

REQUEST FOR PROPOSALS (RFP)

Justice Hall Renovation Project

Town of Schroepfel
69 County Route 57A
Phoenix, NY 13135

1. Introduction

The Town of Schroepfel is seeking proposals from qualified contractors for the renovation of the Justice Courtroom located in the Town Hall building at 69 County Route 57A, Phoenix, NY. The project includes interior demolition, carpentry modifications, painting, flooring installation, and installation of a new drop ceiling system.

2. Project Location

Town of Schroepfel Town Hall
Justice Courtroom
69 County Route 57A
Phoenix, NY 13135

Courtroom Dimensions: Approximately 58 feet x 34 feet.

3. Scope of Work

- Remove and dispose of existing drop ceiling.
- Remove existing judge's bench (approx. 3' x 34') and set aside for reinstallation.
- Extend raised floor behind judge's bench (3' x 34') using 2x6 framing.
- Reinstall judge's bench and install woodwork and trim around the bench.
- Install new countertop on bench (must work around existing electronics)
- Repair and clean damaged areas in existing sheetrock.
- Paint courtroom walls with two coats of paint.
- Install new drop ceiling system including wall angle, main runners, 4' T-bars and 2' T-bars.
- Install 2' x 2' ceiling tiles.
- Prepare floor surface for installation.
- Install underlayment and vapor barrier.
- Install LifeProof flooring throughout courtroom and around judge's bench.

4. Proposal Submission Requirements

Proposals must include the contractor's contact information, project approach, cost proposal, three (3) references from similar projects, estimated project timeline, and a completed Non-Collusive Bidding Certification.

Submission Deadline: April 2, 2026 at 5:00 PM

Submission Method: Electronic submission only in PDF format

Email: jnazarian@townofschroepfel.com

5. Cost Proposal Format

Proposals must include a cost breakdown using the format below.

Dumpster	
Demolition	
Materials	
Labor	
Total Project Cost	

6. Evaluation Criteria

- Experience with similar projects
- Project Cost
- References

7. Project Schedule

The project must be completed no later than August 2026. The contractor will coordinate scheduling with the Town to minimize disruption to court operations.

8. Insurance Requirements

- General Liability Insurance
- Workers Compensation Insurance

Certificates of insurance must name the Town of Schroepfel as additional insured.

9. Site Visits

Contractors wishing to visit the site may schedule a walkthrough by contacting:

Chip Thomas
Head of Buildings and Grounds
Phone: 315-695-4311
Email: bg@townofschroepfel.com

10. Non-Collusive Bidding Certification (GML §103-d)

By submission of this proposal, the bidder certifies that the proposal has been arrived at independently and without collusion, consultation, communication, or agreement with any other bidder relating to price or any other factor.

Authorized Signature: _____

Company Name: _____

Date: _____

11. Reservation of Rights

The Town of Schroepfel reserves the right to reject any or all proposals, request additional information from proposers, negotiate with selected contractors, waive informalities in proposals, or cancel this Request for Proposals.

12. Contact Information

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