

# City of Goodlettsville, TN

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## Peay Park Restroom Building Renovation

### **Request for Bids**

Responses may be mailed/hand delivered in a sealed envelope or box with title and due date marked on the outside of the envelope to:

City of Goodlettsville  
Charlie Ballard  
105 S Main Street  
Goodlettsville, TN 37072

Attn: Peay Park Restroom Building Renovation  
RFB #1803-0058-A

## **Request for Bids**

Sealed Bids will be received at the office Charlie Ballard, City of Goodlettsville, 105 South Main Street, Goodlettsville, TN 37072, until 2:00pm CST, on September 6, 2018, at which time they will be opened for the following:

### **Peay Park Restroom Building Renovation By the Parks and Recreation Department, City of Goodlettsville**

Specifications and drawing details may be obtained beginning August 14, 2018. Copies of the Engineering Plans and Specifications may be requested by calling the Purchasing Coordinator beginning Monday, August 14, 2018 between 8:00am and 4:30pm CST. Phone: 615-851-2239 or may find these documents at [www.goodlettsville.gov](http://www.goodlettsville.gov).

This project is funded in part by a Local Parks and Recreation Fund (LPRF) grant administered by the Tennessee Department of Environment and Conservation (TDEC) Recreation Education Services (RES) Division.

The City of Goodlettsville reserves the right to reject any and all Bids and to waive formalities.

The City of Goodlettsville does not discriminate on the basis of age, race, sex, color, national origin, religion or disability in admission to, access to, or operation of its programs, services or activities, nor does it discriminate in its hiring, employment or purchasing practices. Contact the Human Resources Director at 615-851-2206 with questions, concerns, complaints, and with requests for ADA accommodations.

**City of Goodlettsville**  
**Request for Bids (RFB)**  
**Peay Park Restroom Building Renovation**

The City of Goodlettsville ("City") is seeking Bids for the Peay Park Restroom Building Renovation.

This project is funded in part by a Local Parks and Recreation Fund (LPRF) grant administered by the Tennessee Department of Environment and Conservation (TDEC) Recreation Education Services (RES) Division.

The project consists of renovating an existing restroom structure, and creating an additional room on the building to be used for mechanical equipment for a splash pad, and all other specifications as shown on the plans or as specified by the Owner, including all labor, materials, equipment, and supervision. The work is more fully detailed in the attached drawings. Questions from potential Bidders must be sent in writing and received by the City by 2:00pm CST on August 29, 2018.

Allowable working days are defined as Monday through Friday 7:00am to sunset, Saturday from 9:00am-6:00pm, and Sunday from 12:00pm-6:00pm.

To qualify for this contract, the contractor is required to do the following:

- Prepare a brief introduction including a general demonstration of understanding of the scope of the required work and describe your company's structure, areas of expertise, time in business, number of employees and other information that would help characterize your company.
- Provide three examples of similar projects completed in the last five years. Provide a summary description of each project.
- Provide construction oversight on a daily basis during the hours of construction by the contractor or sub-contractor.
- Be able to work within the timelines established by the installer for the Splash Pad as required by the construction of the mechanical room.

The Owner reserves the right to reject any one or all Bids received. No Bidder may withdraw a submitted Bid for a period of sixty (60) days after the date set for the opening of Bids. Each Bid must be accompanied by a Certified Check or Bidder's Bond executed by the Bidder and a Surety Company licensed to do business in the State of Tennessee in the amount of Ten Percent (10%) of the amount of Bid. The Bond is required as a guarantee that, if the Bid is accepted, a Contract will immediately be entered into and the performance of it properly secured. The successful Bidder will be required to execute a Payment and a Performance Bond in the amount of One Hundred Percent (100%) of the Contract Price. Among other things, said Performance Bond shall provide that the Contractor will pay all subcontractors under him in said Contract.

Liquidated Damages in the amount set out in the Contract Documents will be assessed for failure to complete work within the Contract Completion Time as specified herein.

Separate sealed Bids will be received, in accordance with the Bidding Requirements, by the City of Goodlettsville, 105 South Main Street, Goodlettsville, TN 37072, until 2:00pm CST on September 6, 2018. Bids will subsequently be publicly opened and read aloud.

Specifications and drawing details may be obtained beginning August 14, 2018. Copies of the Engineering Plans and Specifications may be requested by calling the Purchasing Coordinator beginning Tuesday, August 14, 2018 between 8:00am and 4:30pm CST. Phone: 615-851-2239 or may find these documents at [www.goodlettsville.gov](http://www.goodlettsville.gov). There is no fee for the Bid packet, but only one packet per contractor, please.

The Contractor (and/or subcontractor) shall be licensed for the classification of work required for the Project in accordance with Public Chapter No. 822 (House Bill No. 2180) "Contractors Licensing Act of 1976," passed March 18, 1976 by the General Assembly of the State of Tennessee, and any subsequent amendments thereto, or any Rules and Regulations promulgated by the State Board of Licensing Contractors and approved by proper legal authority. The entire wording of the Act shall be considered to be included by reference to these Contract Documents.

**Drug-free Workplace Affidavits – T.C.A. § 50-9-113** - Effective January 1, 2001, any contractor with five or more employees who provides construction services for the state or any local government is required to submit an affidavit stating that the contractor has a drug free workplace program in compliance with the Tennessee Drug Free Workplace Act, T.C.A. §§ 50-9-101 through 50-9-113. The drug free workplace affidavit is to be submitted with the Bid for a construction project. This statute directs that no local government shall award any construction contract to a contractor who does not submit such an affidavit with its Bid.

The Contractor shall furnish a Certificate of Insurance indicating sufficient coverage, a minimum of \$2,000,000.00 per occurrence, to protect the Owner and to hold the Owner harmless from any damage or injuries due to the Contractor's negligence. The Contractor is to furnish a Certificate of Insurance indicating coverage under a Workman's Compensation Policy that meets the State Minimum Requirements. The policies shall be issued by insurance companies with a Best Rating of not less than B+.

On the outside of each envelope containing a Bid, the Bidder shall show the following information for the Bidder; *otherwise the Bid will not be opened*:

- Name of project
- Applicable State License Number and its expiration date
- That part of the license classification applying to the Bid.

Each Bidder is responsible for inspecting the site and for reading and being thoroughly familiar with the Contract Documents. By signing the Bid, the Bidder certifies that he has investigated the site conditions of the Project, fully satisfied himself of the surface and subsurface conditions, and has based his Bid accordingly. The failure or omission of any Bidder to do any of the foregoing shall in no way relieve any Bidder from any obligation in respect to his Bid.

The Owner may make such investigations as he deems necessary to determine the ability of the Bidder to perform the Work, and the Bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any Bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the Owner that such Bidder is properly qualified to carry out the obligations of the Agreement and to complete the Work contemplated therein.

Further, the Bidder agrees to abide by the requirements under Executive Order No. 11246, as amended, including specifically the provisions of the equal opportunity clause set forth in the Supplemental General Conditions.

### **Evaluation of Bids and Selection Process**

City staff will evaluate all properly submitted Bids, and will grade and rank all Bids with respect to the criteria set forth in the Request for Bids, each Bidder's references, past show performance (when applicable), and the proposed fee. The City will then select the top preferred Bidder, with whom a contract, on a form to be provided by the City, will be negotiated. The City Commission has the ultimate authority to approve any Bid and to authorize execution of the negotiated contract.

The City reserves the right to make clarifications, corrections, or changes in the Request for Bids at any time prior to the time Bids are opened. All Bidders or prospective Bidders who register with the City will be informed of said clarifications, corrections, or changes. Prospective Bidders may register via email to [cballard@goodlettsville.gov](mailto:cballard@goodlettsville.gov) prior to the due date for Bids.

Bids submitted are offers only, and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of companies submitting Bids. Issuance of the RFB does not obligate the City to pay any costs incurred by a respondent in its submission of a Bid or making any necessary studies or designs for the preparation of that Bid, or for procuring or contracting for the services to be furnished under this RFB.

A Bidder may withdraw its Bid, either personally or by written request, at any time prior to the scheduled deadline for submittals. No Bid shall be withdrawn for 60 days after the date set for opening Bids. Bids shall be subject to acceptance during this period.

The City reserves the right to accept the Bid that is, in its judgment, the best and most favorable to the interests of the City and to the public; to reject the low price Bid; to accept any item of any Bid; to reject any and all Bids; and to waive irregularities and informalities in any Bid submitted or in the request for Bid process; provided, however, that the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Companies should not rely upon, or anticipate, such waivers in submitting their Bid.

### **Submittal Procedures**

- A. All questions regarding this Bid should be directed in writing to Charlie Ballard, Purchasing Coordinator, at [cballard@goodlettsville.gov](mailto:cballard@goodlettsville.gov). Questions will be accepted until 2:00pm CST on August 29, 2018. All questions and responses will be compiled and submitted to all known potential respondents electronically in one general response memorandum by August 31, 2018 and posted on the City's website at [goodlettsville.gov](http://goodlettsville.gov).
  
- B. RFB Submittals

City of Goodlettsville  
Charlie Ballard  
105 S Main Street  
Goodlettsville, TN 37072

ATTN: Peay Park Restroom Building Renovation  
RFB #1803-0058-A

Bids must be received by U.S. Mail, other carrier, or hand delivered no later than 2:00pm CST, Thursday, September 6, 2018. The Bid opening will be held in the Conference Room at City Hall, 105 S Main Street, Goodlettsville, TN 37072. Bids submitted after closing time will be returned unopened. No oral, telephone, or facsimile Bids will be considered.

**City of Goodlettsville**  
**Peay Park Restroom Building Renovation**  
**RFB - Reference Sheet**

**Company Name** \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

**References**

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Length of Association \_\_\_\_\_

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Length of Association \_\_\_\_\_

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Length of Association \_\_\_\_\_

**REQUEST FOR BID**

**City of Goodlettsville  
Peay Park Restroom Building Renovation**

We, the undersigned Bidder, in compliance with your Advertisement for Bids for the **Peay Park Restroom Building Renovation**, having examined the Drawings and Specifications with related documents and the sites of the proposed work, and being familiar with all of the conditions surrounding the Project, hereby propose to furnish all labor, materials, and supplies to perform the Project in accordance with the Contract Documents within the time set forth therein.

We agree to accept therefore as complete payment, the estimated Lump Sum.

Contract Price \$ \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date