

INVITATION FOR BIDS (IFB)

Justice Hall Renovation Project

Town of Schroepfel

69 County Route 57A

Phoenix, NY 13135

1. Introduction

The Town of Schroepfel is seeking sealed bids from qualified contractors for the renovation of the Justice Courtroom located in the Town Hall building. This project will be awarded in accordance with New York State competitive bidding requirements.

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. Bid Submission Requirements (Sealed Bids Required)

Sealed bids will be received at:

Town Clerk's Office

Town of Schroepfel

69 County Route 57A

Phoenix, NY 13135

Bid Deadline: April 29, 2026, at 1:00 p.m.

All bids must be submitted in a sealed envelope clearly marked:
"Sealed Bid – Justice Hall Renovation Project"

Bids will be publicly opened and read aloud at:
Schroepfel Town Clerk's Office
on **April 30, 2026, at 10:00 a.m.**

Late bids will not be accepted. No electronic submissions will be accepted.

INVITATION FOR BIDS (IFB)

Justice Hall Renovation Project

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

Each bid must include:

- Contractor contact information
- Cost proposal
- Three references
- Estimated timeline
- Non-Collusive Bidding Certification

5. Cost Proposal Format

- Dumpster
- Demolition
- Materials
- Labor
- Total Project Cost

6. Award Criteria

Award will be made to the lowest responsible bidder.

7. Project Schedule

Project completion required by August 2026.

8. Insurance Requirements

- General Liability Insurance
- Workers' Compensation Insurance

9. Site Visits

Contact Chip Thomas

Phone: 315-695-4311

Email: bg@townofschroepel.com

10. Non-Collusive Bidding Certification

Signature: _____

Company: _____

Date: _____

11. Reservation of Rights

The Town reserves the right to reject any or all bids.

12. Contact Information

JoAnn Nazarian, Town Supervisor

Phone: 315-695-4473

Email: jnazarian@townofschroepel.com

Christina Mitchelson, Court Clerk

Phone: 315-695-6177

Email: CMMitchelson@nycourts.gov