

**Bedford County, Tennessee
Request for Proposal
Bid No. 22-30**

**Bedford County Courthouse
Contract # 32701-04372**

1. **SCOPE OF PROJECT** – Bedford County is participating in a Tennessee Historical Commission- Federal Historic Preservation Grant Program that will make funds available for rehabilitation and weatherization of windows in the Historic Courthouse. The work shall follow the Secretary of the Interior's Standards for Rehabilitation codified in 36 CFR 67, as interpreted by the State. Bedford County is requesting bids to rehabilitate and weatherize the following windows:

- Removing Existing Putty & Reglazing Existing Windows / All Entrances, Doors & Transoms Excluded / Painting Excluded /Any Broken Glass to be Replaced /Rust To Be Cleaned Up As Best As Possible
 - 9 Arched windows on the East Side
 - 5 arched windows on the South side
 - 5 windows on the West side
 - The large window set in the South Stairwell between the third and second floors.
- Add Alternative: Painting of all windows.

2. **BID INSTRUCTIONS** – Potential bidders are welcome to visit the Bedford County Courthouse and observe the condition of the windows by appointment. Please call or check in with the County Mayor's Office prior to your arrival. Bids will be received by Bedford County Department of Finance, 200 Dover Street, Suite 102, Shelbyville, TN 37160 until, but no later than 2:00 p.m., Tuesday, February 8, 2022. If you are an individual with a disability and require a reasonable accommodation or have additional questions regarding this invitation, please contact the County Mayor's Office (931) 684-7944.

Bids shall be all inclusive price for labor, materials, supplies, equipment and profit/overhead required to perform the requested scope of work according to the terms and conditions of this request for bids.

Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, Bid No. 22-30 Courthouse Window Restoration.

The bid envelope shall conform to the requirements of the T.C.A. 62-6-119; whereas, bids of \$25,000 or more shall display on the outside of the envelope the name of the contractor, license number, date of expiration and license classification.

Time of the essence and any bid received after the announced time and date for submittal whether by mail or otherwise will be rejected. The time of receipt shall be determined by the County Mayor's Office. Bidders are responsible for ensuring that their bids are received by the bid opening deadline. Faxed and emailed bids will not be accepted.

Nothing herein is intended to exclude any responsible vendor, his product or service or in any way restrain or restrict competition. All responsible vendors, especially minority and female owned businesses, are encouraged to bid. Bedford County is compliant with Title VI of the 1964 Civil Rights Act and as a result does not discriminate on the grounds of race, color, or national origin nor does it exclude from participation in, or denies the benefit of any program or activity receiving federal financial assistance.

3. GENERAL CONDITIONS

- A. **Acceptance of Bids:** Bedford County reserves the right to reject any and all bids, to waive any informal technicalities or defects, the scope and nature of which it shall be the sole judge. The County shall have ninety (90) days from bid opening to accept bid.
- B. **Error in Bid:** No bid shall be altered, amended or withdrawn after the bid opening date. Negligence on the part of the bidder in preparing the bid confers no right for withdrawal of the bid after it has been opened.
- C. **Signatures on Bids:** Each bid must contain the full name and business address of the bidder. Any person signing a proposal sheet for himself or as agent, employee or officer of another must show his title and if requested show the County proof of his authority to make such proposal.
- D. **Bid Sheet:** Bidders shall use the bid sheet furnished by the Bedford County. Failure to submit this sheet may render the bid invalid.
- E. **Compliance:** All bidders must be a licensed contractor by the State of Tennessee. Contractors shall abide by all federal, state and local laws and statues and obtain all permits required to perform the scope of project. Neither the contracting firm nor its principals shall be presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any state department of agency.
- F. **Specifications:** It is understood that that reference to attached specifications shall be sufficient to make the term of such specifications binding on the contractor.

- G. **Inspection:** Final inspection and acceptance or rejection will be made at the time of completion but all work and workmanship shall be subject to inspection and test all times. Bedford County has the right to reject work that contains defective material and workmanship. Rejected work shall be corrected at the expense of the contractor promptly after notification of rejection. The County shall not be obligated to pay the full price for any items that do not meet specifications.
 - H. **Bid Opening:** Bids may be mailed or delivered to the Bedford County Department of Finance, 200 Dover Street, Suite 102, Shelbyville, TN 37160 by 2:00 p.m., Tuesday, February 8, 2022. All bids will be opened and publicly read at a time specified on the bid sheet. Bids received after the specified time for opening will not be accepted.
 - I. **Work Period:** The contractor agrees to complete all the awarded activities within 90 days of the contract award date. Failure to complete the awarded activities within that time period, unless extended by written change order, will result in the assessment of liquidated damages of \$100 per day.
 - J. **Cancellation:** Bedford County reserves the right to cancel an accepted bid or contract in whole or in part due to nonperformance or defective products.
 - K. **Permit Requirement:** Successful bidder will be responsible for securing any necessary permits for compliance with local or state requirements.
 - L. **Insurance:** Contractor shall purchase and maintain at his own expense such insurance that will protect him or Bedford County from claims which may arise out of or result from the contractor's execution of the work, whether such execution be by himself, his employees, agents, or subcontractors. The insurance coverage shall be such as to fully protect the Town and general public from any and all claims for injury and damage resulting by any actions of the part of the contractors or his forces as enumerated above.
4. PAYMENTS – Payments will be made after completion of all work, inspection by Bedford County and according to the following process:
- a. Request inspection from Bedford County.
 - b. Submit a proper invoice to the Bedford County Department of Finance, Attn: Heidi Farris, 200 Dover Street, Suite 102, Shelbyville, TN 37160
5. REQUIREMENTS – The following guidelines for construction and installation shall be applied:
- a. All installation and construction must take place between the hours of 7:00 a.m. to 7:00 p.m., Monday – Friday, unless otherwise specified by Bedford County.
 - b. All work shall be completed within 90 days after notification to proceed unless the term is specifically extended by written change order by Bedford County
 - c. The Contractor will discard any construction waste.
 - d. Bidders shall be properly licensed by the State of Tennessee to perform all required work.

6. The activity that is the subject of this publication has been financed in part with federal funds from the National Park Service, Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial productions constitute endorsement or recommendation by the Department of the Interior. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age or handicap. any person who believes he or she has been discriminated against in any program, activity or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127

Bedford County
Tennessee Historical Commission- Federal Historic Preservation Grant
Bid Sheet
2:00 p.m., Tuesday, February 8, 2022

Description: Bedford County is requesting bids to rehabilitate and weatherize the following windows:

Removing Existing Putty & Reglazing Existing Windows / All Entrances, Doors & Transoms Excluded / Painting Excluded /Any Broken Glass to be Replaced /Rust To Be Cleaned Up As Best As Possible

9 Arched windows on the East Side

5 arched windows on the South side

5 windows on the West side

The large window set in the South Stairwell between the third and second floors.

Total Bid for above items: _____

Add Alternative

Painting of Windows _____

My signature certifies that the accompanying bid is not the result of or affected by, any act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under the Laws of the State of Tennessee or the United States. Furthermore, I understand that fraudulent and collusion viding is a crime and can result in fines, prison sentence, and civil damage awards. I hereby certify that I am authorized to sign this bid for the bidder.

I further certify, by submission of this bid, that neither the firm nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any state agency.

Complete Legal Name of Firm: _____

Signature: _____ **Title:** _____

Name (type/print): _____ **Date:** _____

Address: _____

FEIN or SSAN: _____ **License #:** _____

Name on License: _____ **Expiration Date:** _____