Town of Athens
25 Brookline Rd.
Athens, VT 05143
(802) 869-3370

INVITATION TO BID

PROJECT TITLE: Town Office Roof of the Addition DATE: October 22, 2026

PROPOSAL DUE DATES: Bid proposals are due by November 19, 2026, no later than 1:00 PM in a sealed envelope labeled "Town Office Roof of the Addition Bid". The bids will be opened during the regular Selectboard meeting on Thursday, November 19, 2026, at 7:00 pm at the Athens Town Hall.

ESTIMATED TIME PERIOD FOR CONTRACT: Project shall be completed by May 1, 2027

BIDDER ELIGIBILITY: This procurement is open to those bidders who satisfy the minimum qualifications stated herein and are available for work in the State of Vermont. Bids must include a valid certificate of insurance, workmen's compensation.

SCOPE OF WORK: Remove metal roofing on shed on left of Town Office. Remove old decking and remove insulation. Install new R-30 Rockwool insulation, new ¾" advantek decking, roof membrane and 24 gage standing seam roofing, color silver, flashing to building. Any unseen work will be time and materials: Contractor is liable for disposal of all materials.

Total bid: $ _____

Bid submitted by:

Contractor:
_____

Address:
_____

_____

Telephone: _____ Email: _____

Date: _____ Signature and title:_____

GENERAL PROVISIONS

BID SUBMISSION AND INSURANCE: Sealed bids will be received in the Town Clerk office until 1:00 pm on November 19, 2026. All bids shall be submitted in a sealed envelope marked on the outside with the words "Town Office Roof of the Addition Bid". The successful firm will provide satisfactory evidence of insurance prior to the award including:

1. Contractor's Liability Insurance and Worker's Compensation in compliance with Vermont statutory limits.
2. Contractor's General Public Liability and Property Damage Insurance, including vehicle coverage issued to the Contractor and protecting him from all claims for personal injury, including death, and all claims for destruction of or damage to property, arising out of or in connection with any operations under the Contract Documents, whether such operations be by himself or by any subcontractor under him or anyone directly or indirectly employed by the Contractor or by a Subcontractor under him.

Insurance shall be written with a limit of liability of not less than $200,000 for all property damages sustained by any one person in any one accident; and a limit of liability of not less than $200,000 aggregate for any such damage sustained by two or more person in any one accident.

EVALUATION AND SELECTION CRITERIA

The Town will consider the following criteria when evaluating and selecting proposals:

- Price
- Clarity and completeness of submitted proposal
- Bidder's ability to perform within the specified time limits
- Bidder's experience and reputation
- Quality of materials and services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance requirements
- Bidder's ability to provide future services, maintenance, and support
- Bidder's financial stability
- Any other factors that the Town determines are relevant and appropriate in connection with a given project or service

THE TOWN OF ATHENS RESERVES THE RIGHT

(1) To accept or reject any or all Bids in whole or in part and to accept other than the lowest price proposal;
(2) To amend, modify, or withdraw this Request for Bids;
(3) To require supplemental statements or information from bidders;
(4) To extend the deadline for responses to this Request for Bids;
(5) To waive or correct any irregularities in Bids received;
(6) To negotiate separately with one or more competing bidders; and
(7) To award the bid deemed in the best interest of the Town. All bids, upon submission, become the property of the Town.

NOTIFICATION TO BIDDERS

The Town will notify the appropriate successful contractor of the Town's selection as soon as possible following the Selectboard's vote on acceptance of the bid and awarding of a contract.

CONTACT INFORMATION:

Primary Contact:
Danny Taylor, Selectboard Member
Phone: 802-289-1508
Email: dannyt.5275@gmail.com

Secondary Contact:
Amber Stevens, Town Clerk
Phone: 802-869-3370
Email: townoffice@athensvt.gov