

Request for Proposals
Insulation Installation for the
Town of Johnson Public Works Garage

CALENDAR OF EVENTS / RFP TIMELINE

Listed below are the important dates and times by which the actions noted must be completed. All dates are subject to change by the TOWN OF JOHNSON. If the TOWN OF JOHNSON finds it necessary to change any of these dates or times prior to the due date, the change will be accomplished by addendum.

ACTION	COMPLETION DATE
Issue RFP	06/16/2026
Last Day for Questions	07/16/2026
Addendums Posted (If Necessary)	
Submission Deadline	7/16/2026 4:00pm
Mandatory Site Visit	07/10/2026 1:00pm
Vendor Presentations	As requested by vendor
Review and Award	7/20/2026

Request for Proposals

Install Insulation at the Johnson Public Works Garage

The Town of Johnson has requested proposals from qualified building contractors to upgrade the insulation at the Johnson Public Works garage.

Background:

The Town of Johnson is looking at upgrading the insulation at the Johnson Public Works garage to R20 in the walls and R49 in the ceiling. The ideal project will involve removing the outside steel siding from the walls, adding insulation and reinstalling the metal siding.

The Building:

Town of Johnson Public Works Garage
664 Railroad Street
Johnson, Vermont, 05656

The building is approximately 100' x 60'. The walls are 16' on the side and the ends are 16' peaking at 18' on the center.

Scope of Work

- Provide all materials, labor and equipment needed to safely perform the work.
- Remove outer steel siding from the outside of the building
- Install approved insulation with an R factor no less than 20 to the walls outside of the building.
- Install approved insulation with an R factor no less than 49 to the roof of the building.
- Carefully work around doors, windows and vents
- Coordinate with Public Works crew so they are not interrupted.
- Reinstall metal siding to the building. Make sure the siding is secured and watertight.
- Attend the Site Visit on **7/10/2026 at 1:00pm 293 Lower Main West, Johnson, Vermont, 05656**
- Maintain General Liability Insurance, Worker's Comp and sign the Town of Johnson's Non-Employee Work Agreement

Any contractor who submits a proposal must be willing and able to fulfill the assigned requirements of this proposal and shall follow all Town of Johnson standards for equal-opportunity employment and non-discrimination practices.

CONTRACTING

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, 128 State Street, Montpelier, VT 05633-1101, PH:

802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.sec.state.vt.us/>. 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-consultant named in the proposal upon award of this contract.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the minimum recommended by the town's insurance carrier, VLCT. The certificate of insurance coverage shall be documented on forms acceptable to the Town.

AGREEMENT REQUIREMENTS

The selected contractor will be required to execute a contract with the Town on the terms and conditions required by the Town, including but not limited to compliance with State of Vermont and Municipal Energy Resilience Program grant requirements

LIMITATIONS OF LIABILITY

The Town assumes no responsibility or liability for costs incurred by parties responding to this Request for Proposals, or responding to any further requests for interviews, additional data, etc., prior to the issuance of the contract.

COSTS ASSOCIATED WITH PROPOSAL

Any costs incurred by any person or entity in preparing, submitting, or presenting a proposal are the sole responsibility of that person or entity. The Town will not reimburse any person or entity for any costs incurred.

INDEMNIFICATION

Any party responding to this Request for Proposals is acting in an independent contractor and not as an officer or employee of the Town. Any party responding to this Request for Proposals will be required to indemnify, defend, and hold harmless the Town, its officers, and employees from all liability and any claims, suits, expenses, losses, judgments, and damages arising because of the responding party's acts and/or omissions in or related to the submission of the response.

REJECTION OF PROPOSALS

The Town reserves the right to reject any or all proposals, to negotiate with one or more parties, or to award the contract to the proposal the Town deems will meet its best interests, even if that proposal is not the lowest bid. The Town reserves the right to re-advertise for additional proposals and to extend the deadline for submission of the proposals. This Request for Proposals in no way obligates the Town to award a contract.

OWNERSHIP OF DOCUMENTS

Any materials submitted to the Town in response to this Request for Proposals shall become the property of the Town unless another arrangement is made by written agreement between the Town and the responding party. The responding party may retain copies of the original documents

PUBLIC RECORDS

All records submitted to the Town, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of the Town. All records the responding party considers to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, or that the responding party otherwise seeks to have the Town consider as exempt must be identified clearly and specifically at the time of submission. It is not

sufficient to merely state generally that a proposal is proprietary, contains a trade secret, or is otherwise exempt. Particular records, pages, and sections which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

Proposal Submittal

If the submitting contractor has not already been employed by the Town of Johnson, the proposal must include a minimum of three professional references or examples of similar work in picture or narrative form.

Please provide a copy of your insurance and worker's compensation insurance policy

Please direct any questions regarding proposal submission to the Johnson Town Administrator, John Sutherland, at tojadministrator@townofjohnson.com or 802-635-2611

Completed proposals must be received no later than 7/16/2026 at 1:00 pm and delivered in a sealed envelope with Public Works Garage Insulation Proposal marked on the outside and delivered to:

Town of Johnson
c/o John Sutherland
P.O. Box 383
293 Lower Main West
Johnson, VT 05656, or
tojadministrator@townofjohnson.com

NOTE: The Town reserves the right to reject any and all proposals. Proposals received after this deadline may be refused and deemed ineligible for consideration.

Selection of Contractor

The Town of Johnson reserves the right to accept a proposal and enter into an agreement as a result of the initial proposals received, or alternatively, it may elect to conduct negotiations with those Bidders as determined by the Town, to be within an acceptable competitive range, or alternatively, to

negotiate separately with any Bidders when it is determined to be in the best interest of the Town. In addition, the Town may request that Bidders provide a best and final offer. The Town may negotiate any proposal or best and final offer at any time after the deadline for the submission of proposals.

Proposal Requirements and Examination of Work to be Performed

The contractor is required to thoroughly examine the request for proposal requirements and the work contemplated, and it will be assumed that the contractor has investigated and is satisfied as to the requirements. It is mutually agreed that submission of a request for proposal shall be considered evidence that the contractor has made such examination.

Confidentiality:

Please be advised that all notifications, releases, and addendums associated with this RFP will be posted on-line at townofjohnson.com and copies provided at the Town Clerk's Office where the original solicitation resides. The Town may not attempt to contact consultants with updated information. It is the responsibility of each consultant to provide an email contact and to periodically check their email and the town website for notifications, releases and addendums associated with the RFP. The Town encourages proposals from economically disadvantaged businesses enterprises and consultants shall comply with all federal funding requirements. The Town reserves the right to reject any and all submittals and to make a consultant selection based on the needs and requirements of the Town and may select the consultant that it feels will provide the best value to the Town.

Name of Bidder _____

Bid Price: _____

Initial:

_____ I have read the RFP and understand the work required

_____ I have General Liability Insurance

_____ I have Worker's Compensation Insurance

_____ I have all required licenses to perform the work