



**Town of Bristol**

Town Administrator

1 South Street

P.O. Box 249

Bristol, VT 05443

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**Town of Bristol**

**REQUEST FOR PROPOSALS**

**PAINTING of the LAWRENCE MEMORIAL LIBRARY**

**FRONT STAIRS, RISERS and DECK**

The Town of Bristol is requesting proposals for painting and minor maintenance of the Lawrence Memorial Library (“Library”) front stairs, risers and deck located at 40 North Street in Bristol.

Primary scope work:

- Clean, prime and paint stair risers, top of stairs and deck of the front entrance.
- Clean, prime and paint hardware base of the center railing at the front entrance.
- Clean/repair, prime and paint over old flagpole holes only (underneath the location of current hardware) on each column of front columns at front entrance.
- Use the same paint color as is currently on the front stairs, risers and deck.

Secondary scope of work:

- Evaluate the column bases and the board sides of steps for touch up paint work.
- Identify any other additional work that may be needed.
- Depending on the anticipated costs and timing, these may or may not be added to the overall project at this time.

The Lawrence Memorial Library is located at 40 North Street in Bristol (corner of Lawrence Lane and North Street). Figures 1 through 3 below illustrate the scope of work.

**Schedule**

The Library is open every day except Sunday. Monday’s hours are 10-5; Tuesday’s and Thursday’s hours are 10-8, Wednesday’s and Friday’s hours are 1-5 and Saturday’s is 9-1. One side of the stairs will need to be open for ingress and egress when the Library is open. Please provide a schedule for the soonest the work can begin and an estimate of how long it may take.

**Responsibilities of the Contractor**

- Provide all materials, tools, supplies and labor needed for the job.
- Keep the site and adjacent areas free from accumulation of waste materials caused by the operation and must keep tools, equipment, machinery, etc. suitably stored when not in use and on a daily basis to not detract from the public facilities.

- One side of the stairs needs to be open for ingress and egress when the Library is open.
- The Contractor will be required to provide the Town with a proof of general liability insurance of a \$1,000,000 per each occurrence, **with the Town listed as an additional insured**, a W-9, and worker's comp if applicable.
- The Contractor shall warranty their work for at least three years.

### **Responsibilities of the Town**

- Make payment to the Contractor in a timely manner after invoices are submitted. Invoices are paid by the Town every two weeks following approval of warrants at Selectboard meetings. Ten percent (10%) will be withheld from each invoice until completion and acceptance of all work by the Town, unless otherwise agreed upon by Contractor and Selectboard.

### **General Conditions**

- The Town reserves the right to test any materials to assure they meet specifications.
- The Contractor shall be responsible for making him/herself familiar with site conditions prior to submitting the bid, and no allowances shall be made in the contract for having failed to do so.
- The Town, by its Selectboard, reserves the right to reject any or all bids and to accept any bid deemed by it to be in the best interests of the Town of Bristol.
- The contractor agrees to indemnify, defend, and hold harmless the Town of Bristol and its officers and staff from all costs, claims, damages, liabilities, settlements and judgments that arise out of any breach of contract, negligence or wrongful act or omission of the contractor, or failure of the contractor to comply with state or federal law.
- This contract may be terminated by either party with five days written notice without cause. If the contract is not complete, the Town will pay the contractor only for the portion of completed work.

Questions? Contact Town Administrator Valerie Capels at 453-2410 ext. 22 or [townadmin@bristolvt.org](mailto:townadmin@bristolvt.org).

Please submit proposals by **12:00noon, Wednesday, August 15, 2018** by e-mail to [townadmin@bristolvt.org](mailto:townadmin@bristolvt.org) with Lawrence Memorial Library Painting in the subject line or by mail to:

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**Figure 1.** Lawrence Lane view of the stairs.



**Figure 2.** North Street view of Library stairs.





**Figure 3.** Deck view of Library stairs.

