

**TOWN OF WHITINGHAM**  
**REQUEST FOR PROPOSAL (RFP)**  
**Painting of Green Mountain Hall and Historic Schoolhouse**

**Green Mountain Hall and Historic Schoolhouse**  
**23 Stimpson Hill Road**  
**Whitingham, VT 05361**

**Building History:** Green Mountain Hall is a simple Greek Revival style country church with a gable front double entry, large full pediment, corner pilasters, and centered two-tiered steeple. It is clapboard sided, one and a half stories. It has a large rear addition and front porch addition that were likely added c. 1920.

The old Schoolhouse is an original one-room schoolhouse.

Both buildings are a designated part of the Whitingham Village Historic District entered in the National Register of Historic Places.

**Scope of Work:**

Minor repairs to clapboard may be needed in spots, re-nail clapboards and caulk where necessary, scrap, sand and prime followed by topcoat with quality exterior paint product:

Green Mountain Hall: Exterior trim and siding, doors, cupola/bell tower

Old Schoolhouse paint exterior trim and siding, doors, and reglaze windows as needed and paint

The town will provide a man lift.

**Qualified, interested bidders should submit the following information in a sealed package no later than 2pm on June 11, 2025. Bid will be awarded during the Selectboard meeting scheduled for June 11, 2025, at 6:30pm. All bids must include:**

1. Qualifications and/or resume. Please include references and contact information.
2. Description of experience.
3. Proposed cost, hourly rate for any extras that might come up.
4. Contractor Insurance: Before work on a project begins, you must submit copies of Certificates of Insurance for all contractors performing work on the project, showing coverage of the types and limits required, as detailed below. It is your responsibility to maintain current contractor Certificates of Insurance on file with the Town throughout the term of any contract that you are offered. No warranty is made that the coverages and limits listed herein are adequate to cover and protect your interests. These are solely minimums that have been established to protect the interests of the Town of Whitingham:

- i. Workers Compensation: With respect to all operations performed, each of your contractors must carry workers' compensation insurance in accordance with the laws of the State of Vermont. Please note, contractors who are sole proprietors (have no employees) may waive Worker's Compensation. Insurance certificates must note this, or they will not be accepted.
- ii. General Liability and Property Damage: With respect to all operations performed under the contract, your organization and each of your sub-contractors, if any, must carry general liability insurance having all major divisions of coverage including, but not limited to:
  - Premises Operations
  - Products and Completed Operations
  - Personal Injury Liability
  - Contractual Liability
  - The policy shall be on an occurrence form and limits shall not be less than:
    - \$1,000,000 Per Occurrence
    - \$1,000,000 General Aggregate
    - \$1,000,000 Products/Completed Operations Aggregate
    - \$ 50,000 Fire/Legal/Liability

Automotive Liability: Your organization and each of your sub-contractors must carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Project. Limits of coverage shall not be less than: \$1,000,000 combined single limit.

Please advise insurance agents that the Certificates of Insurance (property and automotive) MUST note that the Town of Whitingham, its officers, and employees are included as Additional Insureds for liability arising out of this project. This language usually must be added to a contractor's policy. Please confirm this requirement has been met and the certificate is correct before sending it to the Town.

The coverage period noted on each Certificate of Insurance must cover the timeframe when the actual work will be undertaken and/or be updated to cover the full period of the project.

*The Town of Whitingham encourages responses from disadvantaged, women-owned, minority-owned and small local firms.*

**The Town of Whitingham Selectboard reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgement will best serve the town's interest. The Selectboard also reserves the right to investigate the financial condition of any bidder to determine his or her ability to ensure service throughout the term of the contract. Vendors are encouraged to attend sealed bid opening.**

**Time Frame:** Sealed bids must be submitted by 2pm on June 11, 2025. Award scheduled to be made during Selectboard meeting on June 11, 2025.

Certificates of Insurance from the winning bidder must be submitted by June 16, 2025.

All work must be completed by August 15, 2025 (this date is negotiable).

**Please deliver sealed responses to:**

Gig Zboray  
Whitingham Selectboard Office  
2948 VT Route 100  
PO Box 529  
Jacksonville, VT 05342

**Any inquiries can be directed to:**

Gig Zboray  
(802) 368-7500  
gig@whitinghamvt.org