

**SULTAN CITY COUNCIL**

**AGENDA ITEM COVER SHEET**

---

**ITEM NO:** C - 5  
**DATE:** June 21, 2010  
**SUBJECT:** Painting of the Post Office Trim  
Clean the Roof  
**CONTACT PERSON:** Connie Dunn, Public Works Director 

---

**ISSUE:**

The issue before the City Council is to award the low bid received on painting the Post Office trim and authorize the Mayor to sign a contract with Sky Painting, Inc. not to exceed \$10,000 and to job complete the job by July 7, 2010.

**STAFF RECOMMENDATION:**

Staff recommends awarding the bid to Sky Painting, Inc for \$6,850 for Painting Trim and \$1,800 for pressure washing the roof of the Post Office, not to exceed \$10,000. The total estimated cost is \$7,303 plus Washington State Sales Tax.

**SUMMARY:**

As part of "Clean up the Front Porch of Sultan" the City is choosing to promote a positive image of Sultan by painting and cleaning the roof of the Sultan Post Office, as one of the improvements the City can accomplish relatively quickly and inexpensively.

This is considered a Small Works Project (under \$15,000) The bid procedures for this project are:

- Contact three (3) Contractors asking for a bid on the project
- Phone Bids are the minimum requirement for a project under \$15,000.
- Select the most responsible low bid
- Council award the low bid.

The Sherwin Williams Paint Store in Monroe has been working with the City regarding paint and supplies. Sherwin Williams staff assisted in writing the specification (Attachment A).

Three local contractors were contacted to submit bids:

1. Sky Northwest, Inc., Monroe
2. L.E.I. (Lundeen Enterprises, Inc.), Woodinville
3. RJ Painting, Index

**BID TABULATIONS:**  
(Attachment C)

Company Name	Painting the Trim	Pressure wash the Roof	Total Cost
Sky Northwest, Inc.	\$6,850	\$1,800	\$7,030 + WA tax
LEI	\$10,825	\$1478	\$12,303 + WA tax
RJ Painting	Not	Responsive	

**FISCAL IMPACT:**

Budget for this project will be from the 2010 Capital Building Maintenance and Repair Fund (Fund # 113). There is \$50,000 in the fund for expenditures.

**ALTERNATIVES:**

1. Award the Bid to Sky Painting, Inc. to paint the trim and clean the roof on the Sultan Post Office.

PROS:

- o This building is part of the "Front Door" of Sultan
- o Maintaining structures Sultan currently owns is a priority.
- o One of the first buildings seen when entering Sultan
- o Preserve the existing wood trim

CONS:

- o Up to – not to exceed – approximately \$10,000 will be spent from the Building Operations and Maintenance Budget.

2. Do not award the bid to paint the trim on the post office. Direct staff to areas of other concerns you perceive needing addressed for city facilities.

PROS:

- o Choose to spend budget funds on a different facility need.

CONS:

- o Continued weathering of the trim boards and continued degradation of the structure and appearance.
- o Allows damage to become deeper than just the surface of the structure, including water damage inside the building.
- o What is Sultan's image?

**RECOMMENDED ACTION:**

Award the bid to Sky Painting to paint the trim on the Post Office for \$6,850 and pressure washing the roof for \$1,800, for a total of \$7,030 plus WA State Sales Tax. Authorize the Mayor to sign a contract with Sky Painting not to exceed \$10,000.

**ATTACHMENTS:**

- A – Phone Bid Specifications
- B – Sky Painting Inc. Bid and L.E.I. Bid
- C – Contract for Sky Painting, Inc.

[Type text]

## **Phone Bid Specifications:**

### **Roof:**

Pressure Wash

### **Painting:**

Clean

Scrap

Primer – bare wood and a final coat over the entire surfaces to be painted

Paint Wood Trim – 2 coats Sherwin Williams, the color is crème # 7556

### **General:**

Have Bids submitted by June 17, 2010 12 noon

Pay prevailing wage

Complete the project before July 9, 2010

Protect the murals

Loose siding to be re-nailed

Fill gaps, holes, bad spots with an acrylic caulking compound

### **Exemptions:**

Gutter and Downspouts

Painted brick body

Raw brick walls

Flag Pole

Metal stair systems

Sidewalk and street

[Type text]



June 8, 2010

Ms. Connie Dunn  
City of Sultan Public Works Department  
319 Main St.  
Sultan, Washington 98294

Re: Exterior Cleaning and Painting of Post Office Building.

Connie,

Our quote for painting is as follows. Areas included in proposal are wood siding at roof gables and wood soffit/fascia. These areas are "high" and require special equipment for access to prep and paint. Other painted surfaces on the structure are not included in this proposal.

1. Areas of work are pressure washed to remove loose failed paint material and surface contaminants.
2. Areas of exposed raw wood are scraped, sanded and spot primed as necessary to provide a sound surface for the application of top coats. Primer is to be Sherwin-Williams Stain Blocking exterior acrylic primer.
3. Loose siding is re-nailed as needed. Gap, holes and/or cracks are filled with an acrylic caulking compound.
4. After priming, all areas of work receive two coats of Sherwin-Williams A-100 Satin Acrylic House Paint to match the existing color scheme.
5. Areas of work are cleaned of paint chips as much as is practical.

Cost for the above outlined scope of work is \$6,850.00 plus Washington State sales tax. This includes labor, equipment and material. Prevailing wages are to be paid.

Add Alternate #1: Pressure Wash Roof. Add \$1,800.00 plus tax.

Please let me know if you have any questions regarding this proposal or wish me to schedule the work.

Respectfully submitted,

Jerry Keating

[Type text]

**L**

**E**

P.O. Box 117

**I**

Woodinville, WA 98072

360-863-1000 Fax: 360-863-1066

June 10, 2010

City of Sultan

City Hall

Sultan, WA 98294

360-793-1114 Fax: 360-793-3344

Attn: Connie Dunn

RE: USPO BUILDING

4<sup>th</sup> & Main Sultan, WA 98294

UPPER WOOD TRIM & SIDING

**PROPOSAL FOR EXTERIOR PAINTING**

We propose to pressure wash, hand scrape, one full prime coat & one full finish coat of 100% exterior acrylic. Prep & painting includes: 1" X 8" fascia / 1" X 4" edge of board under metal roof (above fascia) / 2" X 4" edge of board under fascia, next to wall / 6" soffit below gutters / 1" X 6" siding boards (scallops) in gable areas.

EXCLUSIONS: 1.Gutters & downspouts 2.Painted brick body 3.Raw brick walls 4.Flag pole 5.Doors & frames 6.Metal stair systems 7.Covered back entry area ceiling 8.Sidewalk or street permit.

NOTES: 1.I understand painting is to be completed before July 10, 2010 2.Snohomish County Prevailing wages to be paid - \$34.87 per hour.

PRICE: \$10825.00 (ten thousand eight hundred twenty five dollars plus tax)

\*\*\*\*\*

OPTION: Pressure wash blue metal roof - all areas. ADD \$1478.00 plus tax

Thank you,

Vaughn L. Lundeen  
cell: 206-391-6661

[Type text]

**AGREEMENT FOR SERVICES  
BETWEEN THE CITY OF SULTAN AND  
SKY PAINTING, INCORPORATED**

THIS AGREEMENT, is made this 22nd day of June, 210, by and between the City of Sultan (hereinafter referred to as "City"), a Washington Municipal Corporation, and Sky Painting Inc., (hereinafter referred to as "Service Provider"), doing business at

WHEREAS, Service Provider is in the business of providing certain services specified herein; and

WHEREAS, the City desires to contract with Service Provider for the provision of such services for painting the trim on the Sultan Post Office Building and clean the metal roof, and the Service Provider agrees to contract with the City for same;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties as follows:

**TERMS**

1. **Description of Work.** Service Provider shall perform work as described in Attachment A, Scope of Work, which is attached hereto and incorporated herein by this reference, according to the existing standard of care for such services. Service Provider shall not perform any additional services without the expressed written permission of the City Council.
2. **Payment.**
  - A. The City shall pay Service Provider at the hourly rate set forth in Attachment A, but not more than a total of Ten Thousand dollars (\$10,000) for the services described in this Agreement. This is the maximum amount to be paid under this Agreement.
  - B. Service Provider shall submit monthly payment invoices to the City after such services have been performed, and the City shall make payment within four (4) weeks after the submittal of each approved invoice. Such invoice shall detail the hours worked, a description of the tasks performed, and shall separate all charges for clerical work and reimbursable expenses.
  - C. If the City objects to all or any portion of any invoice, it shall so notify Service Provider of the same within five (5) days from the date of receipt and shall pay that portion of the invoice not in dispute. The parties shall immediately make every effort to settle the disputed portion.

[Type text]

3. **Relationship of Parties.** The parties intend that an independent contractor - client relationship will be created by this Agreement. As Service Provider is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or subcontractor of Service Provider shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance and unemployment insurance, are available from the City to the Service Provider or his employees, agents, representatives or subcontractors. Service Provider will be solely and entirely responsible for his acts and for the acts of Service Provider's agents, employees, representatives and subcontractors during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that Service Provider performs hereunder.
4. **Project Name.** Paint the trim on the Sultan Post Office and clean the metal roof.
5. **Duration of Work.** Service Provider shall complete the work described on or before July 9, 2010.
6. **Termination.**
  - A. Termination Upon the City's Option. The City shall have the option to terminate this Agreement at any time. Termination shall be effective upon ten (10) days written notice to the Service Provider.
  - B. Termination for Cause. If Service Provider refuses or fails to complete the tasks described in Attachment A, or to complete such work in a manner unsatisfactory to the City, then the City may, by written notice to Service Provider, give notice of its intention to terminate this Agreement. After such notice, Service Provider shall have ten (10) days to cure, to the satisfaction of the City or its representative. If Service Provider fails to cure to the satisfaction of the City, the City shall send Service Provider a written termination letter which shall be effective upon deposit in the United States mail to Service Provider's address as stated below.
  - C. Rights upon Termination. In the event of termination, the City shall only be responsible to pay for all services satisfactorily performed by Service Provider to the effective date of termination, as described in the final invoice to the City. The City Manager shall make the final determination about what services have been satisfactorily performed.
7. **Nondiscrimination.** In the hiring of employees for the performance of work under this Agreement or any subcontract hereunder, Service Provider, its subcontractors or any person acting on behalf of Service Provider shall not, by reason of race, religion, color, sex, marital status, national origin or the presence of any sensory, mental, or physical disability,

[Type text]

discriminate against any person who is qualified and available to perform the work to which the employment relates.

8. **Indemnification / Hold Harmless.** The Service Provider shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Service Provider and the City, its officers, officials, employees, and volunteers, the Service Provider's liability hereunder shall be only to the extent of the Service Provider's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Service Provider's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

9. **Insurance.** The Service Provider shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Service Provider, their agents, representatives, employees or subcontractors.

A. **Minimum Scope of Insurance.** Service Provider shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. The City shall be named as an insured under the Service Provider's Commercial General Liability insurance policy with respect to the work performed for the City using ISO additional insured endorsement GC 20 10 10 01 and GC 20 37 10 01 or substitute endorsements providing equivalent coverage.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- B. **Minimum Amounts of Insurance.** Service Provider shall maintain the following insurance limits:
1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
  2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
- C. **Other Insurance Provisions.** The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:
1. The Service Provider's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Service Provider's insurance and shall not contribute with it.
  2. The Service Provider's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
- D. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- E. **Verification of Coverage.** Service Provider shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Service Provider before commencement of the work.
- F. **Subcontractors.** Service Provider shall include each subcontractor as insured under its policies or shall furnish separate certifications and endorsements for each subcontractor. All coverage shall be subject to all of the same insurance requirements as stated herein for the Service Provider.
10. **Entire Agreement.** The written provisions and terms of this Agreement, together with all documents attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of, or altering in any manner whatsoever, this Agreement.

11. **City's Right of Supervision, Limitation of Work Performed by Service Provider.** Even though Service Provider works as an independent contractor in the performance of his duties under this Agreement, the work must meet the approval of the City and be subject to the City's general right of inspection and supervision to secure the satisfactory completion thereof. In the performance of work under this Agreement, Service Provider shall comply with all federal, state and municipal laws, ordinances, rules and regulations that are applicable to Service Provider's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.
12. **Work Performed at Service Provider's Risk.** Service Provider shall be responsible for the safety of its employees, agents and subcontractors in the performance of the work hereunder and shall take all protections reasonably necessary for that purpose. All work shall be done at Service Provider's own risk, and Service Provider shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.
13. **Ownership of Products and Premises Security.**
  - A. All reports, plans, specifications, data maps, and documents produced by the Service Provider in the performance of services under this Agreement, whether in draft or final form and whether written, computerized, or in other form, shall be the property of the City.
  - B. While working on the City's premises, the Service Provider agrees to observe and support the City's rules and policies relating to maintaining physical security of the City's premises.
14. **Modification.** No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and Service Provider.
15. **Assignment.** Any assignment of this Agreement by Service Provider without the written consent of the City shall be void.
16. **Written Notice.** All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless notified to the contrary. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.
17. **Non-Waiver of Breach.** The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements or options, and the same shall be and remain in full force and effect.

**18. Resolution of Disputes, Governing Law.** Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall be referred to the City Manager, whose decision shall be final. In the event of any litigation arising out of this Agreement, the prevailing party shall be reimbursed for its reasonable attorney fees from the other party. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

**IN WITNESS WHEREOF,** the parties have executed this Agreement on the day and year above written.

**CITY OF SULTAN**

By: \_\_\_\_\_  
Carolyn Eslick, Mayor

**SERVICE PROVIDER**

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Taxpayer ID #: \_\_\_\_\_

**CITY CONTACT**

\_\_\_\_\_  
  
City of Sultan  
319 Main Street, Suite 200  
Sultan, WA 98294  
Phone: 360-793-2231  
Fax: 360-793-3344

**SERVICE PROVIDER CONTACT**

Sky Painting  
Jerry Keating  
120 S. Ferry St.  
Monroe, WA 98272  
email: skynw@comcast.net  
Phone: 360794-9166  
Fax: 360-794-1234

**ATTEST/AUTHENTICATED**

By: \_\_\_\_\_  
City Clerk

**APPROVED AS TO FORM**

By: \_\_\_\_\_  
Office of the City Attorney

*Attachment C*