

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

November 9, 2023

REQUEST FOR PROPOSALS

The City of Shelbyville is requesting proposals for a **DOWNTOWN KIOSK** to be located on the Shelbyville Public Square.

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., Tuesday, November 28, 2023**. Proposals should be submitted in sealed envelope or package marked "**SEALED PROPOSAL FOR DOWNTOWN KIOSK, SHELBYVILLE, TN**". 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 Tuesday, November 28, 2023, at 2:00 P.M. at City Hall, 201 N. Spring Street. Award of the proposal is scheduled to be on the agenda at the next City Council business meeting at the Shelbyville Building, Codes and Planning Building located at 100 N. Cannon Boulevard, Shelbyville, TN. (December 14, 2023)

**Scope:**

Design, manufacture and install an illuminated downtown kiosk unique to Shelbyville's historic downtown.

Submittal requirements:

- Present price for turnkey project as stated above
- 36" x 36" x86" kiosk (measurements are estimates only)
- Kiosk design to be unique to our community and to reflect historic downtown
- Illumination (solar option would be a consideration)
- Panels for interchangeable event posters
- Completion date

Successful bidder must present proper licensing, liability insurance and workers compensation insurance upon award.

Submittals must be in compliance with this RFP. Failure to comply with all provisions of the RFP may result in disqualification.

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 the proposal. The City of Shelbyville reserves the right to reject 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.

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

Any questions may be directed to Purchasing Director Lori Saddler, 931-684-2691.

*All bid/proposal submissions to the City of Shelbyville are subject to inspection and reproduction pursuant to the Tennessee Public Records Act ("TPRA"), T.C.A. section 10-7-501, et seq. The City of Shelbyville provides access to public records upon request in full compliance with TPRA.*

Lori Saddler  
Purchasing Director