

CITY OF WHITE HOUSE
REQUEST FOR QUOTES
CITY HALL PARTIAL ROOF REPLACEMENT
PURCHASING DEPARTMENT
105 COLLEGE STREET
WHITE HOUSE, TN 37188
PHONE: 615-672-4350 Extension 2130 FAX: 615-672-2939

BID NO. 17 – 1049PK

DATE: August 29, 2017

**QUOTES WILL BE RECEIVED
UNTIL 3:00 PM ON
SEPTEMBER 27, 2017.**

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: _____

DELIVERY TIME/PROJECT DATE IF APPLICABLE: _____

Purpose of Request for Quotes

The City of White House is soliciting quotes from qualified organizations interested in replacing a section of the roof for City Hall located at 105 College Street.

Scope of Services

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

- Replacement of PVC roof and decking (Dimensions are attached)
- Staffing
- Supplies
- Equipment
- Removal of old material
- Keeping site work clean



Awarded Quote 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.

Site Visits

Site visits are allowed Monday-Thursday only and must be scheduled in advance through *emailing* the Purchasing Coordinator to allow ample time for coordination with the Maintenance Department.

Submittal Requirements

Quotes shall be submitted to the City of White House no later than 3:00 p.m. on Wednesday September 27, 2017 via mail or email.

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

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 transmittals will be accepted.

Changes in the Quote Specifications

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.

Disposition of Quotes

All materials submitted in response to this solicitation 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 quote will become part of the official file on this matter without obligation on the part of the City of White House. All Quotes 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.

DIMENSIONS OF ROOF
ON FOLLOWING PAGE

