

**Bidder Instructions and Specifications:
City Hall Maintenance
Due: 10:00 a.m. January 8, 2016**

The City of Eagleville, Tennessee is seeking bids for Maintenance services as specified below.

General Purpose:

The City of Eagleville intends to contract for certain exterior repair and maintenance work at City Hall – specifically as it relates to the maintenance of a log structure. Bidders should submit bids as a lump sum bid for all work referenced in the specification sheet. For reference, all work refers to the exterior of City Hall at 108 South Main Street, Eagleville, TN.

Specifications:

- Wash Structure:** Structure must be thoroughly washed to prepare the building for necessary applications of caulk, stain, clear coat, etc. Particular effort may be required on certain areas (approximately half) of the building where existing stain is deteriorated or failing.
- Caulking:** Various areas of the building are to be caulked with an application appropriate product equivalent to Perma-Chink brand Energy Seal caulk. Areas include areas where needed between logs, between siding, around doors and windows, large log checks, around log butt ends, around and under framing for electrical boxes, and inside carpenter bee holes and other areas as appropriate. Large voids may be filled by other materials or products as appropriate, but top finish must comply with specifications.
- Stain:** Logs and wood siding must be stained with an application appropriate product equivalent to Perma-Chink brand Lifeline Ultra 2 stain finish in a color matching existing color on City Hall building. Two coats may be appropriate on areas where stain has significantly deteriorated or failed.
- Clear Coat Finish:** Logs and wood siding must be sealed with one coat of an application appropriate product equivalent to Perma-Chink Lifeline Advance with a Satin finish. Finish product should also incorporate an application appropriate product equivalent to NBS-30 additive insect repellent.

Bidding Instructions:

Potential bidders may request complete bid instructions, detailed specifications, and bid forms by contacting City Hall at 615-274-2922 and referencing "City Hall Maintenance Bid Opportunity" or by visiting www.EaglevilleTN.com.

Bidders may price items by line item as necessary to clearly communicate price, but must clearly list

- 1) a lump sum including the contract price for all specified items in total,
- 2) any additional services or products the bidder intends to include above and beyond those minimally specified,
- 3) a detailed description of products intended for use where items differ from any specified,
- 4) a detailed description of warranties and/or guarantees of the materials and/or labor,
- 5) a timeframe for project from start to finish, and an earliest available start date (although all other factors are of greater importance in selecting a preferred bidder than the start date).

Bidders may substitute products for equal or greater products if/when the substitute does not limit the capability or performance of the overall product in comparison with the specified product.

Bidders must deliver bids no later than **10:00 a.m. January 8, 2016** in sealed envelope marked "**City Hall Maintenance Bids, January 8, 2016**" to:

City of Eagleville
Attn: City Manager
108 South Main Street
Eagleville, TN 37060

Bids received after the deadline may be rejected, and the City is not responsible for bids mailed but not delivered prior to the deadline, regardless of the postmark date.

Bid Form:
City Hall Maintenance
Due: 10:00 a.m. January 8, 2016

Submittal of the bid form is required for consideration. However, bidders may also choose to attach additional information that may be helpful such as quotations on their own company form or brochures and other information clearly identifying the product(s) proposed and/or to identify certain items within the specification by unit cost. Unit cost information may be used by the City of Eagleville to optimize its purchase with the selected bidder.

Company Name: _____ Phone: _____

Contact Name: _____ Email: _____

Address: _____

Bid Items:

- 1) Specified work, including labor, materials, and any and all other costs associated with performing the specified project. \$ _____
- 2) List any additional services or products the bidder intends to include above and beyond those minimally specified. _____

3) Substitutions of specified components:

Specified Component

Substitute Component

4) Warranty Information and other notes (additional information may be attached):

5) Project Timeline:

Earliest possible beginning date _____

All other factors are of greater importance in selecting a preferred bidder than the start date, although it is preferred that the work begin as early as possible in 2016.

Number of days required to complete project _____

I have read and understand the specifications of the bid being requested and am capable of delivering said product(s) and service(s) as specified and quoted. I understand that the City of Eagleville reserves the right to consider the qualifications of bidders and the references of similar work if requested, and that the City may award bids based in part on such factors other than price in identifying the "lowest and best bid."

Signature of Authorized Representative: _____ Date: _____