



**TOWN OF RICHMOND**  
**RICHMOND FREE LIBRARY**  
201 Bridge Street, P.O. Box 997  
Richmond, Vermont 05477



**Richmond Free Library – Request for Proposals**  
**Library Interior Painting**

Richmond Free Library is seeking a qualified contractor to paint the interior of the Library.

**Description of Project**

The Library's interior spaces need repainting, including all public and staff areas of the building and the third floor Community Room. Areas include all public rooms, hallways and stairwell.

This RFP project includes:

- Seal cracks and prepare for painting
- Patch walls and trim where necessary
- Painting of all indicated surfaces
- Removal and remounting of eleven metal bookcases and drapes

Work will not include the following:

- Removal of books and other movable materials and small furnishings
- Painting of lasting metal paint finishes, such as the elevator and shelving units
- Painting of any wood shelving

Library surfaces were tested for lead paint on July 15, 2025. Lead was detected on several tested window sashes and sills. A comprehensive report is included. Bidders must be Lead-Safe RRPM certified and provide proof of licensure with bid materials.

The selected bidder will work with the Library to arrange a schedule for painting different areas of the building to allow for minimal disruption to regular library services.

Proposed phasing of project:

Phase 1:

- Window sills and sashes on 1<sup>st</sup> and 2<sup>nd</sup> floors.

Phase 2:

- Community room
- Includes removal and remounting of drapes

Phase 3:

- Stairwell from 2<sup>nd</sup> to 3<sup>rd</sup> floor
- 3<sup>rd</sup> floor landing area
- 3<sup>rd</sup> floor study space
- 4 small study rooms off the main space

Phase 4:

- Both book rooms on 2<sup>nd</sup> floor
- Second floor hallway
- Bathrooms on 2<sup>nd</sup> floor
- Stairwell from basement to second floor
- Includes removal and remounting of two metal bookcases

Phase 5:

- First floor library space
- First floor entryway/hallway
- First floor bathroom
- First floor circulation desk area
- Includes removal and remounting of nine metal bookcases

Bidders are requested to include time and cost estimates for each phase of work.

**Site visits can be arranged by contacting Suzanne Krohn at (802) 434-3036 or [skrohn@richmondvt.gov](mailto:skrohn@richmondvt.gov).**

**Information for Contractors Proposal Submission**

Contractors are required to submit a sealed and signed copy of their bid. There must be three copies of the bid. Electronic copies will not be accepted prior to the deadline but shall be submitted after bids are open.

The bid, whether mailed or hand delivered, must arrive at the Library no later than **3pm** **September 25, 2025**. **Sealed Bids must be addressed to the Richmond Free Library Board of Trustees and labeled as “Response to Library Interior Painting RFP”.**

**Mailing Address**

Richmond Free Library  
P.O. Box 997  
Richmond, VT 05477

**Physical Address for Delivery**

201 Bridge St.  
Richmond, VT 05477

Contractors mailing bid proposals should allow normal mail delivery time to ensure timely receipt of their proposals. Contractors assume the risk for the method of delivery chosen. Richmond Free Library assumes no responsibility for delays caused by any delivery service. Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of Richmond Free Library and will not be returned.

**Proposals will be opened and read aloud at 6:30pm on September 25, 2025 in the Richmond Free Library Community Room and via Zoom.**

RICHMOND FREE LIBRARY  
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Richmond, Vermont 05477

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/84784148613?pwd=gchFBqqup5cmSsFAS8g8rPWpCpHapDc.1>

Meeting ID: 847 8414 8613  
Passcode: 916721

The issuance of this SOLICITATION constitutes only an invitation to present qualifications and responsive materials. The rights reserved by the Town, which shall be exercised in its sole discretion, include without limitation the right to:

1. Require additional information to supplement or clarify a submittal;
2. Conduct investigations with respect to the stated qualifications and experience of a Respondent.
3. Waive any defect or technicality in any Proposal received;
4. Determine which Respondents are qualified to be considered;
5. Eliminate any Respondent with an untimely, incomplete or inadequate submittal;
6. Supplement, amend, or otherwise modify this SOLICITATION;
7. Receive questions concerning this SOLICITATION and to respond;
8. Cancel this SOLICITATION in whole or in part with or without substitution of another SOLICITATION if determined to be in the best interest of the Richmond Free Library;
9. Take any action affecting the SOLICITATION process or the Project that would be in the best interests of the Richmond Free Library;
10. Make public any and all documents associated with the Project.
11. The bid will be awarded subject to availability of funds. The Richmond Free Library Board of Trustees reserves the right to reject any and all bids based on financial constraint or other factors that negatively impact the successful completion of the project.
12. Richmond Free Library reserves the right to accept or reject any or all bids, or parts thereof, or to select the bid to be in the best interest of Richmond Free Library.

### **Examination of Contract Documents and Project Site**

Each bidder is solely responsible for thorough review of the Request for Proposal (RFP) Documents and the examination of Project site prior to submitting a Bid Proposal. Bidders are responsible for inspecting the work locations and making their own area and quantity estimates.

### **License**

The successful bidder and any subcontractor(s) must possess a current and valid contractor's license(s) in the classification(s) required by law to perform the work.

### **Insurance Requirements**

No later than ten days following issuance of the notice of award, Contractor is required to procure and provide proof of the insurance coverage required in the form of certificates and endorsements. The required insurance must cover the activities of Contractor and its Subcontractors relating to or arising from the performance of the Work, and must remain in full force and effect at all times during the period covered by the Contract until the date of recordation of the notice of completion. The coverages may be arranged under a single policy for the full limits required or by a combination of underlying policies with the balance provided by excess or "umbrella" policies, provided each such policy complies with the requirements set forth herein. (Please refer to Insurance requirements attached)

### **Award Procedure**

The bid will be awarded subject to availability of funds. **The Richmond Free Library Board of Trustees reserves the right to reject any and all bids based on financial constraint or other factors that negatively impact the successful completion of the project.**

### **Stop Work:**

If the Work is defective, or if the Contractor fails to supply sufficient skilled workers or suitable materials or equipment, or fails to furnish or perform the required documents in the Contract Documents, or fails to furnish or perform the Work in conformance with the contract or in such a way that the completed Work will conform to the Contract Documents, the Town may order the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated. Authorization to start work must be issued by the Town.

### **Period of Performance**

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about January 5, 2026 and to end prior to **March 27, 2027**. Amendments extending the period of performance, if any, shall be at the sole discretion of the Richmond Free Library.

## **INDEMNIFICATION**

Contractor shall indemnify and hold harmless Municipality and Municipality's agents and employees, from and against all losses and all claims, demands, payments, suits, actions, recoveries, claims of outstanding indebtedness, attorney's fees, liens, and judgments of every nature, and description brought or recovered against them by reasons of any act or omission of the said Contractor, its agents, employees, or sub-contractors, in the execution of the work or in

guarding the same. The Contractor shall defend the Municipality and its officers and employees against all claims or suits arising in whole or in part from any act or omission of the Contractor or of any agent or subcontractor of the Contractor. The Municipality shall notify the Contractor in the event of any such claim or suit, and the Contractor shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit.

Contractor shall assume full responsibility for the protection of all buildings, structures and utilities (both public and private). All damage, injury or loss to any public or private property, by the Contractor, or any sub-contractor, shall be replaced or restored to at least the original condition to the satisfaction of the Municipality at the contractor's expense.

Nothing in this Contract shall constitute a waiver by the Municipality of any statutory limits or immunities from liability.

## **INSURANCE**

**Before commencing work on this Contract the Contractor must provide certificates of insurance to show that the following minimum coverages are in effect.** Contractor agrees that it will provide and maintain at all times during the term of this Contract such insurance coverages as are indicated herein and that will otherwise comply with the provisions that follow. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Contractor for the Contractor's operations. These are solely minimums that have been established to protect the interests of the Municipality. Such policy or policies shall apply to the extent of, but not as a limitation upon or in satisfaction of, the indemnity provisions of this agreement. The provisions of this section shall also apply to all subcontractors, other lower tier contractors, independent contractors and sole proprietors engaged by Contractor with respect to this Contract, and Contractor shall be entirely responsible for securing the compliance of all such persons or parties with these provisions. All policies required by this Contract shall be issued by an insurer licensed to do business in the State of Vermont with a rating of A or better from a financial rating organization such as S&P or AM Best. Contractor shall not commence or perform any work under this Contract until certificates of insurance are presented to the Municipality showing the required coverages are in full force and effect with at least the required coverage limit amounts and naming the Municipality as an additional insured.

Contractor agrees to maintain at all times during the period of this Agreement all of the following:

**General Liability.** Commercial General Liability insurance coverage providing coverage on an "occurrence" rather than on a "claims made" basis, which policy shall include, but not be limited to, coverage for bodily injury, property damage, personal injury, contractual liability (applying to this Agreement), independent contractors, and products-completed operations liability (if applicable). Contractor agrees to maintain at all times during the period of this Agreement a total combined general liability policy limit of at least \$2,000,000 per occurrence and \$4,000,000 aggregate, applying to liability for bodily injury, personal injury and property damage, which total limit may be satisfied by the limit afforded under its commercial general liability policy, or equivalent policy, or by such policy in combination with the limits afforded by an umbrella or excess liability

policy(ies); provided that the coverage afforded under any such policy in combination with the limits afforded by an umbrella or excess liability policy is at least as broad as that afforded by the underlying commercial general liability policy. The policies shall name the Municipality as an additional insured.

**Automobile Liability.** Business automobile liability insurance covering liability for bodily injury and property damage arising out of the Municipality's ownership, use, maintenance, or operation of all owned, non-owned, and hired automobiles and other motor vehicles utilized by Contractor in connection with its performance under this Contract. Such policy shall provide total liability limits for combined bodily injury and/or property damage in the amount of at least \$2,000,000 per accident, which total limits may be satisfied by the limits afforded under such policy, or by such policy in combination with the limits afforded by an umbrella or excess liability policy(ies); provided that the coverage afforded under any such umbrella or excess liability policy(ies) shall be at least as broad with respect to such business automobile liability insurance as that afforded by the underlying policy. Unless included within the scope of Contractor's commercial general liability policy, such business automobile liability policy shall also include coverage for motor vehicle liability assumed under contract. The policies shall name the Municipality as an additional insured.

**Workers' Compensation.** Workers' compensation insurance in compliance with all applicable statutes including an all states or universal endorsement where applicable. Such policy shall include employer's liability coverage in an amount of no less than \$500,000. If Contractor is not required by statute to carry workers' compensation insurance, Contractor agrees: (1) to provide Municipality with evidence documenting Form 29 has been filed with the Vermont Department of Labor, which excludes Corporate officers or LLC members from the requirement of obtaining workers' compensation insurance; (2) to provide prior notice to the Municipality of any change in exemption status (3) to defend, hold harmless, and indemnify Municipality from and against any and all claims and losses brought by Contractor or any subcontractor or other person claiming through Contractor for workers' compensation or employers' liability benefits for damages arising out of any injury or illness resulting from performance of work under this agreement. If any such change requires Contractor to obtain workers' compensation insurance, Contractor agrees to promptly provide Municipality with evidence of such insurance coverage.

## **WARRANTY AND BOND**

Contractor warrants all work performed under this Contract for a period of one year from the date the work is completed and accepted by Municipality.

**RICHMOND FREE LIBRARY INTERIOR PAINTING  
BID FORM**

**Submit this page along with supporting documents as your complete bid proposal**

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**LIBRARY INTERIOR PAINTING**

Lump Sum \$: \_\_\_\_\_

Phase 1 \$: \_\_\_\_\_

Phase 2 \$: \_\_\_\_\_

Phase 3 \$: \_\_\_\_\_

Phase 4 \$: \_\_\_\_\_

Phase 5 \$: \_\_\_\_\_

**The Richmond Free Library reserves the right to accept or reject any or all bids, or parts thereof, or to select the bid to be in the best interest of the Richmond Free Library.**

**Identification of sub-contractors**

The following sub-contractors will be utilized in the completion of this contract:

Sub-contractor

Specialty

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

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

**Bid submitted by:**

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contractor Authorized Agent Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Date bid Signed: \_\_\_\_\_