TOWN OF ARKWRIGHT

9543 Center Road
Fredonia, NY 14063

REQUEST FOR PROPOSAL (RFP) COURTROOM TABLE DESIGN & FABRICATION

1. INVITATION TO QUOTE

The Town of Arkwright invites qualified parties to submit proposals for the **design, fabrication, and installation of a bespoke courtroom/boardroom table** for the new Town Hall, currently under construction. The Town is seeking a durable, dignified, and highly functional center-piece that reflects the sacrosanct nature of a court of law while maximizing space utility for Town meetings, court proceedings, elections and other civic activities.

RFP Release Date: November 11, 2026

Proposal Submission Deadline: November 30, 2026 at 2:00 PM.

Submission Location: Arkwright Town Clerk, 9543 Center Road, Fredonia NY 14063

2. SCOPE OF WORK & DESIGN REQUIREMENTS

The selected bidder will be responsible for the full lifecycle of the project, including concept, design, material sourcing, fabrication, finishing, delivery, and final on-site installation within the Town Hall.

Design: The table must blend seamlessly with the architectural features of the meeting room, specifically the judge's bench, cabinetry and wall applications in the room. The Courtroom millwork will be a Wilsonart laminate in Pinnacle Walnut, with black stone-look laminate tops. The walls of the Courtroom will be Sherwin Williams Useful Gray top section with a four foot bead board lower section in Sherwin Williams Gray Area.

Functional Requirements: The table will be installed in a 21 foot wide room. Ideally, the table will provide ample space for court proceedings, seating attorneys and clients on one side facing the judge's bench, with appropriate distance between the plaintiff and defendant teams. For board meetings, the table should seat six people facing away from the judge's bench. For this configuration, using the two ends as seating is acceptable, provided no one at the table has their back to the audience seated at end of the room opposite of the judge's bench. The design should include electrical power for laptops, printers and projectors supplied from a common two gang floor mounted outlet directly beneath the table.

ADA Compliance is mandatory for both the table seating access and for the space between the table and walls.

3. PROPOSAL SUBMISSION REQUIREMENTS

To be considered, please submit a sealed proposal to the attention of the Town of Arkwright Town Clerk on or before the opening date and time specified in section one. The sealed envelope should be marked **Town Hall Table Bid** to ensure it is properly included in the process. The submission should include:

1. **Conceptual Sketch/Design Approach:** A preliminary sketch, digital rendering, or detailed narrative describing your vision for this specific table based on the size and finish criteria. Features included to ensure ADA compliance should be enumerated.
2. **Material Specifications:** type of wood, construction methods and finishing process.
3. **Cost Quotation:** A comprehensive, all-inclusive **Firm Price Proposal** for the entire project, design, materials, labor, final delivery and set-up. Also, any pre-payment

expectations must be included in the proposal. Lacking that, the Town will make one full payment during the week following the first Town Board meeting after final installation of the table.

4. **Timeline:** An estimated schedule from the date of contract award to final delivery and installation.
5. **Non-Collusion Certification:** Pursuant to New York General Municipal Law § 103-d, all proposals must include a signed Non-Collusive Bidding Certification. A bank template is provided as part of the invitation to bid.
6. **Insurance:** The successful bidder must provide proof of General Liability Insurance and Workers' Compensation Insurance prior to contract execution. In this specific instance, the Town will allow a CE200 Attestation for a sole proprietor performing the installation on Town premises.
7. **Reference Examples:** Bidders are encouraged to include pictures or other references highlighting their design and craftsmanship capabilities.

4. EVALUATION CRITERIA

The Town Board will evaluate proposals based on a balance of value and artistic merit, rather than strictly the lowest dollar bid. Criteria will include:

1. The aesthetic quality, durability, and civic appropriateness of the proposed design.
2. The bidder's demonstrated experience with high-end, custom woodworking.
3. The feasibility of the proposed timeline.
4. Total project cost and value.

The Town Board explicitly reserves the right to reject any and all bids.

5. PUBLIC RECORD:

All bid submissions will become a matter of Public Record and, as such, could be subject to a Freedom of Information (FOIL) records request. The successful bidder's proposal will be discussed in open meeting and will be posted on the Town's website.

Brian McAvoy
Town of Arkwright Supervisor

Lacy Gross
Town of Arkwright Court Clerk