

# REQUEST FOR PROPOSAL

**Date:** April 6, 2021

**To:** Qualified Paint Contractors

**From:** Town of Wallingford, VT

**Re:** Paint Trim, Soffits, Fascia, Clock Tower and all exterior wood surfaces at Wallingford Town Hall with Repairs and Caulking as Needed.

## GENERAL INFORMATION & SCHEDULE

**Issue date:** Tuesday, April 6, 2021 at 8:00 AM

**Site Visit:** Wednesday, April 28, 2021 at 10 AM (meet at Town Hall, 75 School Street, Wallingford, VT) or by appointment.

**Questions due:** Monday, May 3, 2021 by 4:30 PM

**Proposal deadline:** Thursday, May 13, 2021 by 4:30 PM

**Bid Opening:** Monday, May 17, 2021

Inquiries/submissions to: Sandi Switzer, Wallingford Town Administrator, 75 School Street, Wallingford, VT 05773 [townadmin@wallingfordvt.com](mailto:townadmin@wallingfordvt.com) 802-446-2872

This Bid request invites responses from experienced and professional painting contractors to prime and paint all exterior wood surfaces to include trim, soffits, fascia, cornices, clock tower, Taft Terrace columns, and repair/replace exterior wood rot and caulk exterior windows and doors at the Town of Wallingford's multiple story Town Hall at 75 School Street, Wallingford, VT. Submit questions concerning this RFP via email per the schedule outline above.

## **I. LOCATION: 75 School Street, Wallingford, VT 05773**

## **II. BUILDING DESCRIPTION AND DESCRIPTION OF CURRENT CONDITIONS**

Wallingford Town Hall is a 1906 High Victoria Gothic Neo-Classic Revival Style 2 ½ story building with hip roof, side tower, clock, finials, cornice brackets, window fan, and transom. The exterior trim around windows and doors of the building along with soffits and fascia is peeling and there appears to be some minor areas of wood rot.

## **III. SCOPE OF WORK**

Provide priming, painting, caulking and wood repair/replacement services to achieve the following:

### **Site Work**

- ~ Identifying and repairing/replacing any areas of wood damage or rot.
- ~ Sanding, priming, painting all exterior wood surfaces on windows, doors, soffits, cornices, clock tower, Taft Terrace columns, and fascia to match as closely as possible the existing appearance.
  - Wash all surfaces to be painted
  - Scrape loose paint
  - Spot prime prepared areas
  - One prime and one finish coat of paint to include: soffits, fascia, trim, and wood windows.
  - Caulk all exterior windows and doors
- ~ Clean up and remove all debris around the structure and maintain a safe environment for workers as well as the visiting public as this is an operating municipal office building.

## **IV. CONDITIONS**

- ~ The contractor is solely responsible for the accuracy of all measurements taken for estimates. No change orders for inaccurate measurements will be considered. All measurements are the responsibility of the contractor.
- ~ Any change orders must be itemized, signed, dated and submitted by contractor to the town administrator and no action can take place without the approval by Selectboard Chair Nelson Tift via signed order.
- ~ All products relating to this project shall be solvent free, environmentally safe, low volatile organic chemical content products fully compatible with all materials used or existing. Safety Data Sheets must be available for review of any products being used.
- ~ Contractor agrees to a two-year work warranty on paint and workmanship.
- ~ Areas of work must be clean and free of debris and a general cleanup will be performed by the contractor each day prior to leaving the site.
- ~ Damages to the building will be the sole responsibility of the painting company.

## **V. RFP PROCESS/PROPOSAL PROCEDURE**

- 1) Proposals should include a detailed description of the contractor's qualifications and experience doing this type of work.
- 2) Proposal should include the name, address, telephone number and email of the contractor.
- 3) Bidders must submit one hard copy of their proposal to: Town Administrator, Town of Wallingford, 75 School Street, Wallingford, VT 05773. Subject: Town Hall Painting
- 4) Bidders must include descriptions and contact information of three similar projects completed within the past 5 years.
- 5) Proposal must include a schedule to include a start date and a completion date.
- 6) Proposal must include proof of Liability and Contractors Insurance.

**Other Conditions:**

**Proposed Project Team Members:** Clearly indicate the applicant's designated team leader for the project as well as any sub-contractors who will be assigned work and their respective expertise in such work.

**VI. ESTIMATE**

- a) **An itemized schedule of all expenses**, including both labor and direct expenses. If the use of sub-Contractors is proposed, a separate schedule of hours and expenses must be provided for each sub-Contractor;
- b) **A summary of estimated labor hours by task** that clearly identifies the project team members and the number of hours performed by each sub-contractor by task;
- c) **A maximum budget amount** inclusive of all fees and expenses.
- d) Submit Attachment B with estimate.

Additional requirements are as follows:

- ~ Applicants are solely responsible for ensuring that proposals arrive on time.
- ~ Late replies WILL NOT be considered.

Proposals and questions should be submitted to:

Town of Wallingford  
75 School Street  
Wallingford, VT 05773  
Attn: Town Administrator  
Subject: Town Hall Painting Proposal

**V. EVALUATION CRITERIA & ANTICIPATED SCHEDULE**

In compliance with the Town of Wallingford's Purchasing Policy, The Wallingford Selectboard will consider the following when evaluating all complete proposals from qualified Contractors:

- 1) Price.
- 2) Bidder's ability to perform within the specified time limits.
- 3) Bidder's experience and reputation.
- 4) Quality of materials and services specified in the bid.
- 5) Bidder's ability to meet terms and conditions.
- 6) Bidder's financial responsibility.
- 7) Bidder's availability to provide future service, maintenance and support.
- 8) Contract provisions that are acceptable to the Town.
- 9) Contractor's indication of acceptance of wages in the current wage determination provided as part of the Request for Bids.
- 10) Any other factors the Selectboard determines relevant and appropriate in connection with a give project or service.

**VI. TERMS & CONDITIONS****Communications**

It is important that all respondents are given clear and consistent information. Therefore, all respondents are required to submit any questions related to this project or RFP process via email. Responses to all submitted questions will be posted on the Documents page of the municipal website under the Bid Request heading: <https://www.wallingfordvt.com/documents/> Questions concerning this RFP must be received via email per the schedule outlined on page 1. Inquiries received after this date will not be considered or answered. Respondents

**Partnerships**

Consultants may team up with other firms, local or otherwise, in order to provide whatever diversity is deemed necessary for completing the project tasks.

Note that the selected Contractor shall be required to submit insurance certificates.

The Town of Wallingford, Vermont reserves the right to accept or reject any or all proposals, waive any defects, informalities and minor irregularities, to accept exceptions to these specifications, negotiate with one or more parties, and make such awards or act otherwise as it alone may deem in its best interest. Proposals will be reviewed and evaluated by the Wallingford Selectboard based on the information provided in the proposal. The Town reserves the right to re-advertise for additional proposals and to extend the deadline for submission of the proposals.

#### **Non-Discrimination**

The Town of Wallingford will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, or genetic information.

The Town of Wallingford, Vermont assumes no responsibility and liability for costs incurred by parties responding to this Invitation for Bids or responding to any further requests for interviews, additional data, etc., prior to the issuance of the contract.

#### **Ownership of Documents**

Proposals, plans, specifications, and other documents prepared and submitted under this RFP shall become the property of the Town. Proposals, plans, specifications, basis of designs, electronic data, designs and reports prepared under any agreement between the selected contractor or consultant and the Town shall become the property of the Town. Records shall be furnished to the Town by the Contractor upon request at any time, however the Contractor or Consultant may retain copies of the original documents.

#### **Public Records**

Any and all records submitted to the Town, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of Town. All records considered to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, shall be identified, as shall all other records considered to be exempt under the Act. It is not sufficient to merely state generally that the proposal is proprietary or a trade secret or is otherwise exempt. Particular records, pages or section which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

#### **CONTRACT REQUIREMENTS**

Contractors are advised to review all the attached sections of this document in advance of submitting a proposal. The Town of Wallingford reserves the right to alter or amend any or all of these provisions in the project contract.

#### **General Compliance with Laws**

The Contractor shall comply with all applicable Federal, State and local laws and ordinances.

#### **Other terms**

Equal Opportunity: the selection of Contractor shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The Town of Wallingford is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

It will be necessary for responding parties to comply fully with the terms and conditions outlined in this document if they are to be considered. A letter attesting that the respondent has read, understands, and followed all procedures is a part of this RFP must be included as part of the final submittal (see ATTACHMENT A).

## ATTACHMENT A

Understanding of RFP Procedure, Terms and Conditions

***This page to be returned with Attachment B and qualifications submission***

I acknowledge that I have read and understand all procedures and requirements of the above reference RFP and have complied fully with the general terms and conditions outlined in the RFP.

Contractor/Team: \_\_\_\_\_

Representative's Printed Name: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Estimated date to begin project: \_\_\_\_\_

Estimated date to complete project: \_\_\_\_\_

Provide a list of paint and primer brands and colors to be used along with the type of wood, if any, to be used for replacement: \_\_\_\_\_

---

---

---

---

---

---

---

---

Names, Addresses and Phone Numbers of Sub-contractors to be used for this project: \_\_\_\_\_

---

---

---

---

---

---

## ATTACHMENT B

Wallingford Town Hall - Wallingford, VT Request for Bids for Exterior Painting of Town Hall Building With Attachments A and B and qualifications due by May 13, 2021.

Contractor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Names and Phones Numbers of references for similar work performed by Contractor (attach separate sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Painting Labor Hours: \_\_\_\_\_

Estimated Material Costs: \_\_\_\_\_

Estimate and Itemized List of Wood Repairs/Replacements (attach separate sheet if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Miscellaneous Itemized Expenses:

\_\_\_\_\_  
\_\_\_\_\_

**Bid Total** for entire project which includes all factors outlined in Scope of Work on paged 2-3:

\_\_\_\_\_

The undersigned, having familiarized himself/herself with the Town Hall building as is related to all factors of exterior painting job, repairs, caulking, hereby proposes to furnish all labor, equipment and services required to perform the job according to the Request for Bids.

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title