

**BID FORM**

Sealed bids will be received until 2 pm, 16 October 2018  
at the Architect's office, 700 Melpark Drive, Nashville, TN 37204

FROM: Company Providing Bid

RE: Renovations to the City Recorder and development Services public counters  
City of Columbia, Tennessee – City Hall

Notice is hereby given that the City of Columbia requests bids for the above scope of work. A complete set of contract documents are attached. **BIDDERS ARE CAUTIONED TO READ THIS DOCUMENT CAREFULLY.** The bid will be evaluated by the City of Columbia City Manager. If you have any questions concerning the bids, please contact James Kennon at (615) 750-3137.

Bid forms must be completed in ink or typed, signed in ink, and free from alterations. **Please mark the outside of the sealed envelope "City of Columbia City Hall"** Failure to comply may result in rejection of your entire bid. Bids will not be accepted after above opening time. **FAXED BIDS WILL NOT BE ACCEPTED.**

**Selected Contractor after award but prior to start-up will put up a payment bond and a performance bond of 100% of the amount of the successful bid.**

**ACCEPTANCE AGREEMENT**

The undersigned agrees to comply with all provisions as stated in the Contract Documents, if awarded the bid. I (we) hereby certify that if the contract is awarded to our firm that the director, purchasing agent, members of the City Legislative Body, or other officials, or employees are not financially interested or have any personal beneficial interest either directly or indirectly in the purchase of supplies, materials or equipment for the City, and we will not give or offer the director or purchasing agent or assistant or employee any rebate, gift, or otherwise, any money or other things of value, whatsoever, or any promise, obligation, or contract for future reward or compensation.

The undersigned, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents and with local conditions affecting the performance and costs of the Work at the place where the Work is to be completed, and having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the Work within the agreed upon schedule after notice to proceed and in strict accordance with the proposed Contract Documents, including furnishing any and all labor and materials, and to do all of the work required to construct and complete said Work in accordance with the Contract Documents, for the following sum of money:

**BASE BID –**

All labor, materials, services, and equipment necessary for completion of the Work shown on the bidding documents.

Dollars (\$) \_\_\_\_\_ )

**ALTERNATE 01**

**casework – replacement of casework @ city recorder clerk desks under new countertops**

All labor, materials, services, and equipment necessary for completion of the Work shown on the bidding documents.

\_\_\_\_\_ Dollars (\$) \_\_\_\_\_ )

**ALTERNATE 02**

**countertops – plastic laminate in lieu of solid surface at city recorder and development desks**

All labor, materials, services, and equipment necessary for completion of the Work shown on the bidding documents.

\_\_\_\_\_ Dollars (\$) \_\_\_\_\_ )

I understand that the Owner reserves the right to reject this Bid, but that this Bid shall remain open and not be withdrawn for a period of 40 days from the date prescribed for its receiving.

The Bidder, if awarded a contract, hereby agrees to commence work under this contract on or before a date to be specified in a written notice to proceed from the Owner and to fully complete the project within the agreed upon schedule thereafter

The names of all persons interested in the foregoing Bid as principals are:

\_\_\_\_\_  
licensed in accordance with an act for the registration of contractors,

and with license number \_\_\_\_\_ in the State of Tennessee

SIGN HERE:

\_\_\_\_\_  
Signature of Bidder

*NOTE: If Bidder is a corporation, set forth the legal name of the corporation together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If bidder is a partnership, set forth the name of the firm together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership.*

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

\_\_\_\_\_  
Telephone number:

**END OF BID FORM**