

**Town of Canadice**  
5949 County Road 37  
Springwater, NY 14560

## **Request for Proposal**

The Town of Canadice is requesting proposals for the construction of a wall with a pass through door to divide the current conference room into two rooms and all work necessary to establish two complete work space offices. The proposal is to include cost of the following:

1. Construction of a 16' wall extending from the western exterior wall to the eastern interior wall with a pass through door consistent with the other doors in the town hall installed on the eastern end of the new wall to access the newly created inner office.
2. The door is to be a 36 inch wide solid wood door with metal encasement similar to the existing doors in the building.
3. The door will have a locking handle similar to those on the other existing doors with a lockset that is keyed so that the current Master key works in the lock but different from any other existing door lock.
4. Two light panels will need to be removed and possibly relocated. The light fixtures in the inner office will need to be wired to a new light switch within the inner office.
5. Drop ceiling supports and tiles may need to be relocated and/or replaced to accommodate the new configuration.
6. An additional smoke and fire detector will need to be installed in the inner office and wired to the existing system.
7. The new wall will be finished, primed and all walls in both offices will be painted with colors chosen by the Town.
8. Floor molding will be consistent with the brown, vinyl molding that exists in the room and throughout the town hall.
9. Work is to be completed within 30 days of the date the contractor begins.

Contractors are welcome to make an appointment to view the proposed area and encouraged to include items that they deem necessary to achieve the intended purpose of the construction. However, they should identify the specific work or items they deem necessary with justification.

Proposals are to be received by noon on July 13<sup>th</sup> for review by the Town Board at their meeting that evening. Proposals can be mailed, delivered or e-mailed. If no one is available at the Town Hall, there is a drop box by the front door. The submitting contractor of the proposal accepted by the Town Board will be notified on July 14<sup>th</sup>, unless there are issues raised by the Board that need clarification.

Dated: June 18, 2020

Kristine Singer, Supervisor  
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