

*City of*  
**SHELBYVILLE**  
*Tennessee*

DATE: April 4, 2023

NOTICE TO BIDDERS

Notice is hereby given that the CITY OF SHELBYVILLE, TENNESSEE is advertising for sealed bids on:

**COLUMBARIA INSTALLED AT  
WILLOW MOUNT CEMETERY**

Bids will be accepted by the City of Shelbyville Purchasing Office, 201 N. Spring Street, Shelbyville, TN 37160 or may be mailed to P.O. Box 185, Shelbyville, TN 37162 **until 2:00 P.M. on Thursday, April 27, 2023.** Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

The bids shall be opened and read aloud during a public meeting of the City Council appointed BID COMMITTEE on Thursday, April 27, 2023 at 2:00 P.M. at Shelbyville City Hall, Conference Room, 201 N. Spring Street, Shelbyville, TN. Award of the bid is scheduled to be on the agenda at the next City Council business meeting at the Shelbyville Recreation Center. (May 11, 2023)

GENERAL INFORMATION

It will be the sole responsibility of the Bidder to deliver personally or by mail the bid or bids to the City of Shelbyville Purchasing Office, 201 N. Spring Street, Shelbyville, TN 37160 on or before the closing hour and date announced for the receipt of the bids. **The envelope must be sealed and marked on the outside "Sealed Bid for COLOMBARIA INSTALLED AT WILLOW MOUNT CEMETERY".**

The City is exempt from taxes imposed by State and/or Federal Government. Exemption certificate, if required, will be furnished by the successful bidder and will be completed by the City.

Each variance to these specifications must be specifically stated by the bidder in the bidding proposal. The City Council reserves the right to reject any or all proposals, to waive informalities and to accept all or any part of any proposal as described therein, as they deem necessary to be in the best interest of the City.

City of Shelbyville

Bidders guarantee that the prices quoted in the bid will remain firm from the date of the bid opening until the completion of delivery.

All proposals shall be made on forms furnished by the CITY. Supporting information shall be on the bidder's stationery.

All proposals must indicate the firm's name and address and be signed in ink by an officer or employee having authority to bind the company or firm.

The intent of these specifications is to insure delivery of a new complete unit for operation. Omission of any essential detail from these specifications does not relieve the supplier from furnishing such unit. All bids must be on new models. This provision excludes surplus, used or demonstrators.

The bidder, by executing a contract or bid proposal on the terms of the invitation to bid, warrants the product that is supplied to be buyer shall remain fully in accord with the specifications and to be of the highest quality. In the event the product, as supplied to the buyer, is found to be defective or does not conform to the specifications, the buyer reserves the right to cancel the order upon written notice to the supplier and return such product to the supplier at the supplier's expense.

Payment will commence or be made in full after delivery and acceptance of product. All documents, invoice, title and exemption certificate shall be presented to the City of Shelbyville Purchasing Office.

All Bidders must comply with A.D.A. guidelines if required.

All Bidders must be in compliance with Title VI, Civil Rights Act of 1964, which specifies that: No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under a program or activity receiving federal financial assistance from the Department of Transportation or the U.S. Department of Justice.

The City of Shelbyville is subject to the Open Records Act, TCA 10-7-501, et. Seq. Bidders are advised that all documents submitted on behalf of this invitation to bid shall be open to the public for viewing and inspection.

The City of Shelbyville will fulfill Public Record Requests in compliance with Tennessee Open Records Act.

Failure on the part of the bidder to comply with all instructions herein may result in bid rejection.

**BID FORM**

TO: City of Shelbyville  
201 N. Spring Street  
Shelbyville, TN 37160

Date: \_\_\_\_\_

IN ACCORDANCE WITH YOUR INVITATION TO BID ON:

**COLUMBARIA INSTALLED AT WILLOW MOUNT CEMETERY**

WE HEREBY SUBMIT THE FOLLOWING BID:

MINIMUM SPECIFICATIONS                      MEETS                      EXCEEDS                      DOESN'T MEET

**Installation of columbaria  
at Willow Mount Cemetery,  
321 Dover Street, Shelbyville, TN  
as described herein.**

Submission to include supply, delivery  
and installation of four (4) two-sided  
48-niche columbaria and one (1)  
50-niche round columbarium

Niches to be 12" x 12" x 12"

Columbaria will be placed on  
concrete foundation provided by  
the City.

Bid submission to include all  
materials and labor necessary to  
complete for a turnkey project.

The City will not unload or place.  
This will be the responsibility of  
the successful bidder.

MINIMUM SPECIFICATIONS

MEETS

EXCEEDS

DOESN'T MEET

Submit drawings with dimensions of each unit.

See concept diagram attached of our future plan.

If a site visit is desired, please schedule with Buck Vallad, Public Works Director, 931/684-2644.

Provide color pictures of each color option and availability.

Any rental or use of a crane/lift is to be included in bid submission.

Clearly state labor and material warranty in bid submission

Clearly state inclusions/exclusions in bid submission.

**To be included with submission:**

- warranty information
- proof of insurance
- estimated lead time / installation date
- any variance to the specifications
- list of 3 references  
(in Middle TN if possible)

*Any reference to name brands in this Invitation for Bids is for example only. An approved equal will be accepted. The purchaser reserves the right to determine whether a substitute offer is equivalent to and meets the standard of quality*

*indicated by the brand name referenced, and the purchaser may require a bidder offering a substitute to supply additional descriptive material.*

- Vendors are welcome to submit more than one bid if options are available.
- A current business license must be furnished upon request.
- Any questions may be directed to Public Works Director, Buck Vallad, at 931-684-2644 or Lori Saddler, Purchasing Director, at 931-684-2691

We hereby submit the following price(s) for your consideration:

\$ \_\_\_\_\_ / each Columbarium - two-sided, 48-niche, installed

Qty. 4 requested

\$ \_\_\_\_\_ / each Columbarium – round, 50-niche, installed

Qty. 1 requested

**\$ \_\_\_\_\_ Total project turnkey including supply, delivery and installation of 5 columbaria as described herein (all material, equipment and labor)**

**Drawings included**    \_\_\_yes \_\_\_no

**Color options and availability included**    \_\_\_yes \_\_\_no

Variations to specifications \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Installation to be completed by \_\_\_\_\_, 2023.

Signed: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Company Name and Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bid quote good for \_\_\_\_\_ days.



Dover St

Dover St

Dover St