



REQUEST FOR PROPOSALS - 2025

The Town of Washington is issuing a Request for Proposals (RFP) from qualified window replacement contractors to replace the windows on the first and second floor of the Town Hall building located at 10 Reservoir Drive. To be considered for this contract, your business must meet the qualifications and satisfy the requirements set forth in this Request for Proposals. Proposals must be received at the address listed below no later than noon, local time on Monday, September 28th, 2026

Town of Washington

Town Clerk

"Proposal for Window Replacement- Town of Washington"

10 Reservoir Drive

Millbrook, NY 12545

SCOPE

The Town is seeking interested and qualified contractors to submit a proposal to replace the existing windows located on the first and second floor of the Town Hall Building.

Providers must include all labor using NYS prevailing wage rate, materials, personnel and equipment needed. Interested parties must demonstrate qualifications, experience, and abilities associated to accomplish and support all aspects of prescribed scope of work.

- Removal of Thirty existing windows on the first and second floor of building
- Installation of Thirty Retrofit Windows

INSTRUCTIONS

Proposals will be received until noon local time on Monday, September 28th, 2026 at the Town of Washington Town Hall, Town Clerk's Office, located at 10 Reservoir Drive Millbrook, NY 12545 at which time and place bids will be opened. All submittals shall be in a sealed, clearly marked envelope. Envelopes should indicate the name of bidder and "RFP - Window Replacement" PO Box 667 Millbrook, NY 12545.

Submittals shall consist of one (1) clearly marked original and one (1) copy of your response which shall be signed and submitted to the Clerk's Office no later than the time and date specified in this solicitation. Timely submission of the response is the responsibility of the

bidder. An electronic PDF version of the entire proposal package must be provided upon request after the submission deadline.

Bids submitted may not be withdrawn or modified for 60 days following the date on which they are opened by the Town Clerk.

Questions regarding this Request for Proposal shall be directed to Matthew Purcell, Groundskeeper, (phone) 845-476-0076 or (email)mattmillbrookrec@gmail.com

The Town of Washington reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the Town, to waive irregularities in any proposal, and to accept a proposal which best meets the needs of the Town's irrespective of the bid price.

GENERAL PROPOSAL REQUIREMENTS

The specifications outlined in this RFP will be made a part of any agreement entered into between the Town and the selected individual or firm. All bidders should follow the format specified below. Applicants should base their submissions on the details of this RFP, specifically the detailed information provided in the "Services Requested" section, along with any information provided in any addenda that may be issued.

1. Cover Page: The proposal shall include the RFP Title, date of submittal, company name, address, electronic-mail, and telephone numbers. This page should also include the main point of contact.

2. Resumes, Qualifications, and Experience: This section contains an overview of the bidder's background, training, and experience. Provide at least three but not more than five similar projects that you have completed in the last five years.

3. Services Provided: This section contains the information requested as detailed in "Services Requested" section of this RFP.

4. Pricing: The proposal shall include a complete scope of services and all associated costs and an explanation of how fees are calculated. Work performed by authorized subcontractors should be itemized using prevailing wages.

5. Performance Bond: The successful bidder will be required to post a Performance Bond in an amount equal to the construction contract.

6. Certification: The bidder will provide a certification that the statements contained in the proposal are true and correct to the best of their knowledge.

7. Additional Attachments: All other attachments, e.g. required forms, company information, etc. or any additional information to be included with the proposal. Provide any additional information you would like the Town to consider and any value-added goods or services that Town might be interested in.

This Request for Proposals is not an offer of contract. Receipt of a proposal neither commits the Town to award a contract to any party, even if all requirements stated in this proposal are met, nor limits the Town's right to negotiate in its best interest. The Town reserves the right to contract with a bidder whose proposal is determined to be in its best interests. The Town reserves the right to reject any and all offers received. No proposals will be accepted from anyone who is in arrears for prior expenses or fees owed to the Town.

Expenses incurred in the preparation of proposals in response to this Request for Proposals are the bidder's responsibility. No work performed by the selected contractor that is out of the scope as defined by the contractor's proposal will be reimbursed unless specifically authorized by the Town in writing. Once bids are opened, the information contained therein becomes freely accessible by the public.

SERVICES REQUESTED

The Town is seeking a qualified contractor to replace the Windows located on the first and second floor of the Town Hall building. The Town will rely upon the contractor's expertise and experience to suggest the best retrofit solution suited to the building. This Request for Proposals identifies the requirements that are considered to be the minimum by the Town. Specific details described within this Request for Proposals notwithstanding, it will be the obligation of the selected contractor to adhere to accepted industry standard methods and practices in completing work and to complete a project that is consistent in terms of appearance and quality of materials and workmanship of other areas of Town Hall.

The proposed services must include, but need not be limited to, the following:

1. Complete turnkey project to remove and replace thirty existing double hung windows located on the first and second floor of the the Town Hall Building located at 10 Reservoir Drive Millbrook, NY 12545
2. The general work to be performed in replacing the windows will be the following:
 - A. Measuring existing windows for new retrofits, windows to have aluminum clad exterior, white. Windows will have a bare pine interior. Windows to have awning on lower half of windows
 - B. Removal of thirty windows on the first and second floors of the building, in a safe and timely manner
 - C. Contractor is responsible for disposal of all and any construction debris and complete site restoration
 - D. Contractor will install new windows in a safe and timely manner
 - E. Contractor will install and blind stops as needed to install windows
 - F. Contractor will seal and insulate new windows
3. Contractor estimates must include the total cost of the project.

4. Contractor Proposal must include a detailed description of the work to be performed.
5. Contractor proposals must describe a detailed description of the materials used.
6. Contractor proposals must provide a detailed description of warranty coverage, including manufacturer and installer warranties.
7. On- site space requirements must be made known for the contractor and equipment parking.
8. The contractor must work with on-site project coordinator on timelines for project start and end. This includes working with local staff for access inside the building when necessary.

TIME OF WORK AND COMPLETION

The contractor shall complete all work by December 31st, 2026. The contractor shall not discontinue work for more than five (5) consecutive calendar days without the prior written approval of the Town Clerk or the Groundskeeper. The work to be completed pursuant to this Request for Proposals will be scheduled between the hours of 7:00 am and 5:00 pm, Monday through Friday, unless the contractor obtains written permission from the Town Clerk or the Groundskeeper.

MAINTENANCE OF PROJECT SITE

The contractor shall not work, store or operate equipment outside designated work areas without the permission of the Town Clerk or the Groundskeeper.

The contractor's operations shall not interfere with Town operations and/or emergency vehicles. The contractor shall protect all abutting property from injury or loss and shall defend and save the Town harmless from all such damages, injuries and loss occurring because of his/her work. The contractor shall furnish and maintain all passageways, barricades, guard fences, lights and danger signals, and shall provide watchmen and other facilities as required by local conditions, all at no additional cost to the Town. The contractor shall assume full responsibility for loss or damage to the work during the entire construction period resulting from conditions and from all other causes whatsoever not directly due to the acts or neglect of the Town, including fire, vandalism and malicious mischief, and shall complete the work in accordance with this request for proposals within the time provided in this Request for Proposals.

CONTRACTOR REQUIREMENTS

The successful bidder will be required to agree to the below requirements, as well as prepare and provide the following:

1. The selected contractor will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. Further, the Town will consider the selected business to be the sole point of contact with regard to all contractual matters, including payment of any and all charges resulting from the contract.

2. The contractor shall be responsible for operating the site in a manner so as to minimize the risks associated with its being a nuisance during times when construction activities have been suspended and the site is not occupied by the contractor or its employees or subcontractors.

3. The proposal must include a list of similar window projects completed, as well as the name and contact information for that business or individual to use as reference.

4. Contractor, subcontractors and their employees shall be considered independent contractors and shall not be deemed employees of the Town for any reason.

5. The successful bidder will be required to post a Performance Bond in an amount equal to the construction contract.

SELECTION PROCESS

The Town will make its selection based on its review of the proposals submitted. The criteria will include qualifications, experience, fee structure, ability to meet the needs of the Town. The Town of Washington reserves the right to reject any or all the proposals, and to waive informalities in the proposals or the proposal process. The Town may interview selected bidder(s). The Town further reserves the right to award the contract to other than the lowest bidder if such action is deemed to be in the best interest of the Town. The Town reserves the right to consider other factors not named

here in making its decision. This includes timeliness, cost, quality of materials used, and documented experience pertaining to similar window projects.

PRE-BID ACCESS TO WINDOWS

Pre-bid access will be by appointment only. Prospective bidders are encouraged to conduct a site visit prior to bid submission. Access will be provided during regular business hours (9:00am to 3:00pm) the week of September 14th and 21st, 2026. Contact Matthew Purcell, Town Groundskeeper, 10 Reservoir drive Millbrook NY 12545. (phone) 845-476-0076; or (email) mattmillbrookrec@gmail.com, To arrange a date and time for inspection of the windows

FEES

The proposal must include a "not-to-exceed" price to perform the list of requirements itemized. The proposal should also include the total hours estimated to complete the work. Please see attached bid form.

SUBCONTRACTS

Any subcontracted services proposed by the bidder shall be described and information provided as to the nature of the services the subcontractor provides as it relates to this proposal. The bidder shall include the name of the subcontractor, describe prior business relationships with these firms, the experience and qualifications of said entities, and describe methods the contractor will employ to manage the subcontractor. The financial and legal relationship between the bidder and the subcontractor must be described in the proposal and approved by the

Town prior to initiation of a contract. Bidders and their subcontractors must comply with all confidentiality laws and will be responsible for standard insurance requirements, which are part of these specifications.

QUESTIONS

Any interested party may submit, in writing via email to: mattmillbrookrec@gmail.com, questions regarding this RFP and proposed services not later than Friday, September 25th at 12:00 pm local time. All questions will be answered in writing, via email response to the sender, and posted as an addendum to the RFP.



*Town of
Washington*

BID FORM

RFP 2025

Window Replacement

Proposal Issued March 17, 2025

Contractor Name: _____

Street Address: _____

City: State: Zip Code: _____

Telephone: _____ Cell Phone: _____ Email: _____

Bid Amount (Lump Sum): _____ dollars

(\$) _____ (must be using prevailing wage)

Alternates—Please Describe:

Exceptions—Please Describe:

___ I have read the Request for Proposals dated March 17, 2025

Authorized Signature: _____ Date _____

Title _____

CONTRACTOR'S INSURANCE REQUIREMENTS

Contractor's RiskComplete Building Limit=\$ 1,000,000.00

General Liability.....Limit= \$1,000,000.00/per
occurrence \$ 2,000,000.00/aggregate

Automobile Liability.....combined single limit = \$ 1,000,000.00

Commercial Umbrella....Limit= \$ 1,000,000.00

Worker's Compensation..As mandated by NYS

HOLD HARMLESS

The Contractor shall, to the fullest extent permitted by law, at all times indemnify and save harmless the Town of Washington from and against any and all claims and demands whatsoever, including costs, litigation expenses, counsel fees and liabilities in connection therewith arising out of injury to or death of any person whomsoever or damage to any property of any kind by whomsoever, to the extent caused in whole or in part, directly or indirectly, by the negligent acts or omissions of the Contractor, any person employed by the Contractor, or anyone for whom the Contractor is liable, while engaged in the work hereunder. This clause shall not be construed to limit, or otherwise impair, other rights or obligations of indemnity which exist in law, or in equity, for the benefit of the Town.

IN WITNESS WHEREOF, the CONTRACTOR has set its hand this __day of, ____, __.

SIGNATURE_____

NAME & TITLE _____

VENDOR INFORMATION FOR THE TOWN OF WASHINGTON

Please complete the following information for the Town of Washington to track vendor applicant information and for the Town's purchasing process.

Business Name_____

Address_____

Phone_____Contact person_____

Business Type (Sole Proprietorship, Corporation, LLC, etc.)_____

Is your business a Disadvantaged Business Enterprise (DBE)? Yes No

Is your business a Minority and Women-Owned Business Enterprise (MWBE)? Yes No

Is your business a Service Disabled Veteran Owned Business (SDVOB)? Yes No

Does your business have a small business status? Yes No

Any other business status, please provide information:_____

Provide the name of the Certifying Entity
(ties):_____

Have you conducted business with the TOWN before? Yes No

If the answer to the above question is NO, please provide your Federal ID Number
and

attach a copy of your W-9 Form. FEIN # :_____

How did you discover this Bid
opportunity?_____

Completing the above information does not change your chances of being
awarded a contract. The information collected will NOT be sold and will not be used
to contact you.

Thank you.