

TOWN OF WHEELOCK

P.O. Box 1328, Lyndonville, VT 05851 • 802-626-9094 • wheelocktown@gmail.com <https://townofwheelockvt.org/>

REQUEST FOR BIDS

Wheelock Town Hall – New Basement Ceiling

Project

Install, tape, finish, and paint a new drywall ceiling in the Town Hall basement. **Approximate area:** 1,342 square feet.

Scope of Work

The contractor shall provide all labor and materials necessary to:

- Install two layers of 5/8-inch drywall, or the thickness/configuration ultimately required by the Fire Marshal, to be determined by the Town.
- Tape and finish all drywall.
- Prime/paint the completed ceiling.
- Work around existing conditions and completed electrical/wiring work.

The work includes the basement office, workroom, closets, hallway, and washrooms. **The vault is excluded.**

Schedule and Work Hours

Work is anticipated for **fall 2026**, following completion of the electrical/wiring project. The contract should be executed by **September 30, 2026**, with completion targeted for **December 31, 2026**, or as otherwise agreed with the Town.

The contractor must coordinate work to minimize disruption to Town Hall operations. The Town Clerk's office is occupied

Tuesday–Thursday, 8:00 AM–3:00 PM. Contractors should be prepared to work evenings and/or Friday through Monday as necessary.

Contractor Requirements

Bidders shall provide:

- Current applicable contractor license(s).
- Certificate of general liability insurance meeting the following minimums: \$500,000 each occurrence; \$1,000,000 personal and advertising injury; \$2,000,000 general aggregate; \$2,000,000 products/completed operations.
- The Town of Wheelock shall be named as an additional insured upon award.
- Three references for comparable work, including contact information.

Bid Requirements

Please submit: **(1)** total project price; **(2)** proposed start and completion dates; **(3)** three references; and **(4)** current certificate of insurance.

Because the project is partially grant funded, bidders must be able to provide **itemized labor and material costs** with invoices.

Site Visit / Questions

A site visit is scheduled for **Wednesday, September 2, 2026, at 8:00 AM**. Questions must be submitted by **Thursday, September 3, at 3:00 PM**. Responses will be posted on the Town website home page under **Bids, RFQs and RFPs**. Preference may be given to bidders who attend the site visit.

Bid Submission

Bids must be received by **Tuesday, September 15, 2026, at 12:00 PM**.

Submit by email to **wheelocktown@gmail.com** with **"BASEMENT CEILING"** in the subject line, or deliver to the Town Clerk's office at **1192 Route 122, Wheelock, VT 05851**, during office hours (Tuesday–Thursday, 8:00 AM–3:00 PM).

Do not mail bids.

The Town of Wheelock reserves the right to reject any or all bids and to accept a bid in whole or in part.

Minority and women-owned businesses are encouraged to apply.