

City of
SHELBYVILLE
Tennessee

DATE: August 9, 2024

NOTICE TO BIDDERS

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

**INSTALLATION OF ELECTRIC HEIGHT ADJUSTERS FOR BASKETBALL GOALS
AT SHELBYVILLE RECREATION 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 Monday, August 26, 2024.** 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 Monday, August 26, 2024 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. (September 12, 2024)

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 installation of electric height adjusters for basketball goals at Shelbyville Recreation 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:

**INSTALLATION OF ELECTRIC HEIGHT ADJUSTERS FOR BASKETBALL GOALS
AT SHELBYVILLE RECREATION CENTER**

WE HEREBY SUBMIT THE FOLLOWING BID:

MINIMUM SPECIFICATIONS

MEETS

EXCEEDS

DOESN'T MEET

**Location: Shelbyville Recreation Ctr.
220 Tulip Tree Road, Shelbyville, TN**

The gymnasium currently has four basketball goals that operate manually to raise and lower the rim height (8ft – 10ft)

The purpose of this Invitation to Bid is to have these four goals converted to electrical operation

Remove existing goals and the raise/lower mechanism

Install four (4) electric height adjusters that will support rectangular backboards that measure 63" x 36" to existing ceiling mounted basketball poles. (Please note: if hardware currently installed can be retrofitted to use electric motor, then please specify in bid submission)

MINIMUM SPECIFICATIONS

MEETS

EXCEEDS

DOESN'T MEET

Install four (4) goal key switches to concrete block wall directly behind each goal that is receiving height adjuster

Reinstall existing four (4) backboards that measure 63" x 36" to height adjuster mechanism

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 Trevor Freitas, Asst. Parks and Recreation - 931/684-9780

Any color choices to be determined by Parks and Recreation Asst. Director Trevor Freitas

Successful bidder must carry commercial liability insurance and worker's compensation insurance

Clearly state labor and material warranty in bid submission

Options listed on next page

To be included with submission:

- warranty information
- proof of insurance
- list of 3 references
(in Middle TN if possible)

- 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 Asst. Parks & Recreation Director, Trevor Freitas, at 931-684-9780 or Lori Saddler, Purchasing Director, at 931-684-2691.

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

\$ _____ total for turnkey INSTALLATION OF ELECTRIC HEIGHT ADJUSTERS FOR BASKETBALL GOALS AT SHELBYVILLE RECREATION CENTER as described in specifications

Variations to specifications _____

OPTIONS:

- 1) To replace backboard (63" x 36") with new \$ _____ per backboard
- 2) To install electrical conduit run \$ _____ per backboard

Installation to be completed by _____, 2024.

Bid quote good for _____ days.

Signed: _____

Printed name: _____

Title: _____

Date: _____

Email: _____

Phone #: _____

Company Name and Address:

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.