

REQUEST TO PURCHASE - REQUISITION FORM (CONSENT AGENDA)

VILLAGE OF BALLSTON SPA
66 Front Street, Ballston Spa, NY 12020 (518) 885-5711
(Guidelines at the Bottom of Form)

Date: 1/4/22		Requisition #:			
FOR:		DEPARTMENT <i>Library</i>			
PURPOSE OR USE: <i>Bathroom renovation</i>					
SOURCE:		SHIPPED VIA:			
REMARKS:					
Line No.	Quantity	Item Number	Description	Date Needed	Estimated Costs
			<i>Bathroom renovation</i>		<i>8,425.00</i>
					<i>8,425.00</i>
Requested By: <i>Andrea Simmons</i>					
Department Approval:					
Purchase Order #:					

REQUEST TO PURCHASE GUIDELINES

FOR ALL REQUEST TO PURCHASE:

- At least 1-2 weeks prior to ANY such purchase, please complete a *Request to Purchase Form* and submit it for department approval and forward the request to the Village Clerk.
- The Village Clerk will present your (and any other) *Request to Purchase Form* to the Village board of Trustees for approval at the next scheduled board meeting.
- The Village Clerk will report back to the requestor the final approval.

OK-D.S.

L.7410.2-7

ZIMMER CONSTRUCTION_{LLC}

PO Box 182
Ballston Spa, New York 12020
Phone/Fax (518) 885-5509
Mobile (518) 461-0804
zimmerconst@yahoo.com

PROPOSAL

Submitted To:

Ballston Spa Public Library
Attention: Andrea H. Simmons
21 Milton venue
Ballston Spa, NY 12020

Job Location:

Same

We hereby submit estimates and specifications for: larger bathroom remodel.

Proposal includes:

- Removal of toilet, sink and existing lighting
 - Install Schlutter uncoupling membrane
 - Install 12"x24" tile flooring
 - Install Handicap approved wall hung sink with faucet
 - Install (1) Fan/light fixture. (Supplied by Zimmer Construction LLC.)
 - Install (1) Vanity mirror (Supplied by Zimmer Construction LLC.)
 - Install Vanity light fixture. (Supplied by Zimmer Construction LLC.)
 - Install drywall, tape and sand in affected areas
 - Install new handicap approved toilet with supply line
 - Paint newly remodeled bathroom, ceiling, walls and trim (Sherwin Williams Dover white or equal)
 - Removal of all debris
- Handicap grab bars may be added for an additional charge
 - Installation of 3" bullnose tile baseboard for \$325.00

We propose to furnish labor and materials complete in accordance with the above specifications for the sum of \$8,425.00

Payments are to be made as follows:
Balance upon completion

All material is guaranteed to be as specified. All work to be complete in a workmanlike manner according to standard building practices. Any alteration or deviation from above specifications involving additional costs will be executed only upon written orders, and will become an extra charge over and above the proposal. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire or other necessary insurance. Our workers are fully insured by Workmen's Compensation Insurance.

This proposal may be withdrawn by us if not accepted within 30 days.

Authorized Signature: _____ Date: _____

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You Are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____ Date: _____

Signature: _____ Date: _____