



City of Salisbury

North Carolina

Invitation to Bid
City Hall Window Restoration
RFP # 037-2024
Addendum #2
Issued: June 10, 2024

NOTICE TO ALL POTENTIAL VENDORS

The "Invitation to Bid" is modified as outlined in this Addendum. The original "RFP" Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the "RFP". Vendors shall consider this Addendum when preparing and submitting its Proposal.

MODIFICATION TO THE RFP

Note to Preparer of Addendum: This section shall be used to provide modifications to the RFP/RFQ/ITB. Examples include an extension of the submittal deadline; additions/deletions to the project scope or description; changes to the selection process or pre-submittal meetings; and changes to proposed evaluation criteria.

Section Number	Section	Description of Change
1.1	Submittal Deadline	The Proposal submittal deadline has been changed as noted herein and modifies the deadline stated in the first addendum. The new Proposal submittal deadline is 1:00 pm on (July 1, 2024).
1.2	Project Scope	Please see the attached document outlining the additional scope of work for windows to be repaired offsite, along with guidelines on determining which windows qualify for offsite repair.
1.3	Pre-Submittal Meeting	The date and time of the Pre-Submission Meeting has been changed to the following: (June 25 2024) at (11:00am). The location remains the same.



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Scope of Work for Repairing Windows Offsite

1. Initial Assessment

- **Inspection:** Thoroughly inspect each window to determine the extent of deterioration. Only windows showing 51% of deterioration should be repaired offsite.
- **Documentation:** Photograph and document the condition of each window before removal for reference purposes.
- **Measurements:** Measure each window accurately, noting the size and any unique features or hardware.
- **Approval:** Obtain approval from the designated City representative before removing any windows.

2. Preparation

- **Work Area Protection:** Protect the interior and exterior areas around the windows with dust sheets and protective barriers to prevent damage during removal.
- **Safety Precautions:** Ensure the use of appropriate (PPE) for all workers involved in the removal process.
- **Barricades** should be used to block off areas under the window to ensure no one is at risk from falling debris.

3. Window Removal

- **Hardware Removal:** Carefully remove any hardware such as locks, handles, and hinges. Label and store these components safely.
- **Sash Removal:** Remove the window sashes carefully to avoid further damage. This might involve cutting through old paint or caulk.
- **Frame Removal:** If necessary, remove the window frames, especially if they are integral to the repair process. Be cautious of structural stability.
- **Transport:** Securely package the windows and transport them to the repair site. Use padding and proper securing methods to avoid damage during transit.

4. Boarding Up Window Openings

- **Measurements:** Measure the dimensions of each window opening accurately.



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- **Material Selection:** Select high-quality plywood of appropriate thickness (typically 1/2" to 3/4" thick) to ensure durability and security. Obtain exterior-grade paint that matches the building's color.
- **Preparation of Plywood Panels:** Cut the plywood panels to fit each window opening. Paint the exterior-facing side of the plywood panels with the chosen paint color. Apply at least two coats for durability, allowing adequate drying time between coats.
- **Plywood Placement:** Position the plywood panels over the window openings, ensuring they cover the entire opening and fit securely.
- **Securing the Panels:** Drill pilot holes through the plywood and into the window frame or surrounding structure to prevent splitting. Attach the plywood panels using screws and washers, placing screws at regular intervals around the perimeter to ensure the panels are firmly secured.
- **Sealing:** Apply caulk or weather stripping around the edges of the plywood panels to create a weatherproof seal.
- **Inspection:** The City representative will inspect the installation to ensure the plywood panels are secure and the sealing is completed.

5. Off-Site Window Repair

- **Cleaning:** Clean all window components to remove dirt, paint, and debris.
- **Assessment and Repair Plan:** Conduct a detailed assessment at the repair site and develop a repair plan.
 - **Wood Repairs:** Replace or repair rotted or damaged wood components.
 - **Glass Replacement:** Replace broken or missing glass panes with historically accurate glass, if necessary.
 - **Re-glazing:** Re-glaze windows as needed.
 - **Repainting or Refinishing:** Strip old paint, prime, and repaint or refinish the windows to restore them to their original condition.
- **Hardware Restoration:** Clean and repair original hardware or source appropriate replacements if necessary.
- **Final Inspection:** Conduct a final inspection to ensure all repairs are completed to the required standard.



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6. Reinstallation

- **Removal of Panels:** When the repaired windows are ready for reinstallation, carefully remove the screws and washers securing the plywood panels.
- **Clean-Up:** Clean any caulk or sealing residue from the window openings.
- **Frame Installation:** Reinstall window frames, ensuring they are level and secure.
- **Sash Installation:** Reinstall window sashes, ensuring smooth operation and proper alignment.
- **Reattach Hardware:** Reattach any hardware, ensuring it functions correctly.
- **Sealing and Insulation:** Seal around the windows with appropriate materials to ensure weatherproofing and insulation.
- **Painting and Finishing:** Touch up any paint or finish as needed after installation.

8. Final Touches

- **Cleaning:** Clean the windows and surrounding areas to remove any construction debris.
- **Final Inspection:** Conduct a final inspection with The City representative to ensure the windows are properly installed and functional.

9. Documentation and Handover

- **Documentation:** Provide documentation of the work completed, including before and after photos and any relevant reports.
- **Handover:** Hand over the project to the client, including any maintenance instructions and warranty information.

Considerations

- **Local Regulations:** Ensure compliance with building code, City of Salisbury ordinances, and HPC guidelines.
- **Weather Conditions:** Plan the work to avoid adverse weather conditions that could damage exposed interiors.
- **Security:** Ensure that the boarded-up openings are secure to prevent unauthorized access.
- **Weatherproofing:** Focus on creating a weatherproof seal around the panels to protect the interior of the building from the elements.



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- **Aesthetic:** Match the exterior paint of the plywood panels to the building color as closely as possible to maintain the building's appearance during the repair process.
- If windows are taken out to be repaired, any windows that are not reinstalled in a 3 week period will incur a \$25 per day per window fee.

END OF ADDENDUM