



Town Office Renovation Town of St. Albans

The Town of St. Albans (“Municipality”) is accepting bids for renovations in the Town Office. The awarded bidder (“Contractor”) will be required to provide all tools needed to complete the tasks, offer suggestions on how to efficiently complete the renovation, coordinate with the point of contact about supplies that need to be purchased, and supply the Municipality with documentation. The Municipality’s goal is to allow for better airflow to help create a healthier office and work environment.

Point of Contact

Town of St. Albans
Hayley Lancaster—Town Manager
7 Water Street
St. Albans, ME 04971

Description of Work

Office, Alternate Meeting Room, and Back Room

- Cut out, frame, install, and trim 2 (36” x 24”) sliding windows along the top of the wall separating the office space and alternate meeting room.
- Relocate a light switch in the room next to the alternate meeting room and remove the wall separating the two spaces.
- Reposition the plumbing and drains closer to the outside wall and build a closet with a light to conceal the exposed plumbing.
- Hang, mud, sand, and paint drywall after removing horsehair plaster.
- Remove current doorframe and rebuild a slimmer doorframe.
- Remove and replace rug with commercial “peel and stick” carpet squares.

Hallway

- Remove sub-floor and install new flooring.
- Rebuild sub-floor to meet bottom of new door entering the bathroom.
- Remove closet and cut walls to follow the stairs above it.
- Replace ceiling tiles.

Bathroom

- Relocate thermostat and light fixture by toilet.
- Remove the wall separating the toilet space, paneling, ceiling tiles, floor, and doorway frame.
- Create a new entrance into the bathroom that allows for ADA compliance.
- Install mold resistant drywall, mud, sand, and paint.

- Remove the toilet and current vanity. Reposition new ADA toilet and vanity that meets height requirements.
- Install rails/bars by the toilet.
- Install new flooring.

Supplies

The Contractor and Municipality will discuss the vendors that will be utilized for materials needed for the project. The Municipality will create accounts at preferred vendors that have a good quality at a low price. In the case of a “change order” due to unexpected circumstances that arise during the project, the Contractor will speak with the point of contact as to why a “change order” is needed.

Payment

The Contractor will receive compensation once the project is completed and the Municipality is satisfied with the end product.

Warranty

The chosen contractor will warranty the craftsmanship and materials relating to the project for 2 years from the project completion date. Any defects from the project will be repaired and/or replaced within 48 hours from notification of the defect.

Insurance Certificate and Documentation

Please provide proof of insurance with your enclosed bid reflecting the following insurance coverage:

- General Liability Insurance
 - \$1,000,000 Bodily Injury Per Occurrence
 - \$ 400,000 Property Damage Per Occurrence
 - \$1,000,000 Aggregate of all Claims Per Occurrence
- Workers Compensation Coverage or proof of Works Compensation Exemption from the State of Maine Works Compensation Board.
- The Contractor will receive a 1099-NEC and will need to furnish the Municipality with a W9. It is their responsibility to carry, renew, and supply updated copies.

Timeframe

Project must be completed and fully invoiced before December 20, 2026.

Submission

Bids must be submitted to the Town Office by **4PM on Friday, September 11, 2026**. Bids will be opened at the Selectmen’s meeting on **Monday, September 14, 2026, at 6PM**. Submitted bids will be reject if a Certificate of Insurance is not included. All bidders must schedule a time to meet with the point of contact for a tour of the Town Office and discuss the project. The Board of Selectmen reserves the right to reject any and all bids as deemed in the best interest of the town.

Town Office Renovation Bid Form

The Contractor agrees to abide by the specifications for the project outlined above for the amount of \$_____.

Company Name: _____

Mailing Address: _____

Signature – Company Representative

Date

Printed Name

Phone

Please provide professional references

Name	Phone Number	Type of Work
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