

Town of Wilton
Request for Proposals (RFP)
Town Office Window and Siding Replacement Project
Sealed Bids Due: May 13, 2026 at 12:00 PM
Project Location: 158 Weld Road, Wilton, ME 04294

Project Overview

The Town of Wilton is soliciting sealed proposals from qualified and insured contractors to provide window replacement and exterior siding replacement services for the Wilton Town Office.

The Town Office is a 30' x 48' wood-frame building, constructed in 1973, with a poured concrete foundation and existing composite (Masonite-style) clapboard siding. The existing windows are aging single-pane Andersen wood-frame units.

Important Clarifications:

- All windows and specified siding areas are included in this project, except window in front lobby area.
- Contractors shall verify all existing conditions prior to bidding.

Window Replacement

The Contractor shall furnish and install new energy-efficient windows to replace all existing windows.

General Requirements

- Remove and dispose of existing windows using a Town-provided roll-off dumpster.
- Verify window quantities and dimensions before ordering.
- Windows must meet or exceed the 2015 Energy Conservation Code, at minimum:
 - U-Factor: ≤ 0.55
 - Solar Heat Gain Coefficient (SHGC): ≤ 0.40
- Window brand, performance, and durability will be a significant factor in award consideration.
- Vinyl windows are preferred due to reduced maintenance requirements.

Existing Window Inventory (Contractor to Verify)

Upper Floor

- **Street Side:**
 - Six (6) Andersen #2842 windows
 - Installed in two (2) groupings of three (3)
 - Double-hung, approximately 32" x 50"
- **North Side:**
 - Four (4) Andersen #2842 windows
 - Installed in two (2) groupings of two (2)
 - Double-hung, approximately 32" x 50"

Rear Elevation

- One (1) Andersen #222, double-hung, approximately 28" x 37"
- Three (3) Andersen #2842, single units, double-hung, approximately 32" x 50"

Lower Floor – Rear Elevation

- Three (3) Andersen #3032 windows, single units, double-hung, approximately 36" x 38"

Siding Replacement

The Contractor shall provide full removal and replacement of the existing exterior siding, except where otherwise directed.

Removal

- Remove and dispose of existing ½" composite fiberboard (Masonite-style) lap siding with ¾" overlap.
- Existing siding shall **not** be overlaid; complete removal is required.

Replacement Requirements

- Install insulated vinyl lap siding with appropriate weather-resistive barrier (e.g., Zip System or approved equivalent).
- Insulation performance targets:
 - Overall wall assembly goal of R-20 or greater.
 - At minimum, include fan-fold insulation or thicker, with preference for higher-performance options (e.g., rigid foam).
- Install 2" rigid foam insulation and siding over the exposed concrete foundation on the rear elevation of the building.
- Inspect existing vapor barrier and replace or supplement if missing or inadequate.
- Siding must be:
 - Low-fade
 - Durable
 - Suitable for municipal use
- **Final color and style will be selected by the Town after award.**
 - Lighter colors are preferred, as they tend to show less fading over time.

Installation Standards

- All siding and trim shall be installed to professional construction standards.
- All debris shall be disposed of using the Town-provided roll-off dumpster.

Project Completion

- Remove all job-related debris from the site.
- Coordinate a final inspection with the Town Manager or designee.
- Demobilize promptly upon project completion.

Additional Requirements & Conditions

- **Mandatory Site Visit: A required site visit for all interested contractors will be held on April 30, 2026 at 10:00 AM to answer questions. Contractors must meet onsite with the Town Manager or their designee prior to submitting a bid.**

- **Insurance:**
Proof of liability insurance is required with bid submission.
- **Measurements:**
All dimensions provided are estimates. Contractors are responsible for verifying all measurements.
- **Safety:** Contractor must comply with all applicable OSHA regulations and standard construction safety practices.
- **Communication:** Any changes to scope, schedule, or cost must be communicated to: **Maria Greeley, Town Manager.**
- **Facilities:** Contractor may use the downstairs bathroom during the project.
- The Town reserves the right to:
 - Reject any or all bids
 - Waive informalities or technicalities
 - Accept the proposal deemed most advantageous
 - Hold proposals for up to 14 days after the submission deadline before awarding

Bid Submission Requirements

- Submit completed bid sheet (attached)
- Clearly specify:
 - All proposed brands, materials, and products
 - Any price reduction if both scopes are awarded to one contractor
- Include:
 - Estimated start and completion dates
 - Proof of insurance

Submission Instructions

Submit sealed bids by May 13, 2026, at 12:00 PM to:

Maria Greeley, Town Manager

Town of Wilton

158 Weld Road

Wilton, ME 04294

Phone: 207-645-4961

Email: townmanager@wiltonmaine.gov

Town of Wilton – Contractor Bid Sheet
Town Office Building Siding & Window Replacement Project
Bid Submission Deadline: May 13, 2026 at 12:00 PM

Contractor Information:

Company Name: _____

Primary Contact Name & Title: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Bid Pricing:

Window Replacement – Total Price: \$ _____

Siding Replacement – Total Price: \$ _____

Combined Project Price - \$ _____

Proposed Price Reduction (if applicable): \$ _____

Proposed Products & Materials:

Window Manufacturer & Model: _____

Siding Manufacturer, Style, & Color (if known): _____

Insulation Type & R-Value: _____

Project Schedule:

Estimated Project Start Date: _____

Estimated Project Completion Date: _____

Site Visit Confirmation:

Required Site Visit Attended on April 30, 2026 at 10:00 AM: Yes No

Insurance & Acknowledgments:

Proof of Liability Insurance included with this bid: Yes No

I acknowledge that all measurements have been verified by the contractor and that the scope of work has been reviewed in full.

Authorized Representative Name (printed): _____

Signature: _____ Date: _____