

**Informal IFB  
Unsealed Bid  
For painting of 23 East Main Street “Former Town Office” and  
36 East Main Street “Smithy Cottage”  
Issued May 15, 2025**

The Town of Berryville is seeking informal IFB bids for the painting of the Former Town Office at 23 East Main Street and the Smithy Cottage at 36 East Main Street Berryville, VA 22611.

**Scope of work for 23 East Main Street “Former Town Office”**

Preparation

- Protect foundation plantings with tarp or plastic (this must be done in a fashion that does not damage the plants).
- Remove, label, and secure storm windows and frames.
- Prepare doors and windows for power washing operations.
- Power wash wood surfaces to remove dirt and loose paint.
- Scrape and sand wood surfaces as needed to remove loose paint.
- Repair damaged or rotted areas as needed.
- Ensure tenants have access to building at all times during the project.
- Ensure sidewalk is safe and secure for pedestrian traffic and if need to be re-routed it is in accordance with VDOT and Town standards.

Application of Paint

- Apply one coat of primer coat on all areas identified.
- Apply two coats of finish paint on all areas identified.

Reinstall and seal storm windows after painting completed.

Clean area, remove and dispose of painting materials and supplies.

General Notes

- No spray painting allowed. Roll and brush only.
- Contractor shall be responsible for providing all supplies, including paint and primer.
- Contractor may connect to hose bib on building as a water source for power washing.
- Paint and primer shall be Sherwin Williams Duration Exterior Acrylic Latex or approved equal. Paint codes: SW 6990 (Caviar).

Any alterations or deviation from the above specifications, including but not limited to any work involving additional material and or labor cost, will be executed only upon a written change work order signed by the owner and contractor.

## **Scope of work for 36 East Main Street “Smithy Cottage”excluding front porch**

### Preparation

- Protect foundation plantings with tarp or plastic (this must be done in a fashion that does not damage the plants).
- Remove, label, and secure storm windows and frames.
- Prepare doors and windows for power washing operations.
- Power wash wood surfaces to remove dirt and loose paint.
- Repair damaged or rotted areas as needed.
- Repair any glass or glaze in windows.
- Scrape and sand wood surfaces as needed to remove loose paint.
- Ensure tenants have access to building at all times during entire project.

### Application of Paint

- Apply one coat of primer coat on all areas identified.
- Apply two coats of finish paint on all areas identified.

Reinstall and seal storm windows after painting completed.

Clean area, remove and dispose of painting materials and supplies.

### General Notes

- No spray painting allowed. Roll and brush only.
- Contractor shall be responsible for providing all supplies, including paint and primer.
- Contractor may connect to hose bib on building as a water source for power washing.
- Paint and primer shall be Sherwin Williams Duration Exterior Acrylic Latex or approved equal. Paint codes: Clapboard SW 7678 (Cottage Cream) / Trim SW 7017 (Dorian Gray)

Any alterations or deviation from the above specifications, including but not limited to any work involving additional material and or labor cost, will be executed only upon a written change work order signed by the owner and contractor.

The Town of Berryville’s General Terms and Conditions – Invitation for Bids last updated on 10/25/23 are in force for this project. Insurance requirements for “Minor construction contracts (\$99,999.99 or less)” will apply.

A pre-bid meeting will be held on site on **May 21, 2025 at 10:00am**. Attendance at this meeting is encouraged, but not required.

All bidder questions pertaining to this offering must be sent to both of the following email addresses by 12:00 p.m. on **May 23, 2025**:

[directordpw@berryvilleva.gov](mailto:directordpw@berryvilleva.gov)

[townclerk@berryvilleva.gov](mailto:townclerk@berryvilleva.gov)

The Town will post its responses to questions on the Town website ([www.berryvilleva.gov](http://www.berryvilleva.gov)) by 5:00 p.m. on **May 28, 2025**.

**All Bids must be received by the Town of Berryville Business Office (101 Chalmers Court, Berryville, VA 226111) by noon on May 30, 2025. All bids shall be marked “Painting of 23 and 36 East Main Street.”**

The Town expects to enter into a contract with the Contractor on or before **June 6, 2025**. Contract will incorporate this offering, any addendums issued by the Town (including responses to questions), and the Town’s “General Terms and Conditions – Invitation for Bids 10/25/23.”