

City of
SHELBYVILLE
Tennessee

September 10, 2018

REQUEST FOR PROPOSALS

The City of Shelbyville is requesting proposals for **DRIVE-THRU WINDOW REPAIR AT SHELBYVILLE CITY HALL** located at 201 N. Spring Street, Shelbyville, TN 37160.

Proposals will be accepted by the City of Shelbyville Purchasing Office, 201 N. Spring St., Shelbyville, TN 37160 or may be mailed to P.O. Box 185, Shelbyville, TN 37162 **until 2:00 P.M., Thursday, September 27, 2018**. Proposals should be submitted in sealed envelopes marked "**DRIVE-THRU WINDOW REPAIR AT SHELBYVILLE CITY HALL**". 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 27, 2018 at 2:00 P.M. at the Shelbyville City Hall, 201 N. Spring Street. Award of the proposal will be made at the next scheduled City Council Meeting (October 11, 2018) at the Shelbyville City Hall Annex.

MINIMUM SPECIFICATIONS:

Scope: To repair/replace drive-thru window inside lane function at Shelbyville City Hall that is currently not operational. Option to terminate/remove outside lane equipment is also included in this proposal.

Inside lane:

- **New audio control system**
- **New electric drawer**
- **Removal of existing drawer and any excess equipment**
- **Rework wall opening to accommodate new drawer**
- **Trim outside for attractive appearance**
- **Inside to be an efficient workspace**
- **Electrical wiring to be all new, and remove old wiring (any reduction in wiring is preferred)**
- **All necessary grounding**

Option:

Outside lane:

Removal of all equipment in outside lane, to include:

- removal of equipment and tube
- termination of all electrical
- patch opening on awning roof
- repair to concrete pad (fill in from removal of equipment to leave smooth surface if possible)

Warranty - Clearly state labor and material warranty in bid submission

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

Successful bidder must carry commercial liability insurance and worker's compensation insurance. A current business license is also required.

All submissions to include attached Bid Form.

Interested parties may turn in more than one proposal.

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

Please note any variations to these requirements on submitted proposal.

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.

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.

Lori Saddler
Purchasing / IT Director

Bid Proposal Form

Drive-Thru Window Repair Shelbyville City Hall

Bid Proposal Opening - September 27, 2018, 2:00 p.m.

Base bid:
(inside lane only) _____

**Total of both base
bid and option:**
(both lanes) _____

Estimated completion date: _____

Authorized signature: _____

Title: _____

Date: _____

Email: _____

Phone #: _____

Company Name: _____

Mailing Address: _____

The above bidder agrees to honor bid for 60 days.

By submission of this proposal, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tennessee Code Annotated 12-12-106.