

City of
SHELBYVILLE
Tennessee

April 15, 2020

REQUEST FOR PROPOSALS

The City of Shelbyville is requesting proposals for **RENOVATIONS OF FRONT OFFICE AT SHELBYVILLE POLICE DEPARTMENT** located at 109 Lane Parkway, Shelbyville, TN.

Proposals will be accepted until 1:30 p.m., April 30, 2020 at the Purchasing Department, City Hall, 201 N. Spring St., Shelbyville, TN 37160. Proposals may be mailed to P.O. Box 185, Shelbyville, TN 37162 if desired, but the responsibility of meeting the 1:30 p.m., April 30, 2020 deadline is the obligation of the sender. Proposals should be submitted in sealed envelopes marked "**RENOVATIONS OF FRONT OFFICE AT SHELBYVILLE POLICE DEPARTMENT**". Any proposals received after the scheduled closing time for receipt of proposals will be returned to the bidder unopened.

****Due to the COVID-19 pandemic, bids will be received by mail and at the drive-thru window at City Hall ONLY. The drive-thru window may be accessed during normal business hours, Monday - Friday, 8:00 am - 4:00 pm.****

Proposals will be opened at public meeting of council appointed bid committee on Thursday, April 30, 2020 at 2:00 p.m. in the Meeting Room of the Shelbyville Recreation Center, 220 Tulip Tree Road, Shelbyville, TN. Award of the proposal will be made at the next scheduled City Council meeting to be held at the Shelbyville Recreation Center. (May 14, 2020)

****Due to the COVID-19 pandemic, social distancing practices will be exercised at the public meeting of the bid committee and the City Council business meetings.****

MINIMUM SPECIFICATIONS:

Scope: To remodel front office of the Shelbyville Police Department located at 109 Lane Parkway, Shelbyville, TN to upgrade, secure and meet ADA compliance. Project to be completed by June 26, 2020 with minimal amount of down time for the office to function as well as possible. Proposal is to include all materials and labor necessary to complete project as described. Quality product and workmanship with professional appearance required.

- Remove current counter and cabinetry and replace with new materials with one area of service being ADA compliant.
- Cabinets and desk type work area on office side of counter, creating two work stations.
- Two locking cash drawers must be a part of cabinetry.
- Create glass barrier above counter top with customer service windows.
- Remove existing half door and replace with glass door that can be secured.
- Secure existing glass hallway doors, right and left of front office.
- Painting as needed to tie in the renovated area with existing.
- HVAC renovations as needed, to ensure the enclosed area is receiving heat/air.
- Electrical as needed to have adequate outlets behind the counter at workstations and any other electrical needs for this project including lighting.
- New carpet tiles as needed, to match existing.
- Cove base to be replaced/added as needed.
- City will be responsible for the moving of all furniture and computer equipment during project.
- Selection of countertop, colors, etc. will be determined with successful bidder.

All bidders:

- **SITE SURVEY REQUIRED TO UNDERSTAND THE PARAMETERS OF THIS PROJECT** - Bidders may contact Deputy Chief Brian Crews, 931-684-5811 ext. 4402 to schedule appointment.
- Must include proof of commercial liability insurance and worker's compensation insurance in bid submission
- A current business license is required
- Will be the responsibility of all bidders to include any electrical panel changes/updates or electrical wiring in bid submission
- Computer wiring, if any, will be coordinated with Police Department staff
- ***The bidders name, address, contractor's and all subcontractor's license numbers shall appear on the envelope per State of Tennessee laws and regulations. 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. TCA 62-6-119***
- Clearly specify warranty

For the entire project, successful bidder (contractor) must:

- Meet building code requirements
- Acquire all necessary permits
- Confirm schedule with Police Chief prior to beginning the project
- **Minimal amount of down time for Police Department is a necessity**

Project must be completed to the satisfaction of the Police Chief before final payment will be made.

Please note any variations to these requirements on submitted

proposal.

Vendors may submit more than one 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.

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

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 request for proposals shall be open to the public for viewing and inspection.

The City of Shelbyville will fulfill Public Records Requests in compliance with Tennessee Open Records Act.

Lori Saddler
Purchasing/IT Director