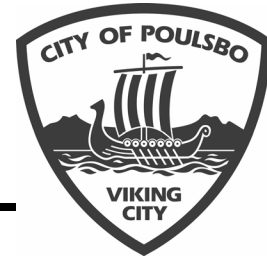


# City of Poulsbo

*Public Works Department*

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## City of Poulsbo

### **Request for Quotation (RFQ)**

### **Assessment and Repairs of Stucco Siding – City of Poulsbo, City Hall Building**

**Date Issued: August 28, 2025**

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## **1. Introduction**

The **City of Poulsbo** is seeking quotations from qualified contractors to perform a professional assessment and repairs of the stucco siding at City of Poulsbo City Hall Building. The goal of this project is to evaluate the current condition of the building's exterior, identify deficiencies, and complete necessary repairs to maintain safety, weather resistance, and appearance.

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## **2. Scope of Work**

The selected contractor will be required to:

- Conduct a comprehensive inspection of all stucco siding on the building.
- Provide a written assessment report that includes findings, photographs, and recommended corrective actions.
- Perform approved repairs, which may include but are not limited to:
  - Cleaning and preparation of existing surfaces.
  - Crack repair, patching, and sealing.
  - Replacement of severely damaged stucco sections.
  - Application of protective coatings or sealants as needed.
- Ensure compliance with all applicable codes, standards, and City of Poulsbo requirements.
- Provide a warranty for both workmanship and materials.

### 3. Site Visit (Mandatory)

A mandatory site visit will be held for interested contractors:

- **Date: September 9, 2025**
- **Time: 10:00am**
- **Location: 200 Moe St, Poulsbo WA, 98370**

**\*\*If you are unable to attend the mandatory site visit on this date, please contact Victor Cienega before the date above to schedule a visit for an alternate date and time.**

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### 4. Contractor Requirements

- Prevailing wages be paid and documented in compliance with RCW 39.12.
  - A Small Works Contract executed between the City and the Contractor per example contract attachment A.
  - A Performance Bond be executed in compliance with RCW 39.08 before beginning work.
  - The Contractor holds a current Washington State Contractor's License.
  - Contractor must deliver a certificate of insurance naming the City as additionally insured before beginning work meeting the City of Poulsbo insurance requirements.
  - Contractor must have a current City of Poulsbo Business License before beginning work.
  - Contractor shall be in good standing regarding L&I premium payment prior to award of any contract.
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### 5. Submission Details

All quotations must be received no later than:

- **Deadline: September 19, 2025 at 2:00pm**
- **Delivery Method: email**
- **Submission Email: [vcienega@cityofpoulsbo.com](mailto:vcienega@cityofpoulsbo.com)**

Submission shall include the following:

1. Quote with cost breakdown
2. Years of Experience and list of similar projects
3. 3 References, Name, Email, and phone number

## 6. Contract to be awarded as follows:

- Experience with similar projects – 25%
- References – 25%
- Quotation – 50%

## 7. Contact Information

Questions regarding this RFQ should be directed to:

**Victor Cienega**  
Services Foreman  
City of Poulsbo  
360-536-1904  
[vcienega@cityofpoulsbo.com](mailto:vcienega@cityofpoulsbo.com)







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