

TOWN OF ARLINGTON, VERMONT: REQUEST FOR PROPOSALS (RFP)

Energy Efficiency Improvements --- Town Hall Insulation

RFP Issue Date: , 2026

Proposal Due Date: , 2026 — 5:00 PM Eastern Time

1. INVITATION TO BID

The Arlington Select Board invites qualified contractors to submit proposals for the installation of insulation for energy efficiency at the Town Hall.

If a sufficient number of proposals are received, the Town anticipates making an award and notifying bidders the following morning.

2. SUBMISSION INSTRUCTIONS

Submit proposals to:

, **Town Administrator**

Email: @arlingtonvermont.org

Hand Delivery: Arlington Town Hall, 3828 Route 7A, Arlington, VT

Mail: PO Box 268, Arlington, VT 05250

Questions: 802-379-9916

Late submissions may be rejected.

3. PROJECT LOCATIONS

- Arlington Town Hall

4. SCOPE OF WORK:

- Walls above second floor ceiling: Install mineral wool batt insulation (R-19) at perimeter walls for the space between the second-floor finish ceiling and attic floor. Insulation must be secured in place and installed tight. See Attachment A Sketch.
- Install 12" blown-in cellulose (R-30) within the attic floor framing. Remove existing decking as required to provide even coverage to the required depth. See Attachment A Sketch.
- Remove all flammable items stored in the attic & provide to the owner for use or dispose.
- If any knob and tube wiring is encountered, confirm it is not active and remove it. Provide an allowance for this work.

The overall building size is roughly 36'-6" x 56'-0". All dimensions are approximate. Contractor shall verify field measurements.

5. INSTALLATION & FINISH REQUIREMENTS

The contractor shall:

- Furnish all materials and undertake installation.
- Maintain appearance consistent with existing building features.
- Maintain building security and safe egress routes.
- Maintain a safe job site at all times.

Buildings will remain occupied. Work shall be coordinated to minimize disruption.

6. WARRANTY REQUIREMENTS

- Contractor workmanship: minimum **1 year**

7. CODE & ENERGY COMPLIANCE

All work must comply with:

- **2025 Vermont Fire & Building Safety Code**
- **2024 Vermont Commercial Building Energy Code**

Performance Requirements

- Install insulation in compliance with manufacturer requirements, specified codes, and the insulation values specified.
- The contractor's work shall represent a complete and finished product, with no visible changes in occupied areas of the building. Any finishes disturbed during the course of work will be repaired or replaced to the owner's satisfaction.

8. FUNDING & PROCUREMENT

This project is funded through the **Vermont Municipal Energy Resilience Program Grant** and is subject to Town procurement rules.

Selection will consider:

- Cost
- Quality
- Vendor qualifications and past performance
- Ability and capacity to complete the work

The Town is tax-exempt and will provide a certificate if needed.

9. PROPOSAL REQUIREMENTS

- Proposals must include:
 - Total all-inclusive project price
 - Itemized labor and material costs
 - Product cut sheets & specifications
 - Estimated project schedule
 - Clearly stated exclusions
 - Proof of insurance

10. PROJECT TIMELINE

- Work shall begin as soon as practicable in 2026.
- Completion deadline: **October 30, 2026**
- Disruption per building shall not exceed **3 three weeks**.

11. RIGHT TO REJECT PROPOSALS

The Town reserves the right to reject any or all proposals and accept the proposal deemed in the best interest of the Town.

12. PROPOSAL COST DISCLAIMER

All proposal preparation costs are the sole responsibility of the bidder. The Town will not reimburse proposal costs.

13. INSURANCE REQUIREMENTS

The selected contractor shall procure and maintain, at its own expense, insurance coverage for the duration of the project sufficient to protect the Town of Arlington from claims arising out of contractor operations. Prior to contract execution, the contractor must provide **Certificates of Insurance** demonstrating the coverage listed below. Coverage shall remain in effect until final project acceptance.

Required Coverage

Commercial General Liability

- \$1,000,000 per occurrence
- \$2,000,000 general aggregate
- \$2,000,000 products/completed operations aggregate
- Coverage shall include:
 - Premises and operations
 - Contractual liability
 - Independent contractors
 - Products & completed operations
 - Personal & advertising injury

Automobile Liability

- \$1,000,000 combined single limit
- Applies to all owned, hired, and non-owned vehicles

Workers' Compensation

- Statutory limits as required by Vermont law

Employer's Liability

- \$500,000 each accident
- \$500,000 disease policy limit
- \$500,000 disease each employee

Additional Insured Requirement

The Town of Arlington, its officers, officials, and employees, shall be named as **Additional Insureds** on the Commercial General Liability policy for ongoing and completed operations.

Other Insurance Provisions

- Coverage shall be primary and non-contributory.
- Policies shall provide a minimum **30 days written notice** of cancellation or material change.
- Contractor shall require all subcontractors to carry equivalent coverage.

Failure to maintain required insurance shall constitute a material breach of contract.

14. INDEMNIFICATION

The contractor shall indemnify and hold harmless the Town of Arlington from claims arising from contractor operations.

CONTRACTOR SIGNATURE PAGE

Company Name:

Authorized Representative:

Title:

Business Address:

Phone:

Email:

Federal Tax ID:

Signature: _____

Date: _____

By signing above, the bidder certifies compliance with all RFP requirements.

ATTACHMENT A

