



ELLICOTTVILLE ENGINEERING DEPARTMENT

17 Mill St. Ellicottville, New York 14731
Phone: (716) 699-9005 Fax: (716) 699-2334



PROJECT SCOPE OF WORK

PROJECT TITLE:	Village Public Works Building Renovation
LOCATION:	17 Mill St. – Ellicottville, NY 14731
EVL ENG POC:	Niles C. Pierson, PE – Town and Village Engineer – 716-699-9005 Niles.C.Pierson@evlengineering.com

Location: **Village Public Works Building – 17 Mill St. Ellicottville, NY 14731**

I. Existing Utilities: The Contractor shall field verify the location and availability of existing utilities.

II. Site Investigation: Investigate the site to ascertain the general and local conditions that can affect the work or its cost. **A Pre-Bid Site Visit is highly recommended and is scheduled for 8:00AM on Friday, June 8th, 2018 at the project site. The purpose of the site visit is to allow bidding contractors the opportunity to ask questions and field verify the proposed scope of work.**

III. Continuity of Facilities Operation: Schedule work to minimize interference with normal operations.

IV. Notification of Start and Completion of Work: The Contractor shall notify the Ellicottville Engineering Department **(7) days** prior to start of work.

V. Recycling and Disposal of Refuse: Refuse, excess or waste materials resulting from construction operations shall become the property of the Contractor and shall be recycled and/or disposed of as specified in the Scope of Work. All disposals shall be done in accordance with federal, state, and local laws and regulations.

VI. Safety: During the execution of this contract, the Contractor shall conform to the rules and regulations as set forth by OSHA Safety and Health Standards, 29 CFR Part 1926 - Safety and Health Regulations for Construction.

VII. Contractor Identification: Contractor and subcontractor personnel shall, at all times, wear company identification.

VIII. Permits, Licenses, and Insurance: The Contractor shall obtain all appointments, licenses, permits, and insurance required for performance of work and for complying with all applicable Federal, State, and local laws and regulations. Evidence of such permits and licenses shall be provided to the Town and Village Engineer upon request

SCOPE OF WORK:

This Project is only available to NYS registered Minority or Women Owned Businesses

RELEVANT SOURCES

International Building Code (IBC), 2015 & NYS Supplement

NFPA 70; National Electrical Code

MPI; Master Painter's Institute

ASTM E1264; Standard Classification for Acoustical Ceiling Products

UL489; UL listing for Molded-Case Circuit Breakers – ANSI recognized

UL797; Electrical Metallic Tubing – Steel

Any and all ANSI and UL listings applying to the equipment specified in this scope of work

REQUIRED SUBMITTALS

- *Work Sequencing Plan – Wood Floor Refinishing*
- *MWBE Registration Certificate*
- *Product Data – Interior Paint, Floor Sealer, Polyurethane*
- *Product Data – Acoustical Ceiling Tiles*
- *Product Data – Electrical – Wiring, Conduit, etc.*
- *Product Data - Furniture*

Provide all material, labor, equipment, and supervision to complete the following scope of work:

Renovate the Village Public Works building to include re-finishing the existing hard wood flooring in the existing 1st floor break room, 2nd floor common area and office areas, replacing the existing ceiling tiles throughout the 2nd floor common area and office areas, prepping and painting the existing wood veneer paneling throughout the 2nd floor common area and office areas, installing (2) new electrical circuits as specified below, and providing furniture in select areas as described below:

1. WOOD FLOORING

The existing hard wood flooring throughout the 1st floor break room and 2nd floor common area and office areas shall be re-finished in accordance with the following scope of work. Pictures of the proposed work area are shown in Enclosure (1). The estimated square footage of finish area is **1,500 SF**:

Preparation:

- Machine-sand the flooring to remove ridges, cups, offsets, and any deleterious substances that could potentially affect the finish.
- Vacuum and tack with a clean cloth immediately before applying the finish.
- The entire surface shall be thoroughly prepared in accordance with the finish

system manufacturer's recommendations.

Finish:

- Polyurethane Finish System: Premium high gloss oil modified based system.
 - o One penetrating type, tack/sealer coat
 - o Two finish coats formulated for wood flooring
 - o The contractor shall be responsible for the environmental conditioning in the proposed work area. The relative humidity and ambient temperature shall be controlled in order to allow for a proper finish.

2. CEILING TILES

The existing ceiling tiles shall be replaced throughout the 2nd floor office areas and common areas in accordance with the following scope of work. Pictures of the proposed work area are shown in Enclosure (1). The estimated square footage of ceiling tile area is **1,300 SF**:

Product:

- 24in x 48in white, mineral fiber ceiling tile with a medium finish
- 9/16" angled tegular edge
- Class A fire rating
- NRC up to 0.55
- CAC up to 30
- Second Look – Armstrong Cortega Second Look Tile

3. PAINTING

The wood veneer paneling and existing drywall surfaces throughout the 2nd floor office and common areas shall be prepared and painted in accordance with the following scope of work. Pictures of the proposed work area are shown in Enclosure (1). The estimated square footage of wall area to receive paint is **2,500 SF**:

Preparation:

- Examine surfaces to be prepared, primed, and painted for compliance with contract documents, required environmental conditions, product label instructions, and other contract documents.
- All surface cleaning and preparation shall be in accordance with the paint manufacturer's recommendations.
- All surfaces to be painted shall be thoroughly cleaned to remove dirt, grease, and other deleterious substances.

Product:

- Interior type Acrylic Latex Paint, Semigloss Enamel.
 - o One coat of primer, two coats of finish (typical throughout project area)
 - Solids by Weight: 49%
 - Solids by Volume: 35%
 - Solvent: Water
 - Dry Film Thickness: 1.2 mils
 - Approved manufacturers: Benjamin Moore, ICI Dulux, Sherwin Williams
 - o Color to be chosen in the field by the Town Engineer or Building Inspector

4. ELECTRICAL

Install (1) new 20A electrical circuit in the existing power panel shown in Enclosure (1) in order to feed the new, proposed IT service room on the second floor in accordance with the following scope of work. The estimated wire run distance is **60 ft**:

Product:

- #10 AWG, Type THHN/THWN copper conductors
- ¾" Electrical Metallic Tubing and fittings
- (3) 20A duplex receptacles installed in the IT service room at a location to be determined in the field
- Existing 20A circuit breaker to be reused

5. FURNITURE

The following pieces of furniture shall be provided and installed in the locations specified in Enclosure (1). The exact locations shall be determined in the field with the Town Engineer and/or the Building Inspector:

- (10) black, steel vented lockers
 - o 15" wide, 18" deep, 60" high
- (2) black, steel, heavy duty metal storage cabinets
 - o 48" wide, 24" deep, 72" high
 - o Channel reinforced
 - o Removable Shelves
 - o 300 lb capacity
- (1) 60" flat screen Samsung Smart TV
 - o Tilt Mount
 - o HDMI chord – Fished through wall to provide quick disconnect hookup for use as a computer monitor
- (1) Conference Room Table w/ 8 matching chairs
 - o Solid woodgrain laminate
 - o Rectangular
 - o Professional Style

- Leveling glides to compensate for uneven floors
- Darker Cherry Wood finish
- 36" deep, 72" wide, 29.5" high

-The completion date for this project is 31JULY2018

-Failure to complete the specified work within the performance period without a pre-approved exemption shall result in a penalty of 1% of the contract bid on a per day basis from the agreed-upon date of completion

Contract Sequence

- 1. Bids Due NLT 4:00PM on Friday, June 15th, 2018 – Emailed to the EVL ENG POC**
- 2. Notice of Award Letter Issued**
- 3. Submittals Reviewed**
- 4. Notice to Proceed Letter Issued**
- 5. Construction Period Begins**

Enclosures

- 1. Photographs of Existing Spaces to be Renovated**

Bid Summary

Respectfully submitted:

_____ Name of the Contractor	_____ Street Address
_____ Signature	_____ City, State, and Zip
_____ Title	_____ Date
_____ License number (if applicable)	

MWBE Company: YES: _____ NO: _____

SEAL - (if BID is by a Corporation)

Total Bid Cost: _____
(Written)

Total Bid Cost: \$ _____
(Numbers)

VILLAGE PUBLIC WORKS BUILDING RENOVATION

Enclosure #1



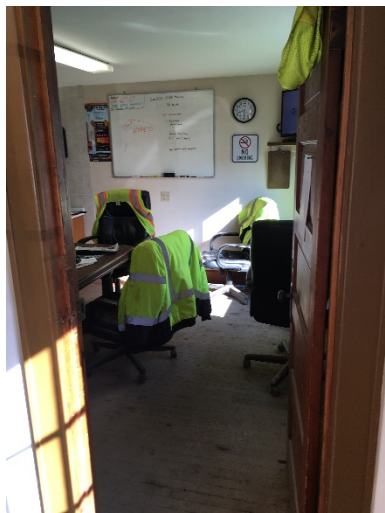
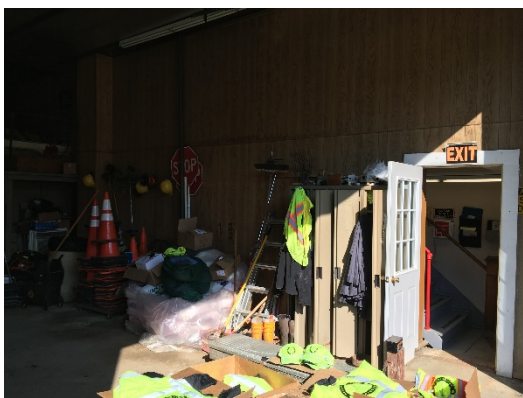
Outside of Village DPW Building



Outside of Village DPW Building



Proposed Location of New Lockers to be Procured and Installed (10 Lockers Total)

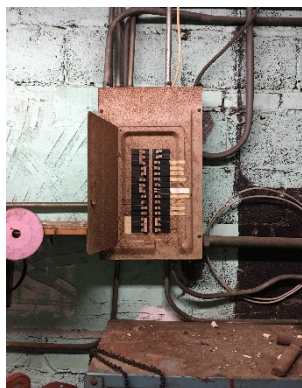


Existing 1st Floor Breakroom – Wood Floors to be Re-Finished



Proposed IT Room w/ (3) duplex outlets

Second Floor Pictures – Bathroom, Common Area, Main Office Area, Two Small Office Areas, Proposed IT Room – Floors to be re-finished, Walls to be Painted, Furniture to be installed at select locations



Existing Electrical Panel to be used for new 20A electrical circuit – IT Room

Two Exposed Wall Areas to be patched w/ Wood Paneling and Painted



Proposed Location of TV Mount