

TOWN OF GHENT  
COUNTY OF COLUMBIA  
STATE OF NEW YORK

REQUEST FOR PROPOSALS TO FURNISH, CONSTRUCT, AND INSTALL ENTRYWAY IMPROVEMENTS AT  
THE WEST GHENT COMMUNITY CENTER IN CONNECTION WITH GRANT FUNDING RECEIVED FROM THE  
NEW YORK STATE AND MUNICIPAL FACILITIES "SAM" GRANT PROGRAM

PLEASE TAKE NOTICE that the Town of Ghent, Columbia County, New York, hereby requests proposals for the furnishing, construction, and installation of entryway improvements at the West Ghent Community Center, 1055 County Route 22, Ghent, New York 12075, in accordance with the following specifications:

1. Replace 3' steel entry door on West side of building to match existing, including panic hardware and closers.
2. Replace double swing 6' steel entry door on East side of building to match existing, including panic hardware and closers.
3. Remove 6' x 8' concrete entry pad at West entry door. Remove and save steel railing for modification and reinstall.
4. Pour new concrete slab pitched away from building.
5. Modify and reinstall steel railing to be bolted down to new concrete slab.
6. Paint all railings on West side of building.
7. Build new 6' x 8' entry roof over new concrete slab. Roof to be a 4/12 pitch gable design with 15" overhangs and soffit and fascia to match main building.
8. Install one ceiling light in new entry way ceiling.
9. Install new gutters and down-spouts on both sides of building and new entry way roof.
10. Install new front door with two side lights to match existing, including panic hardware and closers. New unit to have synthetic frame and trim and fiberglass door and panels.
11. Build new attic insulated access hatch.
12. Remove all debris from property.
13. Provide the Town of Ghent with any and all documentation that may be reasonably required by the SAM Grant Administrator to facilitate grant reimbursement.

14. A site visit should be conducted prior to submitting a proposal.
15. All proposals should include a detailed list of the materials and equipment to be installed, a description of the warranties associated with such materials and equipment and their installation, and a proposed schedule for completion of the work.
16. Responding parties must have prior experience successfully performing the work described herein.
17. All work to be completed in a workmanlike manner.
18. Prevailing wages to be paid.
19. Proof of appropriate insurance naming the Town of Ghent as an additional insured must be provided.
20. Responding parties must be authorized to do business in the State of New York. In addition, responding parties shall possess and maintain all professional licenses and/or certifications required to perform the tasks undertaken in connection with the work described herein.

Interested parties may contact the Ghent Town Clerk during normal business hours, Monday through Thursday 9:00 a.m. to 2:30 p.m. and Friday 9:00 a.m. to 12:00 p.m. to schedule a site inspection prior to submitting a proposal in response to this request.

Responding parties must furnish a signed, dated, and written proposal, accompanied by a Certificate of Non-Collusion, to the Ghent Town Clerk on or before **January 16, 2020 at 2:00 p.m.**

The proposals will then be submitted to the Ghent Town Board for its review. The Ghent Town Board shall have complete discretion to reject any proposal that does not meet the required specifications or to reject all proposals for any reason, should the Board deem the same to be appropriate.

Dated: November 21, 2019

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Michelle Radley  
Town Clerk, Town of Ghent