

City of Adams, Tennessee

Roof Projects

Bid # 2020-03 Packet

Tuesday July 21, 2020

The City of Adams, TN is requesting sealed bids for Bell School Roof, Cafeteria Roof and Gym Roof. The City of Adams desires to obtain pricing for roofing tasks. All offerings made under this invitation shall meet or exceed the detailed requirements as set forth in the attached minimum specifications, drawings and plans, if any.

## INSTRUCTION TO BIDDERS

### **Bid Submittal:**

The bidder must submit their proposal on the “Bid Forms” provided by the City of Adams. The bid pricing must be typed or written in blue or black ink. The bids will be received by the City of Adams until the 13<sup>th</sup> of August, 2020 at 4:00 pm. The bid due date and time will be strictly observed. It is the responsibility of the bidder to ensure that their bid is delivered via mail, carrier, by hand or other method prior to the scheduled bid opening day, date and time.

Before submitting a bid or proposal each bidder shall carefully examine the project site and the specifications, drawings and plans and inform themselves fully concerning the existing conditions, and shall make their bid or proposal to provide the items covered at the lowest cost while offering the best service and quality.

Bids shall be identified on the exterior of the sealed envelope with all the information required by law, including the name of the project and the bidder's name, address and license number, expiration date and classification.

### **Bid Opening:**

A bid opening will occur at the time and on the date as scheduled at 7:00 p.m. during the City Meeting on August 13<sup>th</sup>, 2020. Be advised that the opening and reading of bids may be conducted by phone or video conference, if possible, due to the COVID-19 virus. The City of Adams reserves the right to reject any or all bids submitted.

**Alternate bids and specifications are not acceptable unless specifically asked for and/or authorized in the “Advertisement for Bids”.**

Bids submitted may be immediately rejected when:

- The bidder fails to use the provided bid form,
- Bid form is not signed by an authorized representative of the bidding company,
- Conditions are placed upon the bid by the bidder,
- Unauthorized additions to the bid by the bidder,
- Lack of appropriate documents as required or requested in the bid packet,

**Bid Inspection:**

A record shall be kept, listing each bidder by name and address and indicating their bid amounts. These records are to be open to public inspection after review and after the award to the successful bidder.

**Evaluation Period:**

1. The review period is following the bid opening, during which time the bids are closed to public inspection and lasts until the Adams Board of Commissioners award the project to an "Successful Bidder".
2. During the period when evaluation is being made, all bid analysis is confidential, thereby maintaining the integrity of the bidding system.
3. None of the City of Adams personnel in any office should discuss information pertinent to any bid during this period, other than at scheduled meetings of the City of Adams personnel specifically intended for review with regard to the bid and/or project.
4. Violation of the confidentiality of bids pending award seriously compromises the City of Adams' position in establishing contractual agreements.

During the bid review period, certain issues may be discussed with the potential "Successful" Bidder. Any failure to come to an agreement on the discussed issues may result in the rejection of that bidder's bid and force the City of Adams to move to the next bidder in line, when deemed by the City of Adams as being in the best interest of the City of Adams.

**Award of Business:**

A bid shall be considered an offer subject to acceptance by the City of Adams. The City of Adams may reject any and all bids or delay or cancel the project for any reason.

**Indemnity and Insurance Requirements:**

The Contractor agrees to protect, defend and save harmless the City, its elected and appointed officials, agents, employees and volunteers, while working in the scope of their duties as such, from and against all claims, demands, and causes of action of any kind or character, including the cost of their defense arising from the Contractor's employees or third parties on account of bodily or personal injuries, death or damage to property arising out of services performed or omissions of service or in any way resulting from the acts or omissions of the Contractor and/or its agents, employees, subcontractors, representative or the City under this agreement.

The Contractor shall procure and maintain for the duration of the contract, at his/her own cost and expense, insurance against claims for injuries to persons or damages to property including contractual liability that may arise in connection with the performance of the work by the Contractor, his agents, representative, employees, or subcontractors under this agreement. The insurance carrier(s) must be licensed to conduct business in the State of Tennessee. The insurance will be evidenced by certificates of insurance. The certificate shall include wording that the City will be notified thirty (30) days prior to cancellation of the coverage or a major change in the coverage provided. The Contractor will either verify the listed coverage(s) for all subcontractors hired by the contractor to assist with the project, or the Contractor will assume total financial responsibility for uninsured claims of the subcontractor. The City shall be held harmless for any injuries, claims or judgments against the subcontractor. Certificates for liability coverage shall name the City as an additional insured. The following coverage will be required:

- a. Worker's Compensation Insurance: A certificate shall be provided that indicates the contractor provides workman's compensation coverage in compliance with the State Laws of Tennessee and including Employer's Liability (Coverage B).
- b. General Liability Insurance with a minimum limit of \$100,000 per occurrence. This insurance shall indicate on the certificate of insurance the following coverage:
  - Broad Form Contractual
  - Independent Contractor and Subcontractors
  - Premises Operations

**Project Description:**

The work consists of removing old roof and placing a new roof on two commercial roofs and maintenance on one roof, in the City of Adams. The work described in these specifications consists of furnishing all labor, materials, tools, equipment, appurtenances, incidentals, services and performing all work required. A general description of the work to be performed includes, but is not limited to, the following items.

- (1) General
- (2) Materials & Requirements
- (3) Detailed Information on Roofs

The quantities of work identified above are estimated and may vary with actual field applications. The quantities are not guaranteed to be the final scope of work. The unit prices will not be adjusted should the quantities be reduced or increased.

In the event that the bids exceed the City's available funds, the successful bidder and the City may negotiate reducing the scope of work based on the unit prices provided. The City also has the alternative to re-bid the project.

**(1) General:**

The roofs that the City will consider for inclusion in the Bid #2020-03 Roofing Projects include the following roofs.

A) Place a new roof on Bell School

B) Removal of old roof and place a new roof on the Cafeteria/Restaurant at Bell School

C and D) Reflash pipes and vents, patch all exposed screws and radius ends of roof, and seal with roof coating on the Gym and Walk Way

*\*\*\* City of Adams highly recommends each bidder come inspect and measure the square footage before placing bid. Please write square footage on bid form \*\*\**

**(2) Materials and Requirements:**

60 mill TPO roof and walls

1.5 inches ISO Insulation

New 24-gauge painted metal wall coping

Karnack Alum. Roof Coating

**Additional Requirements for Contractor when submitting bids:**

Bidder must be licensed contractors to perform the type of construction herein described and as required by Tennessee Code Annotated.

Bidder must also have a business license and provide a copy of their license.

Bidder must have liability insurance, workers comp insurance, and provide a copy of their certificate for each policy listing City of Adams as an additional insurer.

Bidder must fill out a W-9 and provide it to the City of Adams.

Bidder agrees by the submission of his bid to complete all work and provide invoicing prior to September 30th, 2020. After inspection by the City of Adams any and all work to be repaired must be completed by October 31st, 2020.

By the submission of bid, the bidder agrees to complete all work with the requirements listed on the bid packet.

**(3) Detail Information of Roofs:**

**REFERENCE IMAGES**



**Bell School 7617 Hwy 41 North Adams TN 37010**

A.) Bell School Roof – Only Bell School Roof (not including cafeteria and gym)

Area of Blue Arrow - 4,842 Square Feet – Approximately Length 69'4" and Width 69'10"

1. Placing a new roof on Bell School

15-year warranty on materials and 5-year warranty workmanship should be included

**\*\*\* City of Adams recommends each bidder measure square footage before placing bid. Please write square footage on bid form \*\*\*\***



**Cafeteria 7617 Hwy 41 North Adams TN 37010**

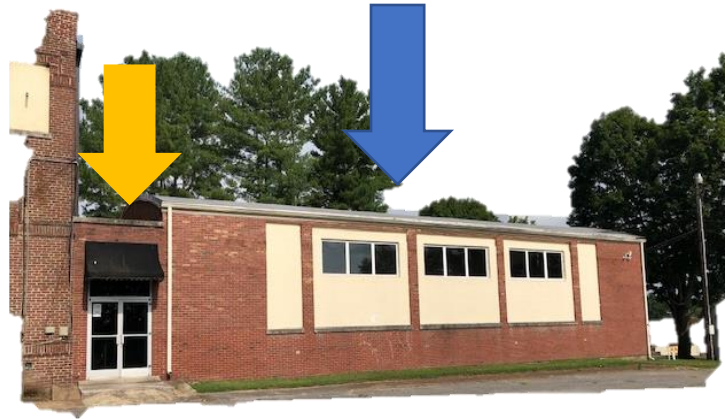
**B.) Cafeteria Roof (Moss's Restaurant) Section of the Bell School**

Area of Blue Arrow - Approximately 1,831 Square Feet – Length 43'0" and Width 42'7"

1. Removing three inches of current roof off of the Cafeteria
2. Placing a new roof on the Cafeteria

15-year warranty on materials and 5-year warranty workmanship should be included.

**\*\*\* City of Adams recommends each bidder measure square footage before placing bid. Please write square footage on bid form \*\*\*\***



**Walk Way & Gym 7617 Hwy 41 North Adams TN 37010**

**C.) Walk Way**

Area of Yellow Arrow - Approximately 342 Square Feet – Length 42'9" and Width 8'0"

**D.) Gym**

Area of Blue Arrow - Approximately 3,243 Square Feet – Length 72'4" and Width 44'10"

1. Reflash pipes and vents, patch all exposed screws and radius ends of roof, and seal with roof coating



City of Adams encourages all bidders to come inspect each roof before placing bids.

**BID FORM: Bid #2020-03 Roof Projects**

Company/Bidder: \_\_\_\_\_

Contact Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Tax Identification # (Please send a W-9 with Bid Form): \_\_\_\_\_

**Bid Prices**

Item - Roof	Approximately Square Footage	<b>***Measured by Bidder Square Footage***</b>	Unit Price	Bid Amount
1. Bell School	Approximately 4,842			\$
2. Cafeteria	Approximately 1,831			\$
3. Walk Way	Approximately 342			
4. Gym	Approximately 3,243			
<b>Total of Items 4</b>				\$

The above quantities are listed for calculation and comparison purposes only.  
Quantities may vary based on the City of Adams priorities and budgetary considerations.

It is further understood and agreed by the undersigned in submitting this proposal that the City of Adams reserves the following rights and privileges:

1. To accept or reject any or all bids.

**CHECKLIST FOR BIDDERS FOR ALL FORMS SUBMITTED WITH BID FORM**

\_\_\_\_\_ Bidders shall not add any conditions or qualifying statements to this bid or the bid may be declared irregular and not being responsive to the Advertisement for Bids.

\_\_\_\_\_ Bidder must be licensed contractors to perform the type of construction herein described and as required by Tennessee Code Annotated.

\_\_\_\_\_ Bidder must also have a business license and provide a copy of their license.

\_\_\_\_\_ Bidder must have liability insurance, workers comp insurance, and provide a copy of their certificate for each policy listing City of Adams as an additional insurer.

\_\_\_\_\_ Bidder must fill out a W-9 and provide it to the City of Adams. (Blank Form Attached)

**Bidder agrees by the submission of his bid to complete all work and provide invoicing prior to September, 30<sup>th</sup> 2020. After inspection by the City of Adams any and all work to be repaired must be completed by October 31<sup>st</sup>, 2020.**

**By the submission of bid, the bidder agrees to complete all work with the requirements listed on the bid packet.**

The undersigned BIDDER proposes and agrees, if this bid is accepted and successful, to enter into an agreement with the City of Adams, Tennessee to perform and/or furnish the goods and/or services at the prices indicated below in accordance with the terms, conditions, time frame, specifications and contract stipulations.

Bid Submitted by: \_\_\_\_\_

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

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date