

BIDDERS COMPANY NAME:

Request for Proposal

6407

TUCK POINTING & CAULKING SERVICES

for

**110 N. Fourth Avenue
Washtenaw County**

Prepared By:

Washtenaw County Purchasing
Administration Building
220 N. Main B-35
Ann Arbor, MI 48107

Robert G. Devault, C.P.M.
Purchasing Manager
(734) 222-6760





WASHTENAW COUNTY

Finance Department

Purchasing Division

220 N. Main, Ann Arbor, MI 48107-8645
Phone (734) 222-6760, Fax (734) 222-6764

REQUEST FOR PROPOSAL # 6407

May 19, 2008

Washtenaw County Purchasing Division on behalf of the Support Services – Facilities Management Division is issuing a Request for Proposal (RFP) # 6407 to provide interested contractors with sufficient information to enable them to prepare and submit proposals for consideration to provide tuck pointing & caulking services to Washtenaw County's facility located at 110 N. Fourth Avenue, Ann Arbor.

Sealed Proposals: Vendor will deliver one (1) original and two (2) copies to the following address:

**Washtenaw County Administration Building
Purchasing Division
220 N. Main St. Room B-35
Ann Arbor, MI 48107**

BY 3:00 PM on Monday June 2, 2008

Proposals received after the above-cited time will be considered a late bid and are not acceptable unless waived by the Purchasing Manager.

- The envelope must be clearly marked "SEALED RFP # 6407"
- Please direct purchasing and procedural questions regarding this RFP to Robert G. Devault, C.P.M. at (734) 222-6760 or devaultb@ewashtenaw.org
- Technical questions may be directed to Garret Brown at 734-260-2335 or email brownga@ewashtenaw.org or Tammy Richards 734-222-6573 or email at richardt@ewashtenaw.org

Thank you for your interest

RFP # 6407 Tuck Pointing & Caulking Services for 110 N. Fourth Avenue

I. PROPOSAL

Definitions:	“County”	is Washtenaw County in Michigan.
	“Bidder”	an individual or business submitting a bid to Washtenaw County.
	“Contractor”	One who contracts to perform services in accordance with a contract.

II. PROPOSAL TERMS

- A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Vendor’s qualifications and capabilities to provide the specified service, and other factors which Washtenaw County may consider. The County does not intend to award a Bid fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a Bid would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet the County’s specifications and needs.
- B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.
- C. The price quotations stated in the bidder’s proposal will not be subject to any price increase from the date on which the proposal is opened at the County Purchasing Office to the mutually agreed-to date of Bid.
- D. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the Bid may result in the cancellation of any award.
- E. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of the RFP’s maybe adjusted to allow for revisions. To be considered, an original proposal and three copies must be at the County Purchasing Division on or before the date and time specified.
- F. Proposals should be prepared simply and economically providing a straight-forward, concise description of the vendor’s ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.
- G. A standard contract will be executed between Washtenaw County and the contractor. Washtenaw County reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in Washtenaw County’s sole judgment, the best interests of Washtenaw County will be so served.

III. TERMS AND CONDITIONS

Award:

Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Vendors' qualifications and capabilities to provide the specified service, and other factors which the County may consider. The County does not intend to award a Bid fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a Bid would be awarded, and negotiations would be undertaken with that Vendor whose proposal is deemed to best meet the County's specifications and needs.

Term of Bid:

The Bid is for the specific project proposed.

NO PRICE INCREASES ARE ALLOWED DURING THE FIRST YEAR. For price increases to be considered, information justifying the price increase must be submitted to the Purchasing Division and approved by Support Services Facilities Management Division at least **60** days prior to the increase taking effect. This information will be submitted to the Facilities Management Manager for approval.

IV. PROPOSAL SPECIFICATIONS

The proposal shall include all of the following information. Failure to include all of the required information may result in disqualification of a Bidder.

A. Scope of Services

Washtenaw County wishes to obtain the services of a qualified contractor to perform tuck pointing & caulking services for Washtenaw County's facility located at 110 N. 4th Avenue, Ann Arbor as follows:

- Contractor is responsible for all permits and licensing.
- Maintain public access to sidewalks and building entrances throughout the course of the project.
- Contractor is to ensure no work is performed that will alter the appearance, function, or historic nature of the building without express written consent of Washtenaw County.
- Due to the historic value of the building, bidders are to provide examples and current pictures of previous repointing projects with particular focus on historical buildings to show experience and expertise.
- Contractor must take adequate measures to prevent damage to existing roof, windows, awnings, and other building components.

RFP # 6407 Tuck Pointing & Caulking Services for 110 N. Fourth Avenue

- Repoint all masonry joints throughout the building exterior per attached specification (Repointing Masonry Using Lime Mortar)
 - Remove caulk and/or mortar from previous repairs, clean brick/block as necessary using a means that will cause no damage to existing building components.
 - No sandblasting is allowed at any time.
- Repoint/repair broken bricks and blocks as necessary to ensure building integrity and eliminate leaks.
- Grout old/unused anchor holes with lime mortar to ensure building integrity and eliminate leaks.
- Remove rust stains from old installations where possible without sandblasting or otherwise causing damage to masonry finish and/or color. Proposed method to be approved in writing by WCFM project lead before contractor is to proceed.
- Remove old caulk and install new:
 - Window frames: Silicon must match current color
 - Door Frames & Thresholds: Silicon, must match current color
 - Building foundation joints with sidewalks and other masonry: Fill with Epoxy mastic
 - Sidewalk/masonry joints throughout, such as steps, walkways, and ramps: Fill with Epoxy mastic
- Repair and/or replace adhesive at all masonry joints with roofing material. Adhesive must meet specifications of roof material manufacturer.
- Repair masonry of handicap ramp.
 - Rejoin brick wall and repoint.
 - Add seepage holes and expansion joints as necessary to prevent future ice damage.
 - Remove hand rails and repair damaged concrete on ramp.
 - Repair hand rails.
 - Reinstall hand rails.
- Use hydraulic cement to repair ice damage to ramp & stairwell curbs at front and rear of building.

RFP # 6407 Tuck Pointing & Caulking Services for 110 N. Fourth Avenue

- Reseal all utility entry points, pipe/conduit entry points, and vents through masonry of the building (See caulk specification).

V. CONTRACT PROVISIONS

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply to all contractors of service to Washtenaw County such as the following:

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to Director of Support Services Technology & Operations and/or his designee and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens,

finances, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XII - PREVAILING WAGE RATES

The Contractor agrees that all craftsmen, mechanics and laborers it employs to work on this project shall, at a minimum, receive the prevailing wages and fringe benefits of the Building Trade Department for corresponding classes of craftsmen, mechanics and laborers for the Washtenaw County area, as determined and published by the Davis-Bacon Division of the United States Department of Labor. Contractor agrees that all subcontracts entered into by the Contractor shall contain a similar provision covering any sub-contractor's employees who perform work on this project.

ARTICLE XIII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XIV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XV - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XVI - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XVII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XVIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XIX- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XX - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXI - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

RFP # 6407 Tuck Pointing & Caulking Services for 110 N. Fourth Avenue

SIGNATURE PAGE

The undersigned agrees to enter into an agreement with the County to provide the services described for:

\$ _____

(Above amount in words)

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City, St. Zip
_____ Telephone #	_____ Fax #
_____ Email Address	_____ Purchase Order Email Address
_____ Federal Tax ID #	

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

REPOINTING MASONRY USING LIME MORTAR

PART 1---GENERAL

1.01 SUMMARY

- A This procedure includes guidance on repointing stone masonry using lime mortar.
- B Repointing is the process of removing deteriorated mortar from a masonry joint and replacing old mortar with new, sound mortar.
- C This process is sometimes referred to as "tuck pointing", though "tuck pointing", is actually a decorative treatment rather than a method of repair. True tuck pointing is the process of adding a finish layer of mortar, occasionally tinted, to the outer portion of a newly laid joint.
- D Major reasons for mortar joint failures include:
 - 1. Weathering action,
 - 2. Settling,
 - 3. Temperature cycles,
 - 4. Poor original design and materials, and
 - 5. Lack of exterior maintenance.

1.02 SUBMITTALS

- A Manufacturers' literature describing packaged items.
- B Source and screen analysis of bulk aggregate.
- C Mortar sample: Submit, for verification and approval, a sample of each type of mortar used, in form of 6" long by 1/2" wide sample strips of mortar set in aluminum or plastic channels.
 - 1. Provide record of mortar mix, composition and field procedures to be followed.

1.03 QUALITY ASSURANCE

- A Mock-ups: Raking and Repointing Sample Work:
 - 1. Test/Sample Area and WCFM Approval:
 - a. Initially perform sample joint raking and repointing on each of a 100 sq. ft. test of stone, brick, and terra cotta areas as approved by Washtenaw County Facilities Management (WCFM).
 - b. Demonstrate proficiency with joint raking tools and ability to not damage masonry units with either hand or power tools.
 - c. Mix and cure test batch of repointing mortar and place in joints; repeat test mix until mortar color is approved. Test mortar should be matched, dried and approved before placing in joints.
 - d. Demonstrate workmanship of repointing procedures and joint finishing.
 - e. Gain written approval from WCFM for test area before proceeding with remaining work.
 - 2.. Joint Raking Method: Rake joints by hand ONLY using special joint cleaning chisels and hammer.

RFP # 6407 Tuck Pointing & Caulking Services for 110 N. Fourth Avenue

3. Repointing Method: Repoint joints by hand ONLY using approved pointing trowels. NO "BAGGING" OR CAULKING GUN POINTING METHODS APPROVED.

1.04 PROJECT/SITE CONDITIONS

- A. Environmental Conditions: Perform repointing only when the temperature is between 40 degrees Fahrenheit and 80 degrees Fahrenheit. If the temperature is below 40 degrees, the mortar sets too slowly, and there is a good chance of freezing before it fully sets. If the temperature is above 80 degrees, the mortar will set too quickly, and there is a strong chance of excessive loss of water prior to adequate setting.

PART 2---PRODUCTS

2.01 MANUFACTURERS

- A. Repointing Tools: Available from good hardware stores, building material suppliers or mail-order catalogues.
 1. The Stanley Gold-Blatt Tool Co.
511 Osage Ave.
Kansas City, KS 66105-2198
913/621-3010
 2. Marshalltown Trowel Co.
P.O. Box 738
Marshalltown, IA 50158
515/753-5999
 3. Masonry Specialty Co.
4430 Gibsonia Rd.
Gibsonia, PA 15044
412/443-7080

2.02 MATERIALS

- A. Lime mortar
- B. Clean, potable water

2.03 EQUIPMENT

- A. Trowels: range in length from 10-12 inches
- B. Chisels:
 1. Joint chisels or a standard mason's chisel with a 1-1/2 in. blade and a long narrow handle
 2. Floor chisels
- C. Hammers:
 1. 5# stone dressing hammer
 2. 2# striking hammer
 3. "No-Bounce" hammer

RFP # 6407 Tuck Pointing & Caulking Services for 110 N. Fourth Avenue

4. Full size and one half size brick hammers
- D. Joint Tools: (see 2.01 MANUFACTURERS above)
1. 3/8"-1/4" raised beaded tool
 2. 3/8"-1/4" beaded striking tool
 3. 1/2" raised beaded tool with offset handle
 4. 1/2" flat joint iron
 5. Pointing tool should be about 1/16" narrower than the joint being filled to achieve good compaction
- E. Hawks: Plywood or steel hawk (mortar board)
- F. Brushes:
1. Natural bristle brushes
 2. Stiff bristle brushes (no wire)
- G. Spray bottle

2.03 MIXES

- A. For historic masonry set in lime mortar, use the following mortar mix:
- 1 part Portland cement
 - 3 parts lime
 - 8-12 parts sand (To match existing mortar as closely as possible.)
- NOTE: The exact mix required will relate to the grain size and sharpness of the sand and will vary depending on the supply.

-or-

For historic masonry set in standard mortar, use the following mortar mix (ASTM C270 type "0") as a starting point:

- 1 part Portland cement
- 2 parts lime or lime putty
- 6 to 9 parts sand and stone dust (To match existing mortar as closely as possible.)

-or-

For Limestone (ASTM C270 Type "N"):

- 1 part Portland cement
- 1 part lime
- 4-6 parts aggregate
- Enough water to form a workable consistency.

PART 3---EXECUTION

3.01 EXAMINATION

- A. Examine all existing exterior mortar joints. If the answer to any of the following questions is yes, then the building's joints are deteriorated and need repointing:
1. Are mortar joints eroded back more than 1/4" from the masonry face?
 2. Are there cracks running vertically or horizontally through the mortar?
 3. Are mortar bonds broken or pulled away from the masonry?
 4. Has mortar fallen out of joints?

RFP # 6407 Tuck Pointing & Caulking Services for 110 N. Fourth Avenue

5. Is mortar excessively soft, powdery or crumbling?
 6. Is pointing badly-stained?
- B. Typical exterior damage due to mortar deterioration includes open joints, efflorescence, spalling and loosened masonry units.
- C. Typical interior damage due to mortar deterioration includes failing plaster and stained wall paper.
- D. A professional pointer experienced in old masonry is required for any of the following areas or conditions:
1. Chimneys need repointing
 2. Window lintels must be rebuilt
 3. Masonry is loose or missing
 4. Work must be done from scaffolds or extension Ladders as required by MIOSHA standards
 5. The original mortar joints were "beaded"-tooled with a raised, round-profiled joint that projects out from the wall

3.02 PREPARATION

- A. Preparing the Joints:
1. Clean area of loose dirt and debris using a stiff bristle brush and remove all extraneous fastenings and devices.
 2. Install necessary protection of adjacent building materials, property and persons from joint cleaning work and dirt.
 3. Control dust and dirt from raking work; dampen area being worked; and use curtains to limit spread of dust from joint raking and cutting operations.
- B. Joint Cutting and Raking:
1. Cut and rake old mortar from existing joints by hand using a hammer and chisel.
NOTE: POWER CHISELS AND POWER SAWS SHOULD NOT BE USED.
 2. Place the chisel in the center of the joint and pound it with a striking hammer or "No-Bounce" hammer until the mortar disintegrates.
 3. Rake out the loose material to a depth of about 1 inch and never to a depth less than their width. Leave a clean, square face at the back of the joint to provide optimum contact with the new mortar.

CAUTION: AVOID OVERCUTTING ENDS OF VERTICAL JOINTS, WIDENING JOINTS OR CUTTING INTO BEDDING FACES OF MASONRY UNITS.
 4. While raking out joints, remove all metal fittings such as nails, brackets and clips on both horizontal and vertical surfaces.
 5. Carefully clean out the prepared face with a soft or stiff bristle brush, or blow the joints clean with low-pressure compressed air (40-60 psi).
 6. Thoroughly flush out joint with clean, clear water.

3.03 ERECTION, INSTALLATION, APPLICATION

A. Filling Joints:

1. Dampen masonry surfaces and joints to control suction and evaporation before placing repointing mortars.

NOTE: THERE SHOULD BE NO FREE WATER PRESENT WHICH MAY CAUSE VOIDS IN THE MORTAR.

2. Using a pointing tool, push the mortar into the joint from a board and iron with the maximum possible pressure; The mortar should be applied in layers, each to a maximum thickness of 3/8".

NOTE: THE POINTING TOOL SHOULD BE ABOUT 1/16" NARROWER THAN THE JOINT BEING FILLED TO ACHIEVE GOOD COMPACTION. IN SOME CASES, THE JOINTS WILL BE SO THIN THAT A STANDARD POINTING TOOL WILL NEED TO BE GROUND DOWN TO FIT THE JOINT.

3. Thoroughly compact each layer of mortar and allow to set until thumb-print hard before applying the next layer of mortar.
4. Fill the joints so that they are slightly recessed from the masonry face. Avoid leaving a joint which is visually wider than the actual historical appearance.
5. Continuously keep all excess and spilled mortar brushed off the faces of masonry units, ledges and other surfaces before it sets or stains the work.

B. Joint Finishing:

1. Begin when mortar attains "thumb print" hardness.
2. Tool the joint to match the old mortar.

NOTE: IT IS IMPORTANT TO TOOL THE JOINT AT THE RIGHT STAGE; IF THE JOINT IS TOO SOFT, THE COLOR WILL BE LIGHTER THAN EXPECTED AND HAIRLINE SHRINKAGE CRACKS ARE LIKELY TO OCCUR; IF THE JOINT IS TOO HARD WHEN TOOLED, DARK STREAKS MAY APPEAR (TOOL BURNING) AND GOOD CLOSURE OF THE MORTAR AGAINST THE MASONRY WILL NOT BE ACHIEVED. EXCESSIVE TOOLING MAY BRING LIME AND FINE AGGREGATES TO THE SURFACE, CREATING A VISUAL CHANGE IN THE TEXTURE AND A SURFACE SUBJECT TO EARLY DETERIORATION.

3. To produce a roughened texture, lightly spray the mortar with water after the initial set, stipple the mortar with a stiff bristle brush or dab the mortar with coarse sacking.
4. Protect finished work from direct sun and rain until the face has dried and hardened.

3.04 ADJUSTING/CLEANING

A. Cleaning Up:

1. Use masking and drop cloths to prevent mortar stains on adjacent work and ledges.
2. Keep work areas clean and free from mortar drips, spills and residue of waste mortars or wash-off.

RFP # 6407 Tuck Pointing & Caulking Services for 110 N. Fourth Avenue

3. Clean off excess mortar as work proceeds using masonry brushes before mortar sets.
4. Wash completed repointing work when finished mortar joints are set with clean water and masonry brushes, scrubbing only as required to clean mortar stains off masonry without scouring the units and joint faces.
5. Do not use acid or detergent cleaning agent to aid mortar removal and clean-up without written approval from WCFM.

B. Curing:

1. Schedule work only when moderate weather is forecast.
2. Protect completed work from adverse weather, heavy rainfall, freezing, and drying by direct sunlight and winds until cured.
3. Sprinkle or mist repointed work as required to achieve cure in mortar joints for a minimum of 72 hours after completion.
4. Lime Mortar: Cures by drying and crystallization, not by hydration; and can be washed out of joints if not protected before it cures.

C. Final Cleaning:

1. After mortar has fully hardened, thoroughly clean exposed masonry surfaces of excess mortar and foreign matter using stiff nylon or bristle brushes and clean water spray applied at low pressure.

NOTE: USE OF METAL SCRAPERS OR BRUSHES IS NOT PERMITTED. USE OF ACID OR ALKALI CLEANING AGENTS IS NOT PERMITTED.

- D. Some efflorescence, called new construction "bloom," occasionally appears on the surface within the first few months following a repointing project. These deposits normally are harmless and are removed by the natural washing of the rain. If not removed by natural weathering, they can be removed with dry brushing with a bristle brush. The use of chemical cleaners to remove this type of efflorescence normally is not necessary;**

AVOID USING ACIDS, PARTICULARLY MURIATIC ACID.