

Town of Tiverton, Rhode Island Request for Proposal (RFP)

Window replacement for Tiverton Town Hall Clerk's office.

I. Introduction

The Town of Tiverton is seeking proposals for the replacement and installation of windows in the Clerk's Office located at the Tiverton Town Hall, 343 Highland Road, Tiverton, RI. The purpose of this project is to improve energy efficiency, security, and aesthetic appearance, while maintaining the historical integrity of the building.

II. Project Background

The Town Hall Clerk's Office currently has substandard windows in need of replacement. The selected vendor will be responsible for the removal of the old windows and installation of new windows that meet the following specifications and requirements.

III. Project Scope of Work

The scope of this project includes:

- Removal of existing windows and disposal of old materials.
 - Measurement and assessment of window openings for proper fit.
 - Supply and installation of new energy-efficient windows (provide specific window type such as double-glazed, low-e glass, or custom options).
 - Sealant and weatherproofing to ensure energy efficiency and security.
 - Interior and exterior finishing around the installed windows.
 - Clean-up of work areas upon completion of the installation.
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IV. Proposal Submission Requirements

Proposals should include, but are not limited to, the following information:

1. Company Information:
 - Name of the company, contact person, address, and phone number.
 - Brief company history, including experience with similar projects.
2. Project Approach and Specifications:

- Material and finish (e.g., wood, vinyl, aluminum)
 - Energy efficiency (e.g., U-value, SHGC rating)
 - Dimensions and design matching existing structure
 - Security features (e.g., tempered glass, locking mechanisms)
 - Maintenance requirements
 - A detailed description of how the contractor plans to approach the project, including design, materials, and construction methods.
 - A timeline for completing the project, from initial design to final inspection.
3. Qualifications:
- Proof of licensure, bonding, and insurance.
 - Examples of previous projects similar in scope and complexity.
4. Cost Proposal:
- A total cost estimate, including labor, materials, equipment, permits, and any other applicable fees.
5. Timeline:
- Estimated start and completion dates for the project.
6. References:
- At least three references from previous clients, ideally from similar projects.
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V. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Quality of proposed windows and materials
 - Contractor experience and reputation
 - Proposed cost and value for money
 - Adherence to timeline and project management
 - Energy efficiency benefits
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VI. Submission Instructions

Bids shall be filed in a sealed envelope bearing the title “Replacement & Installation of Windows” on the outside of the envelope to the Office of the Town Clerk of Tiverton on or before 2:00 PM on Wednesday, February 26, 2025, at which time they will be publicly opened and read in the Town Council Chambers. Bids received after the deadline will not be considered. A duly authorized representative must sign bids in the name of the bidding company.

Clerk for the Town of Tiverton, Rhode Island Joan Chabot
Tiverton Town Hall
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Tiverton, Rhode Island 02878
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(401) 625-6703

VII. Terms and Conditions

- The Town reserves the right to reject any or all proposals.
 - The contractor will be responsible for all required permits and inspections.
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Thank you for your interest in this project. We look forward to receiving your proposal.