



**COUNTY OF HENRICO
DEPARTMENT OF FINANCE
PURCHASING DIVISION
CONTRACT EXTRACT
NOTICE OF AWARD/RENEWAL**

DATE:	June 15, 2025
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Painting Services
CONTRACT NUMBER:	2685A
COMMODITY CODE:	910.54
CONTRACT PERIOD:	July 1, 2025 through June 30, 2026
RENEWAL OPTIONS:	(3) Three remaining, through June 30, 2029
USER DEPARTMENT:	County / Schools
Contact Name:	Brian Friedel
Phone Number:	804-727-8203
Email Address:	Fri059@henrico.gov
HENRICO COOPERATIVE TERMS INCLUDED:	YES
SUPPLIER:	Name: Tech Painting Company, Inc
	Address: 5150 Eisenhower Avenue
	City, State: Alexandria, VA 22304
	Contact Name: Chipi Chitekwe
	Phone Number: O: 703-684-7702, M: 571-400-1685
	Email address: cchitekwe@schoolfacilityservices.com
ORACLE SUPPLIER NUMBER:	775383
BUSINESS CATEGORY:	Small
PAYMENT TERMS:	Net 30
DELIVERY:	As Needed and Requested
FOB:	Destination
BUYER:	Name: Justin M. Herbaugh, VCO, VCA
	Title: Procurement Analyst III
	Phone: 804-501-5680
	Email: Her034@henrico.gov

This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.

PRICE SCHEDULE – CONTRACT NO. 2685A

Item	Description/Scope of Work	Unit Type	Price per Unit
1	Painting: interior drywall surfaces.	ft ²	\$ 2.00
2	Painting: interior wood surfaces.	ft ²	\$ 0.95
3	Painting: interior wood trim, door frames, and window trim (Not to exceed 6” in width).	LF	\$ 0.95
4	Painting: exterior wood surfaces.	ft ²	\$ 1.00
5	Painting: exterior wood trim, door frames, and window trim (Not to exceed 6” in width).	LF	\$ 1.00
6	Painting: interior masonry (brick/CMU) surfaces.	ft ²	\$ 0.85
7	Painting: exterior masonry (brick/CMU) surfaces.	ft ²	\$ 0.85
8	Painting: interior metal surfaces.	ft ²	\$ 1.00
9	Painting: interior metal trim, door frames, and window trim (Not to exceed 6” in width).	LF	\$ 1.00
10	Painting: exterior metal surfaces.	ft ²	\$ 1.15
11	Painting: exterior metal trim, door frames, and window trim (Not to exceed 6” in width).	LF	\$ 1.15

Alternate Proposed and Approved Products: N/A.

[See next page for Scope of Work]

Scope of Work

C. Cooperative Procurement.

This procurement is being conducted by the County of Henrico, Virginia on behalf of all other public bodies of the Commonwealth of Virginia in accordance with the provisions of 2.2-4304 of the Code of Virginia, as amended. If agreed to by the Successful Bidder, other public bodies of the Commonwealth of Virginia may make purchases under the resulting contract at the prices set forth herein and in accordance with its terms, conditions and specifications, subject to any modifications necessary to comply with local policy or practice to which the Successful Bidder agrees. The Successful Bidder shall deal directly with any public body it authorizes to use the resulting contract. The County, its officials and its staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Successful Bidder and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a County contract. The County assumes no responsibility for any notification of the availability of the resulting contract for use by other public bodies, but the Successful Bidder may conduct such notification.

D. Specifications.

1. Painting on interior drywall surfaces, Successful Bidders shall:

- a. Place drop cloths to protect items and surfaces such as sinks, carpet, and furniture from getting paint on them.
- b. Sand, spackle, and caulk existing drywall as needed to prepare a uniform, smooth surface for painting.
- c. Patch and then spot prime surfaces as needed with **acrylic primer**.
- d. Confirm with an authorized County representative what finish and colors will be applied and/or used on each project. County representative will approve and provide notice to proceed. Paint used must be **Sherwin Williams Duration Acrylic Latex**.
- e. Ensure locations receive the correct types of finishes;
 - i. Two coats of **flat paint** shall be applied per manufacturer's specifications to drywall ceiling surfaces.
 - ii. Two coats of **eggshell, satin, or semi-gloss paint** shall be applied per manufacturer's specifications to drywall vertical wall surfaces.

2. Painting on exterior wood surfaces, including trim, windows, shutters, doors, and door frames, Successful Bidders shall:

- a. Power wash wood surfaces carefully to completely remove any dirt and surface contaminants.
- b. Follow up with hand tools to clean and remove any loose paint back to a sound, smooth surface.
- c. Caulk and sand surface as needed to prepare a uniform, smooth surface for painting.
- d. Apply two coats of **primer and either eggshell, satin, or semi-gloss paint** per manufacturer's specifications to wood surface.
- e. Confirm with an authorized County representative what finishes and colors will be applied and/or used on each project. County representative will approve and provide notice to proceed. Paint used must be **Sherwin Williams Duration Exterior Acrylic Latex**.

3. **Painting on interior wood surfaces, including trim, windows, shutters, doors, and door frames, Successful Bidders shall:**
 - a. Use hand tools to clean and remove any loose paint back to a sound, smooth surface.
 - b. Caulk and sand surface as needed to prepare a uniform, smooth surface for painting.
 - c. Confirm with an authorized County representative what finishes and colors will be applied and/or used on each project. County representative will approve and provide notice to proceed. Paint used must be **Sherwin Williams Duration Interior Acrylic Latex**.
 - d. Apply two coats of **primer and either eggshell, satin, or semi-gloss paint** per manufacturer's specifications to wood surface.
4. **Painting on interior masonry surfaces such as brick and CMU, Successful Bidders shall:**
 - a. Hand or power wash (if safely able to within all applicable laws and code) surfaces first to completely remove all dirt and surface contaminates.
 - b. Confirm with an authorized County representative what colors will be applied and/or used on each project. County representative will approve and provide notice to proceed. Paints used must be **Sherwin Williams LOXON XP**.
 - c. Apply two coats of paint per manufacturer's specifications.
5. **Painting on exterior masonry surfaces such as brick and CMU, Successful Bidders shall:**
 - d. Power wash surfaces first to completely remove all dirt and surface contaminates.
 - e. Confirm with an authorized County representative what colors will be applied and/or used on each project. County representative will approve and provide notice to proceed. Paints used must be **Sherwin Williams LOXON XP**.
 - f. Apply two coats of paint per manufacturer's specifications.
6. **Painting on exterior metal surfacing including, trim, doors, door frames, and window trim, Successful Bidders shall:**
 - a. First clean all surfaces to completely remove any dirt and surface contaminates.
 - b. Follow up with hand tools to clean and remove any loose paint back to a sound, smooth surface.
 - c. Caulk and sand surface as needed to prepare a uniform, smooth surface for painting.
 - d. Spot prime surfaces as needed with **Kem Bond HS** per manufacturer's specifications. Confirm with an authorized County representative what colors will be applied and/or used on each project. County representative will approve and provide notice to proceed. Paints used shall be an **Sherwin Williams All Surface Enamel Oil Base**.
 - e. Apply paint per manufacturer's specifications to metal surfaces.
7. **Painting on interior metal surfaces including trim, doors, door frames, and window trim, Successful Bidders shall:**
 - a. First clean metal surfaces thoroughly to completely remove any dirt and surface contaminates.
 - b. Follow up with hand tools to clean and remove any loose paint back to a sound, smooth surface.
 - c. Caulk and sand surface as needed to prepare a uniform, smooth surface for painting.
 - d. Confirm with an authorized County representative what finishes and colors will be applied and/or used on each project. County representative will approve and provide notice to proceed. Paints used shall be **Sherwin Williams Pro Industrial DTM (Direct to Metal) Acrylic**.
 - e. Apply two coats of **satin, semi-gloss or gloss paint** per manufacturer's specifications to metal surfaces.

E. General Requirements.

1. Successful Bidders agree to provide trained, competent labor to fully prepare and provide painting services as requested. Successful Bidders shall ensure that all crews are fully and properly equipped and trained to perform services in accordance with OSHA regulations for the project. Crews should wear appropriate attire that clearly identifies themselves on site. No attire worn shall include obscene language or any reference to alcohol or tobacco products.
2. Successfully Bidders shall possess and maintain a Virginia's Contractor's License Class A with a classification as a commercial building contractor or with a specialty in painting and wallcovering contracting or in commercial improvement contracting through the Department of Professional and Occupational Regulations (DPOR).
3. The Successful Bidder shall ensure his or her capacity to provide work in a timely manner regardless of contractual responsibilities elsewhere. Schedules and expected timelines should be discussed and mutually agreed to by the County and Successful Bidder for all projects. If it is determined that a Successful Bidder cannot begin or complete a project within a requested or required timeline, the County reserves the right to seek painting services from another source.
4. The County requires that all services be performed Monday through Friday, within the hours of 7:00 a.m. to 3:30 p.m., unless mutually agreed upon by both the Successful Bidder and an authorized County representative.
5. Work shall not be completed on Commonwealth of Virginia or Federal holidays.
6. Materials and services provided by the Supplier shall comply with all current Federal, State, local and municipal laws, ordinances and rules and regulations. Paints, primers, and solvents used shall be a high-quality brand in accordance with the Specifications. All materials such as brushes, rollers, sanders/sandpaper, tape, drop cloths, joint compound, caulk, primer/stain blocker, etc., are to be provided by the Successful Bidder. Successful Bidders shall only use materials compatible with existing materials that will ensure proper bonding and longevity of surfaces.
7. Successful Bidders shall be responsible for the proper preparation of surfaces prior to painting or epoxy application, which may include the removal of staples, tape, or other adhesive materials as well as cleaning areas (i.e., jambs and door facing) where accumulations of dirt, grease, or grime may prevent proper paint adhesion. Small cracks and defects in surfaces, including nail holes, shall be patched before painting. All loose or scaly surfaces shall be scraped clean before painting.
8. The County intends to remove any furniture or wall-mounted objects (posters, whiteboards, etc.) prior to painting, unless the wall-mounted objects are intended to be painted around. All furniture, floors, surfaces, and County property not to be painted shall be properly protected by the Successful Bidder. Any dropped or splattered materials (paint, primer, epoxy) shall be removed or remedied at no additional cost to the County.
9. Successful Bidders shall remove all waste and trash generated by any services provided. No such material shall be left on the job site and must be removed from the site properly and in accordance with federal, state, and local regulations.

10. Successful Bidders shall clean-up project sites daily, so the worksite presents a neat, orderly, and workmanlike appearance at all times. The Successful Bidder is responsible for disposing of all refuse, rubbish, scrap materials and debris caused by their operations.
11. Successful Bidders shall be responsible for complying with all federal, state, and local environmental regulations relating to transportation, handling, storage, spillage, and any other aspect of providing the products and services described herein, as applicable. In the event of any fuel product spillage, Successful Bidders shall notify an authorized County representative and provide prompt and thorough clean-up in accordance with DEQ/EPA requirements.
12. All County or HCPS buildings, grounds, appurtenances, and furnishings shall be protected by the Successful Bidder from damage which might be done or caused by work performed under this contract. Any damage caused directly or indirectly by the Successful Bidder's agents or suppliers shall be repaired and/or replaced at the expense of the Successful Bidder by methods approved by the County to restore the damaged areas to its prior condition. The County shall deem such repairs acceptable only after inspection and approval. Successful Bidders shall not be held liable for acts or circumstances beyond their control.
13. Use, consumption, and/or possession of any controlled substance, substances considered to be illegal, and alcohol are strictly prohibited. Successful bidder shall not consult with County personnel except as necessary for coordinating work. Use of radios/stereos or other noise producing equipment shall not be permitted during County normal hours.

F. Inspection and Testing.

1. The County reserves the right to inspect and approve painting services provided upon completion. Work will not be considered completed until acceptance is made.
2. In the event a Successful Bidder fails to provide painting application that meets or exceeds specifications, the County may direct the Successful Bidder to remove and seamlessly replace all faulty work completed at no additional cost to the County.

G. Warranty Requirements.

1. Successful Bidders warrant that all painting services provided shall be consistent with the Manufacturer's specifications and will be free from defects. Painting provided by the Successful Bidder is warranted to be free from defects for six (6) months, or in accordance with the Successful Bidder's warranty terms, whichever is greater.
2. Any defects or issues found within the warranty time period shall be fully remedied at no cost to the County.

H. Quoting and Invoicing Requirements.

1. Successful Bidders shall provide a written quote for all projects. Quotes must include, but are not limited to:
 - a. Quote Number and Date
 - b. Site Location and Description of Work
 - c. Purchase Order Number (if applicable)
 - d. Unit Price Breakdown by Surface Type(s)
 - e. Colors, Products (if verified **or if using an approved equal**)
 - f. Total Extended Price
2. The Successful Bidder shall submit invoices within five (5) business days after competition of a project. Invoices must include, but are not limited to:
 - a. Name and Address of Successful Bidder
 - b. Invoice Number
 - c. Purchase Order Number
 - d. Description of Work Completed
 - e. Project Location
 - f. Unit Price Breakdown
 - g. Extended Price
3. No additional fees (including, but not limited to transportation, unloading, materials, etc.) will be accepted. Invoices with such fees will be returned until fees are removed.
4. The County will verify all charges on the Successful Bidder's invoices and reserves the right to request additional documentation, return invoice to Successful Bidders for correction, or adjust the invoice for the corrected amount if any questionable charges or unauthorized charges are discovered.
5. Billing Address:

County of Henrico
Attn: *(Requesting Department)*
Post Office Box 90775
Henrico VA 23273-0775
6. Invoices may also be submitted electronically to an authorized representative upon mutual agreement between the Department and Successful Bidder.