

**Request For Proposal**  
**Town of Olive**  
**Rehabilitation of Court Clerk Office**

April 21, 2023

**1.1 Project Description**

The Town of Olive is seeking proposals from qualified contractors to rehabilitate the conference room and Court Clerk office at the Town of Olive Justice Hall located at 50 Bostock Road, Shokan, NY. The rehabilitation will allow the clerk to relocate into the former conference room for more space. The conference room will be relocated to the court clerk office and enlarged.

**1.2 Scope of Work**

The contractor will remove the wall between the court clerk's office and conference room and relocate the wall approximately 24" into the existing conference room. The wall separating the existing conference room from the court room will need to be have the existing glass window removed and rebuilt with a safety glass service window for the clerk and insulation installed to minimize sound transference.

The contractor will remove old and install new ADA-compliant solid entrance doors to the conference room and office.

The contractor will remove the carpet in conference room and clerk office and replace with new carpet squares.

The contractor will relocate all electrical circuits, receptacles, switches and lights as needed.

The Town will provide labor to assist with the demolition. The town will be responsible for the removal of the demolition debris from the location to the town transfer station.

All work must be scheduled with the court office staff as the office will be working around the times of construction. Measures must be taken by the contractor to contain debris and dust within the worksite in the facility.

The contractor may contact the Olive Facilities Director for any inquiries, schedule an appointment to view the scope of work, and **submit proposals**:

**Gene Sorbellini**  
**Town of Olive Facilities Director**  
**914-557-9936**  
[gene.sorbellini@outlook.com](mailto:gene.sorbellini@outlook.com)

**All proposals must be received by May 4, 2023 at 3pm.**

All work will be performed by the contractor in a timely fashion and in a manner congruent with standard industry practices. All work will comply with NYS regulations and prevailing wage will be paid and documented (if required).

All extra work requested by the town, in addition to the specified Scope of Work, or required due to found unforeseen conditions will require an additional quote from the contractor for time and materials and prior approval from the Town of Olive.

The contractor must carry Workers Compensation and a minimum \$1M in Liability Insurance with the Town of Olive listed as additionally insured.

### **1.3 Proposal Content Conditions**

A full description of the Scope of Work must be included in the proposal. Quote will include all time and materials necessary to complete the Scope of Work.

Quote will specify the vendor carries the required insurances. Payment will be made only after the work is completed, an invoice from the contractor is received, and the payment voucher is approved at the Town Board's next monthly meeting. Invoices must be received one week prior to the Town Board monthly meeting.