

Request for Bids
Blown-In Insulation Services for Town-Owned Buildings
Hardwick, Vermont

Release Date: April 17, 2025

Bid Submission Deadline: May 14, 2025

I. Introduction

The Town of Hardwick is seeking bids from qualified contractors to provide and install blown-in cellulose insulation to a code standard of R-49 in the attics of three municipally owned buildings. This project aims to enhance energy efficiency, reduce heating and cooling costs, and improve occupant comfort across these facilities.

II. Project Overview

The project involves the installation of blown-in insulation in the following buildings:

1. Hardwick Memorial Building

- Address: 20 Church Street, Hardwick, VT 05843
- Approximate Area: 2508 square feet
- Specific Areas to Insulate: Attic

2. Hardwick Public Service Building

- Address: 56 High Street, Hardwick, VT 05843
- Approximate Area: 3564 square feet
- Specific Areas to Insulate: Attic

3. Hardwick Town House

- Address: 127 Church Street, Hardwick, VT 05843
- Approximate Area: 3432 square feet
- Specific Areas to Insulate: Attic

III. Scope of Work

The selected contractor will be responsible for the following tasks:

1. Assessment and Measurement

- Conduct on-site evaluations to confirm measurements and assess existing conditions.
- Identify any potential obstacles or areas requiring special attention.

2. Material Specifications

- Provide and install high-quality blown-in cellulose insulation.
- Ensure materials meet or exceed Vermont's building code requirements and industry standards.

3. Site Preparation

- Prepare work areas to protect existing structures and finishes.
- Remove existing insulation.
- Box ceiling vents to height of new insulation.
- Replace and/or repair ceiling surfaces.

4. Installation of Insulation

- Install insulation to achieve a uniform thermal barrier, filling all cavities and voids as per manufacturer recommendations. Adequate insulation material should be used to meet a code standard of R-49.
- Ensure proper ventilation is maintained in accordance with building codes.

5. Cleanup and Disposal

- Remove all debris and equipment from the site upon project completion.
- Dispose of any waste materials in compliance with local regulations.

6. Compliance and Safety

- Adhere to all applicable federal, state, and local regulations, including OSHA standards.
- Implement appropriate safety measures to protect workers and building occupants.

IV. Bid Submission Requirements

Interested bidders must submit the following:

1. Company Information

- Legal name, address, and contact information.
- Brief overview of services.

2. Experience and References

- Description of at least three similar projects completed within the past five years.
- Contact information for references associated with these projects.

3. Proposed Materials and Methods

- Detailed description of the insulation materials to be used, including manufacturer specifications.
- Outline of the installation process and equipment to be utilized.

4. Project Timeline

- Estimated start and completion dates for the project.
- Any factors that could impact the proposed schedule.

5. Cost Proposal

- Itemized breakdown of all costs, including materials, labor, equipment, and any other expenses.
- Total lump sum bid amount.

6. Licenses and Insurance

- Proof of appropriate licensing to perform insulation work in Vermont.
- Certificates of insurance, including general liability and workers' compensation coverage.

V. Submission Instructions

Bids must be submitted in a sealed envelope clearly marked "Bid for Blown-In Insulation Services" and delivered to:

David Upson, Town Manager
Town of Hardwick
20 Church Street, P.O. Box 523
Hardwick, VT 05836

Alternatively, bids may be submitted via email to david.upson@hardwickvt.gov

Bids are due by 12:00 PM on May 14, 2025. Late submissions will not be considered.

VI. Pre-Bid Site Visit

A pre-bid site visit will be held on **Wednesday, April 30 at 10:00 am**, starting at the Town Manager's Office on the ground floor at 20 Church Street, Hardwick. The site visit is **not mandatory**.

VII. Evaluation Criteria

Bids will be evaluated based on the following criteria:

- Compliance with bid requirements and instructions.
 - Experience and qualifications of the contractor.
 - Quality and suitability of proposed materials and methods.
 - Competitive pricing and overall value.
 - References and past performance.
 - Proposed project timeline.
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VIII. General Conditions

- The Town of Hardwick reserves the right to reject any or all bids and to accept the bid deemed in the best interest of the Town.
 - This RFB does not commit the Town of Hardwick to award a contract or pay any costs incurred in the preparation of a bid.
 - All bids become the property of the Town of Hardwick upon submission.
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IX. Contact Information

For questions or further information, please contact:

David Upson, Hardwick Town Manager
(802) 472-6120, david.upson@hardwickvt.gov