



SPECIFICATIONS

For

Belle Meade Public Works Building Office Renovations

CITY OF BELLE MEADE, TENNESSEE

ISSUED September 29, 2022

**CITY OF BELLE MEADE 2022
PUBLIC WORKS BUILDING OFFICE RENOVATIONS
LIST OF BIDDING AND CONTRACT DOCUMENTS**

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**CITY OF BELLE MEADE 2022
PUBLIC WORKS BUILDING OFFICE RENOVATIONS
INSTRUCTIONS FOR BIDDERS**

Advertisement for Bids:

The City of Belle Meade will accept sealed bids for the construction and renovations to the existing office space in the Public Works Building at 4705 Harding Road. Bids can be delivered to Belle Meade City Hall, 4704 Harding Road, Nashville TN 37205, or submitted electronically until 11:00 a.m. CST on Thursday, October 13, 2022 at which time said bids will be publicly opened and read aloud. Specifications will be available by 8:00 AM CST on Thursday, September 29, 2022 at City Hall or online at www.citybellemeade.org/finance. For questions on online bid access and submittal, please contact the Finance Director at 615-297-6041. Direct all questions on bid items to Public Works Director Larry Smith or Assistant Director Nathan McVay at 615-297-6041 or lsmith@citybellemeade.org or nmcvay@citybellemeade.org. The City reserves the right to waive informalities and to reject any and all bids, in part or in their entirety.

Invitation for Bids:

Copies of the Bid Specifications will be available at 8:00 AM CST, Thursday, September 29, 2022 at Belle Meade City Hall, 4705 Harding Road, Nashville, TN 37205, or on the City website, www.citybellemeade.org, under “Doing Business with the City”. For questions or information, please contact Public Works Director Larry Smith, or Assistant Director Nathan McVay at 615-297-6041 or email at lsmith@citybellemeade.org or nmcvay@citybellemeade.org Bids are being solicited only from responsible and established bidders who are experienced in this work.

Separate sealed bids will be received by the City of Belle Meade online or at 4705 Harding Road, Nashville, TN 37205 until 11:00 AM, CST, on Thursday, October 13, 2022.

Bids will subsequently be publicly opened and read aloud. The City reserves the right to waive informalities and to reject any and all bids, in part or in their entirety.

Qualifications of Bidders:

NOTE:

THE FOLLOWING FORMS MUST BE SUBMITTED IN THE BID PACKAGE:

- Contract Bid Form (included in this packet)
- Drug-Free Workplace Affidavit (form included in this packet)
- Iran Divestment Act Certification Form (form included in this packet)
- Copy of Contractor's License
- Certificate of Insurance

ON THE OUTSIDE OF EACH SEALED ENVELOPE CONTAINING THE BID FORM, THE BIDDER SHALL SHOW THE FOLLOWING INFORMATION:

- Name of project
- Name of Contractor
- Contractor's applicable State license number and expiration date
- Contractor's license classification applying to the Bid.

Bidder Information:

The successful bidder shall complete the following work. Include all labor, materials and equipment for completion of the project as described herein.

Each Bidder is responsible for inspecting the site and for reading and being thoroughly familiar with the Specifications and related documents. Irregularities affecting work shall be noted and reported to the City prior to beginning work. By signing the Bid, the Bidder certifies that he has investigated the site conditions of the Project, fully satisfied himself of the conditions, and has based his Bid accordingly. The failure or omission of any Bidder to do any of the foregoing shall in no way relieve any Bidder from any obligation in respect to his Bid.

It is expected that the work for this project shall commence as soon as possible after the contract is awarded by the Board of Commissioners at their October 19, 2022 board meeting. The project must be fully completed within 90 days or less. Allowable working days are defined as Monday through Friday, 7:00 a.m. to 3:00 p.m. Approval must be given by the Public Works Director or Assistant Director for work after 3:00 pm or Saturday work. No work is allowed on Sunday.

Bids will be publicly opened and read aloud. A Bid Tabulation will be made available to Bidders. All Bids will remain open for thirty (30) days, but the City may release any Bid prior to that date. The Owner reserves the right to reject any one or all bids received. No bidder may withdraw a submitted Bid for a period of sixty (60) days after the date set for the opening of bids.

The Owner may make such investigations as he deems necessary to determine the ability of the Bidder to perform the Work, and the Bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any Bid if the evidence submitted by, or investigation of such Bidder fails to satisfy the Owner that such Bidder is properly qualified to carry out the obligations of the Agreement and to complete the Work contemplated therein.

Quality Assurance - Workmanship is subject to the City's inspection and approval as the job progresses.

Contractor Requirements:

All Bidders must be licensed contractors as required by the "Contractors Licensing Act of 1976," TCA Title 62, Chapter 6, passed March 18, 1976 by the General Assembly of the State of Tennessee, and any subsequent amendments thereto, or any Rules and Regulations promulgated by the State Board of Licensing Contractors and approved by proper legal authority. The entire wording of the Act shall be considered to be included by reference to these documents.

Drug-Free Workplace Affidavits – T.C.A. §50-9-113. Effective January 2001, any contractor with five or more employees who provides construction services for the state or any local government is required to submit an affidavit stating that the contractor has a drug-free workplace program in compliance with the Tennessee Drug-Free Workplace Act, T.C.A. §50-9-101 through 50-0-113. **The Drug-Free Workplace affidavit is to be submitted with the bid for this project.** This statute directs that no local government shall award any construction contract to a contractor who does not submit such an affidavit with its bid.

Iran Divestment Act Certification – Must be completed as per TCA §12-12-106, required a list of persons determined to engage in investment activities in Iran be published, making them ineligible to contract with the State of Tennessee or local government entities. ***The Iran Divestment Act certification is to be submitted with the bid for this project.***

Insurance Requirements - The Contractor shall procure and maintain for the duration of the contract, at his/her own expense, insurance indicating sufficient Commercial General Liability coverage, with a minimum of one million dollars (\$1,000,000.00) per occurrence, to protect the Owner and to hold the Owner harmless from any damage or injuries due to the Contractor's negligence and furnish to the City a Certificate of Insurance indicating such coverage. The Contractor is to also furnish a Certificate of Insurance indicating coverage under a Workman's Compensation Policy that meets the State Minimum Requirements. The Contractor is responsible for work-related injuries of the Contractor's employees and subcontractors. The Contractor must provide all equipment and supervision for this contract and assume responsibility for all uninsured subcontractors. The policies described herein shall be issued by insurance companies that are licensed to conduct business in the State of Tennessee. The Contractor must provide a thirty (30) day prior notice of cancellation, non-renewal, or material change in coverage. The policies shall be issued by insurance companies with a Best Rating of not less than B+.

The Contractor will not discriminate against any employee or applicant for employment, to be hired in the performance of the contract with respect to hire, tenure, term, conditions or privileges of employment, or any other matter directly or indirectly related to employment, because of sex, race, color, religion, national origin, ancestry, handicap or any other basis prohibited by state or Federal law or regulations.

CITY OF BELLE MEADE

Rusty Moore, Mayor

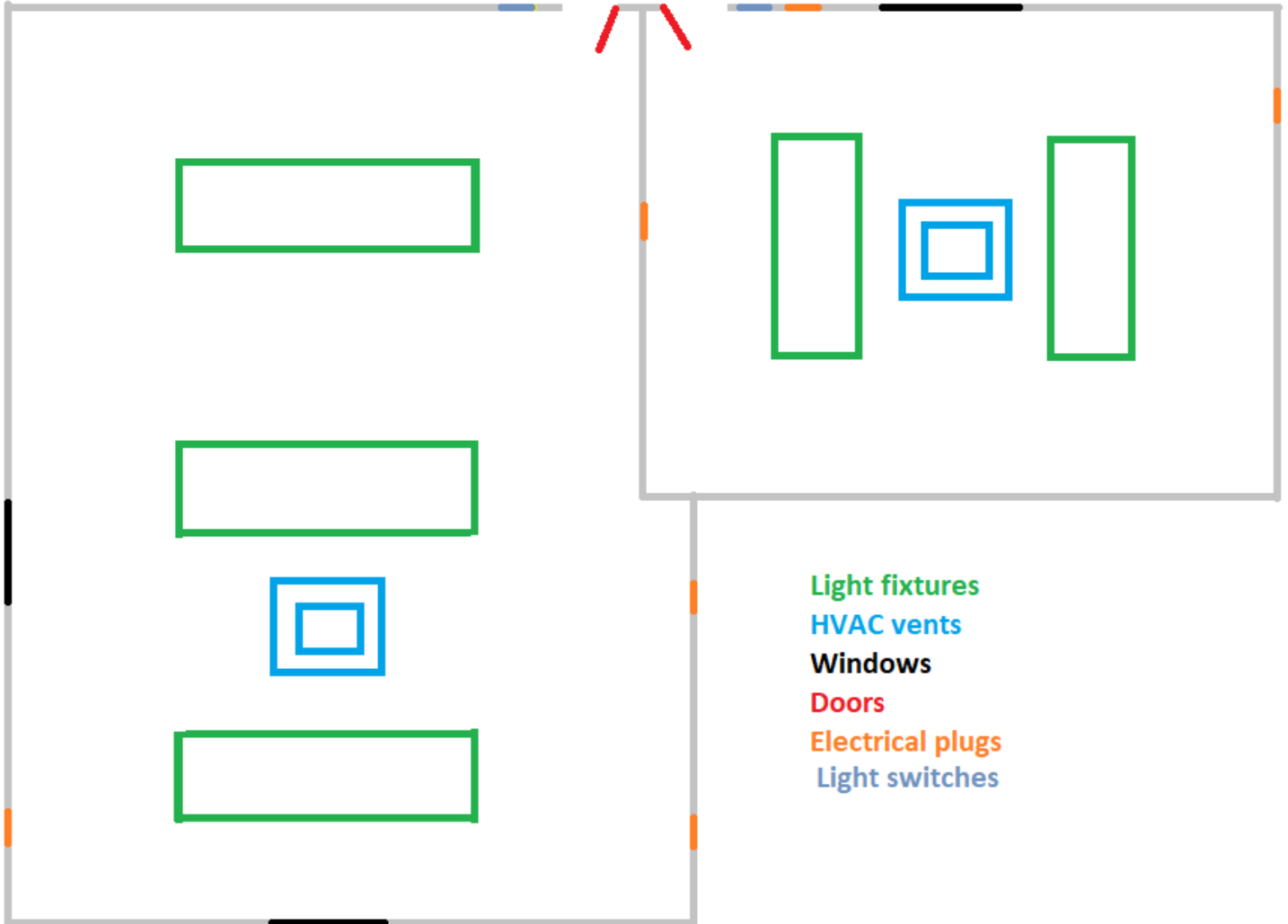
DESCRIPTION OF WORK: PUBLIC WORKS BUILDING OFFICE RENOVATIONS
Please contact Larry Smith at (615)485-8445 or Nathan McVay at (615)485-7797 to schedule a time to view the job site.

Please provide Lump Sum Bid for the following:

Scope of Work:

1. General Conditions
 - A. Supervise work
 - B. Clean up/ Debris removal
 - C. Permits (Metro Nashville)
 - D. Temp. Protection
 - E. Draw hand drawings for permits
2. Demolition/ Shoring
 - A. Demo block wall
 - B. Shore wood beam in ceiling
 - C. Move exhaust Fan
 - D. Haul debris from site
3. Repair/ Patch walls
 - A. Patch concrete where block wall was
 - B. Patch wall where existing exhaust fan was
4. Framing (Wood)
 - A. 2x6 exterior & 2x4 interior Studs
 - B. New wood beam
 - C. Pressure treated bottom plate
 - D. Walls
 - E. Finish out ceiling floor and plywood for storage above (3/4" Plywood)
5. Insulate walls and new ceiling
6. Finishes
 - A. Drywall new walls (1/2" drywall)
 - B. New space gets acoustical ceiling
 - C. Paint new area
7. Doors and Windows
 - A. Reuse one door and window
 - B. Buy one new door (Match Existing)
8. HVAC
 - A. Extend duct work into new area
 - B. Add one ceiling register
 - C. Unit to remain (As Is)
9. Electrical
 - A. Move one existing 2x4 light fixture
 - B. Add two new 2x4 LED light fixtures
 - C. Add one light switch and two double gang outlets
 - D. Move exhaust fan/HVAC wiring
10. Flooring
 - A. Epoxy coated throughout new and existing office

**CITY OF BELLE MEADE
PUBLIC WORKS BUILDING OFFICE RENOVATIONS - 2022**



**CITY OF BELLE MEADE 2022
PUBLIC WORKS BUILDING OFFICE RENOVATIONS**

CONTRACT BID FORM

FOR: City of Belle Meade
11:00 AM CST, Thursday, October 13, 2022

We the undersigned Bidder, in compliance with your Advertisement for Bids and having examined the Specifications with related documents and being familiar with all of the conditions surrounding the Project, hereby propose to furnish all labor, materials, and supplies to perform the Project in accordance with the Contract Documents. We agree to accept therefore as complete payment for this Project, the estimated Lump Sum of:

Amount (in words) _____

Amount (in numbers) \$ _____ Dollars.

The undersigned Bidder does hereby declare and stipulate that this proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that it is made in pursuance of and subject to all the terms and conditions of the detailed Specifications and related documents pertaining to the work to be done, all of which have been examined by the undersigned.

The Bidder hereby agrees to commence work under this contract as soon as possible after the Board of Commissioners take action to award the contract and to complete the Project fully within 90 consecutive days or less.

Respectfully submitted,

License # _____

Name of Contractor

Expiration date of same _____

By _____

Title _____

Address _____

Telephone _____

Fax _____

Email _____

DRUG-FREE WORKPLACE AFFIDAVIT

Note: Include with Bid Submittal

STATE OF Tennessee

COUNTY OF Davidson

The undersigned, principal officer of _____, (the “Company”), being duly authorized to execute this affidavit on its behalf makes oath as follows:

1. The Company is an employer of no less than five (5) employees receiving pay and is submitting a bid to the City of Belle Meade for a contract to provide construction services.
2. The Company has a drug-free workplace program in full compliance with Title 50, Chapter 9, of the Tennessee Code Annotated, in effect at the time of the submission of such bid.
3. This affidavit is submitted in compliance with T.C.A. 50-9-113.

Further affiant saith not.

Principal Officer _____

Title: _____

STATE OF _____

COUNTY OF _____

Before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that the statements contained in the forgoing affidavit are true of his own knowledge.

Witness my hand and seal at office this _____ day of _____, 20____.

Notary Public _____

My Commission Expires: _____

NOTICE

Tenn. Code Ann. § 12-12-106 requires the chief procurement officer to publish, using credible information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in § 12-12-105.

For these purposes, the State intends to use the attached list of “Entities determined to be non-responsive bidders/offers pursuant to the New York State Iran Divestment Act of 2012.”

While inclusion on this list would make a person ineligible to contract with the state of Tennessee, if a person ceases its engagement in investment activities in Iran, it may be removed from the list.

If you feel as though you have been erroneously included on this list please contact the Central Procurement Office at CPO.Website@tn.gov.

**Entities determined to be non-responsive bidders/offers pursuant to
The New York State Iran Divestment Act of 2012**

1. Ak Makina, Ltd.
2. Amona
3. Bank Markazi Iran (Central Bank of Iran)
4. Bank Mellat
5. Bank Melli Iran
6. Bank Saderat Iran
7. Bank Sepah
8. Bank Tejarat
9. China Precision Machinery Import-Export Corporation (CPMIEC)
10. ChinaOil (China National United Oil Corporation)
11. China National Offshore Oil Corporation (CNOOC)
12. China National Petroleum Corporation (CNPC)
13. Indian Oil Corporation
14. Kingdream PLC
15. Naftiran Intertrade Co. (NICO)
16. National Iranian Tanker Co. (NITC)
17. Oil and Natural Gas Corporation (ONGC)
18. Oil India, Ltd.
19. Persia International Bank
20. Petroleos de Venezuela (PDVSA Petróleo, SA)
21. PetroChina Co., Ltd.
22. Petronet LNG, Ltd.
23. Sameh Afzar Tajak Co. (SATCO)
24. Shandong FIN CNC Machine Co., Ltd.
25. Sinohydro Co., Ltd.
26. Sinopec Corp. (China Petroleum & Chemical Corporation)
27. SKS Ventures
28. SK Energy Co., Ltd.
29. Som Petrol AS
30. Unipecc (China International United Petroleum & Chemicals Co., Ltd.)
31. Zhuhai Zhenrong Co.

List Date: May 4, 2022

For more information you may call: (518) 474-5988 or email: NYSIranDivestmentAct@ogs.ny.gov



**CONTRACTOR CERTIFICATION
TCA Title 12, Chapter 12 – IRAN DIVESTMENT ACT**

Note: Include with Bid Submittal

Date: _____

Contractor Name _____

Address _____

City, State _____

Contract Name/description: **Belle Meade Public Works Building Office Renovations - 2022**

The City of Belle Meade has executed and hands you herewith an executed counterpart of its contract with you for the performance of the above work. In your performance on this contract, we call to your attention the provisions of Tennessee Code Annotated Title 12, Chapter 12, Iran Divestment Act, which requires that any bidder submitting a bid or proposal, or who contracts with the state or political subdivision of the state, including a contract renewal or assumption, shall certify the following statement as true under the penalties of perjury: “By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to TCA Section 12-12-106” (copy attached). In your performance of this contract, we shall expect full compliance with the requirements of this statute and request your confirmation of this fact upon the line provided below.

THE CITY OF BELLE MEADE

By: _____
Mayor Rusty Moore

Date: _____

_____ (Contractor) certifies that it understands the requirements of the above-referenced statute and agrees that it will comply fully with the same in the performance of the above contract.

By: _____
(Contractor’s Representative)

Date: _____

Print name of Representative