



CITY OF SPARTA
6 Liberty Square
P.O. Box 30
Sparta, Tennessee 38583
931.836.3248
931.836.3941 fax
www.spartatn.com

**City of Sparta
Roof Replacement
Sparta City Hall Building
Thursday September 28, 2023 at 2:00 pm**

The City of Sparta, Tennessee will receive sealed Bids for Roof Replacement at the Sparta City Hall until 2:00 p.m. on Thursday September 28, 2023, at which time they will be publicly opened and read aloud.

Bids shall be addressed to the City Administrator and delivered to Sparta City Hall, 6 Liberty Square, PO Box 30, Sparta, Tennessee 38583.

Bids must be enclosed in a **sealed** envelope and must be marked **“Roof Replacement for City Hall”** on the front of the envelope.. **All bids must be signed.**

No bid may be withdrawn for thirty (30) days from the date of the opening. Purchase orders will be issued only after approved by the Sparta Board of Mayor and Aldermen.

The City of Sparta reserves the right to reject any, or all bids, to waive any irregularities in a bid, to make awards to more than one vendor, to accept any part or all of a bid, or to accept that bid, (or bids) which in the judgment of the Board of Mayor and Alderman of the City of Sparta is in the best interest of the City.

The City of Sparta 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)



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Invitation for Sealed Bids

Roof Replacement Services – City Hall

The City of Sparta will receive sealed proposals for Roof Replacement for the Sparta City Hall as detailed in the scope of work listed herein. Please inspect the building and offer proposals using the scope of work as a guide for services to be performed. Please prepare a detailed list of materials to be used and cost to complete each section of work to be performed, and detailed pricing for each section.

Due Date: Thursday, September 28, 2023, at 2:00 p.m.

VENDOR REQUIREMENTS

1. VENDOR REPRESENTATION

The vendor represents and warrants:

- a. That the firm is financially solvent and that it is experienced in and competent to perform the type of work, or to furnish the plans, materials, supplies or equipment to be performed or furnished by it; and
- b. That the firm is familiar with all federal, state, municipal and county laws, ordinances and regulations, which may in any way affect the work of those employed therein, including but not limited to any special acts relating to the work or to the project of which it is a part; and
- c. That the firm has carefully examined the specifications and the site of the work and that from its own investigations, has satisfied itself as to the nature and location of the work, the character, quality, quantity of surface and subsurface materials likely to be encountered, and character of equipment and other facilities needed for the performance of the work, the general and local conditions and all other materials which may in any way affect the work or its performance.

2. VENDOR RESPONSIBILITIES

The vendor shall:

- a. Provide competent supervision.
- b. Provide competent workers.

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- c. Take precautions necessary to protect persons or property against injury or damage and be responsible for any such damage, or injury that occurs as a result of their fault or negligence.
- d. Perform work without unnecessarily interfering with the activities of the Sparta City Hall.

3. **INSURANCE**

Upon award, certificates of insurance must be provided to the City of Sparta which indicates that the vendor carries at least the following minimum levels of insurance:

- a. Worker's Compensation, which meets the statutory requirements of the State of Tennessee.
- b. General Liability coverage with bodily injury and property damage limits of not less than \$700,000 per occurrence, \$300,000 per single person and \$100,000 property coverage.
- c. Automobile Liability coverage (if applicable) with bodily injury and property damage limits of not less than \$700,000/\$100,000 which protects your company during the time vehicles are used in connection with work commissioned by the City of Sparta.
- d. Upon award, the City of Sparta must be added as an additional named insured as respects to this contract.
- e. A thirty (30) day cancellation notice must be provided.
- f. Any and all subcontractors must supply the above listed insurance requirements.

4. **LICENSING**

All vendors must be properly licensed by the State of Tennessee and all other authorities having jurisdiction. If applicable, copies of all such licenses and/or permits are to be submitted with the proposal. Failure to submit copies of such may lead to proposal rejection.

5. **SAFETY AND PROTECTION**

- a. The vendor shall be solely and completely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work. Furthermore, the vendor is solely responsible for the training of all their employees on all safety issues as required by OSHA regulations for the project. The vendor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent injury to, all employees on the work site and other persons including but not limited to, the general public who may be affected thereby. All work is to be done as required by OSHA.

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- b. The vendor shall be responsible for providing and for the placement of barricades, tarps, plastic, flag tape and other safety/traffic control equipment required to protect the public, surrounding areas, equipment and vehicles.
- c. The flow of vehicular traffic shall not be impeded at any time during the project. The safety of the public is of prime concern to the City of Sparta and all costs associated are the responsibility of the vendor.
- d. The City of Sparta does not assume any responsibility for the protection of or for loss of materials, from the time that the contract operations have commenced until the final acceptance of the work by the project manager. The vendor is responsible for training their employees in Safety and Health Regulations for the job, assuring compliance with Tennessee Occupational Safety and Health Regulations and any other Regulatory Agency.
- e. The successful vendor shall ensure that its employees observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds.
- f. All buildings, appurtenances and furnishings shall be protected by the vendor from damage, which might be done or caused by work performed under this contract. Such damages to the foregoing shall be repaired and/or replaced by approved methods so as to restore the damaged areas to their original condition at the expense of the vendor.

6. **SITE EXAMINATION**

- a. The vendor is required to visit the site and become fully acquainted and familiar with conditions as they exist and the operations to be carried out. The vendor shall make such investigations as they may see fit so that they may fully understand the facilities, difficulties and restrictions about the execution of the work.
- b. The failure or omission of the vendor to receive or examine or document any part of the specifications, or to visit the site and acquaint themselves as to the nature and location of the work, the general and local conditions and all matters which may in any way affect performance shall not relieve the vendor of any obligation to perform as specified herein. Vendor understands the intent and purpose thereof and their obligations thereunder and that they shall not make any claim for, or have any right to damages resulting from any misunderstanding or misinterpretation of this agreement, or because of any lack of information.

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7. **SUBCONTRACTORS**

Subcontractors must be approved by the City of Sparta prior to beginning work. Subcontractors must also submit insurance certificates as specified herein.

8. **WORK HOURS**

Acceptable work hours are Monday through Friday from 7:30 a.m. until 6:00 p.m.

9. **WORKMANSHIP**

Where not more specifically described in these specifications, workmanship shall conform to all of the methods and operations of best standards and accepted practices of the trade or trades involved, and shall include all items of fabrication, construction or installation regularly furnished or required for completion of the services. All work shall be executed by personnel skilled in their respective lines of work.

10. **WORK SITE**

- a. All areas are to be left clean, in order and undisturbed at the completion of each workday.
- b. Vendor shall remove excess and waste materials from the site. Such materials shall be disposed of in accordance with all local, state and federal regulations.

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Scope of Work

1. Remove existing roof membrane and properly dispose.
 - a. Roof areas will not be left uncovered if there is a threat of rain.
 - b. Removal and disposal of debris collected during the cleaning operation shall be the responsibility of the vendor.
 - c. All applicable state and local laws and ordinances related to the hauling, handling, and disposal of such material shall be complied with by the vendor.
 - d. The work site is to be cleaned daily of all debris, nails, et cetera.
 - e. At the end of the project, the entire area is to be cleaned and “swept” with a magnet to remove nails on the grounds.
 - f. A location will be provided for gravel on the existing roof.
2. Install new insulation.
 - a. Provide details and cost of new insulation to be installed
 - b. Install appropriate insulation boards to direct drainage to the roof drains.
3. Install new roof.

Building Roof Size: **83’ x 55’**
Porch Area Roof Size: **22’ x 6’**

Please provide details and cost.
4. Replace all damaged Fiber Board
5. Install New 60 Mil TPO on roof
6. Repair or Replace the Roof Drains after inspection when removing existing roof.
7. Any items that protruding through roof must have new boots.
8. Replace any Facial Flashing that needs repair.
9. Repair or replace any other damaged areas that are concerning after notifying the City Administrator if it may effect the Bid
9. Warranty

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Please provide detailed information on warranty.

10. **SITE VISIT**

Vendors are required to visit the work-site so that they understand the nature of the work to be performed. You may call City Hall at 931-836-3248 to schedule a time to look at the building.

11. **WORK STANDARDS**

- a. All work is to be performed by craftsmen skilled in their trade.
- b. All damage caused by contractor or his/her agents is the responsibility of successful vendor.
- c. Roofing is not to be removed if cannot be “dried in” that day.

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Date: _____

Printed Name and Title _____

Company Name _____

Street Address _____

City/State/Zip _____

Telephone Number _____

Fax Number _____

Cell Number _____

Vendor's e-mail address (Please Print Clearly) _____

Calendar days required to complete job after notice to start is issued _____

Total Project Cost \$ _____

Contact Person (Please Print Clearly) _____

Contact Person Signature _____

Iran Divestment Act Tenn. Code Ann. 12-12-106

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 12-12-106.

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For Title VI and IX compliance, it is requested that the following information be voluntarily disclosed and returned with your proposal:

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GENDER: _____ Male _____ Female

RACE: _____ Caucasian _____ African American
 _____ Other (Please Specify)