



**INVITATION TO BID**  
**BID Title:** Alburgh Library Roof Replacement

**Description:**

Sealed Bids for **Alburgh Library Roof Replacement** shall be received and accepted until **1:00PM on July 24, 2026, local time at Town of Alburgh at 1 North Main St Suite 1 Alburgh, VT 05440**. Bids may be sent electronically to Amanda Costello at [acostello@alburghvt.org](mailto:acostello@alburghvt.org), or dropped by hand or mailed to **1 North Main St Suite 1 Alburgh, VT 05440**. All questions must be submitted in writing by **Monday, July 20, 2026, by 9:00 AM**. Bids will be opened, scanned, and the results emailed back to all bidders. There will be no in-person opening of bids. Bid documents will be posted on the Town's website at <https://alburghvt.org/>.

**Publication Date/Time:**

06/29/2026 10:00AM

**Closing Date/Time:**

07/24/2026 1:00 PM

**Submittal Information:**

Mailed or Hand Delivered bids shall be sealed bid documents and shall be marked: "Alburgh Library Roof Replacement".

For bids submitted electronically, they shall clearly be marked with a subject line including "Bid Documents: Alburgh Library Roof Replacement".

**Bid Opening Information:**

None

**Contact Person:**

Amanda Costello  
[acostello@alburghvt.org](mailto:acostello@alburghvt.org)  
802-796-3468 ext. 2



# TOWN OF ALBURGH, VERMONT

## REQUEST FOR BIDS – ALBURGH LIBRARY ROOF REPLACEMENT

### RFP for Contracting Services

Issued: June 29, 2026

Due: July 24, 2026, at 1:00 PM.

#### I. GENERAL INFORMATION

The Town of Alburgh is requesting proposals from qualified professional contractors for the repair and/or replacement of the Alburgh Public Library Roof. The project consists of providing two quotes for both shingles & metal materials.

Shingles: Properly removing and disposing of existing roofing, installing underlayment, installing new flashings as specified, installing new roofing materials to cover the entire roof area as indicated.

Metal: Alternatively inspecting the conditions of the current roof, verifying weight bearing structure capacity of roof, installing metal roofing over the existing shingles.

Ultimately to result in a roof structure that is long term, damage resistant and weatherproof. The scope of services for this project is listed below.

**No pre-bid meeting is scheduled; interested contractors are encouraged to visit the site listed in this RFP and become familiar with the needs of each.**

#### II. PROJECT BACKGROUND

The Town of Alburgh is seeking bids for repair and/or replacement of the Alburgh Public Library Roof. The Town of Alburgh has been investigating ways to improve its infrastructure and has identified this project for improvements in FY2027 (July 1, 2026, to June 30, 2027). The structure was built in 1962, and the roofing materials are currently shingles which were replaced around 2005.

#### III. SCOPE OF WORK

The Scope of Work for this project include the following tasks, but is not limited to:

1. A site visit to evaluate the structure for roofing improvements.
2. A cost estimate, itemized, and for the entire project, to be prepared based on unit costs for both options (shingles & metal).
3. The preparation of bid ready construction drawings and specifications for the project, as needed.
4. Meetings: Construction kickoff meeting and construction examination.



5. Other tasks the Town deems necessary to complete the project.
6. Request for bid of shingles and bid for metal roofing materials.

Specifications will be required for improvements to the following location(s):

1. **Alburgh Public Library – 128 South Main Street Alburgh, VT 05440**
  - **Square Footage – Approx. 3,500**

**Schedule:** The work for this project must be completed by the end of the fiscal year. FY2027 (July 1, 2026, to June 30, 2027)

#### IV. GENERAL PROJECT SPECIFICATIONS

1. All contracting and associated work shall conform to the Vermont Fire and Building Safety Codes.
  - a. The project consists of properly removing and disposing of existing roofing, installing underlayment, installing new flashings, fasteners and caulking as needed. Installing new roofing (**request for quotes of shingle and metal**) to cover the entire roof area as indicated to result in a roof structure that is long term, damage resistant and weatherproof.
2. All recycled/reclaimed materials shall be the property of the Town unless otherwise agreed upon. Contractor shall be responsible for hauling material to a dump site in Alburgh. Contractor shall coordinate temporary stockpile of material as necessary at project site until project is complete. Transportation of material shall be considered incidental to unit cost.
3. The work schedule must be approved by the Town prior to the start of work.
4. The Contractor will furnish all permits, materials, equipment, apparatus, tools, transportation and services necessary for, and incidental to, the proper installation and completion of the project.
5. Contractor shall begin work by marking project limits for Town review and approval. Contractor foreperson shall verify that project lengths and quantities are in conformance with the Bid Form.
6. Contractor shall provide the name and phone number for a staff person designated as the project's contact person. This person shall be available to the Town and respond to inquiries in a reasonable timely manner and shall have the authority to



make all decisions on behalf of the Contractor. The Town's contact will be Amanda Costello, Town Administrator, 802-796-3468 ext. 2.

7. Contractor shall supply, install and maintain temporary safety barriers, cones, tape or other applicable safety barriers as necessary.
8. Contractor shall guarantee all materials to be specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from these specifications will be executed through a change order approved by the Alburgh Selectboard.
9. Contractor shall clean up site upon work completion.
10. New roofing materials should be within the same color scheme as the existing roofing material.

## VI. SUBMISSIONS

The Town of Alburgh will receive proposals for The Town of Alburgh Library Roof Replacement by electronic or mail submittal. There will be no in-person opening of bids. Proposals are due by **FRIDAY, July 24, 2026, at 1:00 PM**. All submittals received via email will be acknowledged by email, and a bid tab provided to all proposers after the proposals are received, via email. Late proposals will not be accepted.

Bids shall be submitted to:

Amanda Costello  
Town Administrator  
[acostello@alburghvt.org](mailto:acostello@alburghvt.org)  
802-796-3468 ext. 2  
802-330-7642

An acknowledgement email will be sent to all contractors submitting a proposal. Questions about the project should be submitted in writing and directed to Amanda Costello at the above email address. All questions must be submitted in writing by **Monday, July 20, 2026, by 9:00 AM**. A response to questions will be provided as an Addendum and will be found on the Town's website. All proposals must acknowledge the receipt of any addenda issued for this project.

All bids upon submission become the property of the Town of Alburgh. The expense of preparing and submitting a proposal is the sole responsibility of the Contractor. The



Town reserves the right to reject any or all proposals received, to negotiate with any qualified contractors or individuals, or to cancel in part or in its entirety this RFP if it is in the best interest of the Town. This solicitation in no way obligates the Town to award a contract.

## VII. BID AWARD

The contractor selection will be made by the Town of Alburgh Selectboard. The municipality will evaluate bids in response to this solicitation without discussions and will award a contract to the lowest responsive and responsible bidder whose bid, conforming to the solicitation, will be most advantageous to the municipality considering only price and any price related factors specified in the solicitation. The Selectboard may elect to interview contractors prior to the final selection. The Selectboard will select the contractor on or about July 27, 2026.

## VIII. CONTRACT

The Contractor, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State. The contract will not be executed until the Contractor is registered with the Secretary of State's Office. The successful Contractor will be expected to execute sub-agreements for each sub-contractor named in the proposal upon award of this contract.

The entity to which the Contract has been awarded shall sign the contract documents and return them to the Municipality within 30 calendar days from the date of the Notice of Award. No contract shall be considered effective until it has been fully executed by all parties.

If the award or the contract is annulled, the Municipality may award the contract to the next lowest responsible bidder that has submitted a bid that complies with all the provisions required to make it formal or advertise a new request for bids for the contract(s).

## IX. TAXES & INSURANCE REQUIREMENTS

**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 during the entire term of this Contract the following insurances with at least the indicated amounts of coverage and provide Municipality a certificate of insurance showing such coverages before providing any services under this



Contract: (1) Commercial General Liability insurance coverage with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 in aggregate; (2) Business Automobile Liability coverage with total liability limits of at least \$1,000,000; and (3) Statutory Workers' Compensation insurance. If Contractor is not required by law to carry workers' compensation insurance, in place of proof of workers' compensation insurance Contractor may provide a fully executed Non-Employee Work Agreement specifying the particular provision of 21 V.S.A §601(14)(F) that exempts Contractor from having to carry such coverage.

The Contractors policies shall name the Municipality as an additional insured as listed below.

Town of Alburgh  
1 North Main St Suite #1  
Alburgh, VT 05440



BID FORM

Alburgh Library Roof Repair

Company Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Price per Unit SHINGLES: \$ \_\_\_\_\_

Total Bid Amount SHINGLES: \$ \_\_\_\_\_

Price per Unit METAL: \$ \_\_\_\_\_

Total Bid Amount METAL: \$ \_\_\_\_\_

Acknowledgement of Addenda

The undersigned acknowledges receipt of the following addenda, if issued:

Addendum No.	Date Received

The undersigned certifies that:

1. This bid has been prepared independently, without collusion.
2. The contractor has reviewed the RFP and fully understands the scope of work.
3. The contractor will comply with all applicable laws, licensing, and insurance requirements.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Title: \_\_\_\_\_