

**PUBLIC NOTICE**  
**Town of Roxbury**

**Town of Roxbury Request for Proposals for  
Renovation of New Roxbury Town Hall, Roxbury, New York**

NOTICE IS HEREBY GIVEN that pursuant to New York State General Municipal Law, Section 103, the Town of Roxbury (Delaware County, New York), will receive bids from independent contractors for the following work, described below, at the New Roxbury Town Hall, located at 56 Hillcrest Drive, Roxbury, NY 12474.

Bids are requested for the following works:

- 1) Removal of interior office cubicles and repair of existing carpet in the meeting room;**
- 2) Upgrade and renovation of the existing storage area for a 2-hour-rated space for file storage, including the installation of a fire door;**
- 3) Installation of a new counter and door at the entrance of the Town Clerk space;**
- 4) Installation of two doors in building offices;**
- 5) Various electrical repairs as noted in the attached drawings.**

All work must be completed in accordance with applicable law. The Contractor is solely responsible for compliance with all laws including Section 220 of the New York State Labor Law. Contractors are required to provide proof of general liability insurance and workers' compensation insurance, naming the Town of Roxbury as an additional insured on a primary and non-contributory basis and shall provide a Certificate of Non-Collusion.

A contractor walk-through will be held by contractor request. Please call Town Supervisor Allen Hinkley to schedule an appointment at 607-326-7641. Copies of the drawings can be picked up at the Town Hall, 53690 State Hwy 30, Roxbury, NY or by calling the Town Clerk's Office at 607-326-7641.

Sealed proposals are due at the Roxbury Town Hall located at 53690 State Hwy 30, PO Box 189, Roxbury, NY 12474, by 2:00 PM on December 10, 2021. All sealed bids received shall be publicly opened and read at the Town of Roxbury Town Hall at 2:00 PM on December 10, 2021, and the identity of all offerors shall be publicly disclosed at such time and place. The Town reserves the right to waive any informality in the bidding, any irregularity or defect in any submission, to request clarification, or additional certification or information regarding bids, to cancel this bid notice, and to reject any and all bids at its sole discretion. The Town shall assume no liability for any expense incurred by a Bidder in replying to this bid notice.

Dated: November 23, 2021  
Roxbury, New York

By Order of the Town Board of the Town of Roxbury

