

# CITY OF WHITE HOUSE

REQUEST FOR PROPOSAL  
CITY HALL ROOF REPLACEMENT  
PURCHASING DEPARTMENT  
105 COLLEGE STREET  
WHITE HOUSE, TN 37188

PHONE: 615-672-4350 Extension 2130 FAX: 615-672-2939

**BID NO. 15 - 1020A**

DATE: March 25, 2015

**BIDS WILL BE RECEIVED UNTIL  
3:00 PM ON April 08, 2015.  
PUBLIC OPENING AT 3:00 PM  
ON AUGUST 08, 2015.**

## TO BIDDER:

PLEASE QUOTE YOUR LOWEST PRICE, BEST DELIVERY DATE, CASH DISCOUNT TERMS, AND F.O.B. POINT FOR THE FOLLOWING. THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL QUOTATIONS AND TO ACCEPT ANY OR ALL ITEMS AT THE PRICE QUOTED. UNLESS OTHERWISE STATED, ALL QUOTATIONS ARE CONSIDERED TO BE FIRM QUOTATIONS FOR A PERIOD OF 30 DAYS FROM DATE OF QUOTATION DUE DATE. PLEASE QUOTE ON THIS FORM AND RETURN IT MARKED "NO QUOTE" IF YOU CANNOT QUOTE IN ORDER TO REMAIN ON THE CITY'S VENDOR LIST.

## FIRM'S NAME:

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

GRAND TOTAL OF BID **WITHOUT** ADD ONS: \_\_\_\_\_

ADD ON #1 (Auditorium Roof): \_\_\_\_\_

ADD ON #2 (Senior Center Roof): \_\_\_\_\_

ADD ON #3 (Lobby Roof): \_\_\_\_\_

DELIVERY TIME/PROJECT DATE IF APPLICABLE: \_\_\_\_\_

## **Purpose of Request for Proposal**

The City of White House is soliciting proposals from qualified organizations interested in replacing sections of the roof for City Hall located at 105 College Street. Please place a separate proposal price for each Add On # 1 (Auditorium), 2 (Senior Center), and 3 (Lobby) from the base proposal for City Hall.

## **Scope of Services**

The selected firm will be required to provide services including, but not limited to, the following:

- Replacement of roof(s)
- Staffing
- Supplies
- Equipment
- Removal of old material
- Keeping site work clean



## **Awarded Proposal Requirements**

1. Must submit at least three (3) references on similar projects
2. Must have a business license with the City of White House
3. Must have experience in managing comparably sized operations
4. Any equipment that is essential to the company's operation must be provided by the company.

**Insurance Requirement**-The Contractor shall provide general liability insurance in the minimum amount of one (\$1,000,000) million and name the City of White House as an Additional Insured. Proof of Workers Compensation insurance (if applicable) will be required as evidenced by a certificate.

**Submittal Requirements**

Five (5) copies of each firm’s proposal shall be submitted to the City of White House no later than 3:00 p.m. on Monday, April 8<sup>th</sup>, 2015 for committee review.

City of White House---City Hall Roof Replacement  
Attention: Derek Watson, Purchasing Specialist  
105 College Street  
White House, TN 37188

**Schedule**

Advertisement publication date.....March 31, 2015  
RFCSP Deadline (3:00 p.m. CST).....April 8, 2015  
Committee Meets.....April 8 at 3:30 PM  
Submit Recommendation to City Board if applicable...April 16, 2015  
Award Contract by this date, if applicable.....April 20, 2015  
Start Date for Contractor, if applicable..... April 21, 2015

**RFCSP Evaluations**

RFCSP will be evaluated based on the following criteria (not listed in any order of importance):

1. Firm’s proven ability with similar projects.
2. Firm’s capacity to perform.
3. History and years of experience of the firm.
4. References

**Proposals Opening**

Proposals shall be opened in a manner that avoids disclosure of contents to competing Proposers. Sealed proposals will be opened during the first evaluation committee meeting.

**Final Ranking and Selection**

A committee will make a recommendation that is the most advantageous to the City, considering the evaluation factors set forth in the RFP. Recommended contract awarded, if any, resulting from this RFP is subject to the approval of the Board of Mayor and Aldermen. In all cases, the City will be the sole judge as to whether a Proposer has or has not satisfactorily met the requirements of this RFP. The City reserves the right to accept or reject any Proposal, to accept a Proposal containing variations from these specifications if the Proposal so merits.

**Negotiations**

The City retains the right to make an award based on initial proposals without negotiations.

## **Discussions: Best and Final Proposer**

The Committee reserves the right to recommend a Proposer based upon the Proposer's written proposal, without further discussions. Should the Committee determine that further discussions would be in the best interest of the City; the Committee shall establish procedures and schedules for conducting discussions and will notify qualified Proposers'. The City shall rely on the information submitted by Proposers in reaching its decision and shall have the right to demand the services as described in the proposals.

## **Changes in the RFCSP**

Any communication from the City to a Proposer will be transmitted simultaneously to all Proposers along with written questions submitted. Any Proposer who fails to recognize or utilize this process of communication will be notified of its violation of the process and may be disqualified. All addenda will be numbered in sequence, dated as of the date of issue, and sent via email, fax, or mail to all Proposers.

## **Verbal Agreements**

No verbal agreement or conversation with any officer, agent or employee of the City, either before or after execution of the Contract, shall affect or modify any of the terms or obligations contained in the Contract. Any such verbal agreement or conversation shall be considered unofficial information and in no way binding upon the City or the Contractor.

## **Reservation of Rights**

The City reserves and holds at its discretion the following rights and options:

- a. Issue addenda to the Request For Proposal, including extending or otherwise revising the timeline for submittals;
- b. Withdraw the Request for Competitive Sealed Proposals;
- c. Request clarification and/or additional information from the Proposer at any point in the procurement process;
- d. Execute a Contract with Proposer, on the sole basis of the original proposal;
- e. Reject any or all Proposals, waive irregularities in any Proposal, accept or reject all or any part of any Proposal, waive any requirements of the Request, as may be deemed to be in the best interest of the City; and
- f. Reissue or modify the Request for Proposals.

In order to be considered for selection, responses must be received on or before the date and time specified. Firms mailing responses should allow normal mail delivery time to ensure timely receipt by the City. Proposals received after the stated time shall not be considered. No fax or email transmittals will be accepted.

## **Disposition of Proposals**

All materials submitted in response to this Proposal will become the property of the City of White House. One (1) copy of each proposal shall be retained for official files. It is understood

that the proposal will become part of the official file on this matter without obligation on the part of the City of White House. All Proposals become the property of the City upon submission and will not be returned to the applicant.

### **Disclosure**

Any trade secrets or proprietary information submitted by a vendor in connection with this procurement shall not be subject to public disclosure. However, the vendor must invoke the protection of this section prior to or upon submission of the data or other materials by identifying the specific area or scope of data or other materials to be protected and state the reasons protection is necessary. An all-inclusive statement that the entire proposal is proprietary is not acceptable. A statement that cost proposals are to be protected is not acceptable. There is no expressed or implied obligation for the City of White House to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

**CITY OF WHITE HOUSE  
NONDISCRIMINATION POLICY**

It is the policy of the City of White House not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities. In addition, the City of White House does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d). With regard to all aspects of this contract, the contractor certifies and warrants it will comply with this policy.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
REPRESENTATIVE

\_\_\_\_\_  
TITLE

**CITY OF WHITE HOUSE  
105 COLLEGE STREET  
WHITE HOUSE, TN 37188  
615.672.4350  
615.672.2939 FAX**

STATE OF TENNESSEE/CITY OF WHITE HOUSE  
COUNTY OF SUMNER/ROBERTSON

**DRUG-FREE WORKPLACE AFFIDAVIT OF PRIME BIDDER**

NOW COMES AFFIANT, who being duly sworn, deposes and says:

1. He/She is the principal officer for;

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

2. That the proposing entity has submitted a proposal to the City of White House for;

\_\_\_\_\_  
Project

3. That the proposing entity employs no less than five (5) employees;
4. That Affiant certifies that the bidding entity has in effect, at the time of submission of its bid to perform the construction referred to above, a drug-free workplace program that complies with 50-9-113, Tennessee Code Annotated.
5. That this affidavit is made on personal knowledge.

Further Affiant saith not.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My commission expires:\_\_\_\_\_

**CITY OF WHITE HOUSE  
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[www.cityofwhitehouse.com](http://www.cityofwhitehouse.com)**

## **DRUG AND ALCOHOL TESTING PROGRAM**

Proposers must have a testing program for employees in place that is at least as stringent as the drug and alcohol-testing program of the City of White House, which is attached. Proposers must provide a copy of their drug and alcohol-testing program at the time the proposal is made.