

**WESTPORT PUBLIC SCHOOLS CONNECTICUT**



**REQUEST FOR EXTERIOR REPAIRS PROPOSALS  
FOR  
DISTRICT WIDE – 5 SCHOOL LOCATIONS**

**Painting, Caulking, Sill and Lintel Repairs of (5) Selected School Exterior Facades**

**WESTPORT, CT 06880**

**#26-009-RFP**

**Issued for Bid: January 13, 2026**

# REQUEST FOR PROPOSALS

FOR:

## DISTRICT WIDE – 5 SCHOOL LOCATIONS

### Painting, Caulking, Sill and Lintel Repairs of (5) Selected School Exterior Facades

RFP # 26-009

The deadline for submission of proposals is **Thursday, February 19, 2026, at 2:00 p.m. EST**. Submit one (1) sealed paper copy and one (1) electronic copy (on flash drive) of the proposal to:

Elio Longo  
Chief Financial Officer  
Westport Public Schools  
110 Myrtle Avenue  
Westport, CT 06880

### LATE OR INCOMPLETE BIDS WILL NOT BE ACCEPTED

Mark in left hand corner of envelope:

RFP: **#26-009 RFP**

Due: **February 19, 2026, at 2:00 p.m. EST**

Submitted by: \_\_\_\_\_

The designated contact for this RFP is listed below. All questions regarding this RFP must be submitted in writing to the designated contact within the timeframes set forth in the RFP Schedule. Copies of questions and responses will be issued to all respondents as an Addendum to this RFP as set forth in the RFP Schedule.

**Designated contact:** John Koplas, Sr. Project Manager at Colliers Project Leaders ([john.koplas@collierseng.com](mailto:john.koplas@collierseng.com)).

## I. RESERVATION OF RIGHTS:

- A. The Town of Westport reserves the right to qualify multiple respondents.
- B. The Town of Westport reserves the right to reject any and all proposals submitted in response to this Request for Proposals (“RFP”).
- C. The Town of Westport reserves the right to terminate this RFP process at any time.
- D. The Town of Westport reserves the right to waive any non-conformity with the requirements of this RFP.
- E. The Town of Westport reserves the right to seek clarification from a respondent at any time throughout the RFP process for the purpose of resolving ambiguities or questioning information presented in the proposal.
- F. The Town of Westport reserves the right to apportion the award among one or more respondents.

## II. RFP SCHEDULE:

RFP Issued:	Tuesday, January 13, 2026
Pre-Bid Review Meeting on Site- <b>Mandatory</b> :	Friday, January 23, 2026 at 11:00 a.m.
<i>(Weather Dependent</i> -Meet at the Saugatuck Elementary School (170 Riverside Avenue)-at Main Lobby; review of Saugatuck ES and Kings Highway ES locations will follow)	
Deadline for Questions:	Wednesday, February 4, 2026 at 1:00 p.m.
Answers Issued By Addendum:	Tuesday, February 10, 2026 by 2:00 p.m.
Proposals Due:	Thursday, February 19, 2026 at 2:00 p.m.

## III. INTRODUCTION

- A. The Town of Westport is looking to have a contractor provide the labor, materials and equipment required to perform the required painting, recaulking, EIFS, and/or window sill and lintel repairs as necessary to the selected five schools located within the district. Specifically, these schools and their locations are:
  - 1. Saugatuck Elementary School, located at 170 Riverside Avenue,
  - 2. Greens Farms Elementary School, located at 17 Morningside Drive South,
  - 3. Kings Highway Elementary School, located at 125 Post Road,
  - 4. Bedford Middle School, located at 88 North Avenue, and
  - 5. Staples High School, located at 70 North Avenue
- B. The Town of Westport is seeking a qualified contractor who is experienced in providing the required labor and materials for completion of this exterior work, including window sill and lintel repairs, painting, EIFS, and recaulking.
- C. A **mandatory site review meeting** is scheduled for 11:00 a.m. on Friday, January 23, 2026. Meet at the Saugatuck Elementary School within the Main Lobby and we will proceed as a group to review the location of these exterior repairs and scope of work at this school location and then proceed to review the items at the nearby Kings Highway Elementary School.
- D. The Town of Westport intends to address this scope of work beginning in the summer of 2026 (once school is dismissed-approximately June 17) and anticipates the scope of work to last approximately eight weeks at the most. Completion of this work is to be in advance of the

2026/27 school academic year (which begins on August 20, 2026).

#### IV. SCOPE OF BASIC SERVICES

- A. The following services are required of the contractor:
- Saugatuck Elementary School:
    - EIFS repairs at exterior of southwest classroom wing (to east of Auditorium)
    - Re-caulking and wood sill repairs at south elevation windows lower floor (flanking entry)-assume quantity of (5)
    - Repairs to and repainting of header at exterior Doors #19, and #20
    - Required prep, priming and painting of exterior frames at Doors #6, #9, #10, #11, #14, #16, and #25
    - Necessary repairs and repainting to scroll above the main entry doors.
    - Exterior wet seal and perimeter caulk removal and replacement at window locations – assume quantity of (12) windows
    - Address required cleaning, priming and repainting of window lintels on perimeter of school -assume quantity of (10)
  - Greens Farms Elementary School:
    - Required prep, priming and painting of exterior frames at Doors #7, #19, and #20
    - Repairs to masonry banding and upper lintels on northwest façade (to right of main entrance)
    - Address required cleaning, priming and repainting of window and door lintels on perimeter of school -assume 80% of existing lintels on both floors of the school will require this scope of work.
  - Kings Highway Elementary School:
    - Repairs to caulking at exterior louvers located on south elevation (to right of main entry), northeast corner, northwest corner, and west side of building
    - Required prep, priming and painting of exterior rain leaders-assume a total of (5), each two stories in height
    - Required prep, any necessary repairs to, and repainting of door frames at exterior Doors #14, and #15
    - Address required cleaning, priming and repainting of window lintels on perimeter of school -assume quantity of (12)
  - Bedford Middle School:
    - Required prep, prime and painting of exterior access door on south side of Storage Room adjacent to Gymnasium at south end of building.
    - Required prep, priming and painting of exterior Doors #8, #9, and #11.
  - Staples High School:
    - Required prep, priming and painting of exterior steel bases on west (back) side of school (13 locations)
    - Required prep, priming and painting of exterior frame and doors at Doors #17, #C19, and #C20
    - Required prep, priming and painting of exterior aluminum window frames at west (back) side of school, corridor connector on back side and at inner courtyard locations
    - Address required cleaning, priming and repainting of window lintels on perimeter of school assume (5) locations and also including Door #C18, and lintels at corridor connector on west (back) side of school
    - Repairs to fascia panel within courtyard (East elevation)
  - Note that the project will be subject to Prevailing Wage Rates.

## V. PROPOSAL REQUIREMENTS

In order to be considered, proposals submitted in response to this RFP shall include the following information, which shall be presented in the below established format:

- A narrative introduction of your company's experience and history in providing these exterior repair services for similar scope of work.
- An in depth narrative of your company's applicable experience on relevant projects including detail on: a) the project scope and size, b) value of the resulting repair and/or renovation work, c) the identification of any involved sub-consultants and/or joint-venture partners, particularly those that were/are certified Minority ("MBE") or Woman Owned Business Enterprises ("WBE"), d) contact information for at least two projects, and e) a description of related exterior building repairs experience with a school district project owner and their contact information.
- Current resumes of project personnel and any sub-contractors or consultants that will be assigned to this project if your company is selected to provide these services.
- Respondent's proposed organizational chart for this proposal, identifying the specific roles of each team member and any sub-contractors or consultants.
- Disclose whether any shareholder, director, officer or employee is currently employed by the Town of Westport or was an employee of the Town of Westport during the two (2) year period preceding the date of the proposal.
- The following criteria, not listed in priority order, shall be considered in evaluating and selecting the contractor based upon qualifications and written proposal submissions:
  1. Quality of proposal
  2. Experience of contractor with similar projects and scope of work
  3. Success of completed projects
  4. Fee for services

## VI. COMPENSATION

- Compensation for the proposed services shall be based on a combination of a lump sum fee for the defined "Basic Services" and forecasted costs associated with the defined "Reimbursable Services & Expenses".
- Compensation for travel time incurred to and from the site, reimbursements, meals, etc., whether associated with the provision of Basic or Reimbursable Services, shall **NOT** be considered or reimbursed.
- Reimbursable expenses shall be billed at cost with no markup.
- Any desired additional services beyond the defined scope shall be mutually agreed to in writing and shall be based upon mutually agreed to hourly rates.

## VII. QUESTIONS

All questions shall be submitted in writing to Mr. John Koplas, Sr. Project Manager via email to [john.koplas@collierseng.com](mailto:john.koplas@collierseng.com) and a copy to Mr. Elio Longo, Chief Financial Officer, [elongo@westportps.org](mailto:elongo@westportps.org) by 1:00 p.m. on Wednesday, February 4, 2026. Addenda will be prepared and posted to the district bidding website by 2:00 p.m. on Tuesday, February 10, 2026.

## VIII. INSURANCE REQUIREMENTS

The successful respondent shall furnish a certificate of insurance to the Board for the following insurance coverage within ten (10) days from contract execution. The certificate of insurance shall contain the project description and name the Board as an additional insured. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. Such certificate of insurance shall specify that the Board will receive thirty (30) days' notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.

1. General Liability with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage.
2. Automobile Liability with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate for owned, non-owned, and hired vehicles.
3. Workers Compensation with a minimum of \$500,000 as required by the State of Connecticut.
4. Professional Liability with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate.
5. Umbrella Liability with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage.

## IX. OTHER

- The Board reserves the right to reject any and all proposals when it deems such action is in the best interests of the Board and also to select a respondent that the Board determines best meets its needs.
- Costs and fees contained in the proposal will remain valid for a period of ninety (90) days after the closing date for submission of proposals and may be extended beyond that time by mutual agreement between the Board and the respondent.

## X. EXHIBITS

1. Fee Proposal Form
2. Existing Conditions Photographs (typical overview conditions)
3. Macro Schedule

## EXHIBIT 1 – Fee Proposal Form

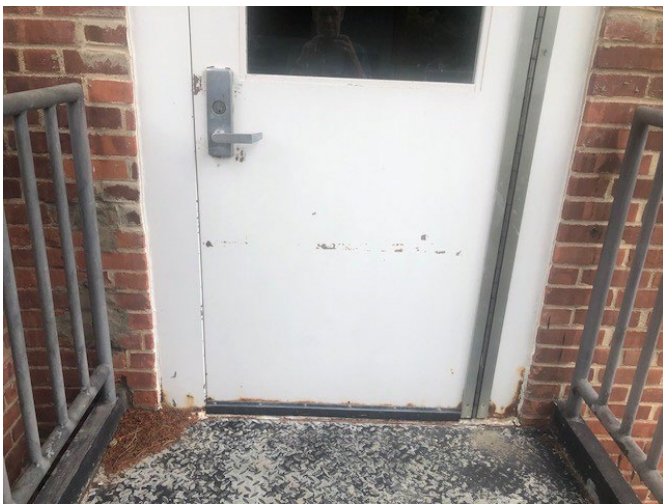
Westport Public Schools  
 Construction Services for District Wide Painting, Caulking and Lintel Repairs of School Exterior Facades  
 RFP # 26-009

<b>Scope of Work</b>	<b>Fee</b>
Labor, material and equipment costs associated with the scope of work at Saugatuck Elementary School.	\$
Labor, material and equipment costs associated with the scope of work at Greens Farms Elementary School.	\$
Labor, material and equipment costs associated with the scope of work at Kings Highway Elementary School.	\$
Labor, material and equipment costs associated with the scope of work at Bedford Middle School.	\$
Labor, material and equipment costs associated with the scope of work at Staples High School.	\$
<b>Total Fee</b>	<b>\$</b>
Reimbursable Expenses Not Included in the above fees (bidder to be specific):	\$
Receipt Confirmation of Issued Addendum:	
Addendum #1 _____	Dated _____
Addendum #2 _____	Dated _____
Print Name (Authorized Representative of Company)	Date
Signature (Authorized Representative of Company)	Date

## Exhibit 2

### Selected Schools - Existing Conditions Photographs

#### Saugatuck Elementary School



Typical exterior door conditions



Typical sill and main entry header scroll repair conditions



Typical lintel, caulking and EIFS repair conditions

**Kings Highway Elementary School**



Typical exterior louver, doors, and rain leader piping conditions



Typical lintel conditions

Greens Farms Elementary School



Typical lintel conditions



Masonry header and banding repairs



Door frame conditions requiring repair and repainting

**Bedford Middle School**



Exterior access door and doors locations to be addressed

Staples High School



Typical steel base-at (13) locations



Exterior frames and doors to be primed and painted



Fascia panel repair in Courtyard



Typical lintel condition for repairs



Typical aluminum window frame conditions

