil scale, rust, and paint are considered adherent if they cannot be removed by lifting with a dull putty knife. Before power tool cleaning, remove visible oil, grease, soluble welding residues, and salts by the methods outlined in SSPC-SP1. For complete instructions, refer to Steel Structures Paint Council Surface Preparation Specification No.3.

SSPC-SP5 / NACE 1 - White Metal Blast Cleaning: A White Metal Blast Cleaned surface, when viewed without magnification, shall be free of all visible oil, grease, dirt, dust, mill scale, rust, paint, oxides, corrosion products, and other foreign matter. Before blast cleaning, visible deposits of oil or grease shall be removed by any of the methods specified in SSPC-SP 1 or other agreed upon methods. For complete instructions, refer to Joint Surface Preparation Standard SSPC-SP5/ NACE No.1.

SSPC-SP6 / NACE 3 - Commercial Blast Cleaning: A Commercial Blast Cleaned surface, when viewed without magnification, shall be free of all visible oil, grease, dirt, dust, mill scale, rust, paint, oxides, corrosion products, and other foreign matter, except for staining. Staining shall be limited to no more than 33 percent of each square inch of surface area and may consist of light shadows, slight streaks, or minor discoloration caused by stains of rust, stains of mill scale, or stains of previously applied paint. Before blast cleaning, visible deposits of oil or grease shall be removed by any of the methods specified in SSPC-SP 1 or other agreed upon methods. For complete instructions, refer to Joint Surface Preparation Standard SSPC-SP6/NACE No.3.

SSPC-SP7 / NACE 4 - Brush-Off Blast Cleaning: A Brush-Off Blast Cleaned surface, when viewed without magnification, shall be free of all visible oil, grease, dirt, dust, loose mill scale, loose rust, and loose paint. Tightly adherent mill scale, rust, and paint may remain on the surface. Mil scale, rust, and coating are considered adherent if they cannot be removed by lifting with a dull putty knife. Before blast cleaning, visible deposits of oil or grease shall be removed by any of the methods specified in SSPC-SP 1 or other agreed upon methods. For complete instructions, refer to Joint Surface Preparation Standard SSPC-SP7/NACE No.4.

SSPC-SP10 / NACE 2 - Near-White Blast Cleaning: A Near White Blast Cleaned surface, when viewed without magnification, shall be free of all visible oil, grease, dirt, dust, mill scale, rust, paint, oxides, corrosion products, and other foreign matter, except for staining. Staining shall be limited to no more than 5 percent of each square inch of surface area and may consist of light shadows, slight streaks, or minor discoloration caused by stains of rust, stains of mill scale, or stains of previously applied paint. Before blast cleaning, visible deposits of oil or grease shall be removed by any of the methods specified in SSPC-SP 1 or other agreed upon methods. For complete instructions, refer to Joint Surface Preparation Standard SSPCSP10/ NACE No.2.

SSPC-SP11 - Power Tool Cleaning to Bare Metal: Metallic surfaces that are prepared according to this specification, when viewed without magnification, shall be free of all visible oil, grease, dirt, dust, mill scale, rust, paint, oxide corrosion products, and other foreign matter. Slight residues of rust and paint may be left in the lower portions of pits if the original surface is pitted. Prior to power tool surface preparation, remove visible deposits of oil or grease by any of the methods specified in SSPC -SP 1, Solvent Cleaning, or other agreed upon methods. For complete instructions, refer to Steel Structures Paint Council Surface Preparation Specification No.11.

SSPC-SP12 / NACE 5 - Surface Preparation and Cleaning of Metals by Waterjetting Prior to Recoating: High- and Ultra -High Pressure Water Jetting for Steel and Other Hard Materials This standard provides requirements for the use of high- and ultra-high pressure water jetting to achieve various degrees of surface cleanliness. This standard is limited in scope to the use of water only, without the addition of solid particles in the stream. For complete instructions, refer to Joint Surface Preparation Standard SSPC-SP12/NACE No.5.

SSPC-SP13 / NACE 6 or ICRI 03732 - Surface Preparation of Concrete: This standard gives requirements for surface preparation of concrete by mechanical, chemical, or thermal methods prior to the application of bonded protective coating or lining systems. The requirements of this standard are applicable to all types of cementitious surfaces including cast-in-place concrete floors and walls, precast slabs, masonry walls and shotcrete surfaces. An acceptable prepared concrete surface should be free of contaminants, laitance, loosely adhering concrete, and dust, and should provide a dry, sound, uniform substrate suitable for the application of protective coating or lining systems. Depending upon the desired finish and system, a block filler may be required. For complete instructions, refer to Joint Surface Preparation Standard SSPC-SP13/NACE No.6 or ICRI 03732

SSPC-SP14 / NACE 8 – Industrial Blast Cleaning: This standard gives requirements for industrial blast cleaning of unpainted or painted steel surfaces by the use of abrasives. This joint standard allows defined quantities of mill scale and/or old coating to remain on the surface. An industrial blast cleaned surface, when viewed without magnification, shall be free of all visible oil, grease, dust, and dirt. Traces of tightly adherent mill scale, rust, and coating residue are permitted to remain on 10% of each unit area of the surface. The traces of mill scale, rust, and coating shall be considered tightly adherent if they cannot be lifted with a dull putty knife. Shadows, streaks, and discolorations caused by stains of rust, stains of mill scale, and stains of previously applied coating may be present on the remainder of the surface.

SSPC-SP16 Brush-Off Blast Cleaning of Coated and Uncoated Galvanized Steel, Stainless Steels, and Non-Ferrous Metals: This standard covers the requirements for brush-off blast cleaning of uncoated or coated metal surfaces other than carbon steel by the use of abrasives. These requirements include visual verification of the end condition of the surface and materials and procedures necessary to achieve and verify the end condition. A brush-off blast cleaned non-ferrous metal surface, when viewed without magnification, shall be free of all visible oil, grease, dirt, dust, metal oxides (corrosion products), and other foreign matter. Intact, tightly adherent coating is permitted to remain. A coating is considered tightly adherent if it cannot be removed by lifting with a dull putty knife.

High- and Ultra-High Pressure Water Jetting for Steel and Other Hard Materials:
SSPC-SP WJ-1/NACE WJ-1: Clean to Bare Substrate (WJ-1) is intended to be similar to the degree of surface cleanliness of SSPC-SP 5/NACE 1, except that stains are permitted to remain on the surface. This standard is used when the objec-tive is to remove every trace of rust and other corrosion products, coating and mill scale.
SSPC-SP WJ-2/NACE WJ-2: Very Thorough Cleaning (WJ-2) is intended to be similar to the degree of surface cleanliness of SSPC-SP 10/NACE 2, except that tightly adherent material, rather than only stains, is permitted to remain on the surface. This standard is used when the objec-tive is to remove almost all rust and other corrosion products, coating, and mill scale.
SSPC-SP WJ-3/NACE WJ-3: Thorough Cleaning (WJ-3) is intended to be similar to the degree of surface cleanliness of SSPC-SP 10/NACE 2, except that tightly adherent material, rather than only stains, is permitted to remain on the surface. This standard is used when the objective is to remove much of the rust and other corrosion products, coating, and mil scale, leaving tightly adherent thin films.
SSPC-SP WJ-4/NACE WJ-4: Light Cleaning (WJ-4) is intended to be similar to the degree of surface cleanli-ness of SSPC-SP 10/NACE 2, except that tightly adherent material, rather than only stains, is permitted to remain on the surface. This standard is used when the objective is to allow as much of the tightly adherent rust and other corro-sion products, coating, and mill scale to remain as possible, Discoloration of the surface may be present.

Water Blasting NACE Standard RP-01-72: Removal of oil grease dirt, loose rust, loose mill scale, and loose paint by water at pressures of 2,000 to 2,500 psi at a flow of 4 to 14 gallons per minute.

Stucco S-W 22 : Must be clean and free of any loose stucco. If recommended procedures for applying stucco are followed, and normal drying conditions prevail, the surface may be painted in 30 days. The pH of the surface should be between 6 and 9.

Wood—Exterior – S-W 23: Must be clean and dry. Prime and paint as soon as possible. Knots and pitch streaks must be scraped, sanded, and spot primed before a full priming coat is applied. Patch all nail holes and imperfections with a wood filler or putty and sand smooth. Caulk should be applied after priming.

Wood—Interior – S-W 24: All finishing lumber and flooring must be stored in dry, warm rooms to prevent absorption of moisture, shrinkage, and roughening of the wood. All surfaces must be sanded smooth, with the grain, never across it. Surface blemishes must be corrected and the area cleaned of dust before coating.

Vinyl Siding, Architectural Plastics, PVC & Fiberglass: – S-W 24: Clean the surface thoroughly by scrubbing with warm, soapy water. Rinse thoroughly, prime with appropriate white primer. Do not paint vinyl with any color darker than the original color. Do not paint vinyl with a color having a Light Reflective Value (LRV) of less than 56 unless VinylSafe® Colors are used. If VinylSafe® Colors are not used and darker colors lower than an LRV of 56 are, the vinyl may warp. Follow all painting guidelines of the vinyl manufacturer when painting. Only paint properly installed vinyl siding. Deviating from the manufacturer's painting guidelines may cause the warranty to be voided.

Previously Coated Surfaces – S-W 12: Maintenance painting will frequently not permit or require complete removal of all old coatings prior to repainting. However, all surface contamination such as oil, grease, loose paint, mill scale dirt, foreign matter, rust, mold, mildew, mortar, efflorescence, and sealers must be removed to assure sound bonding to the tightly adhering old paint. Glossy surfaces of old paint films must be clean and dull before repainting. Thorough washing with an abrasive cleanser will clean and dull in one operation, or, wash thoroughly and dull by sanding. Spot prime any bare areas with an appropriate primer. Recognize that any surface preparation short of total removal of the old coating may compromise the service length of the system. Check for compatibility by applying a test patch of the recommended coating system, covering at least 2 to 3 square feet. Allow to dry one week before testing adhesion per ASTM D3359. If the coating system is incompatible, complete removal is required per ASTM D4259.

Touch-Up, Maintenance and Repair

For a protective coating system to provide maximum long-term protection, regularly scheduled maintenance is required. Maintenance includes inspection of painted areas, cleaning of surfaces to remove oils, chemicals, and other contaminants, and touch-up of areas where the coatings have been damaged. Highly corrosive areas, such as those subjected to frequent chemical spillage, corrosive fumes, and/or high abrasion or temperature areas should be inspected frequently – every six months, for example. Areas exposed to less severe conditions, such as interiors and exteriors of potable water tanks, may be inspected annually to assess the condition of the coating system.

The SSPC-VIS 2, Standard Method for Evaluating Degree of Rusting on Painted Steel Surfaces, can be used as a guide to determine appropriate touch-up and repairs maintenance schedules. Touch-up would be suggested when the surface resembles Rust Grade 5-S (Spot Rusting), 6-G (General Rusting), or 6-P (Pinpoint Rusting). Surface preparation would generally consist of SSPC-SP2, SP3, SP11, or SP12. Overcoating a well protected, but aged steel surface showing no evidence of rusting, may be achieved by Low Pressure Water Cleaning per SSPC-SP12/WJ4, and applying an appropriate coating system.

Full removal of the existing coating system by abrasive blasting would be recommended when the surface resembles Rust Grade 3-S (Spot Rusting), 4-G (General Rusting), or 4-P (Pinpoint Rusting). When the coating system has deteriorated to encompass approximately 33% of the surface area, it is always more economical to consider full removal and reapplication of the appropriate protective coating system.

Mildew –Prior to attempting to remove mildew, it is always recommended to test any cleaner on a small, inconspicuous area prior to use. Bleach and bleaching type cleaners may damage or discolor existing paint films. Bleach alternative cleaning solutions may be advised.

Mildew may be removed before painting by washing with a solution of 1 part liquid bleach and 3 parts water. Apply the solution and scrub the mildewed area. Allow the solution to remain on the surface for 10 minutes. Rinse thoroughly with water and allow the surface to dry before painting. Wear protective eyewear, waterproof gloves, and protective clothing. Quickly wash off any of the mixture that comes in contact with your skin. Do not add detergents or ammonia to the bleach/water solution.