



REQUEST FOR PROPOSALS
DOWNTOWN CANOPIES
JULY 6, 2018

Request for Proposals:

The City of Elizabethton, Tennessee is requesting proposals for canopy roof repairs located at.

Downtown Elizabethton
600 Block East Elk Avenue (North and South Side)

General Description:

This Request for Proposal (RFP) is for repairs to the canopies located in downtown Elizabethton. All equipment, tools, material, etc., will be the responsibility of contractor. All non-metal items must be hauled to a legal disposal site. All removed material will be the responsibility of the contractor. The contractor will obtain required permits prior to any demolition and work. The awarded vendor may begin work in the Fall of 2018.

Minimum Requirements:

- Clean the existing roof surface of all loose debris.
- Scrape the existing aluminum coating with wire brush to remove as much as possible to allow for proper adhesion.
- Cut out existing cement at all roof drains to create a sump of 1.5" minimum and install adequately sized copper drain insert.
- Install ½" DensDeck, or manufacturer approved separator board, fully adhered to deck in manufacturer approved 2-part insulation adhesive.
- Prime separator board with manufacturer approved asphalt primer.
- Install self-adhered, polyester reinforced, fire retardant, modified bitumen base sheet, per manufacturer specifications.
- Install new .032 aluminum counterflashing along wall, as necessary.

- Install new 2x6 blocking and tapered edge at perimeter to aid in directing water towards the existing drains.
- Install new 24 Ga aluminum drip edge to lock in perimeter of roof.
- Electrical conduit to be raised and reset, as necessary, with new 2x4 sleepers provided as necessary.
- Provide manufacturer's 15-year NDL system warranty upon completion.
- Provide contractor's two (2) year workmanship warranty.

Canopy Sections are as follows:

Section 1) Approximately 780 square feet

Section 2) Approximately 990 square feet

Section 3) Approximately 970 square feet

Section 4) Approximately 770 square feet

Section 5) Approximately 51 square feet

Section 6) Approximately 750 square feet

Section 7) Approximately 980 square feet

Section 8) Approximately 1,280 square feet

Section 9) Approximately 1,000 square feet

There should be (10) prices included in your bid. A cost of repairing each canopy section along with a total cost.

Miscellaneous:

- Proposals to include complete descriptive literature and specifications on material proposed to furnish and what work you choose to perform. Should include all information, capacities, etc., if applicable.

- All proposals should explain any exceptions and/or additions to the specifications required or desired in order to allow the City to properly evaluate all proposals.
- Successful bidder to state proposed time of project to begin and finish based on when purchase order and approval to perform work is given.
- At any time during construction, times must be coordinated with the City of Elizabethton staff to ensure as little as possible disturbance to the downtown area.
- Vendor must include with proposal, on a separate sheet a minimum of three (3) references where similar work has been performed, listing name, address, telephone number, and contact person.
- In order to submit a proper request for proposal, bidder must view job site in downtown Elizabethton.
- Warranty to be specified.
- In pricing, we may not be able to do all sections, that is why we need section pricing to do what budget allows.
- A bid bond of 10% of bid must turned in with the bid.

Installation and Setup:

Complete removal and installation of all material to complete a turnkey job. Some construction and electrical work may be required to complete job. This will be the responsibility of the successful bidder. Project will be in full working capacity when finished.

Bidder Requirements:

- Contractor and Subcontractor's public liability, Workman's Compensation, vehicle liability and property damage insurance will be required.
- Contractor must be licensed to perform this type of work herein described as required by Tennessee Code.

Insurance Requirements:

The contractor shall procure and maintain for the duration of the contract, at his/her own expense, insurance against claims for injuries to persons or damages to property including contractual liability that may arise in connection with the performance of the work by the contractor, his agents, or representatives.

Employees or subcontractors under this agreement. The insurance carrier(s) must be licensed to conduct business in the State of Tennessee. The insurance will be evidenced by certificates of insurance. The certificate shall include wording that states the City be notified thirty (30) days prior to cancellation of the coverage or a major change in the coverage provided. The contractor will either verify the listed coverage(s) for all subcontractors hired by the contractor to assist with the project, or the contractor will assume total financial responsibility for uninsured claims of the subcontractor. The City shall be held harmless for any injuries, claims, or judgments against the subcontractor. Certificates for liability coverages shall name the City as an additional insured. The following coverages may be required by successful bidder prior to work being performed.

- Worker's Compensation: A certificate shall be provided that indicates the contractor provides workers' compensation coverage in compliance with the State laws of Tennessee.
- General Liability Insurance with a minimum limit of \$1,000,000 per occurrence with \$1,000,000 annual aggregate. This insurance shall indicate on the certificate of insurance the following coverages.
 - Broad Form Contractual
 - Independent Contractor and Sub-Contractors
 - Premises-Operations

Additional coverages and limits may be required based upon the particular serviced contracted. If such additional coverages and limits are required for a specific contract, those requirements will be described in the special conditions of the contract specifications. Further, it is highly recommended that the City require the contractor to secure a standard endorsement to their (the contractor's) general liability policy that make the coverage limits apply per project.

Automobile Liability Insurance with minimum limits of \$1,000,000 per occurrence unless otherwise indicated in the special conditions of the contract specifications. This insurance shall include bodily injury and property damage for the following coverages.

- Owned Vehicles
- Hired Automobiles
- Non-Owned Automobiles.

Submitting Requirements:

Proposals will be received in the Purchasing Director's Office of the City of Elizabethton, 136 South Sycamore Street, Elizabethton, Tennessee 37643, until 11:00 am on July 25th, 2018 at which time the proposal will be opened and read aloud. Any proposals received after this date will not be considered. Proposals must be submitted on company letterhead. The proposal is to be signed by a person authorized by the firm to submit bids and proposals. Return envelopes will be marked in the lower left-hand corner RFP 2018-06 Canopy Roof Repair, Due Date July 25th, 2018.

Cancellation and/or Rejection Policy:

The City of Elizabethton reserves the right to reject any or all proposals, to waive informalities and to accept the proposal or proposals in its judgment is the best interest of the City. The City of Elizabethton does not discriminate on the basis of race, creed, color, national origin, sex, religion, age or disability status in employment or the provision of services.

Contact Person:

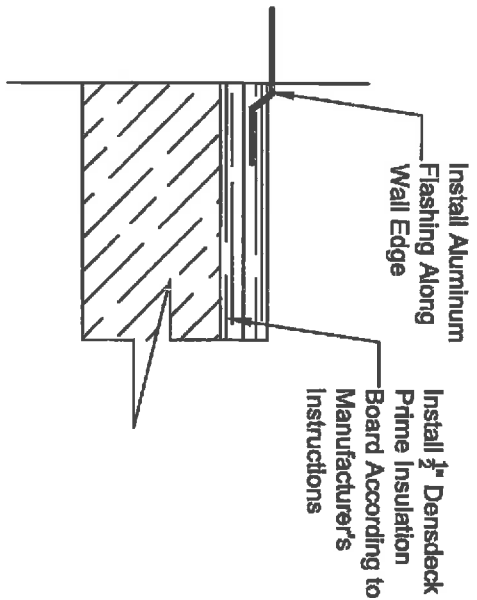
Greg Workman 423-542-1505

Existing Buildings

Granular Surface Cap Sheet
3" Overlap at Edges and
Sides Follow Manufacturers
Installation Instructions

Self Adhered Modified
Bitumen Base Sheet 3"
Minimum Overlap at the
Edges and Sides Follow
Manufacturers Installation
Instructions

Roof Plan
NTS

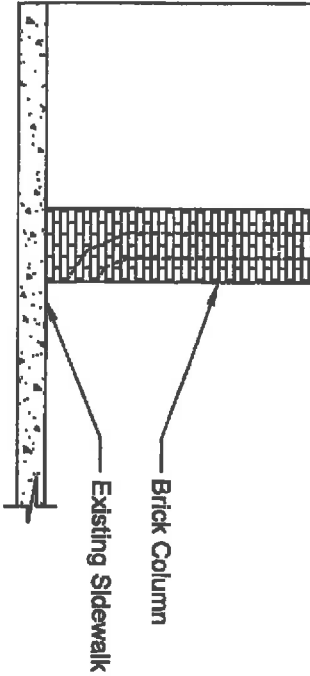


Section Detail B-B
NTS

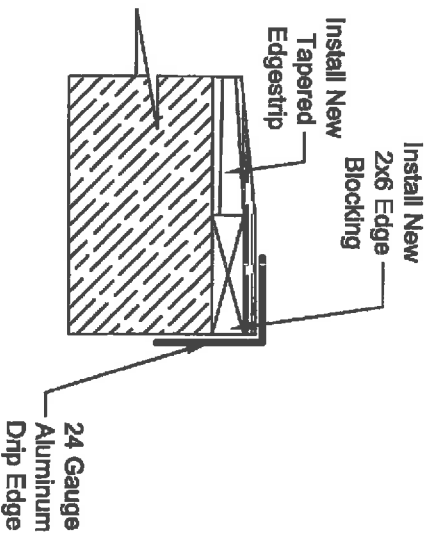
Install 2 Ply Self Adhered Modified Bitumen Roofing
Base Sheet (Smooth) and Granular Cap Sheet
Install 2" Copper Roof Drain Insert
Install 1/2" Densdeck Prime Insulation Board
Clean Base and Adhere with 2 Part Adhesive

Detail B-B

Detail C-C



Section Detail A-A
NTS



Section Detail C-C
NTS

City of
Elizabethton

Downtown Canopy Improvements

NO.	DATE	DESCRIPTION
1	10/1/2023	PRELIMINARY DESIGN
2	10/1/2023	FINAL DESIGN
3	10/1/2023	CONSTRUCTION
4	10/1/2023	AS BUILT
5	10/1/2023	REVISIONS
6	10/1/2023	REVISIONS
7	10/1/2023	REVISIONS
8	10/1/2023	REVISIONS
9	10/1/2023	REVISIONS
10	10/1/2023	REVISIONS

SCALE: NTS

SHEET 1

GENERAL CONDITIONS (READ CAREFULLY)

1. PREPARATION OF BIDS:

1. Only bids submitted on bid forms furnished by the City will be considered. The City may consider telegraphic bids received prior to the closing time specified if promptly confirmed on bid forms furnished by the City and received two (2) days prior to the bid award date. No TELEPHONE BIDS WILL BE ACCEPTED.
2. Bids to be enclosed in a sealed envelope, plainly identified in the upper left-hand corner with the company name and address and in the lower left-hand corner, the bid number and due date.
3. All bids must be delivered or mailed to the Director of Purchasing, City of Elizabethton, 136 South Sycamore Street, Elizabethton, TN 37643 unless otherwise directed on the bid form.
4. It is the bidder's responsibility to ensure that the written bid is delivered at the proper time and place of the bid opening.
5. No bid received after closing time will be considered. Late bids will be returned unopened.
6. If not offering a bid, bidder must return the bid form marked "NO BID" and state reason for not responding.

2. PRICING:

Each item must be priced separately. Unit prices shall be shown. In case of error in the extension of prices in the bid, the unit price will govern. No bid shall be altered, amended or withdrawn after specified time for bid opening. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.

3. BID OPENINGS:

Bids will be opened and read aloud at the specified time and date set in the Invitation to Bid. These meetings are open to the public.

4. SIGNATURE ON BIDS:

Each bid must give full name and business address of the bidder and be signed, in ink, by the official of the company authorized to bind his company in contract.

5. ACCEPTANCE & REJECTION:

The City reserves the right to reject any or all bids, to waive informalities and to accept the bid if its judgment is in the best interest of the City. If a bidder fails to state a time in which a bid must be accepted, it is understood and agreed that the City shall have sixty (60) days to issue a purchase order.

6. BID EVALUATION:

Bids will be evaluated according to the criteria set forth in the Invitation to Bid with the degree of importance to be determined by the City.

7. AWARD:

Contracts and purchases will be entered into or made with the lowest responsible compliant bidder meeting specifications for material or services as deemed in the best interest and advantage of the City except as otherwise specified in the Invitation to Bid.

8. MULTIPLE ITEM BIDS:

When more than one item is specified in the Invitation to Bid, the City will determine that low bidder either on the basis of the individual items or on all the items included in the bid. ALL OR NONE bids must be clearly identified on the bid form and will be considered only if in the best interest of the City.

9. TIME OF DELIVERY:

Time of delivery is a part of the consideration and must be stated in definite terms and adhered to. If time varies on different items, the bidder shall so state. When no time of delivery is stated, it is understood and agreed that delivery is to be made within two (2) weeks after receipt of order. The contractor shall be required to

maintain or have available an inventory sufficient to make shipment within the time stated in his/her bid. The vendor may request a delivery extension in a letter to the Director of Purchasing if conditions arise that would prevent him/her from meeting his/her quoted delivery schedule. The City reserves the right to accept or reject this request.

10. DEFAULT:

In case of default of the Contractor, the City may procure the articles or services from other sources and hold the Contractor responsible for any excess cost resulting from this action.

11. BRAND NAMES:

Specifications furnished in the Invitation to Bid are intended to establish a desired quality of performance level or other minimum requirements which will provide the City with the best product available at the lowest possible price. If a bidder offers an alternate he/she must include the brand name and/or model he/she proposes to furnish and include complete descriptive literature and specifications that clearly describes the article offered and how it differs from the referenced brand. Reference to literature previously furnished will not satisfy this provision.

12. SAMPLES:

The City may request a sample product as part of a bid. This will be provided at no charge to the City. Samples remain in the Purchasing Department for a period of two (2) weeks following the award of a bid. Vendors are responsible for picking up their samples during that period. Samples not collected by the specified time allowed will become the property of the City. Samples of successful bidders will be retained until delivery is received and is accepted as being equal to their sample.

13. DISCOUNT PERIOD:

Time in connection with discount offered will be computed from the date of satisfactory delivery at destination, or from the date of satisfactory delivery at destination, or from the date the correct invoice is received, whichever is later.

14. FOB (FREE ON BOARD) POINT:

All prices quoted are to be FOB delivered to the using department, City of Elizabethton, Tennessee (unless another FOB point is stated on the bid form). The successful bidder will assume all responsible for damage in transit.

15. TAXES:

The City is exempt from Federal excise taxes and state and local sale or use taxes. Exemption certificates will be furnished upon request.

16. CONDITION STANDARDS:

It is understood and agreed that any item offered or shipped as a result of this bid shall be new and unused and shall be the manufacturer's latest model unless otherwise stated in the bid.

17. INSPECTION:

All supplies or materials are subject to inspection and rejection by the City. Rejected materials shall be returned at the bidder's expense.

18. SAFETY STANDARDS:

Unless otherwise stipulated in the bid all manufactured items and fabricated assemblies shall comply with applicable requirements of OSHA and any standards thereunder.

19. PARTS AND SERVICE:

The successful bidder must be able to provide adequate parts and service for items bid.

20. BID TABULATIONS:

Tabulations of bids will be furnished upon request.

21. PENALTIES:

Bidders may be removed from our active bid file for a period determined by the City as a result of any of the following:

1. Failure to respond to a bid request.
2. Failure to meet delivery requirements.
3. Failure to furnish specified items as a result of a bid award.
4. Offers of gratuities or favors to any employee of the City.

Bids may be removed from consideration for the following reasons:

1. Bid received after bid opening time.
2. Bid not signed.
3. Descriptive literature not included with the bid.
4. Sample not provided with bid if requested.

22. COOPERATIVE PURCHASING:

Bidder's/Proposer's are to indicate whether it is permissible for other governments in Tennessee to purchase these items or services at the same price. Freight charges can be adjusted to reflect differences in delivery costs.

23. EQUAL OPPORTUNITY:

It is the policy of the City of Elizabethton to provide equal employment opportunities and provide its programs, activities, and services to all individuals regardless of race, color, religion, sex, national origin, age, disability, or status in any other group protected by law. Inquiries and charges of violation of this policy should be directed to the Planning & Economic Development Director at (423) 542-1503 or at 136 South Sycamore Street, Elizabethton, Tennessee 37643. Requests for accommodation of a disability should be directed to the Purchasing Director at (423) 542-1505 or at 136 South Sycamore Street, Elizabethton, Tennessee 37643.

24. IRAN DIVESTMENT ACT OF 2014:

Pursuant to the Iran Divestment Act of 2014, Tenn. Code Ann. §12-12-106 requires the State of Tennessee Chief Procurement Officer to publish, using creditable information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in § 12-12-105. Inclusion on this list makes a person ineligible to contract with the City of Elizabethton; if a person ceases its engagement in investment activities in Iran, it may be removed from the list. The State of Tennessee list is available here:

<http://tennessee.gov/generalservices/article/Public-Information-library>.

25. LICENSES, FEES, PERMITS:

The contractor is responsible for furnishing the proper licenses, fees, and permits required by law to do business with the City of Elizabethton in completion of the project. All work shall be done in accordance with the latest building codes, state and federal laws relative to the contract.

26. NON-COLLUSION AGREEMENT:

By submitting this solicitation, the agent representing all officers, partners, owners, representatives, employees or interested parties of the vendor's firm certifies to the best of his/her knowledge and belief this bid/proposal to the City of Elizabethton, Tennessee has not been prepared in collusion with any other seller, proprietor, or manufacturer of similar products or services. The agent also certifies that the prices, terms and conditions of said bid/proposal have been arrived at independently and have not been communicated by the submitter, nor by any of the aforementioned firm associate to any other seller, proprietor, or manufacturer of similar products or services and will not be communicated prior to the official opening of said solicitation. The agent further states that no official or employee of the City of Elizabethton has promised any personal, financial or other beneficial interest, either directly or indirectly, in order to influence award of this solicitation.

27. WARRANTY:

1. Unless otherwise specified by the City, all items shall be guaranteed for a minimum period of one (1) year against defects in material and workmanship.



























Purchasing Department

P: 423-542-1505

F: 423-547-6221

Elizabethton Star
300 Sycamore Street
Elizabethton, TN 37643

ATTN: Classified Legals

FAX: 547-6221

Please publish the following legal notice at your earliest convenience.

REQUEST FOR PROPOSALS

Sealed bids will be received in the Purchasing Department of the City of Elizabethton, 136 South Sycamore Street, Elizabethton, Tennessee, until 11:00 AM., Wednesday, July 25th, 2018, at which time they will be opened and read aloud. Bids will be on the following:

DOWNTOWN CANOPY WORK

Specifications and bid sheets may be obtained from the above office. The specifications may also be viewed at elizabethton.org under the purchasing section. The City reserves the right to reject any and all bids and to waive informalities. The City does not discriminate on the basis of race, creed, color, national origin, sex, religion, age or disability status in employment or the provision of goods or services.

This the 6th day of July, 2018.

Greg Workman
Director of Purchasing