

## **Exterior Painting of Westford Public Library 2021- Request for Bids**

Westford Public Library  
1717 Vermont Route 128  
PO Box 86  
Westford, VT 05494

### **Introduction**

The Westford Public Library is accepting bids for repainting the exterior of the library's building in 2021.

### **Scope of Work**

1. Identifying and repairing all areas of wood damage or rot.
2. Power washing, sanding, priming, painting all exterior walls and trims.  
Priming of nail heads to prevent ongoing rust stains.
3. Cleaning up of all debris around the building and keeping it a safe work zone.

### **Time Frame**

Work shall commence no earlier than April 25, 2021 (or as weather permits) and should be completed by September 30, 2021.

### **Insurance Requirements**

The Contractor shall, at their own expense, provide and maintain in force the following insurance coverages:

1. Statutory Workers Compensation Insurance including Occupational Disease and Employers Liability with limits of at least \$1,000,000 for each occurrence.
2. Commercial General Liability, including but not limited to, Bodily Injury, Personal/Advertising Injury, Broad Form Property Damage, Products and Completed Operations Liability and Contractual Liability with limits of at least \$1,000,000 Combined Single Limit for each occurrence. Completed operations liability shall be kept in force for one year.
3. Commercial Auto Liability Insurance including coverage for owned, non-owned, and hired vehicles with limits of at least \$1,000,000 Combined Single Limit for each occurrence.
4. The Contractor must list the Westford Public Library as Additional Insured on their Commercial General Liability Policy and Commercial Auto Liability Insurance Policy.

5. The Contractor shall provide the Westford Public Library with Certificates of Insurance, as required above, prior to signing a contract. All Certificates shall contain a provision stating that the coverage's afforded under said policies will not be cancelled, materially changed or not renewed without 30 days written prior notice and 10 days for non-payment of premium.

### **Indemnification**

The Contractor agrees to defend and save harmless the Westford Public Library, its officers, agents and employees against all claims, demands, payments, suits, actions, recovery, and judgement of every kind and description arising out of the performance of the Agreement, including personal injury or property damage brought or recovered against it by reason of any negligent action or omission of the consultant, its agents, or employees with respect to the degree to which the Westford Public Library is free from negligence on the part of itself, its employees and agents.

### **Additional Conditions**

1. The Contractor shall provide the appropriate documentation and non-employee work agreement to the Westford Public Library Director prior to starting any work.
2. The Contractor agrees to not sub-contract or assign any portion of the work without written consent of the Westford Public Library.

## **Bid Submission Instructions**

Bids shall be made on the attached form and shall be signed by the individual or an authorized representative submitting the bid. Bids addressed to the Westford Public Library shall be submitted using one of the following methods:

1. Electronically- **westfordpubliclibrary@gmail.com** Please put Library painting bid in subject line; or
2. USPS- Westford Public Library, PO Box 86, VT Route 128, Westford, VT 05494; or
3. Book drop at the Library (located to the left of the front door)

## **Receipt of Bids and Contractor Selection**

Bids will be received by the Westford Public Library Director until April 10, 2021. Bids will be reviewed by Library Trustees. The Library reserves the right to make its selection based on all factors, and may not necessarily choose the lowest bid. The Library reserves the right to reject any and all bids deemed not to be in the best interest of the Library.

## **Questions**

Questions regarding bids may be directed to:

Patty Pittala, Library Trustee  
[ptp5659@gmail.com](mailto:ptp5659@gmail.com) or  
802-338-7654

**Westford Public Library- Westford, VT  
Request for Bids for Exterior Painting of Library Building 2021  
Bid Response Form  
Due by April 10, 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)

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

**Bid Amount** which includes all factors outlined in Scope of Work on page 1.

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

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

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

