REQUEST FOR PROPOSALS

Exterior Painting – Library and Municipal Garage

Wardsboro, Vermont

RFP Issued	November 19, 2026
Pre-Bid Site Walkthrough	December 16, 2026, 12 pm
Proposals Due	January 12, 2027, 5 pm

1. Invitation and Project Intent

The Wardsboro Public Library Board of Trustees, coordinating with the Town of Wardsboro, invites sealed or emailed proposals from qualified, experienced, and insured painting contractors to prepare and paint the exterior of two separately identified town-owned buildings in Wardsboro, Vermont: the Wardsboro Public Library (Building A) and the nearby detached municipal garage/storage building (Building B).

Building A is an older Colonial-style structure with primarily painted wood clapboard siding and painted wood trim. Building B is a freestanding town-owned garage/storage building, which the Town permits the Library to use for storage of event equipment, used books, and related materials. The Library's objective is a durable, high-quality exterior finish based on thorough preparation and sound preservation practices, rather than simply applying new paint over failing coatings.

Bidders MUST provide independent, complete lump-sum prices for Building A and Building B. The Wardsboro Public Library Board of Trustees alone will decide whether to accept or reject the Building A portion, subject to applicable law and Town policy. The Town of Wardsboro Selectboard has SOLE AND EXCLUSIVE AUTHORITY to accept or reject the Building B portion. No decision by the Library Trustees shall constitute acceptance, approval, or authorization of work on Building B. The Town shall pay for approved Building B work; the Library endowment shall not be charged for Building B.

2. Pre-Bid Site Walkthrough

A pre-bid walkthrough is mandatory and will occur on Wednesday, December 16, 2026 at noon at the library at 170 Main Street. The purpose is to allow all bidders to observe existing conditions, access requirements, elevations, trim details, deteriorated areas, and other factors affecting price.

Bidders shall inspect both buildings and identify any differences in condition, coatings, access, and preparation methods. Pricing shall reflect both structures individually.

Site contact: Mark Fernandes Phone/Email: 802-296-1516/markfernandes63@gmail.com

3. Base Scope of Work

The contractor shall furnish all labor, supervision, materials, paint, primer, caulk, tools, staging, ladders, lifts, drop protection, transportation, and cleanup required for a complete project.

Building A – Library: Include the complete library exterior, siding, doors, trim, fascia, soffits, and other previously painted surfaces, as applicable. Building B – Municipal garage/storage building: Include all designated previously painted exterior surfaces of the detached garage, as applicable. Indicate any excluded surfaces separately for each building. The same workmanship, preparation, product, safety, lead-paint, and cleanup requirements apply to both unless specifically approved otherwise in writing.

- Inspect all exterior painted surfaces and identify peeling, flaking, cracked, chalking, loose, or otherwise failed coatings.
- Clean surfaces to remove dirt, mildew, chalk, cobwebs, biological growth, and other contaminants that could interfere with adhesion.
- Scrape all loose, peeling, and failing paint to a sound edge. Feather-sand scraped transitions where appropriate.
- Prepare glossy or otherwise unsuitable surfaces as required for proper adhesion.
- Spot-prime all exposed bare wood and other areas requiring primer with a high-quality exterior primer compatible with the substrate and finish system.
- Caulk appropriate open joints, cracks, and gaps with a high-quality paintable exterior sealant. Do not caulk joints that are intended to drain or ventilate.
- Apply two finish coats to surfaces included in the project unless a manufacturer-approved alternative is specifically identified and accepted by the approving authority for the applicable building.
- Paint all included clapboards, corner boards, fascia, rake boards, soffits, window trim, door trim, exterior doors, and other previously painted exterior architectural woodwork.
- Maintain neat cut lines and uniform coverage, sheen, and appearance.

4. Paint and Materials

The proposal shall identify the manufacturer, product line, primer, finish paint, and proposed sheen. Products shall be premium-quality exterior coatings suitable for older wood clapboard construction and Vermont weather conditions. Final products, sheen, and colors require Library approval before purchase or application.

Existing exterior colors are generally white. Any color change or differentiation among siding, trim, doors, or other elements will be confirmed by the Library before work begins.

5. Wood Deterioration and Carpentry

During preparation, the contractor shall identify rotted, split, loose, or otherwise deteriorated wood. The contractor shall notify the Library's designated representative for Building A and the Town's designated representative for Building B before undertaking repairs beyond incidental preparation.

The base bid shall clearly state what minor repairs, if any, are included. Additional carpentry shall be performed only after written authorization and shall be billed using the unit prices or hourly rates provided on the Bid Form, or through an approved written change order.

6. Lead Paint and Environmental Compliance

Because of the age of the Library and the potential age of the garage coatings, bidders shall assume that existing or underlying coatings may contain lead unless testing establishes otherwise. The contractor is responsible for determining and complying with all applicable federal, State of Vermont, and local requirements governing lead-containing paint, worker protection, containment, collection, handling, and disposal of paint debris.

The proposal shall specifically describe the bidder's approach to paint-chip containment and cleanup and identify any lead-related work or costs that are excluded from the base bid. Dry scraping, sanding, washing, or other preparation methods shall not be performed in a manner that allows paint debris or contaminated wastewater to be dispersed onto the property.

If lead-paint inspection results differ by building, bidders shall clearly specify the procedures and costs included for each. No assumption that one building is lead-free shall be applied to the other without appropriate supporting documentation.

7. Protection, Safety, Access, and Cleanup

- Protect windows, glass, roofing, foundation, signs, fixtures, walkways, landscaping, vehicles, and adjacent property from damage or paint contamination.
- Maintain safe public access to the Library. Coordinate temporary closures of entrances or work immediately adjacent to patron areas with Library representatives.
- Comply with applicable workplace safety requirements and provide all necessary fall protection and safe staging.
- Remove paint chips, masking, containers, and project debris regularly. Leave the grounds clean at the end of each workday and at final completion.
- Store materials and equipment only in locations approved by the Library.

8. Contractor Qualifications and Insurance

- Demonstrated experience with exterior painting of older wood-sided buildings; historic-building experience is preferred.
- At least three references for comparable exterior projects.
- Commercial general liability insurance appropriate to the work.
- Workers' compensation coverage as required by law.
- Certificates of insurance provided before work begins.
- Identification of subcontractors and the work they will perform.
- Responsibility for supervision, workmanship, safety, and conduct of employees and subcontractors.

9. Proposal Requirements

To permit fair comparison, each bidder shall complete the attached Bid Form and include the following information:

Each contractor must include separate lump-sum prices for Building A (Library) and Building B (Garage), plus the combined total. If mobilization or other savings depend on award of both portions, identify the discount or condition separately; do not conceal shared costs in one building's price.

- Company name, address, contact person, telephone number, and email.
- Description of the proposed preparation process.
- Paint and primer manufacturer and specific product lines.

- Number of primer and finish coats included.
- Lump-sum base bid.
- Any exclusions or assumptions affecting the bid.
- Rates for authorized additional carpentry or repair work.
- Anticipated start date and estimated project duration.
- Three comparable-project references.
- Insurance information.
- Labor and material warranty.
- Lead-paint containment, collection, and cleanup approach.

10. Project Schedule and Library Operations

The anticipated work period is: _____. The contractor shall state the earliest practical start date and estimated number of working days required. Work shall be coordinated to minimize disruption to normal Library operations and public access. Weather delays shall be communicated promptly.

11. Proposal Submission

Proposals must be received by January 12, 2027 at 5:00 pm.

Submit to: Wardsboro Public Library/Town of Wardsboro

Mailing/physical address: PO Box 48, Wardsboro, VT 05355

Mark the proposal: "Proposal – Wardsboro Public Library Exterior Painting."

12. Evaluation and Award

The Library Board of Trustees shall evaluate and determine whether to accept or reject the Building A portion. The Town of Wardsboro Selectboard shall independently evaluate and has sole authority to accept or reject the Building B portion. Neither body is obligated to select the lowest-priced proposal; evaluation may consider price, preparation, materials, experience, references, schedule, warranty, lead-paint procedures, and completeness.

An award for Building A does not constitute an award for Building B, and vice versa. Building B shall not be awarded, contracted for, commenced, or invoiced without express approval by the Town of Wardsboro Selectboard and authorization from the Town's designated contracting official. The Library Trustees may solicit and receive bids for Building B as part of this RFP but have no authority under this RFP to accept the Building B proposal on the Town's behalf.

The Library Board of Trustees reserves the right to reject the Building A portion, request clarification, or negotiate Building A within its authority. The Town of Wardsboro Selectboard independently reserves the right to reject the Building B portion, request clarification, or negotiate Building B within its authority. Each may decline its portion regardless of the other's decision. Any combined-project discount must be separately identified and is applicable only if both portions are expressly awarded; bidders must provide stand-alone prices valid if only one portion is awarded.

13. Changes, Inspection, and Payment

Work outside the agreed scope requires prior Library authorization. Changes affecting price or schedule shall be documented in writing.

Change orders, invoices, and final payment requests must separately identify Building A and Building B. A change to Building B requires authorization by the Town's designated official; a change to Building A requires authorization by the Library's designated official (and any other approval required by Town policy). The contractor shall not transfer charges between buildings without prior written approval by both parties.

Each building shall be inspected and accepted separately by its approving authority or designated representative. Deficiencies must be corrected before final acceptance. Final payment for Building A and Building B shall be authorized separately by the respective responsible parties following satisfactory completion and receipt of required closeout documents.

BID FORM

Wardsboro Public Library and Municipal Garage – Exterior Painting

Company / Contractor	
Contact Person	
Address	
Telephone	
Email	

BUILDING A – PUBLIC LIBRARY: Complete exterior preparation and painting: $_____
BUILDING B – TOWN GARAGE/STORAGE BUILDING: Complete exterior preparation and painting: $_____
COMBINED TOTAL (A + B): $_____ Discount if both awarded (if any): $_____
Price if both buildings awarded together, after discount: $_____
Proposed paint manufacturer/product line: _____
Proposed primer: _____
Proposed finish sheen: _____ Finish coats included: _____
Earliest start date: _____ Estimated duration: _____

Preparation / lead-containment approach:

_____

Exclusions or assumptions:

List separate exclusions, assumptions, and any shared mobilization costs by building. Attach a separate sheet if necessary.

_____

Authorized additional-work pricing:

Carpentry / repair labor	$_____ per hour
Painting labor	$_____ per hour
Materials markup, if any	_____ %
Other	_____

Comparable Project References

Project / Owner	Contact	Phone / Email	Approx. Year

Warranty offered: _____
Insurance carrier / limits: _____

Certification: The undersigned has inspected or had the opportunity to inspect the project, has reviewed this RFP, and proposes to perform each designated building portion for its separately stated price, subject only to the written exclusions and assumptions listed on this Bid Form.

Authorized Signature / Printed Name: _____ Date: _____