

City of
SHELBYVILLE
Tennessee

September 1, 2020

REQUEST FOR PROPOSALS

The City of Shelbyville is requesting proposals for **SHINGLE ROOF REPLACEMENT AT SENIOR CITIZENS CENTER** located at 111 J. G. Helton Drive, Shelbyville, TN 37160.

Proposals will be accepted until 1:30 p.m., September 17, 2020 at the Purchasing Department, City Hall, 201 N. Spring St., Shelbyville, TN 37160. Proposals may be mailed to P.O. Box 185, Shelbyville, TN 37162 if desired, but the responsibility of meeting the 1:30 p.m., September 17, 2020 deadline is the obligation of the sender. Proposals should be submitted in sealed envelopes marked "**SHINGLE ROOF REPLACEMENT AT SENIOR CITIZENS CENTER**". Any proposals received after the scheduled closing time for receipt of proposals will be returned to the bidder unopened.

Proposals will be opened at public meeting of council appointed bid committee on Thursday, September 17, 2020 at 2:00 p.m. in the Meeting Room of the Shelbyville Recreation Center, 220 Tulip Tree Road, Shelbyville, TN. Award of the proposal will be made at the next scheduled City Council meeting to be held at the Shelbyville Recreation Center. (October 8, 2020)

****Due to the COVID-19 pandemic, social distancing practices will be exercised at the public meeting of the bid committee and the City Council business meetings.****

Return this form with submission

MINIMUM SPECIFICATIONS:

All labor and materials for the following:

Tear off existing shingle roofing on the main building mansard

Furnish and install new 3-Tab shingle roofing over synthetic underlayment

Ice and water shield underlayment to be used at valleys

Furnish and install new mansard metal coping cap in standard colors

Colors to be coordinated with Lori Saddler, Purchasing Director and Sonia Miller, Senior Citizens Director.

Clearly specify scope of work

Clean jobsite and dispose of all waste daily and at completion of job.

Proposal to include all materials, labor and disposal fees necessary to complete for a turnkey project.

Any bidders wishing to do a site survey or ask questions may contact Lori Saddler, Purchasing Director, 931-684-2691.

Successful bidder must carry commercial liability insurance and worker's compensation insurance.

Clearly state labor and material warranty in bid submission.

Excludes:

- 1) any shingle or gutter work on the newer front entrance canopy
- 2) membrane roof

Alternate No. 1:

Remove existing gutters and downspouts. Furnish and install new residential grade metal gutters and downspouts in standard colors. This includes the gutter and downspouts at the

rear of the building (adjacent to the membrane roof).

Base bid _____

Add Alternate 1 _____

Options:

Any other options not already stated

Any variations to minimum specifications listed above

Provide a list of references (in Middle Tennessee if possible).

Expected installation date _____

Signed: _____

Printed name: _____

Title: _____

Date: _____

Company name and address:

Email address:

Bid quote good for _____ days.

Vendor selection will be based upon the best offer deemed acceptable by the City of Shelbyville's council appointed Bid Committee and City Council. Proposal to all or part of the RFP indicates a willingness to supply part or all of the proposal.

The City of Shelbyville reserves the right to reject any and all proposals. A current business license must be furnished upon request.

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.

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

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 Records Requests in compliance with Tennessee Open Records Act.

Lori Saddler
Purchasing/IT Director