



STATE OF VERMONT

CONSTRUCTION INVITATION TO BID

ISSUED BY: STATE OF VERMONT MILITARY DEPARTMENT

**Swanton Armory
Roof Replacement**

ISSUE DATE: May 22, 2026

BIDDERS CONFERENCE: June 19, 2026 at 10:00 AM (EST)

There will be a mandatory pre-bid meeting at the site on June 19, 2026. Visitors must surrender a valid driver's license, government ID, passport, or equivalent ID during their stay. Subcontractors are encouraged to attend. Visitors must notify the Project Manager no later than the day before the meeting so they can be added to the access list. Swanton Armory is located at 13 Ferris Street Swanton, VT 05488.

A criminal background check is required for all personnel if not presently on file with the BCE and current within one year. Upon award, all employees expected to work on this project must submit Base Access Registration/Record Check Form, provided by Project Manager for VTARNG Security Staff to run required background check. Form shall be submitted in PDF format by email to Project Manager.

For contractors that require access to a VTARNG facility or installation: Contractor and all associated sub-contractors employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification (NCIC-III) and Terrorist Screening Database (TSDB) (Army Directive 2014-05/AR 190-13), and applicable installation, facility and area commander installation/facility access, and local security policies and procedures (provided by a government representative).

QUESTIONS DUE: June 26, 2026 – 1:00 PM (EST)

BIDS DUE BY: July 16, 2026 – 1:00 PM (EST)

PROJECT MANAGER: William Moore
PHONE : 802-598-5402
E-MAIL : william.moore@vermont.gov

**CONSTRUCTION INVITATION TO BID
MILITARY DEPARTMENT
STATE OF VERMONT**

Contractors are invited to bid on the Swanton Armory roof replacement at 13 Ferris Street Swanton, Vermont 05488

This project consists of but is not limited to labor and material, for replacing the Swanton Armory roof with approximately 15,000 square feet of single ply Thermoplastic Polyolefin (TPO) membrane roofing. The project will include the Low, mid, and high roofs.

Blueprints, Etc. is the official source of information for documents concerning this Invitation to Bid. Documents may be obtained from **Blueprints, Etc.**, 20 Farrell Street, South Burlington, VT 05403, by phone at 802.865.4503, by fax at 802.865.0027 or email to: orders@blueprintsetc.com. Project Manuals and Plans are available for preview at: <http://www.blueprintsetc.com> in the Private Plan Room. A password is required to access this project and may be obtained from Blueprints, Etc.. Any and all notifications, releases and addendums associated with this project will be posted at <http://www.blueprintsetc.com>. There is a non-refundable fee for each set of documents purchased plus applicable shipping and tax.

Fee to Include one (1) Hard Copy \$120.00 or one (1) Digital Copy: \$85.00

- 1. Please be advised that all notifications, releases, and addendums associated with this RFP will be posted on-line in the plan room where the original solicitation resides unless otherwise determined that a hard copy is necessary. The state will make no attempt to contact contractors with updated information. It is the responsibility of each contractor to periodically check the posting site for any and all notifications, releases and addendums associated with the RFP.**
- 2. NOTE:** On occasion hard copy addendums may be required due to size or type of media/requirements. If applicable and as determined by the Military Department, for addendums that require hard copy distribution, a copy of such addenda will be mailed or delivered for each set of plans and specifications issued to the bidders, prior to the bid date. However, it is the responsibility of the bidder to be sure they have received all addenda, and bidders are required to state the number of addenda they have received on the proposal.
- 3. If Bidders choose to pull information from other third-party sites, Bidders do so at their own risk as there is one official source of information for documents as indicated above.**

SINGLE POINT OF CONTACT: All communications concerning this Invitation to Bid are to be addressed in writing to the State Contact listed for this Invitation to Bid. Actual or attempted contact with any other individual from the State concerning this Invitation to Bid is strictly prohibited and may result in disqualification.

QUESTION AND ANSWER PERIOD: Any vendor requiring clarification of any section of this RFP or wishing to comment or take exception to any requirements of the RFP must submit specific questions in writing to William.moore@vermont.gov & cc the architect no later than 1:00 PM on June 26, 2026. All questions should include Swanton Armory Roof Replacement in the subject line. Any comments, questions, or exceptions not raised in writing on or before the last day of the question period are waived. At the close of the question period a copy of all questions or comments and the State's responses will be posted at <http://www.blueprintsetc.com>. Every effort will be made to post this information as soon as possible after the question period ends, contingent on the number and complexity of the questions.

Bidder's attention is directed to:

1. **GENERAL CONDITIONS FOR CONSTRUCTION CONTRACTS.** It is the Bidder's responsibility to thoroughly read and comply with all requirements.
2. **STATEMENT OF RIGHTS:** The State shall have the authority to evaluate Responses and select the Bidder(s) as may be determined to be in the best interest of the State and consistent with the goals and performance requirements outlined in this RFP. The State of Vermont reserves the right to obtain clarification or additional information necessary to properly evaluate a proposal. Failure of bidder to respond to a request for additional information or clarification could result in rejection of that bidder's proposal. To secure a project that is deemed to be in the best interest of the State, the State reserves the right to accept or reject any and all bids, in whole or in part, with or without cause, and to waive technicalities in submissions. The State also reserves the right to make purchases outside of the awarded contracts where it is deemed in the best interest of the State.
 - 2.1. **BEST AND FINAL OFFER (BAFO):** At any time after submission of Responses and prior to the final selection of Bidder(s) for Contract negotiation or execution, the State may invite Bidder(s) to provide a BAFO. The state reserves the right to request BAFOs from only those Bidders that meet the minimum qualification requirements and/or have not been eliminated from consideration during the evaluation process.
 - 2.2. **PRESENTATION.** An in-person or webinar presentation by the Bidder may be required by the State if it will help the State's evaluation process. The State will factor information presented during presentations into the evaluation. Bidders will be responsible for all costs associated with providing the presentation.
3. **COST OF PREPARATION:** Bidder shall be solely responsible for all expenses incurred in the preparation of a response to this RFP and shall be responsible for all expenses associated with any presentations or demonstrations associated with this request and/or any proposals made.
4. **CONFLICTS OF INTEREST:**
 - 4.1. **Organizational Conflict of Interest (OCOI):** An OCOI arises when a bidder as a business entity has interests (for example, customers, partners, contracts) that could undermine, or reasonably be perceived to undermine, its faithful and unbiased performance of a contract with the State that may result from this solicitation.
 - 4.2. **Personal Conflict of Interest (PCOI):** A PCOI arises when an interest held by an individual, agent or employee of a bidder could undermine, or reasonably be perceived to undermine, its faithful and unbiased performance of a contract with the State that may result from this solicitation.
 - 4.3. **Requirements:** The State does not seek to contract with any individual or business entity having a conflict of interest which cannot be mitigated to the State's satisfaction. To ensure the State's awareness of actual, potential, or reasonably perceived PCOIs and OCOIs, bidders shall:
 - a) Prior to submitting a proposal, conduct an internal review of its current affiliations and activities and identify actual, potential, or reasonably perceived PCOIs or OCOIs relative to a contract with the State that may result from this solicitation.
 - b) Disclose in your proposal any actual or potential PCOI or OCOI or the existence of any facts that may cause a reasonably prudent person to perceive a PCOI or OCOI with respect to a contract with the State that may result from this solicitation. Disclose, also, any actions proposed to mitigate the PCOI or OCOI.
 - 4.4. The State shall have sole discretion to determine whether a PCOI or OCOI can be mitigated to the State's satisfaction and may discuss the conflict with the bidder if and to the extent the State deems discussion

necessary to its determination. The State reserves the right to (a) reject from further consideration any proposal having a PCOI or OCIO that cannot be mitigated to the State's full satisfaction and (b) terminate a contract upon discovery that a contractor failed to disclose facts pertaining to a PCOI or OCIO in its proposal, or otherwise misrepresented relevant information to the State.

5. **UNSOLICITED BIDDER-CONFIDENTIAL INFORMATION PROHIBITED.** Bidders are hereby expressly directed not to include any confidential information in their proposal submissions, except as specifically permitted below. By submitting a proposal in response to this RFP, bidders acknowledge and agree to abide by the terms and conditions outlined in this document, including the prohibition on submitting confidential information. This prohibition reduces the burden on the State while preventing bidder-confidential information from entering the public record.

5.1.1. **Disclosure under Public Records Act.** All information received by the State in response to this solicitation will become part of the contract file and subject to public disclosure in accordance with the State's Public Records Act, 1 V.S.A. § 315 et seq. The State may also choose to publicly post responses to this solicitation and the resulting agreement(s), following conclusion of this procurement process.

5.1.2. **Unsolicited Confidential Materials.** This RFP does not solicit bidder confidential information and bidders are expressly prohibited from providing confidential information in response to this RFP. All materials furnished by bidders in response to this RFP, including those marked as confidential by bidders, are subject to disclosure if requested under the Public Records Act, or public posting.

5.1.3. **State Not Responsible for Disclosure of Unmarked Bidder-Confidential Information.** It is the sole responsibility of the bidder to ensure that, other than where specifically directed or permitted by this RFP and accordingly marked as described below, no information that should not be publicly disclosed is included in their proposal materials, including any 1) trade secrets or intellectual property, 2) proprietary financial or business information, 3) personal information, or 4) any other information that should not be disclosed to the public. For example, bidders should avoid including specific details of their proprietary technologies or methodologies that they consider confidential, and any references to previous client engagements should be presented in a manner that does not disclose the client's confidential information.

6. **FUNDING SOURCE:**

This project is being funded, in whole or in part, through the American Rescue Plan Act (ARPA) funds and/or Vermont Capital Construction Act funds. Wages for construction employees shall be paid no less than the Vermont Prevailing Wage and Fringe Benefit Rate requirements (reference Instructions to Bidders, Prevailing Wage Rate Requirements). A complete list of occupations and associated wage rates are available on the internet at: <http://www.vtlni.info/lmipub.htm>

This project is being funded in whole or in part using federal monies. If a bidder requires assistance in preparing their proposal or needs guidance on socioeconomic certifications, the bidder may contact the VT APEX Accelerator. The APEX Accelerator specializes in helping small businesses navigate the documentation associated with State and Federal procurement. Their website is: <http://apex.vermont.gov>

7. **DOMESTIC PREFERENCE FOR PROCUREMENTS**

As appropriate, and to the extent consistent with law, the contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other manufactured products. For purposes of this clause: Produced in the United States means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. Manufactured products mean items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.”

- 8. NOTICE TO BIDDERS – PROHIBITION OF RUSSIAN GOODS:** The Contractor is hereby notified that, pursuant to Vermont Executive Order No. 02-22, dated March 3, 2022, the purchase of Russian-sourced goods and goods produced by Russian entities (defined as institutions or companies that are headquartered in Russia or have their principal place of business in Russia) is prohibited. The awarded Contractor must fill out and sign the Executive Order 02-22 Vendor Certification as part of the Contract awarding process. This certification is required for all subcontracts for work performed solely for the State of Vermont and subcontracts for work performed in the State of Vermont.
- 9. BIDDER QUALIFICATION PROCESS DOCUMENT:** The Military Department is requiring that all contractors meet certain minimum qualifications to be eligible to bid on this project.
- 10. BID SUBMISSION INSTRUCTIONS:**
- 10.1. CLOSING DATE:** Bids must be received by the State by the due date specified on the front page of this RFP. Late bids will not be considered.
- 10.1.1. The State may, for cause, issue an addendum to change the date and/or time when bids are due. If a change is made, the State will inform all bidders by posting at the webpage indicated on the front page of this RFP.
- 10.1.2. There will not be a public bid opening. However, the State will record the name, city and state for any and all bids received by the due date.
- 10.2. ELECTRONIC BIDS ONLY:**
- 10.2.1. All bids under this RFP must be submitted electronically in accordance with the submission requirements herein. Electronic bids will be accepted via email submission to MIL.BidProposals@vermont.gov and the project manager. The subject line of the email submission must reference the Project Title as indicated on the front page of this RFP.
- 10.2.2. Bids must consist of a single email with a single, digitally searchable PDF attachment containing all components of the bid. Multiple emails and/or multiple attachments will not be accepted.
- 10.2.3. There is an attachment size limit of 40 MB. It is the Bidder's responsibility to compress the PDF file containing its bid if necessary in order to meet this size limitation. It is also the Bidder's responsibility to ensure that their own email system can send and receive messages up to this size.
- 11. VTBUYS REGISTRATION:** If you are not already registered in the VTBuys system, please do so at VTBuys registration page(<https://vtbuys.suppliers.vermont.gov/>). If you cannot access your account, or if your company needs to add or update contact information, please contact VTBuys Customer Support (vtbuyscustomersupport@vermont.gov) and be prepared to provide your Taxpayer Identification Number (TIN) to validate your supplier record. For more information please visit (<https://vtbuysprocurement.vermont.gov/suppliers-bidders>)
- 12. Full Bonding** is required for this job.
- 13.** Contractor is required to carry Builder's Risk Insurance for this project.
- 14. CONSTRUCTION CONTRACTOR EVALUATION FORM:** The State of Vermont Military Department may require contractor evaluations on construction projects over \$100,000 or at the discretion of the Deputy Adjutant General. Evaluations will be used to compile a history and assessment of the contractor's performance on previous projects.
- 15.** It is the Bidder's responsibility to thoroughly read and comply with all instructions and requirements of this bid solicitation.

16. BID SUBMISSION CHECKLIST:

- ✓ Bid Proposal
- ✓ Bidder Qualification Document and Required Submittals
- ✓ Signed Certificate of Compliance
- ✓ Debarment And Non-Collusion Certification
- ✓ Minority/Women Business Enterprises Reporting Form (project exceeding \$50,000.00)
 - Can be submitted after notice to award the contract
- ✓ Workers Compensation; State Contracts Compliance Requirement (project exceeding \$250,000.00)
- ✓ Bonding Requirements

17. ATTACHMENTS – REFER TO THE TABLE OF CONTENTS.