



Jayne Burritt, Administrator/CEO

Board of Directors

- Chuck Severance, Chair
- Steve Maddox, Vice Chair
- Shane Jackson, Treasurer

Solicitation Number: 2024.008

Addendum Date: November 29, 2023

Addendum Number: 1

Closing Date: December 13, 2023 @ 11:00 A.M. Eastern Time

Total Pages: 4

Questions/Answers:

Deletions/Additions:

Deletion #1:

- Heather Anderson
- Jon Clark
- Adam Cook
- Scott Davis
- Brian Gard
- Rob Glass
- Ann Marie Tugwell
- John Wright

4.1 SCOPE OF WORK: PBA is seeking a contractor(s) for the provision of storefront, glass, and door services, parts, installation, and replacement for PBA-managed facilities. PBA manages a diverse group of properties ranging from the old courthouse that was built in the late 1800s to new construction to multiple-story properties. All PBA-managed facilities are located within the boundaries of Knox County. The services to be provided include, but are not limited to, installation and/or replacement of custom and specialty glass, tempered glass, vinyl windows, metal-framed glass, bullet-resistant panels, glass supplies, materials, and hardware, use of broken glass window cling and security glass film or similar type product. The contractor(s) should have the ability to remove and replace existing glass for items such as, but not limited to, plate glass, storefront glass, and passageway door glass.

Contractors must have OSHA-approved safety certificates to work from lifts or other apparatus during frame and glass installation and/or replacement if needed.

Addition #1:

4.1 SCOPE OF WORK: PBA is seeking a contractor(s) for the provision of storefront, glass, and door services, parts, installation, and replacement for PBA-managed facilities. PBA manages a diverse group of properties ranging from the old courthouse that was built in the late 1800s to new construction to multiple-story properties. All PBA-managed facilities are located within the boundaries of Knox County. The services to be provided include, but are not limited to, installation and/or replacement of custom and specialty glass, tempered glass, vinyl windows, metal-framed glass, bullet-resistant panels, glass supplies, materials, and hardware, **polymer skylights**, use of broken glass window cling and security glass film or similar type product. The contractor(s) should have the ability to remove and replace existing glass for items such as, but not limited to, plate glass, storefront glass, and passageway door glass.

Contractors must have OSHA-approved safety certificates to work from lifts or other apparatus during frame and glass installation and/or replacement if needed.

Addition #2:

TAB IV COMPANY'S QUALIFICATIONS, SERVICES, & CAPABILITIES

Ability to install and replace polymer skylights- Circle **Yes or No**

End of Addendum #1.

Addendum must be acknowledged in Tab III of the submittal.



Brittany Daniels
Procurement Specialist
Public Building Authority

SECTION IV SPECIFICATIONS

4.1 SCOPE OF WORK: PBA is seeking a contractor(s) for the provision of storefront, glass, and door services, parts, installation, and replacement for PBA-managed facilities. PBA manages a diverse group of properties ranging from the old courthouse that was built in the late 1800s to new construction to multiple-story properties. All PBA-managed facilities are located within the boundaries of Knox County. The services to be provided include, but are not limited to, installation and/or replacement of custom and specialty glass, tempered glass, vinyl windows, metal-framed glass, bullet-resistant panels, glass supplies, materials, and hardware, polymer skylights, use of broken glass window cling and security glass film or similar type product. The contractor(s) should have the ability to remove and replace existing glass for items such as, but not limited to, plate glass, storefront glass, and passageway door glass.

Contractors must have OSHA-approved safety certificates to work from lifts or other apparatus during frame and glass installation and/or replacement if needed.

4.2 CONTRACTOR'S RESPONSIBILITIES: All work performed under this contract must be performed in accordance with all provisions of these specifications or plans and must be approved in writing by PBA. By submitting a proposal, the owner or their representative acknowledges and accepts this clause. The contractor(s) will be presumed to have made a reasonable review of the scope of services prior to the time of proposing and will be held responsible for all information available through the solicitation documentation, quote documentation, and/or inspection. The contractor(s) must immediately upon discovery, bring to the attention of PBA any conflicts that may occur among the various provisions of the specifications. Failure of the contractor(s) to bring conflicts or exceptions to the attention of PBA will allow PBA to require any changes deemed necessary before acceptance by PBA.

4.2.1 All dimensions of glass and any project or repair requiring any retrofitting must be field verified with the PBA designee which can include a site visit and discussion of options prior to quote and commencement of work.

4.2.2 The contractor(s) will be required to have ample equipment and staff available to complete multiple projects simultaneously as required by PBA during the contract period.

4.2.3 The contractor(s) will furnish all labor, equipment, vehicles, and other items necessary to accomplish each assignment and/or project. All personnel are required to be employees of the contractor(s). No contract or day laborers are permitted. No subcontracting will be permitted under the contract without prior written permission from PBA.

4.2.4 Contractors must provide at least one employee on every job assignment with the ability to speak, read, write, and understand English so PBA's staff can communicate effectively with them.

4.2.5 Contractor(s) must take precautions necessary to protect persons or property against injury or damage. Contractor(s) will be solely responsible for any such damage or injury to property or persons that occur as a result of their fault or negligence. Any damaged item(s) must be replaced or repaired at PBA's discretion at no additional cost to PBA. Any repairs/replacements shall match the existing in all cases and shall be completed to the satisfaction of PBA. All repairs must be completed in a timely manner. Contractor(s) will have thirty days from the date of such damage to complete repairs/replacements. However, if the damage is such that it cannot be repaired/replaced within thirty days, it shall not constitute a breach if corrective action is instituted by contractor(s) within such period and is diligently pursued until the property is substantially returned to the condition which existed immediately prior to the damage. Should repairs not be made in a timely manner, PBA reserves the right to cause such repairs to be completed by an alternate source and charge the entire cost, plus a 20% administrative fee of such repairs to contractor(s).

4.2.6 Contractor(s) must perform work without unnecessarily interfering with the activities of tenants or other contractor(s). Contractor(s) must not disable or disrupt building fire or life safety systems without prior written notice to and written approval from PBA.

4.2.7 The contractor(s) must be able to complete all tasks normally encountered in commercial buildings within the time specified by PBA.

4.2.8 It will be the responsibility of the awarded contractor(s) to maintain the work zone in a clean manner so that foot traffic is not impeded, and no debris is carried into other areas of the facility. The work area must be cleaned prior to leaving the site.

4.2.9 The successful contractor(s) will make recommendations regarding energy efficiency, life-expectancy, and capital replacement in writing to the PBA designee.

4.2.10 The disposal of collected material/debris is entirely the responsibility of the contractor(s), if applicable.

4.2.11 The successful contractor(s) must abide by all codes and industry regulations regarding the proper disposal of all trash and debris generated while performing work under the term contract. Contractor(s) will not utilize on-site trash bins paid for by PBA to dispose of materials. The successful contractor must meet all Federal EPA and OSHA guidelines in the proper handling and disposal of special water or contaminated materials.

SECTION V PROPOSAL FORMAT – PROPOSAL NUMBER 2024.008, STOREFRONT, GLASS, AND DOOR SERVICES, PARTS, INSTALLATION, AND REPLACEMENT – CONTINUED

SUPPLIER'S NAME: _____

TAB IV COMPANY'S QUALIFICATIONS, SERVICES, & CAPABILITIES

Suppliers are to detail the company's experience, capabilities and resources relating to the services requested in this RFP.

Suppliers are to include:

- Form of business and general credentials of the company
- Number of years in business
- Number of years of experience providing the services requested in this RFP
- Suppliers should state the location and size of your local service office, the size of their warehouse in square feet, the name and nature of all direct manufacturers that your firm currently has contractual relationships with, and your company's process for determining carry stock and timeline for most glass supplies, parts, and materials to be obtained.
- State the name, business address, office phone number, and cell phone number for each technician working out of your local office that will be available to provide services to PBA, if awarded.
- Provide the phone number and/or email address to be used for contacting your company for service calls.
- Statement of knowledge and experience; highlight government experience providing the services detailed in this RFP.
- Suppliers should state how many stories can be serviced by your company including access to scaffolding as indicated in Section 4.1.
- Can your company provide service to PBA 365 days per year and 24 hours per day? Circle **Yes or No**
- Provide a list of government installation projects completed in the last twelve months noting the scope, size in dollars, equipment manufacturer and client's name, point of contact, phone number and email address.
- Copy of current State of Tennessee Contractor's license
- Whether you intend to sub-contract any portion of the contract, if awarded
- Suppliers must outline their safety and/or security policy(ies).
- Ability to install and replace polymer skylights- Circle **Yes or No**