TOWN OF SULLIVAN

7507 Lakeport Road
Chittenango, New York 13037

(Town of Sullivan Parks and Recreation Building
Kitchen Facility Renovation Project)

NOTES FOR BIDDERS

All Bidders to consider the following for bidding this project:

1. All Bidders must visit the project site and be familiar with the existing conditions and required work to be done. As part of the bid submittal, the Contractor must visit the project site and document the visit date on the enclosed BID FORM. The project is located at the existing Town of Sullivan property located at 707 Legion Drive, Chittenango, NY 13037.

2. Note that the Town of Sullivan is tax exempt, both state and federal. Tax exempt information can be obtained from the Town of Sullivan when needed.

3. All Bidders must verify all work to be done. This includes verifying all dimensions and being familiar with all aspects and phases of the work to be done.

4. All Bidders must complete the Bidders List Sheet for notifications in the case of any required bidding addendums. Any addendums to the plans and bidding material will be at the discretion of the Town of Sullivan. All Bidders on the Bidders List will be notified of any and all changes to the project. After a review of all of the bids by the Town of Sullivan, the selected Bidder will be notified by phone of their accepted bid amount.

5. Bid security in the form of a Bid Bond, Certified Check, Bank Cashier/Teller/Treasurer's Check payable to the "Town of Sullivan" in the amount of 5% of the total bid amount must accompany each proposal as a guarantee that if the proposal is accepted, a Contract will be entered into.

6. The Contractor and each Subcontractor, at their own expense, shall procure and maintain, until final acceptance by the Town of Sullivan all of the work covered by the Contract, insurance for liability for injuries, disability, death and property/project damages with insurance companies authorized to do such business in the State covering all operations under the Contract, whether performed by the Contractor or by Subcontractors. Before commencing the work, the Contractor and each Subcontractor shall furnish to the Town of Sullivan a copy of the original policy thereof for each of the kinds and amounts of the insurance required.

   In addition, please note the following:

   Property Insurance: The Contractor shall provide insurance coverage for portions of the work stored off of the site, in transit and stored on the site but not incorporated into the work as full replacement cost basis without voluntary deductible. A loss injured under the Owner's property insurance shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interest may appear. The Contractor shall pay Subcontractors their just shares of insurance proceeds received by the Contractor

and by appropriate agreements, written where legally required for validity, shall require Subcontractors to make payments to their Sub-subcontractors in similar manner.

7. The Town of Sullivan reserves the right to waive any informality and to reject any and all bids for any reason at any time.

8. The Contractor and the Town of Sullivan may have to negotiate additional work to be done and/or renegotiate proposed work for any reason at any time. All negotiations are to be done in good faith effort.

9. Bidder's attention is referred particularly to State and Local governing laws and regulations, including applicable Affirmative Action Requirements, Equal Employment Opportunity and Minimum Wage Requirements to be paid under the Contract, and Prevailing Wage Rate Requirements to be paid under the Contract.

10. The Town reserves the right to waive any and all irregularities, and to reject any and all bids, or to rebid the project solely at the Town Board's discretion.

11. The successful Bidder will present a Contract for approval by the Town upon notice of the award.

General Notes:

The Project Documents disclose the work to be done and Bidder is to prepare their bid considering the work as described. The intent is to complete the project per the Project Documents and with this additional information. The submitted bid shall include all plan items.

Sealed bids will be received by Town of Sullivan Town Clerk Amy B. Wells in accordance with the published **Advertisement for Bids**.

NON-COLLUSIVE BIDDING CERTIFICATE

(*Town of Sullivan Parks and Recreation Building Kitchen Facility Renovation Project*)

By submission of this Bid, the Bidder and each person signing on behalf of the Bidder, certifies under penalty of perjury, to their best knowledge and belief:

1. The price(s) in this Bid, was arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such price(s) with any other Bidder or with any competitor;

2. Unless otherwise required by law, the price(s) which has been quoted in the Bid has not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and

3. No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a Bid for the purpose of restricting competition.

The preceding statement, known and executed by the undersigned, is affirmed as true and attached to the Bid submitted herewith under the penalties of perjury of the State of New York.

_____
(Bidder Name)

_____
(Authorized Representative)

_____
(Bidder Address)

_____ _____
(Bidder Phone Number) (Bidder Email Address)

_____
(Authorized Signature)

_____ _____
(Title) (Date)

(Corporate Seal)

TOWN OF SULLIVAN
GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

(*Town of Sullivan Parks and Recreation Building Kitchen Facility Renovation Project*)

1. Proposed Bids must be received by 10:00 a.m. on the 2nd day of December, 2026, at the Town of Sullivan Town Clerk's Office, 7507 Lakeport Road, Chittenango, NY 13037.
2. Specifications and Form of Bid may be obtained from the Town Clerk at the above listed address.
3. Bids must be in a sealed envelope clearly marked:

   "TOWN OF SULLIVAN PARKS AND RECREATION BUILDING KITCHEN FACILITY RENOVATION PROJECT BID PACKAGE, Dated: December 2, 2026"
4. Bids must include a completed Non-Collusive Bidding Certificate.
5. Bidder must specify a "Completion Date" consistent with the Advertisement for Bids and perform accordingly.
6. A copy of any warranty must accompany the Bid. Said warranty must not commence until the "Completion Date."
7. To be considered complete, acknowledgment of the identified scope of work must accompany each Bid.
8. The Town Board of the Town of Sullivan reserves the right to complete discretion regarding all Bids.
9. To receive consideration, all deviations from the specifications and/or "Scope of Work" must be listed in detail on the Bid Sheet. Any Bid containing deviations from the norm that are not clearly noted and fully explained, will not be considered a complete Bid.
10. The contract for the "***Town of Sullivan Parks and Recreation Building Kitchen Facility Renovation Project***" shall be awarded to the lowest responsive, responsible Bidder. In cases where two or more Bidders submit identically priced Bids, the Town Board reserves the right to award the contract to either Bidder at their discretion.
11. The Town Board reserves the right to reject any or all Bids or re-advertise for new Bids at their discretion.
12. Any Bid may be withdrawn at any time prior to the Bid submittal deadline. Bids may be withdrawn only when written authorization is presented after submittal.
13. Prevailing Wage Rates: If applicable, all work must comply with Section 220 of the New York State Labor Law, as applicable. Prevailing Wage Rates may be obtained at www.labor.ny.gov.
14. Price quoted shall be net, less all taxes and shall include delivery, all transportation and delivery charges pre-paid to destination.

15. The successful Bidder shall agree, upon award of the Contract not to assign or sublet the Contract or any interest therein without first obtaining the written consent of the Town Purchasing Agent.

16. In case of default by the Bidder or Contractor, the Town of Sullivan may procure the article or services from other sources without notice and hold the Bidder and/or contractor thereby responsible for any excess costs occasioned by the default.

17. The Bidder, if awarded a contract, agrees to the fullest extent permitted by law to protect, defend, and save harmless the Town of Sullivan against any demand for payments for the use of any patented material, process, article, or device, that may enter into or from a part of the work covered by the contract: and further agrees to indemnify and save harmless the Town from suits or actions of every nature and description brought against it, for or on account of any injuries or demands received or sustained by any group or parties, by or from any acts of the contractor, his servants, or agents.

18. Laws, Rules and Regulations of the State of New York and all Local Law, Rules and Regulations, insofar as they apply to Competitive Bidding, Contracts and Purchases, are made a part hereof.

19. Qualifications of Bidders: In determining the qualifications of a Bidder, the Town of Sullivan will consider Bidder's record in the performance of any contracts in which they may have entered with the Town of Sullivan, with other public bodies or private corporations, and the Town of Sullivan expressly reserves the right to reject the Bid of such Bidder if such record discloses that such Bidder, in the opinion of the Town of Sullivan, has not properly performed such contracts or has habitually and without just cause neglected the payment of bills or has otherwise disregarded his obligations to subcontractors, material suppliers or employees.

    The Town of Sullivan may make such investigations as it may deem necessary to determine the ability of the Bidder to perform the work and the Bidder shall furnish to the Town of Sullivan all such information and data for this purpose as the Town of Sullivan may request following the Bid opening. The Town of Sullivan reserves the right to reject any Bid if the evidence submitted by, or determined by the investigation of, such Bidder fails to satisfy the Town of Sullivan that such Bidder is properly qualified to carry out the obligations of the Contract, and to complete the work contemplated therein.

    The Bidder shall have a minimum of three (3) years' experience in the area of building and construction of similar projects and demonstrate proof of same.

20. Conditions of Work: Each Bidder shall acquaint themself fully with the site conditions relating to implementation of the project, the employment of labor and the laws and regulations governing the safe and proper execution of the work. Failure to do so will not relieve a successful Bidder from Bidder's obligation to furnish all material, labor and equipment necessary to carry out the provisions of the Contract.

21. Final Contract will include requirements for submission of a Bid Bond or Certified Check, Bank Cashier/Teller/Treasurer's Check (5% of bid amount) and Performance Bond (100% of bid amount), as well as required insurances.

22. Certified Payrolls: Certified payrolls must accompany all invoices and must be kept up to date. Certified payrolls should be sent to Town of Sullivan Town Hall, 7507 Lakeport

Road, Chittenango, NY 13037

23. Contact Person: Lori Davies, Town of Sullivan Parks & Recreation (315) 727-4850
Louie Laplante, Town of Sullivan Parks & Recreation (315) 335-0387
Jeff Martin, Town of Sullivan Councilor (315) 447-5886

TOWN OF SULLIVAN

(*Town of Sullivan Parks and Recreation Building Kitchen Facility Renovation Project*)

Bids are requested from responsible Contractors for the "***Town of Sullivan Parks and Recreation Building Kitchen Facility Renovation Project***" to occur at the existing Town of Sullivan property located at 707 Legion Drive, Chittenango, NY 13037.

SCOPE

Supply all materials and labor associated with the "Town of Sullivan Parks and Recreation Building Kitchen Facility Renovation Project", all as set forth in the project documents and Scope of Work (as attached hereto as Exhibit "A").

It is the intent of these specifications that the Bidder shall include all labor, materials, equipment, services and transportation for the work to be undertaken. All employees shall be skilled and qualified for the work they perform.

REQUIREMENTS

- The work will be warranted by the Contractor for a minimum of 3 years after the final acceptance.
- The successful Bidder will provide a Bid Bond or Certified Check, Bank Cashier/Teller/Treasurer's Check equal to 5% of the Bid amount, as well as a Performance Bond equal to 100% of the Bid amount.
- Contractor will complete all work under the Contract in **forty-five (45) days** from Notice to Proceed, but in all cases no later than **April 14, 2027**. Contractor's failure to complete all work under the Contract in forty-five (45) days from Notice to Proceed will result in Contractor forfeiting all or a portion of the Performance Bond in the discretion of the Town Board of the Town of Sullivan.
- Contractor will pay workers in accordance with the Prevailing Wage Schedule, if applicable. Certified payrolls will be provided to the Town indicating compliance with this requirements.
- Contractor will provide evidence of appropriate insurance coverage as follows:
    - Workmen's Compensation Insurance Coverage
    - Liability Insurance - $1,000,000.00 each occurrence and $3,000,000.00 annual aggregate
    - Automobile - $1,000,000.00
    - Owner's Protective Liability Policy in the name of the Town of Sullivan of at least $2,000,000.00
    - Disability Benefits per New York State Requirements.
- The required insurance policies shall be endorsed to include the Town of Sullivan as an additional insured. Also, to include the provisions that the issuing company(s) will notify

the Certificate of Insurance Holder, who shall be the Town of Sullivan, 7507 Lakeport Road, Chittenango, NY 13037, by certified mail thirty (30) days prior to any change diminishing coverage, limits, cancellation or non-renewal of the insurance policies. For the duration of the awarded contract, the issuing company(s) shall notify the Certificate of Insurance Holder upon renewal of the policies.

- Payments: Town of Sullivan will pay the successful Bidder the amount of their Bid upon the full and faithful performance of the contract, acceptance of materials and/or work by the Town of Sullivan, and upon receipt of the vendor invoices and lien releases, as applicable.

  Unless otherwise specified, the Town of Sullivan may in any contract involving construction work or labor retain up to five percent (5%) of the amount of the contract (or ten percent (10%) of the final payment amount, whichever is greater) until final completion and acceptance of all work covered by the contract.

  The successful Bidder agrees that the Town of Sullivan may withhold, out of any amounts due the Contractor, sums sufficient to cover any unpaid claims by mechanics or laborers for work or labor performed under the Contract, provided that the notice in writing of such claims, signed by the claimant(s), shall have been previously filed.

  The successful Bidder further agrees that they shall not be entitled to demand or receive any payment except in the manner set forth in this Bid or any contract entered into.

- Warranty: Town of Sullivan requires a minimum three (3) years warranty from the date of acceptance, to correct at no additional cost to Town of Sullivan any failure or defect in material and workmanship, which appears in the equipment, goods or services supplied under this bid.

  Town of Sullivan does not accept exceptions to implied warranties of suitability or merchantability. Town of Sullivan does not accept limitations for recovery for incidental or consequential damages or on its legal remedies to secure such recovery.

- Termination/Default/Non-Performance: In case of default by the successful Bidder, Town of Sullivan may procure the articles or services from other sources without notice and hold the Bidder responsible for any excess cost.

  Town of Sullivan may terminate this agreement with cause upon notification in writing.

  Town of Sullivan further may terminate the contract without cause on 30 days' notice in writing. Upon notice, the Contractor will cease all services in connection with performance of this agreement and shall proceed to cancel all existing contracts insofar as such contracts are chargeable to this agreement.

  If the successful Bidder is delayed in making delivery by strikes, lockouts, fire, or unusual delay by common carriers control, then the time of delivery may be extended for a reasonable time after receipt of a written documented request by the contractor. This request must be approved and responded to in writing by the Town of Sullivan. Town of Sullivan may cancel said contract as to future deliveries/work at any time during such delay if Town of Sullivan interests are impaired by such delay.

Neither an extension of time for any reason, beyond that fixed herein for the performance of the contract, nor the doing and acceptance of any part of the work, or the supplies nor materials called for by the contract, shall be deemed to be a waiver by Town of Sullivan of the right to terminate the Contract for abandonment or delay.

- Changes/Deviations: This Bid as well as any contract, plans, drawings, exhibits or schedule to which are attached and made a part of the Bid constitutes the entire agreement and understanding between the parties hereto and shall be binding upon each party as their successors. Any additions, changes or deviations to or from said specifications, contracts, plans, drawings, exhibits or schedule will invalidate the agreement between the parties in its entirety unless in every case such changes shall be previously made in writing agreed upon by the parties hereto in consideration of all applicable legislation.

SPECIFICATIONS/SCOPE OF WORK

Available at the Town of Sullivan Town Hall, 7507 Lakeport Road, Chittenango, NY 13037 and attached hereto as Exhibit "A".

EXHIBIT "A"

TOWN OF SULLIVAN
KITCHEN RENOVATION – SCOPE OF WORK

1. GENERAL REQUIREMENTS – work to be completed during March and April 2027

The Contractor shall provide all labor, materials, supervision, permits, and miscellaneous items necessary to complete the kitchen renovation in accordance with this Scope of Work and applicable New York State and local codes. Kitchen equipment will be purchased by the Town of Sullivan.

The Contractor shall field verify all existing conditions and dimensions prior to beginning work and shall notify the Town of any conflicts, discrepancies, or unforeseen conditions before proceeding.

All work shall comply with applicable New York State Building, Plumbing, Electrical, Fire, and other applicable codes and requirements.

The Contractor shall coordinate all work with the Town of Sullivan and shall maintain a safe and orderly work area throughout construction.

2. PERMITS

The Contractor shall obtain and pay for all permits, inspections, and fees required for the work.

3. PRE-CONSTRUCTION / EXISTING UTILITIES

Prior to demolition or construction, existing plumbing, electrical, gas, fire alarm, HVAC, and other utilities within the construction area shall be properly identified.

Utilities shall be shut off, disconnected, capped, protected, or otherwise secured as necessary to allow the work to proceed safely and prevent damage to systems that are to remain.

The Contractor shall verify the location and condition of existing utilities prior to beginning work.

4. DEMOLITION

Demolition will be completed by the Town of Sullivan prior to the Contractor beginning construction.

The project area will be cleared of existing fixtures, equipment, cabinets, and materials and will be provided to the Contractor in an empty, construction-ready condition.

The Contractor shall be responsible for any additional demolition required to complete the work that is specifically identified in this Scope of Work.

5. DUMPSTERS AND CONSTRUCTION DEBRIS

The Contractor shall provide dumpsters and/or appropriate containers for construction debris generated by the Contractor's work.

The Contractor shall remove all construction debris, excess materials, packaging, and waste generated by the Contractor from the site.

6. TEMPORARY PROTECTION

The Contractor shall provide temporary protection of existing spaces adjacent to the kitchen and bar areas.

Protection shall be sufficient to prevent construction dust, debris, damage, and other construction-related impacts from entering adjacent areas.

The Contractor shall be responsible for repairing any damage caused by its work.

7. WALL REPAIR AND PAINTING

The Contractor shall patch and repair walls as necessary following demolition and installation of new plumbing, electrical, cabinets, and other work.

All surfaces shall be properly prepared, sanded, and primed as necessary to provide clean, finished surfaces suitable for painting.

Contractor shall paint all designated walls, doors, door jambs, heater covers and block surfaces.

Paint color shall be selected by the Town of Sullivan.

8. CABINETS AND COUNTERTOPS

The Contractor shall provide and install new stained gray cabinets with plywood boxes, dove tail drawers and countertops in accordance with final layout approved by the Town.

Cabinet work shall include all necessary:

- Base cabinets
- Wall cabinets, where applicable
- Fillers and end panels
- Toe kicks
- Hardware
- Hinges and drawer slides
- Trim and miscellaneous accessories required for a complete installation

The Contractor shall provide and install the necessary framing and support for an undercounter ice machine and designated recycling receptacles. The framing shall be constructed to support the countertop installation over these areas and shall be coordinated with the countertop layout and dimensions.

The Contractor shall furnish and coordinate the installation of quartz countertops, including all required cutouts for sinks, faucets, electrical outlets, and equipment. The contractor shall also provide a countertop for the movable bar in kitchenette and the serving bar to main rec room. The Contractor shall also provide a stainless-steel countertop and electrical outlets on the island.

9. TOWN-FURNISHED EQUIPMENT

The Town of Sullivan will furnish the following equipment:

- One (1) 3-bay sink with faucet
- One (1) dishwasher
- One (1) undercounter ice machine
- One (1) 10-burner stove
- Two (2) refrigerators

The Contractor shall be responsible for receiving, moving into position, leveling, securing/anchoring where required, making all necessary utility connections, and testing the Town-furnished equipment.

The Contractor shall provide all labor and materials necessary for complete plumbing, electrical, gas, and other utility connections required for the equipment.

The Contractor shall coordinate equipment locations with the Town prior to final installation.

10. PAPER TOWEL DISPENSERS

The Contractor shall install 3 paper towel dispensers. Towel dispensers provided by the Town.

11. FRP PANELS

The Contractor shall provide and install FRP panels around the new 3-bay sink and other 2 sink areas.

Panels shall be properly installed, sealed, and finished to provide a clean and washable surface.

12. FLOORING

The Contractor shall install new flooring over the existing flooring/substrate where appropriate.

The Contractor shall provide commercial grade vinyl flooring and prepare the existing surface as necessary to provide a suitable substrate for the new flooring, including minor patching, leveling, or preparation required for proper installation.

New flooring shall also be installed in the kitchen and dining room area as discussed onsite with the Town.

The Contractor shall provide all required adhesives, transitions, trim, and related materials for a complete installation.

13. CEILING

The Contractor shall clean and paint existing grid and furnish new matching ceiling tiles suitable for use in a public kitchen. The ceiling system shall be moisture-resistant, durable, cleanable, and appropriate for the conditions of the space. Contractor shall provide all necessary grid components, tiles, supports, trim, and accessories required for a complete installation.

14. PLUMBING

The Contractor shall provide all labor and materials necessary to complete the plumbing work associated with the renovation.

Work shall include:

- Provide necessary plumbing connections and install one (1) new 3-bay sink.
- Provide and install a new and properly sized/code-compliant under-sink grease trap.
- Provide and install two (2) drop-in or undermount double-bowl counter sinks located within the millwork, including faucets and all necessary plumbing connections.
- Provide new P-traps and supply lines outside of walls where required.
- Provide necessary shutoff valves and fittings.
- Provide final plumbing connections to Town-furnished equipment requiring water or drainage connections.
- Provide gas connection to the stove to include shutoff valve.

- Coordinate all plumbing locations with cabinets, countertops, and equipment.
- Test all plumbing connections for leaks and proper operation.

All exposed plumbing shall be neat, properly supported, and installed in accordance with applicable code.

15. ELECTRICAL

The Contractor shall provide all labor and materials necessary to complete the electrical work associated with the renovation.

Work shall include:

- Replace existing electrical outlets in the kitchen and bar areas with new outlets as required.
- Provide GFCI protection where required by applicable code.
- Provide dedicated circuits for equipment where required.
- Provide all necessary breakers, wiring, conduit, boxes, receptacles, disconnects, and connections.
- Provide electrical connections for Town-furnished equipment.
- Provide 2 – 4 electrical outlets at the kitchen island
- Install new power poles at locations designated by the Town.
- Verify existing electrical service and panel capacity is adequate for the proposed work and notify the Town of any deficiencies prior to proceeding.

All electrical work shall comply with applicable code.

16. LIGHTING

The Contractor shall remove existing lighting fixtures in the kitchen and bar areas and install new LED lighting fixtures provided by the Town.

The Contractor shall provide all necessary wiring, switches, boxes, controls, and related materials required for a complete installation.

Final fixture locations shall be coordinated with the new cabinets, equipment, and ceiling conditions.

17. FIRE ALARM

The existing fire alarm device(s) located within the kitchen shall be relocated as necessary to accommodate the new cabinets and finished ceiling/wall conditions.

The Contractor shall provide all labor and materials necessary for the relocation, including wiring and associated components.

The fire alarm system shall be tested following completion of the work, and the Contractor shall coordinate with the appropriate fire alarm service provider and/or inspecting authority as required.

18. HVAC / VENTILATION

The existing HVAC and ventilation systems shall remain.

Existing exhaust and fire suppression system shall remain in place. Contractor must coordinate the new 10 burner stove with the existing system. No modifications are anticipated.

19. FINAL CONNECTIONS AND TESTING

Prior to completion, the Contractor shall test all new plumbing, electrical, lighting, equipment connections, and other systems installed as part of the project.

The Contractor shall correct any deficiencies identified during testing or final inspection.

The Contractor shall demonstrate proper operation of the installed systems and equipment connections to the Town.

20. FINAL CLEANING AND CLOSEOUT

Upon completion of the work, the Contractor shall:

- Remove all construction debris and excess materials.
- Remove temporary protection.
- Clean all renovated areas.
- Clean cabinets, countertops, sinks, flooring, and other newly installed materials.
- Remove labels, packaging, and construction residue.
- Leave the work area clean, safe, and ready for use.

The Contractor shall repair any damage to existing areas caused by construction activities.

21. TOWN OF SULLIVAN RESPONSIBILITIES

The Town of Sullivan shall be responsible for:

1. Completing demolition as described in this Scope of Work.
2. Providing the Town-furnished equipment identified in section 9.
3. Selecting paint colors.
4. Approving final cabinet, countertop, flooring, equipment, lighting, and fixture locations.
5. Providing access to the project area as reasonably necessary for the Contractor to complete the work.

22. CONTRACTOR RESPONSIBILITIES

The Contractor shall be responsible for all labor, materials, permits, inspections, supervision, coordination, protection, cleanup, testing, and incidental work necessary to provide a complete and functional renovation as described in this Scope of Work.

Any work reasonably necessary to complete the items specifically identified in this Scope of Work shall be included in the Contractor's bid unless specifically excluded in the Contractor's proposal.

23. BID EXCLUSIONS / CLARIFICATIONS

Bidders shall clearly identify any exclusions, allowances, substitutions, or deviations from this Scope of Work in their proposal.

24. Change Orders

No additional work or costs shall be incurred without prior written authorization from the Town of Sullivan.

RESPONSIBILITIES TABLE

Item / Work	Town of Sullivan	Contractor
Project area demolition	✓	
Removal of existing fixtures, cabinets, equipment and materials prior to construction	✓	
Permits and required inspections		✓
Construction debris dumpsters/containers		✓
Removal of contractor-generated debris		✓
Temporary protection of adjacent areas		✓
Wall patching and repairs resulting from contractor's work		✓
Painting of designated walls, doors, jambs, heater covers and block surfaces		✓
Paint color selection	✓	
New cabinets		✓
Cabinet hardware, trim, fillers and end panels		✓
Framing/support for undercounter ice machine and recycling receptacles		✓
Quartz countertops		✓
Countertop cutouts for sinks, faucets, outlets and equipment		✓
Movable bar and serving bar countertops		✓
Stainless-steel island countertop		✓
3-bay sink	✓	
Dishwasher	✓	
Undercounter ice machine	✓	
10-burner stove	✓	
Refrigerators (2)	✓	
Receiving and moving Town-furnished equipment into position		✓
Leveling and securing/anchoring equipment		✓
Plumbing connections to Town-furnished equipment		✓
Electrical connections to Town-furnished equipment		✓
Gas connection to stove and shut off valve		✓
Paper towel dispensers	✓	
Installation of paper towel dispensers		✓
FRP panels		✓

Item / Work	Town of Sullivan	Contractor
New commercial-grade vinyl flooring		✓
Flooring preparation, adhesives, transitions and trim		✓
Cleaning and painting Ceiling tile grid and install new ceiling tiles		✓
Plumbing fixtures and piping required by scope		✓
Purchase and Install Grease trap		✓
Electrical outlets, wiring, breakers, conduit and related materials		✓
Island electrical outlets		✓
Power poles		✓
New LED light fixtures	✓	
Installation of LED light fixtures		✓
Fire alarm relocation, if required		✓
Fire alarm testing		✓
Existing HVAC/ventilation system		Existing to Remain
Coordinate 10 burner stove to comply with existing hood/exhaust system		Existing to Remain*
Final testing and equipment connections		✓
Final cleaning		✓
Construction-related damage repairs		✓
Final inspection coordination		✓
Product warranties and closeout documentation		✓
Final approval of layouts and finishes	✓	
Access to project area	✓	
Coordination with Town and other trades		✓

RESPONSIBILITIES AND FURNISHED MATERIALS

The above table identifies the general division of responsibilities between the Town of Sullivan and the Contractor. The table is intended to clarify which materials, equipment, labor, and services are to be furnished by each party.

Unless specifically identified as Town-furnished or existing to remain, the Contractor shall provide all labor, materials, equipment, accessories, permits, connections, installation, testing, and incidental work necessary for a complete and functional installation.

The Contractor shall verify all dimensions, existing conditions, utility requirements, and equipment requirements prior to ordering materials or beginning installation. Any discrepancies or conflicts shall be brought to the attention of the Town of Sullivan before proceeding.

Town-furnished equipment and materials shall be coordinated with the Contractor's work. The Contractor shall be responsible for receiving, handling, installation, utility connections, testing, and final operation of Town-furnished equipment where identified in this Scope of Work.

No additional work or cost shall be incurred without prior written authorization from the Town of Sullivan.