



TOWN OF WESTMINSTER

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Town of Westminster, Vermont Request for Proposal Exterior Preparation and Painting

Contact: Louis Bordeaux, Town Manager
Town of Westminster
3651 US Route 5
PO Box 147
Westminster, VT 05158
Manager@westminstervt.org

RFP Issuance: February 1, 2024

RFP Response Deadline: 2:00pm March 11, 2024

INTRODUCTION

The Town of Westminster requests proposals for exterior scraping, priming and painting at the Westminster Town Hall.

SCOPE OF SERVICES

This request for proposal includes all the labor, material, equipment, and all other services to complete exterior painting at the Westminster Town Hall, located at 3651 US Route 5, Westminster, VT 05158. The scope includes:

1. The scraping of loose and flaking paint on the entire exterior of Westminster Town Hall. Respondents should be familiar with and certified to address possible lead paint on the building. Respondents must provide their lead paint certification with their bid.
2. Collection and proper disposal of scraped and otherwise removed paint chips and flakes.
3. Priming exposed surfaces in preparation of painting.
4. Removal of "Westminster Town Hall" sign, located above front door of Town Hall.

5. Painting of all exposed surfaces, to include: all trim, window and door trim, handrail, front steps, foundation, cupola, bulkhead, back porch and chimney on west side of building.

PRE-BID MEETING

A mandatory Pre-Bid meeting will be held on Monday, February 26, 2024 at 2:00pm (weather permitting) at Westminster Town Hall.

GENERAL INFORMATION

Please review the evaluation criteria on page 4 to submit the appropriate additional materials as requested. Proposals must be submitted in a sealed envelope with the contractor's name, address and phone number. Proposals received after the stated deadline will not be accepted. Proposal packages are to be delivered to:

Town of Westminster

Attn: Louis Bordeaux, Town Manager
3651 US Route 5
PO Box 147
Westminster, VT 05158

Clearly marked and sealed envelope: "Exterior Painting of Town Hall"

Signature of Contractor & Date

Title

Printed Full Name

Street Address

Town, State, Zip Code

Telephone Number

Available Start Date: _____

NOTE: All proposals must be received no later than 2:00pm March 11, 2024. Proposals and/or modifications received after this time will **not** be accepted or reviewed. Facsimile-machine produced proposals will **NOT** be accepted. The Town of Westminster reserves the right to extend any contractual agreement, based on this RFP, for two additional years.

Questions about the project should be directed to Louis Bordeaux at:
Telephone: 802-722-4255
Email: manager@westminstervt.org

All proposals become the property of the Town of Westminster upon submission. The expense of preparing and submitting a proposal is the sole responsibility of the Contractor. The Town reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of Town of Westminster. This solicitation in no way obliges the Town to award a contract.

By submission of the proposal, applicant certifies that the proposal has been arrived at independently, without consultation, commitment or agreement as to any matter relating to proposal with any other BIDDER or with any competition.

The Scope of Work by the Contractor for each item shall include furnishing all supervision, technical personnel, layout, labor, materials, tools, appurtenances, equipment, traffic control, erosion control, staging, disposal sites and services, mobilization/demobilization, sweeping, insurances, and services required to perform the work as described in this Request for Proposals.

INSURANCE REQUIREMENTS

WORKERS COMPENSATION:

The CONTRACTOR is required to carry full and complete Workers' Compensation insurance for all employees engaged in work on this project. The same requirements for Workers' Compensation insurance shall apply to any subcontractor engaged on this project. The Chosen Contractor shall, prior to a Purchase Order being issued, produce a certificate of insurance demonstrating same to the Town. The Chosen Contractor shall keep said insurance, and the Town's additional insured status, in full force throughout the course of the project. This Certificate of Insurance does not have to be provided at the time bids are submitted.

The Contractor must show evidence of Workers Compensation and Employers Liability Insurance Coverage.

GENERAL LIABILITY:

The Chosen Contractor shall supply the Town with a Certificate of Insurance showing liability coverage no less than \$1,000,000. The Chosen Contractor shall cause the Town to be made an additional insured on the Chosen Contractor's liability insurance, on a primary and non-contributing basis. The Chosen Contractor shall, prior to a Purchase Order being issued, produce a certificate of insurance demonstrating same to the Town.

The Chosen Contractor shall keep said insurance, and the Town's additional insured status, in full force throughout the course of the project. This Certificate of Insurance does not have to be provided at the time bids are submitted.

The Contractor must list the Named Member as Additional Insured on their Commercial General Liability Policy

CONTRACTOR SELECTION & EVALUATION CRITERIA

The Town reserves the right:

1. to accept or reject any or all proposals in whole or in part and to accept other than the lowest price proposal;
2. to amend, modify, or withdraw this Request for Proposals;
3. to require supplemental statements or information from bidders;
4. to extend the deadline for responses to this Request for Proposals;
5. to waive or correct any irregularities in proposals received;
6. to negotiate separately with one or more competing bidders, and
7. to award the bid deemed in the best interest of the Town.

All bids upon submission become the property of the Town.

The following criteria, as a minimum, will be used to evaluate qualifications:

Item	Criteria	Weight
1	Total Maximum Fee	40%
2	Licenses and certifications to perform the work	15%
3	List and contact information for a minimum of 3 references	15%
4	Availability and proposed timeline to complete the work	15%
5	Product and work performance guarantee	15%

DESCRIPTION OF PAY ITEMS

1. All labor, material, equipment, and all other services to complete exterior painting of the Westminster Town Hall, located at 3651 US Route 5, Westminster, VT 05158, as described in the Scope of Services.