

HAMBLLEN COUNTY GOVERNMENT
Invitation to Bid – Cherokee Park Horner-Dougherty Pavilion Roof, Gutters & Siding (2025-02)

INVITATION TO BID

Office of the Hamblen County Mayor
 511 West Second North Street
 Morristown, TN 37814

ITB TIMELINE: Times listed below are in Eastern Standard Time.

Date Issued:	Tuesday, February 18, 2025
ITB Title:	Cherokee Park Horner-Dougherty Pavilion Roof, Gutters & Siding (2025-02)
Project Question Deadline:	Tuesday, March 4, 2025 @ 4:00p.m. <i>All correspondence and communication must be via email to the designated Hamblen County point-of-contact listed on page 4 of this document. Questions submitted by telephone will <u>not</u> be answered. Questions submitted after this deadline will <u>not</u> be answered.</i>
Posting of Responses to Questions:	Thursday, March 6, 2025 @5:00p.m.
Bid Submission Deadline Date & Time:	Thursday, March 20, 2025 @ 2:00p.m. <i>If the Hamblen County Courthouse is closed for business at the time scheduled for bid opening, for whatever reason, bids will be accepted and opened on the next business day of the County, at the originally scheduled hour.</i>
Bid Submission Opening Location:	Hamblen County Courthouse, West Wing Conference Room, 1 st Floor, Administrative Building
Project Award:	Thursday, April 24, 2025

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INTRODUCTION:

Hamblen County (hereafter referred to as “County”) is soliciting sealed, competitive bids for the replacement of the roof and guttering and the installation of vinyl siding on the Horner-Dougherty Pavilion at Cherokee Park located at 3075 Floyd Hall Road, Morristown, TN 37814.

Contractor shall be bonded and insured for no less than \$1 million for General Liability, Auto Liability, and Workers Compensation with statutory limits including \$1,000,000 Part B Employers Liability.

Contractor Shall be Responsible for Materials Until Installation is Complete.

The County’s bid award will be based on experience with similar projects and competitiveness of price.

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I. SCOPE OF SERVICES / SPECIFICATIONS:

Project #1: Replacement of Roof and Guttering of Pavilion and Adjacent Fire Pit

Work To Be Completed	Location
Set up Site Specific Safety Plan Per OSHA Standards.	Cherokee Park Horner Dougherty Pavilion
Remove Existing Shingle Roof and Underlayment.	
Inspect decking and repair as necessary at a Unit Price. Notify owner immediately of any damaged decking.	
Install new Ice and Water Shield around perimeter of the roof, hip and ridge areas and around all penetrations.	
Install new Synthetic Underlayment in the field of the roof	
Install new multilayered dimensional asphalt shingles (CertainTeed Landmark Pro Series Class 3 Impact Rating or equal). Class A fire resistant and algae resistant. Provide a complete system with matching accessories, starter strips, hip and ridge caps, new metal edge trim and new metal roof vents. Color choice by Owner.	
Provide and Install 6” K-Style Prefinished Seamless Gutter and 3x4 Down Spouts per SMACNA standards and details.	
Clean and remove all debris from site upon completion. Dispose of debris in an approved landfill.	
Provide manufacturer’s warranty and 2 Year Minimum Contractors Workmanship Warranty.	

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I. SCOPE OF SERVICES / SPECIFICATIONS:

Project #2 – Installation of Vinyl Siding

Work To Be Completed	Location
Install Vinyl siding, aluminum fascia and trim, vented soffit and standard trim accessories on the pavilion.	Cherokee Park Horner Dougherty Pavilion
Match siding product installed on the Citizen-Tribune – Jefferson Federal Amphitheatre. Color selected by owners	
Coordinate all work with the single roof and gutter installation.	
Follow manufacturers requirements and local codes for installation procedures.	
Set up Site Specific Safety Plan per OSHA standards.	
Repair any damaged wood/substrate and securely nail all loose boards, siding and wood trim.	
Check all walls for evenness and install horizontal furring strips 1” x 3” (minimum size) at not more than 16” on centers to level the surface and provide sufficient material for ¾” fastener penetration.	
Install a synthetic weather-resistant house wrap barrier over the sheathing.	
Follow Vinyl Siding Institute/Polymeric Exterior Products Association best practices and manufacturers standard installation details for this installation.	
Install vinyl siding, trim components, aluminum trim accessories and vented vinyl soffit using manufacturers’ details for a complete project. This includes all exposed siding areas, gable walls, fascia, and soffits.	
Clean and remove all debris from site upon completion. Dispose of debris in an approved landfill	
Provide manufacturer’s warranty and 2 Year Minimum Contractors Workmanship Warranty.	

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II. GENERAL INFORMATION:

Project Administrator:

The County Finance Department is the sole point of contact for this procurement. All communication between prospective bidders and the County upon receipt of this ITB shall be in email form to the County Finance Department as follows:

Barbara Horton
511 West Second North Street
Morristown, TN 37814
Telephone: 423-586-1931
Email: barbara.horton@co.hamblen.tn.us

Any other communication will be considered unofficial and non-binding on the County. Communication directed to parties other than the County Finance Department may result in disqualification of the prospective proposer.

Site Visit:

There is not a scheduled pre-bid site visit. Nor is a site visit mandatory. However, Hamblen County recommends interested bidders contact the park director, David King, at 423-736-2466 to schedule a site visit. Site visits are meant to help prospective bidders in preparing an accurate proposal. Site visits carry no weight in awarding this project.

ITB Questions and Answers:

Questions regarding this bid should be emailed to Mrs. Horton whose contact information is listed above by Tuesday, March 4, @ 4:00p.m.

Questions and answers will be posted on the Hamblen County website at hamblencountytn.gov under the bids and proposals tab and emailed to all prospective bidders known to the County by 5:00p.m., Thursday, March 6, 2025.

All correspondence and communication must be via email to Mrs. Horton. Questions submitted by telephone will not be answered. Questions submitted after the deadline will not be answered.

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Proprietary Information and Public Disclosure:

Materials submitted in response to this competitive procurement shall become the property of Hamblen County. All bids submitted will remain sealed until the deadline for submission of bids has expired. Once a bid is submitted to Hamblen County Government and is opened, it constitutes a public record and is subject to the open records request pursuant to the Tennessee Open Records Act.

Cost of Bid Submission:

The County will not be liable for any costs incurred by any respondent in preparation of a response to this ITB or any other activities related to responding to this ITB.

Revisions to the ITB:

In the event it becomes necessary to revise any part of this ITB, addenda will be produced in writing and submitted to all prospective respondents known to the County and will be listed on the Hamblen County website, www.hamblencountyttn.gov, under the Bids and Proposals Tab.

The County reserves the right to cancel or to reissue this ITB as a whole or in part prior to the execution of a contract.

Period of Performance:

The period of performance of any work resulting from this ITB is scheduled to begin upon award of the project and issuance of purchase order. The project **must** be completed within sixty (60) days from issuance of purchase order.

Subcontract Terms:

If a subcontractor is to be used, the subcontractor section of the Bid Proposal located on page 11, Section IV.a. of this document **must** be completed. Copies of the necessary license for the subcontractor must also be submitted with the bid packet.

Contract Terms:

All items in this ITB must be included with the bid submission. All contracts between parties because of this ITB shall be governed by and enforced in accordance with the laws of the State of Tennessee. In the event a dispute arises, the venue shall be in Hamblen County, Tennessee. The County shall require the person with authority to bind the company to sign all agreement(s) with the County.

Contract Termination:

The County reserves the right to cancel the contract at any time for breach of contractual obligations without penalty or recourse by giving the contracted firm a written notice of such termination of at least fifteen (15) calendar days prior to said cancellation. Prior to issuing such

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a notice, the County will, if appropriate, provide the contracted firm with an opportunity to cure the breach within a reasonable period. Should the County exercise its right to terminate the contract for such reasons, the termination shall become effective on the date as specified in the notice of termination sent to the contracted firm. The contracted firm shall be entitled to receive just and equitable compensation for the work provided pursuant to the contract prior to the effective date of cancellation.

No Obligation:

The County reserves the right to accept or reject any or all bid submissions at its sole discretion without penalty and to not issue a contract as a result of this ITB. The County also has the right to waive any formal defects in submissions when deemed in the best interest of the County. Further, the County reserves the right to negotiate with any respondent concerning matters which the County determines require clarification or changes not in conformity with the specific requirements set forth herein.

Right To Withdraw:

Respondents have the right to request a withdrawal of their bids from consideration due to errors by giving notice at any time before and not later than two (2) days after submissions are publicly opened.

Commitment of Funds:

The Hamblen County Legislative Body are the only individuals who may legally commit the County to the expenditures of funds for a contract resulting from this ITB. No cost chargeable to the project may be incurred before receipt of a fully executed purchase order.

Purchase Order:

The County will issue a purchase order for the proposed amount once the Hamblen County Legislative Board has awarded the project. This purchase order number must be referenced on the invoice that is submitted.

Invoice Requirements:

The County will pay one (1) invoice for the full purchase order amount. The payment will be made within fifteen (15) days after the project has passed final inspection and delivery of the warranties to the County.

The successful firm will submit an invoice to the County Finance Department for the purchase order amount. The invoice will include the following:

1. Purchase order number assigned by the County;
2. A description of the work performed; and
3. The date(s) the work was performed.

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III. SUBMISSION REQUIREMENTS:

Respondents are required to submit one (1) complete bid packet either electronically or in a sealed envelope based on the instructions below. Bids, whether mailed, hand-delivered, or electronically submitted must arrive no later than 2:00p.m. Eastern Standard Time on Thursday, March 20, 2025.

Instructions for Submitting Bids Electronically:

PLEASE READ THOROUGHLY: Electronic submissions should **NOT** be sent directly to anyone at the Mayor’s Office, but addressed to Barbara.horton@co.hamblen.tn.us, **VIA ‘WE TRANSFER.COM’** an internet-based computer file transfer service. The message line of the WeTransfer page should state: **CHEROKEE PARK HORNER-DOUGHERTY PAVILION ROOF, GUTTERS & SIDING (ITB 2025-02), MARCH 20, 2025 @ 2:00P.M.**

Instructions for Submitting Hard Copies of Bids:

Envelopes **must** arrive **sealed** and clearly **marked** with **CHEROKEE PARK HORNER-DOUGHERTY PAVILION ROOF, GUTTERS & SIDING (ITB #2025-02), March 20, 2025 @ 2:00p.m.** on the outside of the envelope to the Hamblen County Mayor’s Office, 511 West Second North Street, Morristown, TN 37814, Attention: Barbara Horton.

Respondents assume the risk for the method of delivery chosen. The County assumes no responsibility for delays caused by any delivery service whether in person or electronically. Late bids will not be accepted.

Submission Content:

All items listed below **must** be included in your submission.

1. Complete Original ITB packet signed and initialed and any addenda issued
2. Bid Proposal Form (attached)
3. Copy of Required License – General Contractor License
4. Exceptions Form (attached)
5. Anti-Collusion Statement (attached)
6. Certificate of Compliance with Iran Divestment Act (attached)

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Bid Proposal Form:

The respondent must complete the bid proposal form on pages 11 & 12 of this document. This includes the respondent’s contact information, lists of licenses and proposed cost. Also included is the subcontractor section. Respondents should complete the information requested for any subcontractor to be used in this project. If there will not be a subcontractor used, then the “No Subcontractors” section should be marked.

Insurance Requirements:

a. Certificates of Insurance

Upon award of the contract for this bid, the chosen firm **must** provide to the County certificates of the insurance requirements listed below **before** the contract is executed and duties commence. Policies must be endorsed to provide the County at least 30 days written notice of reduction, cancellation or intent not to renew coverages as listed below. If insurance is canceled, reduced, non-renewed or otherwise is not in effect to the minimum required coverage, the contracted firm **must** cease work on this project.

b. Liability Coverages

1. The chosen firm must furnish at their own expense and keep in full force during the terms of this contract the following coverages which **must** list Hamblen County Government as an additional insured:

- Insurance covering bodily injury in the minimum sum of \$1,000,000 for each occurrence
- Insurance covering property damage in the minimum sum of \$1,000,000 for each occurrence, \$2,000,000 aggregate
- Automobile liability insurance in the minimum of \$1,000,000 combined single limit for bodily injury and property damage.

2. The Contractor’s commercial general liability policy shall not contain an exclusion or restriction of coverage for the following:

- Claims for property damage to the Contractor’s work arising out of the products-completed operations hazard where the damaged work or the work out of which the damage arises was performed by a subcontractor.

c. Worker’s Compensation Compliance

The chosen firm must also comply with all requirements of the Workers’ Compensation Law and must at their own expense, maintain such insurance including employer’s liability, as will protect him from claims under said law and from any other claims for personal injuries, including death which may arise from

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the operations under the contract, whether operations be by himself or anyone directly or indirectly employed by him.

d. Subcontractor Insurance

Contractor shall cause each subcontractor employed by the Contractor to purchase and maintain insurance of the type specified above. When requested by the County, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

Exceptions Form:

The exceptions form listed on page 13 of this document give options of “NO EXCEPTIONS TAKEN” or “BIDDER TAKES EXCEPTIONS”. One of these should be selected and submitted with the sealed bid.

If a bidder **has** exceptions to the scope of services listed in this document, they must be listed on the exceptions form on page 13 of this document.

If the bidder **has no** exceptions to the scope of services listed in this document, they should indicate so by selecting, “NO EXCEPTIONS ARE TAKEN” on the exceptions form on page 13 of this document.

Anti-Collusion Statement:

The respondent certifies by signing the anti-collusion statement on page 14 of this ITB that this bid is made without prior understanding, agreement, or accord with any other person submitting bids for the same service and that this submission is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce.

Iran Divestment Act:

The respondent must certify, under penalty of perjury, on page 15 of this ITB that neither he/she nor any of his/her successors, parent companies, subsidiaries or companies under common ownership or control, that to the best of his/her knowledge and belief that he/she or they are not on the list created pursuant to Tennessee Code Annotated § 12-12-106.

Signatures:

The Original ITB, exceptions Form, Anti-Collusion Statement, Certification of Compliance with the Iran Divestment Act, and all ITB Amendments **must** be signed and dated by a person authorized to legally bind the respondent to a contractual relationship.

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IV. FORMS:

a) BID PROPOSAL

Information of company or individual with whom the contract would be written	
Company Legal Name:	
Address:	
Phone:	
Primary Point-of-Contact Email Address:	
State of Tennessee General Contractor License Number – Include copy of license with bid	

If any subcontractors are to be used on this project, their information **must** be listed below. If no subcontractors will be used indicate that below by selecting the option, “NO SUBCONTRACTORS WILL BE USED IN THIS PROJECT”.

Subcontractor Information:	
Company Legal Name:	
Address:	
Phone:	
Primary Point-of-Contact Email Address:	
List any Tennessee license held relevant to this project:	
NO SUBCONTRACTORS WILL BE USED IN THIS PROJECT:	

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BID PROPOSAL continued...

IT IS HAMBLEN COUNTY’S INTENT TO AWARD THIS WORK AS ONE PROJECT UNLESS COSTS PROHIBIT IT

**Total Cost Proposed for Scope of Services
as Listed in this Document**

Project #1 – Roof / Guttering	\$
Unit Price for Deck Repair / Replacement	\$
Project #2 - Siding	\$
Total Project Cost	\$

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b) EXCEPTIONS FORM

Bidder MUST sign the appropriate statement below, as applicable.

Bidder understands and agrees to all terms, conditions, requirements and specifications stated herein.
NO EXCEPTIONS ARE TAKEN.

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	

Bidder takes exception to the following terms, conditions, requirements and specifications stated herein.

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	
EXCEPTIONS TO NOTE:	

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c) **ANTI-COLLUSION STATEMENT**

By signing this form, the respondent agrees that he/she has not divulged to, discussed, or compared his/her submission with other respondents and has not colluded with any other respondent whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of service. Any such violation will result in any contract related to this ITB being null and void and could constitute a felony and result in a fine, imprisonment and civil damages.

The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this ITB, and is authorized to enter into a contract with Hamblen County Government. This form must be signed personally by the respondent or the respondent’s authorized agent. All signatures must be original.

Signature

Title

Printed Name

Date

By signing this form, the respondent signifies understanding and agreement with Hamblen County Government’s Terms and Conditions.

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CERTIFICATION OF COMPLIANCE WITH IRAN DIVESTMENT ACT
Tenn. Code Ann. § 12-12-101 et seq.

Comes _____, for and on behalf of
(Printed name of Principal Officer of Company)

_____, (the “Company”) and, after being duly authorized by the Company so to do, makes oath that:

By submission of these qualifications, each respondent certifies, and in the case of a joint submission each party certifies, under penalty of perjury, that to the best of their knowledge and belief that each respondent is not on the list created pursuant to the Iran Divestment Act, Tenn. Code Ann. § 12-12-106.

Signature

Title

Date

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V. **ITB SUBMISSION CHECKLIST:**

- Bid packet is labeled on the outside of the envelope or in the message line if submitted electronically, **CHEROKEE PARK HORNER-DOUGHERTY PAVILION ROOF & SIDING ITB #2025-02, March 20, 2025 @ 2:00p.m.**, as instructed on page 7 Section III of this document.
- Complete ORIGINAL signed and initialed ITB packet
- Bid Proposal Form completed (pages 11 & 12 Section IV.a. of this document)
- Copy of Required License – General Contractor License
- Exceptions Form completed and signed (page 13 Section IV.b. of this document)
- Anti-Collusion Statement Signed (page 14 Section IV.c. of this document)
- Certification of Compliance with Iran Divestment Act completed and signed (page 15 Section IV.d. of this document)

EXHIBIT A

Photos of Horner-Dougherty Pavilion and
Barbecue Cooking Pit



Install Siding/Fascia/Soffit



Install Siding /Soffit/Trim at North Wall



Install Siding /Soffit/Trim at South Wall



Install Siding at Interior Wall



South Wall
Install siding on each face



Typical Trim and Soffit



Barbecue Cooking Pit