

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

September 12, 2017

REQUEST FOR PROPOSALS

The City of Shelbyville is requesting proposals for **SENIOR CITIZEN CENTER FRONT ENTRANCE UPGRADE** located at 111 J. G. Helton Drive, Shelbyville, TN.

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., September 28, 2017**. Proposals should be submitted in sealed envelopes marked "**SENIOR CITIZEN CENTER FRONT ENTRANCE UPGRADE**". 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 28, 2017 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 12, 2017) at the Shelbyville City Hall Annex.

MINIMUM SPECIFICATIONS:

*Scope: To design and construct a front entrance upgrade at the Senior Citizen Center located at 111 J. G. Helton Drive, Shelbyville, TN. The upgrade will include a covered walkway for patron drop-offs (from building entrance to edge of sidewalk/parking lot directly in front of building with minimal encroachment on ADA ramp and sidewalk) concrete replacement as needed, automatic door openers, and anything necessary to bring the entryway up to current ADA standards.*

*Interior work to be completed in double door airlock area includes possible lighting and anything necessary to help insulate the inside hallway and offices from*

**the outside weather.**

**An installation to last for many years is essential.**

**Contractor shall furnish all materials and labor necessary for turnkey project.**

**Contractor to suggest materials and construction methods for best result.**

Submittal requirements:

(to be included in the proposal)

- Each proposal shall be in a sealed envelope which is plainly marked "Sealed Proposal for SENIOR CITIZEN CENTER FRONT ENTRANCE UPGRADE." The bidders name, address, contractor's and all subcontractor's license numbers shall appear on the envelope per State of Tennessee laws and regulations. (if required)
- Bidders upon submitting bids equal to or greater than twenty five thousand dollars (\$25,000.00) in value are required to be licensed in accordance with Tennessee State laws.
- Written confirmation from manufacturer that the installer is an Authorized Dealer/Contractor. Any other qualifications/certifications may be included as well. (if required)
- Complete detail of contractor recommendations, materials and any other factor relevant to project
- Shop drawing showing the proposed project with dimensions and details
- Proposed price
- Proof of liability insurance
- Proof of Workers Compensation insurance
- Warranty

- *Estimate of completion date*
- *Adherence to current ADA requirement standards is imperative*
- *Project will meet the requirements of all federal, state and local code bodies having jurisdiction. Including permits, inspections, and licenses if required.*

**A performance bond may be requested of successful bidder.**

*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.

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

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