

# Town of Olive Request for Proposals

## Project Description and Preliminary Scope of Work

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The Town of Olive is soliciting proposals from qualified professionals for the purchase and installation of a zoned heating system and/or systems at the Town of Olive Highway Garage located at 45 Watson Hollow Road, West Shokan, NY 12494.

### Project Description

Purchase and installation of a zoned heating system and/or systems at the Town of Olive Highway Garage located at 45 Watson Hollow Road, West Shokan, NY. Highway building is a seven (7) bay garage partially partitioned off as follows:

Right Main garage area:	2 bays	32ft. wide X 43ft. 4in. long X 18ft. 5in. high
Middle garage area:	4 bays	67ft. wide X 44ft. 2in. long X 16ft. 4in. high
Left garage area:	1 bay	16ft. 7in. wide X 44ft. 2in. long X 16ft. 4in. high

Installation should be in compliance with NYS Fire & Building Codes and manufacturer's guidelines.

### Scope of Work

Services required shall include:

1. Professional will provide and install a heating system and/or systems plus the tubing required for connecting to fuel.

### Payment Schedule

Payment shall be made in one lump sum payment after audit of the bills by the Town Board of the Town of Olive and upon the satisfactory completion of the work.

### Submittal Content

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The proposal must be organized in sections containing the following information:

- **Description of Company.** Provide the address of the main office(s) (for legal purposes) and the address of the office(s) that will manage the project.
- **Insurance.** The Town will require proof of contractor's insurance and worker's compensation, as needed and if selected, the contractor must provide proof that the Town of Olive has been added as an additional insured.
- **Personnel.** Submittals must identify a proposed project manager, who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your company.
- **Project Cost.** The applicant shall state the full cost of undertaking the proposed services.

### Additional Information

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Questions regarding the project and site visit scheduling should be directed to:

Brian Burns, Highway Superintendent  
Town of Olive PO Box 180 West Shokan, NY 12494  
845-657-8809 x 6

### Submittal Deadline

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Proposals should be sent in a sealed envelope clearly labeled on the outside of the envelope in large block letters "HIGHWAY GARAGE HEATING PROPOSAL". Proposals must be received no later than 1 p.m. on September 8, 2017 at the Town Clerk's Office, Town of Olive, PO Box 180, 45 Watson Hollow Road, West Shokan, NY 12494 at which time proposals will be opened and read aloud.

Proposals received after the deadline will not be considered.

### Article 8 NYS Labor Law

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All work is subject to prevailing wages. Prevailing wage schedule can be viewed on town website [www.town.olive.ny.us](http://www.town.olive.ny.us)

**Selection Process**

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The proposal will be awarded based on best value. The TOWN reserves the right to reject any and all of the proposals submitted in response to this RFP.

**Equal Opportunity/ Affirmative Action Employer**

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All qualified consultants will receive consideration without regard to race, color, religion, creed, sex, age, or national origin.