

**Town of St. Albans  
Request for Proposals for  
Town Hall Interior Painting**

**I. OVERVIEW**

The Town of St. Albans is issuing this Request for Proposal (RFP) requesting bids to do interior painting and lighting work at Town Hall.

**II. BACKGROUND**

The Town of St. Albans Town Hall is a 2-story building, built over 100 years ago.

**III. SCOPE OF WORK**

Proposals shall include the following Scope of Work:

1. Prepare and paint all paneling on first floor of Town Hall, Town Clerk's office, and stairway to second floor;
2. Prepare and polyurethane all wainscoting and doors;
3. Replace hall lighting going into the board room with a hanging light fixture and replace ceiling mounted florescent lighting with lighting to illuminate "Wall of Honor" in hallway.
4. Work must be completed no later than August 2<sup>nd</sup>, 2019

Each element of the Scope of Work shall have an itemized cost, with a total not-to-exceed cost proposal.

**IV. INSTRUCTIONS TO PROPOSERS**

All inquiries concerning this Request for Proposals and submissions in response to this RFP must be mailed or emailed to:

Town of St. Albans  
Attn: Jennifer Gray  
P.O. Box 37  
St. Albans Bay, VT 05481  
802.524.7589 ext. 107  
[j.gray@stalbanstonwn.com](mailto:j.gray@stalbanstonwn.com)

The Town reserves the right to waive any of the formalities of this RFP, to request additional information from any respondent, to negotiate with any respondent, to negotiate with more than one respondent, to reject any or all proposals or parts of proposals, to solicit new proposals, and to award contracts to one or more respondents or to reject any or all respondents as it deems in its best interest. The issuance of this RFP does not guarantee that a contract will be awarded.

Any proposal received after the time specified will be considered a late proposal. Following evaluation of all proposals, the Town may do one or more of the following: (1) conduct interviews with representatives of one or more of the respondents; (2) select an

apparent successful respondent and enter into contract negotiations; (3) establish a competitive range that shall include all respondents that have a reasonable chance of being selected for award based on the proposals, select those proposals that are in the competitive range, and commence negotiations with those respondents, and then invite those respondents to submit best and final offers; or (4) reject all proposals if it is determined to be in the best interests of the Town.

Should the Town be unable to negotiate a satisfactory form of contract with the selected finalist(s), then the next highest ranked finalists may be selected and the negotiation process may be repeated.

**Time and Place for Submission of Proposals**

All proposals must be received by mail to P.O. Box 37, St. Albans Bay, VT 05481, Attention: **Jennifer Gray** no later than 2:00 p.m., Wednesday, May 15<sup>th</sup>, 2019, hand delivered to **Jennifer Gray** at the town offices located at 579 Lake Road, St. Albans, VT., or emailed to **Jennifer Gray** at [j.gray@stalbanstown.com](mailto:j.gray@stalbanstown.com). The proposal submitted must be clearly marked: **“Town of St. Albans Town Hall Interior Painting”**.

Submittals should be organized in response to submission requirements and formatted as 8.5 x 11 inch pages.

**Key Dates**

RFP Issued:	Friday, May 3 <sup>rd</sup> , 2019
Proposals Due:	Wednesday, May 15 <sup>th</sup> , 2019 at 2:00 p.m.
Contract Negotiations:	Following receipt of proposals

These dates are subject to change in the sole discretion of the Town with reasonable notice given to respondents.