



42 Elgin Road  
Ballsbridge, Dublin 4

July 26, 2013

To: Prospective Quoters

Subject: Request for Quotations number SOI300-13-Q-0457

The American Embassy Dublin is currently seeking quotations from suitably qualified contractors for specialist historical window frame restoration and conservation services at the U.S. Ambassador's Residence, Phoenix Park, Dublin 8.

Please see details of the request below which describes the basic requirement and reply to Mr Emmet Downey [DowneyEJ@state.gov](mailto:DowneyEJ@state.gov), ph. 01-630 6241 to indicate if you are interested in participating in the solicitation process.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable proposal/quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

A site visit will be held at Phoenix Park, Dublin 8 on Wednesday 7<sup>th</sup> August 2013 @ 11:00.

Those interested in attending must provide name, date and place of birth at least 24hrs in advance of the meeting to Mr Downey

No more than 2 representatives per contractor will be admitted.

Quotations are due on or before Friday 16<sup>th</sup> August 2013 at 15:00.

Quotations may be delivered in hard copy at the above address or via email for the attention of Mr Emmet Downey.

A handwritten signature in cursive script, appearing to read "Ann Granatino".

Ann Granatino  
Contracting Officer

**Solicitation: SOI300-13-Q-0457**

**Historic Window Frame Restoration/Conservation Services:**

Specific requirements as follows:

The U.S. Ambassador's Residence in Phoenix Park is an official building of the U.S. Embassy. Accordingly, the materials, fittings and workmanship applied should be of a standard appropriate for a building of this standing. Moreover, the building is a significant historic structure of importance to both the Government of Ireland as well as the U.S. Government. The quality of conservation work on this project requires the utmost preservation care and attention to detail.

**1.01 DESCRIPTION**

The Contractor shall provide the complete furnishing of all labor, materials, transportation, tools and equipment required for the repairs and or restoration of windows and patio door at the U.S. Ambassador's Residence at Phoenix Park, Dublin 8.

The basic elements of work include the following:

Assess, evaluate and submit a conservation/repairs proposal on the condition of historic sash timber windows at the U.S. Ambassador's Residence.

For windows requiring conservation/repairs, works will include but are not limited to:

1. Patch/splice timber with like – keeping as much of the existing fabric as is possible.
2. Take precautions to record and retain all historic glass for re-use.
3. Putty shall be removed with an infrared lamp to soften it for removal by hand for rebedding the glass. DO NOT remove putty while cold as it will damage glass and timber.
4. Remove loose paint only. As there may be lead present in some historic paints, removal should be performed with this in mind.
5. Keep all original ironmongery where encountered and replace with like where necessary.
6. In cases where sash cords and rebalancing weights are replaced, replace the parting beads in timber.
7. Install draft stripping with brush seals rabbeted into the frame/parting bead.
8. Examine the junction between the external window frame and the external wall; seam shall be caulked and any gaps sealed. Use of suitable historic caulking materials, depending on the finish, is required. (Many modern fillers are not appropriate here.) This will prevent long term water ingress and drafts.
9. Prepare surfaces for painting and paint all timber surfaces with compatible exterior paint to match existing and surrounding.
10. After installation, test and adjust all windows and door for proper fit and operation. Make any adjustments necessary.

Pricing should be submitted per instruction in the full detailed solicitation document which will be passed out to all interested parties.

Further information can be obtained from Mr Emmet Downey 01-6306241 or via email:  
[DowneyEJ@state.gov](mailto:DowneyEJ@state.gov)