

**Town of St. Albans
Request for Proposals
For Chimney Reconstruction Services**

I. OVERVIEW

The Town of St. Albans is issuing this Request for Proposals (“RFP”) for reconstruction services of a chimney at Town Hall.

II. BACKGROUND

The project will take place at the Town offices located at 579 Lake Road, St. Albans, VT.

III. REQUIREMENTS

Term of Agreement

The selected entity will be expected to enter into a written agreement for services with The Town of St. Albans.

Services to be provided:

- Removal and disposal of old chimney
- Reconstruction of new chimney (closest to lake side of Town Hall)

IV. INFORMATION TO BE INCLUDED IN PROPOSAL

You may also provide as part of your proposal any other information, proposals, concepts, etc. that have not been explicitly requested in this section.

V. INSTRUCTIONS TO PROPOSERS

All inquiries concerning this Request for Proposals and submissions in response to this RFP must be mailed or emailed to:

Town of St. Albans
Attn: Jennifer Gray
P.O. Box 37
St. Albans Bay, VT 05481
802.524.7589 ext. 107
adminast@comcast.net

The Town reserves the right to waive any of the formalities of this RFP, to request additional information from any respondent, to negotiate with any respondent, to negotiate with more than one respondent, to reject any or all proposals or parts of proposals, to solicit new proposals, and to award contracts to one or more respondents or to reject any or all respondents as it deems in its best interest. The issuance of this RFP does not guarantee that a contract will be awarded.

Any proposal received after the time specified will be considered a late proposal. Following evaluation of all proposals, the Town may do one or more of the following: (1) conduct interviews with representatives of one or more of the respondents; (2) select an apparent successful respondent and enter into contract negotiations; (3) establish a competitive range that shall include all respondents that have a reasonable chance of being selected for award based on the proposals, select those proposals that are in the competitive range, and commence negotiations with those respondents, and then invite those respondents to submit best and final offers; or (4) reject all proposals if it is determined to be in the best interests of the Town.

Should the Town be unable to negotiate a satisfactory form of contract with the selected finalist(s), then the next highest ranked finalists may be selected and the negotiation process may be repeated.

Time and Place for Submission of Proposals

All proposals must be received by mail (P.O. Box 37, St. Albans Bay, VT. 05481) or hand delivered (579 Lake Road, St. Albans) no later than 12:00 p.m., Friday, April 15th, 2016, Attention: Jennifer Gray. The proposal submitted must be clearly marked: **“PROPOSAL FOR CHIMNEY RECONSTRUCTION SERVICES”**.

Submittals should be organized in response to submission requirements and formatted as 8.5 x 11 inch pages. Larger pages folded to 8.5 x 11 inches and pocket inserts are acceptable. Five (5) copies and one reproducible copy must be provided.

Key Dates

RFP Issued:	Monday, March 21 st , 2016
Proposals Due:	Friday, April 8 th , 2016 at 12:00 p.m.
Contract Negotiations:	Following receipt of proposals
Contract term to begin:	As soon as possible
Completion Date:	Summer, 2016

These dates are subject to change in the sole discretion of the Town with reasonable notice given to respondents.