



**SPECIFICATIONS  
For**

**City Hall & Public Works Buildings  
Interior & Exterior Painting**

**CITY OF BELLE MEADE, TENNESSEE**

**ISSUED January 24, 2019**

**CITY OF BELLE MEADE 2019**  
**CITY HALL & PUBLIC WORKS BUILDINGS – INTERIOR & EXTERIOR PAINTING**

**LIST OF BIDDING AND CONTRACT DOCUMENTS**

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**CITY OF BELLE MEADE 2019  
CITY HALL & PUBLIC WORKS BUILDINGS – INTERIOR & EXTERIOR PAINTING**

**INSTRUCTIONS FOR BIDDERS**

Invitation for Bids:

Copies of the Bid Specifications will be available at 10 am CST, Thursday, January 24, 2019 at Belle Meade City Hall, 4705 Harding Road, Nashville, TN 37205, or on the City website, [www.citybellemeade.org](http://www.citybellemeade.org), under “Doing Business with the City”. For questions or information, please contact Public Works Director Larry Smith, at 615-297-6041 or email at [lsmith@citybellemeade.org](mailto:lsmith@citybellemeade.org).

Bids are being solicited only from responsible and established bidders who are experienced and regularly engaged in this work. References are required and satisfactory evidence that the bidder has the necessary capital, equipment and personnel to do the work may be required.

Bidders are encouraged to examine buildings and conditions and schedule a walk-through with the City’s representative to verify finishes, locations, room dimensions, etc., and identify any areas of concern or uncertainty.

**Separate sealed bids will be received by the City of Belle Meade online or at 4705 Harding Road, Nashville, TN 37205 until 1:00 PM, CST, on Wednesday, February 13, 2019 for:**

- Prepping and painting of interior walls, trim and doors, and some ceiling areas in City Hall and Public Works Garage.
- Prepping and painting all exterior wood trim and doors on both buildings, as specified.
- Pressure washing, cleaning aluminum gutters on both buildings, and caulking and sealing as needed.

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.

Description of Work and Bidder Information:

The successful bidder shall complete the following work. Include all labor, materials and equipment for cleaning, prepping, painting and finishing as described herein. Interior paint finishes are eggshell for walls, flat for ceilings, and satin for doors and trim. Paint samples for each color shall be submitted for approval before starting project.

1. Exterior of City Hall and Public Works Garage –
  - Pressure wash
  - Clean aluminum gutters
  - Caulk and seal where needed
  - Repaint wood surfaces, doors and trim with 2 coats of exterior latex based paint as specified

2. Interior of City Hall and Public Works Garage – Clean, prep and paint all exposed drywall, trim and doors as described below and in Appendix A. Repair/patch all cracks and holes in drywall before painting and clean any surfaces of substances that could impair bonding of paint. Apply 2 coats of latex based paint to all interior wall, door and trim surfaces.

Special Instructions for interior painting:

- Conference Room – repair and patch crack in wall above doorway.
- Storage Room – paint only exposed walls. Not necessary to move metal shelving.
- Multi-purpose/Courtroom – repair and patch cracks in ceiling and paint flat white
- Main lobby - repair and patch cracks in ceiling and paint flat white
- Windows mullions are not required to be painted in any rooms.
- Furniture units made up of lower lateral files and upper wall cabinets do not need to be moved for painting. Other furniture should be moved just enough to allow walls and trim to be painted.

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 February 20, 2019 meeting. The project must be fully completed within 30 days or less. Allowable working days are defined as Monday through Friday, 7:00 a.m. to 5:00 p.m. Approval must be given by the Public Works Director for Saturday work. No work is allowed on Sunday.

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.

Each Bidder shall submit a minimum of three (3) recent commercial painting references with the sealed bid. Include the location of the work and contact information.

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 – The State of Tennessee requires this Certification form to be signed and submitted by every bidder who submits a bid or proposal to the State of Tennessee or the 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, two million (\$2,000,000.00) aggregate, 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+.

**NOTE:**

**THE FOLLOWING FORMS MUST BE SUBMITTED IN THE BID PACKAGE:**

- Contract Bid Form
- Bidder References Form
- Drug-Free Workplace Affidavit
- Iran Divestment Act Certification Form

**ON THE OUTSIDE OF EACH SEALED ENVELOPE CONTAINING THE BID FORM, REFERENCES, AND PRODUCT SPECIFICATION SHEETS, 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.

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

James V. Hunt, Mayor

**CITY OF BELLE MEADE 2019  
CITY HALL & PUBLIC WORKS BUILDINGS – INTERIOR & EXTERIOR PAINTING**

**CONTRACT BID FORM**

FOR: City of Belle Meade  
Wednesday, February 13, 2019, 1:00 PM CST

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 30 consecutive days or less, weather permitting.

Respectfully submitted,

License # \_\_\_\_\_

\_\_\_\_\_  
Name of Contractor

Expiration date of same \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

**CITY OF BELLE MEADE 2019  
CITY HALL & PUBLIC WORKS BUILDINGS – INTERIOR & EXTERIOR PAINTING**

**BIDDER REFERENCES**

CONTRACTOR NAME: \_\_\_\_\_

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

BUSINESS LICENSE NUMBER: \_\_\_\_\_

Please list below at least three (3) commercial painting references for work that was completed recently. Please include the business names, contact person and phone numbers for each reference:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**DRUG-FREE WORKPLACE AFFIDAVIT**

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: \_\_\_\_\_



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

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

Contractor Name \_\_\_\_\_

Address \_\_\_\_\_

City, State \_\_\_\_\_

**Project: Belle Meade City Hall & Public Works Buildings – Interior & Exterior Painting 2019**

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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

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

## 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/offerers 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](mailto:CPO.Website@tn.gov).

List Date: September 26, 2018

Source: <https://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf>

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. Unipec (China International United Petroleum & Chemicals Co., Ltd.)
31. Zhuhai Zhenrong Co.

## APPENDIX A – PAINT COLORS - INTERIOR & EXTERIOR

All interior wall paints are Benjamin Moore, latex, eggshell finish

Interior Trim and doors – Benjamin Moore, Glacier White #OC-37 latex satin finish

Interior Ceilings - flat white ceiling finish, latex

Interior Space	Paint Color	Dimensions - (Approx.)
<b>Admin. side of City Hall</b>		
Main Lobby	Misted Green #2138-50	29 x 17
Waiting Area	Roasted Sesame Seed #2160-40	4 x 7, 9 x 12
Vending Area	Oklahoma Wheat #2160-50	12 x 10, 6 x 8
Women’s Restroom	Quiet Moments #1563	13 x 12
Men’s Restroom	Quiet Moments #1563	13 x 12
Copy/Workroom	Lenox Tan #HC-44	15 x 8
City Recorder	Gray Cashmere #2138-60	14 x 14
Court Clerk	Horizon Gray #2141-50	15 x 14
Conference Room	Duxbury Gray #HC-163	13.5 x 20
Administrative Assistant	Quiet Moments #1563	14 x 11
Building Official	Misted Green #2138-50	16 x 14
Finance Director	Titanium – #2141-60	14 x 10
City Manager	Horizon Gray #2141-50	21 x 14
Mayor	Roasted Sesame Seed #2160-40	13 x 12
Corridor	Oklahoma Wheat #2160-50	65 x 6, 19 x 6, 18 x 6
Records/Chair Storage	Lenox Tan #HC-44	19 x 12
Commissioners	Gray Cashmere #2138-60	12 x 16
Kitchen	Lenox Tan #HC-44	12 x 11
Multi-Purpose/Courtroom	Camouflage #2134-40	34 x 27
<b>Police side of City Hall</b>		
Lobby	Roasted Sesame Seed #2160-40	11 x 9
Lieutenant	Oklahoma Wheat #2160-50	14 x 10
Squad Room	Camouflage #2134-40	11 x 16
Corridor	Camouflage #2134-40	56 x 6, 8 x 6, 10 x 12
Investigator	Oklahoma Wheat #2160-50	12 x 11
Sergeants	Horizon Gray #2141-50	11 x 8
Women’s Locker Room	Quiet Moments #1563	19 x 12
Men’s Locker Room	Quiet Moments #1563	19 x 12
Testing/Holding	Titanium – #2141-60	10 x 9
Chief	Lenox Tan #HC-44	13 x 17
<b>Public Works Garage</b>		
PW Office & Restroom	Horizon Gray #2141-50	10 x 10, 6 x 6

### Exterior Trim

City Hall, Public Wks. Bldg.      Benj. Moore latex - Moonlight White #2143-60

**APPENDIX B – PAINT COLORS - INTERIOR  
PAINT COLOR ORDER**

Squad Room	Camouflage #2134-40	11 x 16
Corridor	Camouflage #2134-40	56 x 6, 8 x 6, 10 x 12
Multi-Purpose/Courtroom	Camouflage #2134-40	34 x 27
Conference Room	Duxebury Gray #HC-163	13.5 x 20
City Recorder	Gray Cashmere #2138-60	14 x 14
Commissioners	Gray Cashmere #2138-60	12 x 16
Court Clerk	Horizon Gray #2141-50	15 x 14
City Manager	Horizon Gray #2141-50	21 x 14
Sergeants	Horizon Gray #2141-50	11 x 8
PW Office & Restroom	Horizon Gray #2141-50	10 x 10, 6 x 6
Copy/Workroom	Lenox Tan #HC-44	15 x 8
Records/Chair Storage	Lenox Tan #HC-44	19 x 12
Kitchen	Lenox Tan #HC-44	12 x 11
Chief	Lenox Tan #HC-44	13 x 17
Main Lobby	Misted Green #2138-50	29 x 17
Building Official	Misted Green #2138-50	16 x 14
Vending Area	Oklahoma Wheat #2160-50	12 x 10, 6 x 8
Corridor	Oklahoma Wheat #2160-50	65 x 6, 19 x 6, 18 x 6
Lieutenant	Oklahoma Wheat #2160-50	14 x 10
Investigator	Oklahoma Wheat #2160-50	12 x 11
Women's Restroom	Quiet Moments #1563	13 x 12
Men's Restroom	Quiet Moments #1563	13 x 12
Administrative Assistant	Quiet Moments #1563	14 x 11
Women's Locker Room	Quiet Moments #1563	19 x 12
Men's Locker Room	Quiet Moments #1563	19 x 12
Waiting Area	Roasted Sesame Seed #2160-40	4 x 7, 9 x 12
Mayor	Roasted Sesame Seed #2160-40	13 x 12
Lobby	Roasted Sesame Seed #2160-40	11 x 9
Finance Director	Titanium – #2141-60	14 x 10
Testing/Holding	Titanium – #2141-60	10 x 9

