

# REQUEST FOR PROPOSALS (RFP)

## Exterior Siding, Window, and Trim Repair & Interior Finish Work

### Interlaken Public Library – Fire Damage Restoration Village of Interlaken, New York

#### 1. Introduction

The Village of Interlaken is seeking qualified contractors to provide labor, materials, and equipment necessary to repair exterior siding, windows, trim, and related components at the Interlaken Public Library following fire-related damage. Work also includes interior finish and painting around newly installed windows, along with proper disposal of all removed materials.

#### 2. Project Location

Interlaken Public Library  
8390 Main Street  
Interlaken, NY 14847

#### 3. Scope of Work

The selected contractor shall perform all tasks necessary to restore the building exterior and affected interior finishes, including but not limited to:

##### A. Exterior Work

1. Remove and dispose of damaged siding, exterior trim, damage down spout and or gutter, and any charred or compromised building materials in the affected fire-damage area(s).
2. Remove and dispose of damaged windows and prepare openings for new units.
3. Supply and install new windows matching existing sizes and profiles.
4. Install new siding and exterior trim to match the existing building.
5. Install new downspout and gutter to match existing building.
6. Ensure all exterior work is weatherproofed, including flashing, caulking, insulation, and sealing.
7. Dispose of all removed materials per regulations.

## B. Interior Work

1. Reuse or replace (if not salvageable), interior window trim around the newly installed windows.
2. Prepare surfaces for painting, including sanding, priming, patching, and cleaning.
3. Paint all interior trim to match existing colors and finishes or as directed.
4. Ensure debris is removed and the work area is cleaned.

## C. Contractor Responsibilities

- Provide all required permits.
- Maintain a clean, safe worksite.
- Coordinate with Library and Village staff to minimize disruption.
- Provide proof of insurance including liability and workers compensation, listing the Village of Interlaken and Interlaken Public Library as additionally insured.

## 4. Site Visit

A site visit can be scheduled upon request or during regular library hours. Contractors are strongly encouraged to inspect the building before submitting a proposal.

## 5. Proposal Requirements

Interested contractors must submit a written proposal including:

1. Company information and point of contact.
2. Detailed cost estimate with itemized materials and labor. (a sample sheet is provided)
3. Proposed project timeline.
4. Description of similar projects completed in the past 5 years.
5. Proof of insurance.
6. Any exclusions or assumptions in the proposal.

## 6. Evaluation Criteria

Proposals will be evaluated based on:

- |  |   |
|--|---|
| 25% - Experience and qualifications    | 30% - Cost and bid completeness               |
| 10% - Ability to meet schedule         | 15% - Quality of references and previous work |
| 20% - Compliance with RFP requirements |   |

## 7. Submission Instructions

Proposals must be received no later than:

January 14th, 2026, at 4:00pm

If mailing is a concern, bids can be emailed or dropped off in person to prevent delays that would disqualify your proposal.

Send or drop off proposals to:

In person: Village of Interlaken  
Or UPS 8369 Main Street  
Interlaken, NY 14847

By USPS mail: Village of Interlaken  
PO Box 305  
Interlaken, NY 14847

or Email: [clerk@villageofinterlaken.org](mailto:clerk@villageofinterlaken.org)

## 8. Timeline (contractor selection, start, and completion dates subject to change)

- RFP Release Date: 12/12/2025
- Proposal Deadline: 01/14/2026
- Contractor Selection and Bid Awarded: 01/15/2026
- Anticipate Work Start Date: 02/01/2026
- Anticipated Completion: 04/01/2026

## 9. Contact Information

For questions or to schedule a site visit, contact:

Wes Ahouse

Village of Interlaken

Phone: 607-592-8651

Email: [interlakendpw@yahoo.com](mailto:interlakendpw@yahoo.com)

# Bid Specification Sheet for Restoration Services

## Village of Interlaken Fire Loss (VINTL-2025-002-001)

This Bid Specification Sheet outlines the required scope of work for the restoration of fire damage at the Village of Interlaken property. In the event additional work necessary is discovered, all change orders must be approved in advance by the village and/or it's insurance agents. Contractors are required to bid on the complete scope of work detailed below. You may use this sheet or provide your own.

### 1. Project & Contact Information

Field	Detail	Notes
Project Name	Village of Interlaken Fire Loss Restoration	
Insured	Village of Interlaken, Interlaken Public Library	
Property Address	8390 N Main St, Interlaken, NY 14847	
Type of Loss	Fire	
Date of Loss	10/10/2025 7:32 AM	
Claim Number	VINTL-2025-002-001	
Date Due	January 14 <sup>th</sup> , 2026	
Mailing Address	Box 305 – Interlaken, NY 14847	
Village Clerk	Nancy Swartwood	
Clerk Email	clerk@villageofinterlaken.org	

## 2. Scope of Work (Required Line Items)

The scope of work is organized into three sections: Right Elevation (Exterior), Interior, and General. Contractors shall submit a detailed, line-item bid that corresponds to the listed quantities. The quantities and measurements provided are for reference only; contractors are responsible for verifying all dimensions, measurements, and calculations independently.

### 2.1 Right Elevation (Exterior)

Item	Description	Quantity	Unit	Notes	Total Price
1.	Material Only Siding - vinyl	620.15 SF	SF	Commercial grade siding to match	
2.	Material Only House wrap (air/moisture barrier)	620.15 SF	SF		
3.	Material Only Vinyl window - double hung, 9-12 sf	3.00	EA		
4.	Material Only Gutter/downspout - aluminum up to 5"	17.17	LF		
5.	Material Only Wrap window frame & trim with aluminum sheet	3.00	EA		
6.	Material Only Fascia - metal - 8"	39.33	LF		
7.	Boom or spider lift - 30'-45' reach (per day)	3	DAY		
8.	Carpenter per hour		HRS	Must be at prevailing wage rate (54.84/hr)	

## 2.2 Interior (Main Level)

Item	Description	QTY	PRICE	Unit	Notes	Total Price
9.	Paint door/window trim & jamb - 2 coats (per side)	6		EA		
10.	Painter per hour			HR	Must be at prevailing wage rate (55.52/hr)	

## 2.3 General

Item	Description	Quantity	Unit	Notes	Total Price
11.	Dumpster load Approx. 12 yards, 1-3 tons of debris	1.00	EA	Includes disposal costs	
	MISC				
12	<b>ESTIMATE OF TOTAL COST (2.1 &amp; 2.2)</b>				

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### A. Labor and Compliance

- **Prevailing Wage:** All labor for carpentry and painting must comply with the New York State prevailing wage requirements, as specified in the estimate.
- **Warranties:** Contractor must provide a written warranty for all work and materials installed.
- **Safety:** Contractor is solely responsible for all jobsite safety, including the safe operation of the boom/spider lift.

### B. Financial and Submittal Requirements

- **Bid Format:** Bids must be submitted in a line-item format, clearly detailing the cost for **Materials, Labor, Equipment, Tax, Overhead, and Profit** for each item listed in Section 2.
  - **Total Bid:** The contractor must submit a single TOTAL COST for the complete scope of work.
  - **Invoicing:** Final invoicing must be submitted on a lien-waived basis.
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