

**INVITATION TO BID  
VILLAGE OF OXFORD NY**

NOTICE IS HEREBY GIVEN that the Village of Oxford is requesting bids for Fire Station renovations at the Village of Oxford Fire Station. Project Bids will be publicly opened on Tuesday, August 19<sup>th</sup>, 2025, at 2 PM at the Oxford Village Hall located at 20 Lafayette Park, Oxford New York. Late Bids will be returned to the bidder, unopened.

**CONTRACTS #1. HVAC , #2. Electrical & Lighting, #3. Plumbing Renovations**

Purchaser: Village of Oxford, P.O. Box 866, Oxford, NY 13830  
Purchaser location Village Hall - 20 Lafayette Park, Oxford, NY 13830  
Project worksite is Oxford Fire Station - 20 Main Street, Oxford, New York

Bids must be delivered by hard copy or mailed to: 20 Lafayette Park, PO Box 866, Oxford New York 13830, or email as a single PDF file to [vgoxfordny@gmail.com](mailto:vgoxfordny@gmail.com), or a single PDF file on a USB drive to: Shelly W. Marks, Village Clerk/Treasurer (607-843-2512). All Bids must be marked ATTN; VILLAGE CLERK – V-FIRE BID. The Engineer is Kim Nichols 8 Midland Hill Road, Oxford New York 13830 (607) 316-2638 or email [Knichols6@stny.rr.com](mailto:Knichols6@stny.rr.com). The bid proposal shall be for all labor, material, equipment, and accessories necessary to complete the scope of work. Any and all questions regarding this bid are to be directed to the Village Engineer.

It shall be the responsibility of each contractor submitting a proposal for this work to have reviewed and become fully familiar with all drawings, and all work for this project. Additionally, a mandatory walk through of the project site at the Oxford Fire station is scheduled for Tuesday, August 5<sup>th</sup>: 9:00 A.M. for Contract #1 – HVAC – Boiler & A/C replacement; 10:00 A.M. for Contract #2 – Electrical – Lighting upgrades; 11:00 A.M. for Contract #3 – Plumbing – Water Heater & Misc., whereby each interested contractor can visit the jobsite (20 Main Street, Oxford New York) and become fully familiar with the work area, jobsite conditions, its access, and its limitations. All request for information (RFI) must be received no later than 12:00 noon on Monday, August 11<sup>th</sup> via email - [Knichols6@stny.rr.com](mailto:Knichols6@stny.rr.com).

There will be no revisions to the respective contractors for lack of inclusion of items in this or the preceding paragraphs of the Bid Proposal. The Contractor shall be responsible for compliance with all applicable safety and health regulations including the most stringent interpretations of OSHA standards. The insurance requirements of the Village of Oxford are applicable to this project. Each Contractor shall have the appropriate coverage prior to the start of any work. The costs of any premiums for this specific insurance coverage shall be included in the Base Proposal. This project is non-taxable. This project is a prevailing wage job and requires any and all contractors to agree to coordinate services on the project. A Non-Collusive Bidding Certificate shall be included in each bid. The Owner reserves the right to reject any or all proposals.

BID documents available at Oxford Village Hall, 20 Lafayette Park, Oxford New York during normal business hours (9:00 A.M. – 1:00 P.M.) and are also available in PDF format at Oxford Village Hall during normal business hours Monday – Friday (9:00 AM – 1:00 PM) or online at: <http://www.villageofoxfordny.com/bidding-info.php>

The Village of Oxford invites proposals from underrepresented groups. This applies to all persons without regard to age, race, creed, color, national origin, gender, religion, sexual orientation, disability, military status, marital status, genetic predisposition or carrier status or political affiliation or belief.

**BID SECURITY** – Each Bid must be accompanied by Bid security made payable to the Village in an amount of five percent (5%) of the Bidder's maximum Bid price per contract and in the form of a certified or bank check or a Bid Bond. Bid Bonds shall be duly executed by the Bidder as principal and having as surety company with a minimum equivalent of A.M. Best and Co. A rating. Upon execution of the contract, the Bid deposit will be returned. Failure of the bidder to execute a contract after notification of award of contract will result in forfeiture of the Bid deposit. Bid deposits of all unsuccessful Bidders will be returned after a contract has been executed by the successful Bidder. BIDS ARE DUE Tuesday, August 19<sup>th</sup>, 2025, at 2:00 P.M.

**Scope:** Provide, deliver, and install in place all material identified within the attached specifications and drawings:

**Contract 1 - Mechanical and HVAC**

The scope of work for this contract includes but is not limited to: Replacing existing boilers; reconfiguring heating zones; replacing existing Air Conditioning units; Replacement/removal of air handling units; Replacement of certain hydrologic heating units as specified; Install new mutli-zone Mini Split ductless unit for office/meeting room area with ceiling cassettes; new programmable thermostats.

**Contract 2 - Electrical and Lighting**

The scope of work for this contract includes, but is not limited to: Conversion of all existing fluorescent lighting to LED; replacement of exterior lighting wall mount metal halide wall packs with LED; replacement of duplex outlets; converting exterior and Truck room outlets to GFCI circuits; replacement of light fixture lenses as specified.

**Contract 3 - Plumbing**

The scope of work for this contract includes, but is not limited to: Replacement of existing 100 gallon Hot Water Heater; replacement of certain water valves as specified; replacement of all bathroom fixtures, installation of hands free automatic flushers and lavatory faucets; replacement of kitchen sink and faucet; rehabilitation of 2 showers (Base Bid) or remodel showers (Alt 1); install new Natural Gas line to Kitchen stove area; Remove and install new water line and water filter to coffee machine; Repair of damaged sanitary line under Truck Room Floor; Reconfigure toilet stall in Men's room.

The attached specifications are intended to be the basis for design. It is not intended to be proprietary and manufacturers that meet the design specifications will be considered by the owner.

**Contract Timeline:** The work will commence within 10 days after **NOTICE TO PROCEED has been issued and HVAC boiler replacement shall be substantially completed by onset of cold weather.** **Total project** to be completed by the first week in November.

**This contract shall provide any and all:**

Premium time or overtime required to complete work.

**BASE BIDS**

**CONTRACT # 1**

This Contractor, \_\_\_\_\_, agrees to be fully aware of the Project, all Drawings and Documents noted, the conditions at the jobsite, coordinate services with other contactors as described in attachment A and further agrees to furnish all required MATERIAL AND EQUIPMENT necessary to complete the **Mechanical and HVAC project plans and specifications** for the total lump sum of:

\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_)

Respectfully submitted,

CORPORATE NAME \_\_\_\_\_ Date \_\_\_\_\_

OFFICER NAME (print) \_\_\_\_\_ Title \_\_\_\_\_

OFFICER SIGNATURE \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_

**CONTRACT # 2**

This Contractor, \_\_\_\_\_, agrees to be fully aware of the Project, all Drawings and Documents noted, the conditions at the jobsite, coordinate services with other contactors as described in attachment A and further agrees to furnish all required MATERIAL AND EQUIPMENT necessary to complete the **Electrical and Lighting project plans and specifications** for the total lump sum of:

\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_)

Respectfully submitted,

CORPORATE NAME \_\_\_\_\_ Date \_\_\_\_\_

OFFICER NAME (print) \_\_\_\_\_ Title \_\_\_\_\_

OFFICER SIGNATURE \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_

**CONTRACT # 3**

This Contractor, \_\_\_\_\_, agrees to be fully aware of the Project, all Drawings and Documents noted, the conditions at the jobsite, coordinate services with other contactors as described in attachment A and further agrees to furnish all required MATERIAL AND EQUIPMENT necessary to complete the **Plumbing** project plans and specifications for the total lump sum of:

\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_)

Respectfully submitted,

CORPORATE NAME \_\_\_\_\_ Date \_\_\_\_\_

OFFICER NAME (print) \_\_\_\_\_ Title \_\_\_\_\_

OFFICER SIGNATURE \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_

**ATTACHMENT A**  
**COORDINATION OF SERVICES**

This attachment outlines the responsibility for each contractor to work together effectively, preventing delays, and maintaining project progress. This requires contractors to share information, coordinate schedules, and manage site access to avoid conflicts and disruptions. It also specifies the contractor's responsibility for supervising subcontractors and ensuring they adhere to the project's overall plan.

I, as a contractor submitting a bid on the project, agree to the following terms:

- **Cooperation and Communication:**

Agree to communicate effectively with other contractors on the job and the owner, sharing relevant information about their work schedules, site access needs, and any potential conflicts.

- **Schedule Coordination:**

Agree to coordinate their work schedules to avoid overlapping work that could lead to delays or safety issues and provide owner a schedule of work.

- **Site Access Management:**

Agree to coordinate access to the site, ensuring that work can proceed smoothly and that other contractors are not unnecessarily delayed.

- **Subcontractor Management:**

Agree with responsibility for managing subcontractors, ensuring they adhere to the project's schedule and coordination requirements.

- **Minimizing Disruptions:**

Agree to coordinate with the owner to minimize disruptions to existing facilities or ongoing operations.

I have read and understand my BID submission includes compliance with the terms as described above.

CONTRACTOR \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_