

*City of*  
**SHELBYVILLE**  
*Tennessee*

DATE: February 23, 2023

NOTICE TO BIDDERS

Notice is hereby given that the CITY OF SHELBYVILLE, TENNESSEE is advertising for sealed bids on:

**ROOFING PROJECT AT COMMUNITY DEVELOPMENT CENTER**

Bids will be accepted by the City of Shelbyville Purchasing Office, 201 N. Spring Street, Shelbyville, TN 37160 or may be mailed to P.O. Box 185, Shelbyville, TN 37162 **until 2:00 P.M. on Thursday, March 16, 2023.** Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

The bids shall be opened and read aloud during a public meeting of the City Council appointed BID COMMITTEE on Thursday, March 16, 2023 at 2:00 P.M. at Shelbyville City Hall, Conference Room, 201 N. Spring Street, Shelbyville, TN. Award of the bid is scheduled to be on the agenda at the next City Council business meeting at the Shelbyville Recreation Center. (April 13, 2023)

GENERAL INFORMATION

It will be the sole responsibility of the Bidder to deliver personally or by mail the bid or bids to the City of Shelbyville Purchasing Office, 201 N. Spring Street, Shelbyville, TN 37160 on or before the closing hour and date announced for the receipt of the bids. **The envelope must be sealed and marked on the outside "Sealed Bid for Roofing Project at Community Development Center".**

The City is exempt from taxes imposed by State and/or Federal Government. Exemption certificate, if required, will be furnished by the successful bidder and will be completed by the City.

Each variance to these specifications must be specifically stated by the bidder in the bidding proposal. The City Council reserves the right to reject any or all proposals, to waive informalities and to accept all or any part of any proposal as described therein, as they deem necessary to be in the best interest of the City.

City of Shelbyville

Bidders guarantee that the prices quoted in the bid will remain firm from the date of the bid opening until the completion of delivery.

All proposals shall be made on forms furnished by the CITY. Supporting information shall be on the bidder's stationery.

All proposals must indicate the firm's name and address and be signed in ink by an officer or employee having authority to bind the company or firm.

The intent of these specifications is to insure delivery of a new complete unit for operation. Omission of any essential detail from these specifications does not relieve the supplier from furnishing such unit. All bids must be on new models. This provision excludes surplus, used or demonstrators.

The bidder, by executing a contract or bid proposal on the terms of the invitation to bid, warrants the product that is supplied to be buyer shall remain fully in accord with the specifications and to be of the highest quality. In the event the product, as supplied to the buyer, is found to be defective or does not conform to the specifications, the buyer reserves the right to cancel the order upon written notice to the supplier and return such product to the supplier at the supplier's expense.

Payment will commence or be made in full after delivery and acceptance of product. All documents, invoice, title and exemption certificate shall be presented to the City of Shelbyville Purchasing Office.

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.

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 invitation to bid shall be open to the public for viewing and inspection.

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

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

**BID FORM**

TO: City of Shelbyville  
201 N. Spring Street  
Shelbyville, TN 37160

Date: \_\_\_\_\_

IN ACCORDANCE WITH YOUR INVITATION TO BID ON:

**ROOFING PROJECT AT COMMUNITY DEVELOPMENT CENTER**

WE HEREBY SUBMIT THE FOLLOWING BID:

<u>MINIMUM SPECIFICATIONS</u>	<u>MEETS</u>	<u>EXCEEDS</u>	<u>DOESN'T MEET</u>
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Roofing project for Community Development Center located at 111 Eaglette Boulevard, Shelbyville, TN

**Bid submission to include all materials, labor and disposal fees necessary to complete for a turnkey project.**

**Site visit highly recommended. Please schedule site visit with Anita Teague, Executive Director, Community Development Center - 931/684-8681**

**Quantities listed below are estimates only. It is recommended that bidders make their own determinations and take their own measurements.**

**Full replacement**

- Tear off and replace approximately 91.99 SQ of shingles and replace

MINIMUM SPECIFICATIONS

MEETS

EXCEEDS

DOESN'T MEET

with Owens Corning  
Architectural shingles or  
approved equal, installed  
according to manufacturer  
specifications (35 year) or  
approved equal

- Install new synthetic underlayment
- Install new ridge cap according to manufacturer specifications
- Install new starter strip according to manufacturer specifications
- Install new whirlybird vent
- Install new box vents
- Install new power vent
- Install drip edge
- Install new ice and water shield on valleys and eaves according to manufacturer specifications
- Remove and replace pipe boots
- Perform clean up at a very high level of expectation as children occupy the grounds on a regular basis
- Properly dispose of all material
- Remove and replace deteriorated fascia board or any other deteriorated wood

MINIMUM SPECIFICATIONS

MEETS

EXCEEDS

DOESN'T MEET

- Any color choices to be determined by Community Development Center Executive Director Anita Teague
- Successful bidder must carry commercial liability insurance and worker's compensation insurance
- Clearly state labor and material warranty in bid submission

**Optional upgrade:**

- Add ridge vent

**Gutter and downspout system:**

- Remove and dispose of existing gutters and downspouts
- Furnish and install new commercial grade 6" seamless gutters with leaf guards and downspouts
- Choice of standard color to be made by Child Development Center Executive Director, Anita Teague.

**To be included with submission:**

- warranty information
- proof of insurance
- estimated installation date
- any variations to the

MINIMUM SPECIFICATIONS

MEETS

EXCEEDS

DOESN'T MEET

specifications

- list of 3 references  
(in Middle TN is possible)

**This project installation must be coordinated with the CDC Executive Director in order to work around their scheduled days to have children onsite.**

*Any reference to name brands in this Invitation for Bids is for example only. An approved equal will be accepted. The purchaser reserves the right to determine whether a substitute offer is equivalent to and meets the standard of quality indicated by the brand name referenced, and the purchaser may require a bidder offering a substitute to supply additional descriptive material.*

- Vendors are welcome to submit more than one bid if options are available.
- A current business license must be furnished upon request.
- Any questions may be directed to Lori Saddler, Purchasing Director, at 931-684-2691.

We hereby submit the following price(s) for your consideration:

\$ \_\_\_\_\_ total for turnkey Roofing Project at  
Community Development Center including gutters and downspouts as described in  
specifications.

**Option, additional:**

Add ridge vent \$ \_\_\_\_\_

Variations to  
specifications \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Installation to be completed by \_\_\_\_\_, 2023.

Payment terms \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Company Name and Address:

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Bid quote good for \_\_\_\_\_ days.