

**Friends of the White Pine Fire Dept Inc
BID # 2024-1 – Renovation of Fire Station 1
REQUEST FOR BIDS**



3208 School Street
White Pine, TN 37890

REQUEST FOR SEALED BIDS

The Friends of the White Pine Fire Dept Inc is seeking bids for **the Bid # 2024-1 - RENOVATION OF FIRE STATION #1**, located at 3208 School Street White Pine TN, 37890.

In the event that Addendums are issued for this bid, they will be posted on the Town of White Pine website at

You should check the web site before submitting your bid.

Submit an original and 1 copy of your bid.

BIDS SHOULD BE MAILED TO PO BOX 1086 WHITE PINE TN, 37890

Bids to be submitted in sealed envelopes and **must** have the following **marked on the outside:**

Name of Project – **Bid # 2024-1 - Renovation Fire Station #1**

Date of Bid Opening – **January 5, 2024, 2 PM**

Date of Bid Closing – **February 2, 2024, 4 PM**

Name of Contractor/Company

Tennessee License Number and Classification and License Expiration Date

Sub-contractors license number and classification

Acknowledgement of Each Applicable Addendum, if issued

Bids shall be opened at White Pine Fire Department, 3208 School Street at 2 PM EST on February 7, 2023.

The Successful Bidder shall be prohibited from discriminating against any individual due to race, creed, color, national origin, age or sex.

The Friends of the White Pine Fire Dept Inc may waive any informalities or minor irregularities. The city reserves the right to reject any and all bids.

Specifications & Bid Submission Form (numbered pages) must be returned as part of the Bid.

INSTRUCTIONS TO BIDDER

PROJECT SCOPE

The Friends of the White Pine Fire Dept Inc is taking bids for the renovation of Fire Station #1, at 3208 School Street White Pine TN, 37890. The scope of the renovation will include the following items.

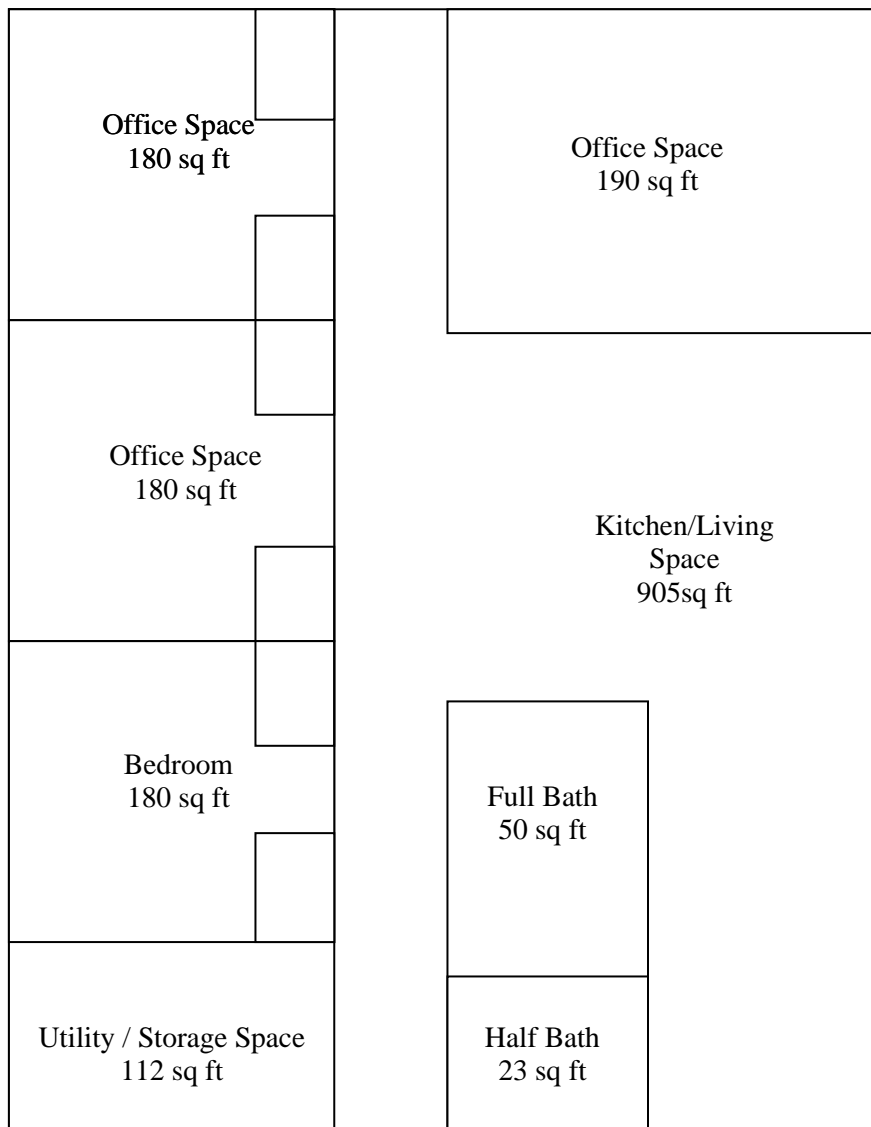
- Complete renovation of one (1) full bathrooms. (sink, toilet, shower)
- Complete renovation of one (1) half bathroom. (sink, toilet)
- Installation of cabinetry storage areas in both bathrooms
- Installation of cabinetry storage areas in utility room.
- Installation of washer and dryer hookups in utility room.
- Painting all walls in living, office, storage, kitchen, and admin area.
- Patch & paint 15 doors & door frames
- Paint 10 window frames
- Remove existing lighting fixtures and replace with new light fixtures to be determined after bid award.
- Install laminate plank flooring on top of existing tile flooring in kitchen, living, and bathroom areas.
- Remove all carpet in office and bedroom areas and replace with laminate plank flooring.
- Remove and replace baseboard in all areas that laminate plank floor was installed in.
- Additional work as found during renovations

The renovation of the two bathrooms will include flooring, new fixtures, a walk in shower in the full bathroom, replacement of wall liner in bathrooms. Both bathrooms should have storage cabinetry. The tile in the walk-in showers will stop at the ceilings and wall liner will stop at the chair rail in the remaining areas of both restrooms. There should be storage cabinetry installed in the utility room of the building as well as hookups for a washer and dryer that will be bought and installed at a later time by the Owner. As for the paint, all walls-doors & door frames are to be patched & sanded as needed and painted. Wall paint shall be Sherwin Williams ProMar® 200 Egg-Shel finish, color to be determined by Owner. Door, door frame and window frame paint shall be Sherwin Williams ProClassic® Semi-Gloss, color to be determined by Owner. Fire Station 1 is approximately 2000 square feet that includes office areas, living quarters, kitchen, and 2 bathrooms (1 full, 1 half). The apparatus bay is the only area that does not receive work. In the restrooms above the chair rail is to be painted and new splash guard installed below chair rail. All flooring material should be laminate plank with color and design to be determined by the owner. New flooring shall go down in all areas of the building excluding the apparatus bay and the utility room. Flooring material shall go on top of existing tile, in rooms where carpet exists, carpet shall be removed and new flooring installed after removal of carpet. Existing baseboards shall be removed and replaced with new baseboards after new flooring has been placed. Baseboard color and design will be determined by the Owner. All material is to be included in Contractor's Lump Sum Price.

1. INSPECTION OF SITE

A NON-MANDATORY Pre-Bid / Site Inspection is highly encouraged and should be conducted prior to bidding project. Availability to inspect will be Monday through Friday 9am-3pm at 3208 School Street until the closing of the bid.

The Bidder should thoroughly examine and familiarize himself with the site. The Contractor, by the execution of the Contract, shall in no way be relieved of any obligation under it due to his failure to receive or examine any form or legal instrument or to visit the site and acquaint himself with the conditions there existing and the Friends of the White Pine Fire Dept Inc will be justified in rejecting any claim based on facts regarding which he should have been on notice as a result thereof.



Not to scale,
general layout.

2. **ALTERNATIVE BIDS**

There are NO alternates to this bid.

3. **BIDS**

- a. All Bids must be submitted on forms supplied by Friends of the White Pine Fire Dept Inc and shall be subject to all requirements of the Contract Documents, and these INSTRUCTIONS TO BIDDERS. All Bids must be regular in every respect and no excisions or special conditions shall be made or included in the Bid Form by the Bidder.
- b. Bid Documents (**one original and a copy**) including the Bid, and the Statement of Bidder's Qualifications shall be enclosed in the envelope which shall be sealed and clearly labeled as required by the GENERAL CONTRACTOR'S LICENSING ACT OF 1976.
- c. The Friends of the White Pine Fire Dept Inc may consider as irregular any bid on which there is an alteration of or departure from the Bid Form hereto attached and at its option may reject the same.
- d. If the Contract is awarded, the Friends of the White Pine Fire Dept Inc will award it to a responsible Bidder on the Basis of the lowest and/or best Bid. The Contract will require the completion of the work according to the Contract Documents.

4. **STATEMENT OF BIDDER'S QUALIFICATIONS**

Each Bidder shall submit a statement of the Bidder's Qualifications, his experience, record in constructing the type improvements embraced in the project contemplated by the Contract.

The Friends of the White Pine Fire Dept Inc shall have the right to take such steps as deemed necessary to determine the ability of the Bidder to perform his obligations under the Contract and the Bidder shall furnish the Friends of the White Pine Fire Dept Inc all such information and data for this purpose as it may request. The right is reserved to reject any Bid where an investigation of the available evidence or information does not satisfy the Friends of the White Pine Fire Dept Inc that the Bidder is qualified to carry out properly the terms of the Contract.

5. **CORRECTIONS**

Erasures or other changes in the Bids must be explained or noted over the signature of the Bidder.

6. **WITHDRAWAL OF BIDS**

Bids may be withdrawn in person at White Pine Fire Department before the time fixed for opening.

7. AWARD OF CONTRACT and REJECTION OF BIDS

The Contract will be awarded to the responsible Bidder Submitting the lowest and/or best bid complying with the conditions of this Bid Notice. The Bidder to whom the award is made will be notified at the earliest possible date. The Friends of the White Pine Fire Dept Inc, however, reserves the right to reject any and all Bids and to waive any informality in Bids received whenever such rejection or waiver is in its interest.

GENERAL CONDITIONS:

A. INSURANCE

A1. General Requirements - The contractor shall be responsible from the time of signing the contract or from the time of the beginning of the first work, whichever shall be earlier, for all injury or damage of any kind resulting from this work to persons or property. In addition to the liability imposed upon the contractor on account of bodily injury (including death) or property damage suffered through the Contractor's negligence, which liability is not impaired or otherwise affected hereby, the Contractor assumes the obligation to protect, defend, indemnify and hold the **Friends of the White Pine Fire Dept Inc, Town of White Pine**, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of any kind and character in connection with or arising directly or indirectly out of this Contract and/or the performance hereof by act or omission of the Contractor or Subcontractor, or anyone either (a) directly or indirectly employed or (b) under the supervision of any of them in the execution of the Work included in this Contract.

A2. In addition to the indemnification provided in paragraph A.1, the Contractor, upon award of the Contract, shall provide, at his own cost and expense, the following insurance to the Friends of the White Pine Fire Dept Inc with insurance companies acceptable to the Friends of the White Pine Fire Dept Inc, Town of White Pine and licensed in the State of Tennessee, which insurance shall be evidenced by certificates and/or policies as determined by the Friends of the White Pine Fire Dept Inc. All policies will provide for thirty (30) days written notice to the Friends of the White Pine Fire Dept Inc of cancellation of coverage provided. **Note: A ten (10) day notice applicable to non-payment of premium.** If insurer is not required by the policy terms and conditions to provide written notice of cancellation to the Friends of the White Pine Fire Dept Inc, the Contractor is responsible and must provide immediate notice to the Friends of the White Pine Fire Dept Inc, in writing, of cancellation of the policies and evidence of replacement coverage with no lapse in coverage. The notice thereof shall be "by registered mail, return receipt requested," for all the following stated insurance policies. If any of the Property and Casualty Insurance requirements are not complied with at their renewal dates, payments to the Contractor may be withheld until those requirements have been met, or at the option of the Friends of the White Pine Fire Dept Inc, the Friends of the White Pine Fire Dept Inc may pay the renewal premiums and withhold such payments from any monies due the Contractor.

A.3 Worker's Compensation and Employers Liability - The Contractor shall maintain in force Worker's Compensation coverage in accordance with the Statutory Requirements and Limits of the State of Tennessee and shall require all Subcontractors to do likewise. ALL STATE ENDORSEMENT IS REQUIRED OR a Certificate of the State Worker's Compensation Board showing proof of ability to pay compensation directly.

A.4 Business Automobile Liability Insurance – Single limit of no less than \$1,000,000 each accident for bodily injury and property damage. Coverage is to be provided on all Owned/Leased autos, non-owned autos and hired autos.

A.5 Commercial General Liability Insurance - a) Insurance is to be taken out in the name of the Contractor as named insured. With minimum limits of \$1,000,000 limit per occurrence bodily injury (including death) and Property Damage/\$1,000,000 personal and advertising injury/\$2,000,000 General Aggregate/\$2,000,000 Products - Completed Operations Aggregate. The Friends of the White Pine Fire Dept Inc, The Town of White Pine, its elected officials, appointees, employees and members of boards, agencies and commissions shall be named as additional insureds. b) Insurance coverage shall include a) Premises/Operations, b) Products/Completed Operations, c) Contractual, d) Independent Contractors, e) Broad Form Property Damage, f) Personal Injury and Advertising Liability, g) Comprehensive Form; h) XCU (Explosion, Collapse, and Underground), if applicable to the project.

B. SAFETY, PROTECTION, AND EMERGENCIES

B.1 The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work. He shall take all necessary precautions for the safety of and provide the necessary protection to prevent damage, injury, or loss to:

- a) The public and to vehicular and pedestrian traffic
- b) All employees on the Work and other persons who may be affected thereby
- c) All the Work and all materials or equipment to be incorporated therein, whether in storage on or off the site
- d) Other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.

B.2 The Contractor shall comply with all applicable laws, ordinances, rules, regulations, and orders of any public body having jurisdiction for the safety of persons or property or to protect them from damage, injury, or loss. He shall erect and maintain, as required by the conditions and progress of the Work, all necessary safeguards for safety, protection, and guidance of traffic in accordance with the Tennessee Manual on Uniform Traffic Control Devices. All work, conditions, operations, procedures, and actions of every nature shall be performed in strict conformance with requirements of the "Occupational Safety and Health Act of 1970" as revised and amended.

B.3 The Contractor shall designate a responsible member of his organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's Superintendent unless otherwise designated in writing by the Contractor to the Friends of the White Pine Fire Dept Inc and shall be responsible for notification to the Friends of the White Pine Fire Dept Inc of all instances of damage, injury or loss related to the project.

B.4 In emergencies affecting the safety of persons or the Work or property at the site or adjacent thereto, the Contractor, without special instruction or authorization from the Friends of the White Pine Fire Dept Inc is obligated to act, at his discretion, to prevent threatened damage, injury, or loss. He shall give the Friends of the White Pine Fire Dept Inc prompt written notice of any significant changes in the Work or deviations from the Contract Documents caused thereby. If the Contractor believes that additional Work done by him in an emergency which arose from causes beyond his control, shall entitle him to an increase in the Contract Price or to an extension of the Contract Time.

C. CONSTRUCTION

All construction is to be in accordance with the requirements of Town of White Pine Code Enforcement.

D. TIME OF COMPLETION

Construction is to begin within twenty (20) days after Notice to Proceed is issued and all construction is to be completed 5 months after notice to proceed.

E. TIME FOR COMPLETION AND DAMAGES

It is hereby understood and mutually agreed, by and between the Contractor and the Friends of the White Pine Fire Dept Inc, that the date of beginning and the time for completion as specified in the contract of the work to be done hereunder are ESSENTIAL CONDITIONS of this contract; and it is further mutually understood and agreed that the work embraced in this contract shall be commenced on a date to be specified in the "Notice to Proceed".

The Contractor agrees that said work shall be executed regularly, diligently, and uninterruptedly at such rate of progress as will ensure full completion thereof within the time specified. It is expressly understood and agreed, by and between the Contractor and the Friends of the White Pine Fire Dept Inc, that the time for the completion of the work described herein is a reasonable time for the completion of the same. If the said Contractor shall neglect, fail or refuse to complete the work within the time herein specified, or any proper extension thereof granted by the Friends of the White Pine Fire Dept Inc, then the Contractor does hereby agree that it may preclude Contractor from being considered for future work with the Friends of the White Pine Fire Dept Inc.

F. PAYMENTS TO CONTRACTOR

If applicable, all material and work covered by partial payments made shall thereupon become the sole property of the Friends of the White Pine Fire Dept Inc, but this provision shall not be construed as relieving the Contractor from the sole responsibility for the care and protection of materials and work upon which payments have been made or the restoration of any damaged work, or as a waiver of the right of the Friends of the White Pine Fire Dept Inc to require the fulfillment of all of the terms of the contract. Once the Friends of the White Pine Fire Dept Inc has inspected & approved the work, a request for payment will be processed 15 days after receipt.

G. FINAL ACCEPTANCE AND WARRANTY PERIOD

The acceptance by the Contractor of final payment shall be and shall operate as a release to the Friends of the White Pine Fire Dept Inc of all claims and all liability to the Contractor for all things done or furnished in connection with the Work and shall constitute the beginning of the warranty period.

No payment, however, final or otherwise shall operate to release the Contractor or his sureties from any obligations under this contract. The Contractor shall remedy any defects in work and repair any damage to other work resulting therefrom which shall appear within a period of one (1) year from the date of final written approval and acceptance. The Friends of the White Pine Fire Dept Inc shall give notice of observed defects with reasonable promptness.

SPECIAL CONDITIONS

A. GENERAL REQUIREMENTS

1. General Contractor shall be responsible for obtaining all necessary Building Permits required for this project from Town of White Pine Codes Enforcement, located at 1548 Main Street White Pine TN 37890.
2. A MANDATORY pre-construction & NTP conference will be held. The prime contractor is required to attend. The pre-construction conference will be held at White Pine Fire Department, 3208 School Street White Pine TN, 37890. Date and time will be determined after bids are opened.
3. General Contractor shall coordinate schedule of the work with the Fire Chief, at 423 237 3185 – or other person as identified and confirmed during the Pre-Construction Meeting and Notice to Proceed.
4. Supervision - Provide at least one person who shall be present at all times during execution of the work and who shall be thoroughly familiar with the type of materials being installed, the referenced standards, and the requirements of the work, and who shall direct the execution of all the work.
5. General Contractor shall be responsible for keeping a clean work area and remove all excess construction debris from site daily for disposal.
6. General Contractor will be responsible for all materials and tools used/stored at the job.
7. Any damage to existing facilities, utilities, or structure occurring during the renovation work will be the responsibility of the General Contractor for repair or replacement.
8. Payment will not be released until project has been signed off by the Town of White Pine Code Enforcement Office, the Town of White Pine, The Friends of the White Pine Fire Dept Inc and all lien releases have been submitted and approved.

BID 2024-1 PRICING SHEET

(Must include an original, clearly identified and one copy.)

Note: "Total Bid" shall include all materials, labor, subcontracting costs, permits, and/or insurance, allowances, removal, overhead, profit, to cover the finished work of the project.

Friends of the White Pine Fire Dept Inc Fire Station #1 Renovation				
Item No.	Description	Unit	Quantity	Total
1	Renovation of Fire Station #1	FDR	1	

TOTAL BID IN WORDS: _____

Show dollar amount in both words and figures. In case of discrepancy, the amount in words shall govern.

My signature certifies that the bid as submitted complies with all terms and conditions as set forth herein, except as noted above. My signature also certifies that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

I hereby certify that I am authorized to sign as a representative for the Company.

COMPANY NAME

SIGNATURE

COMPANY ADDRESS

PRINT NAME & TITLE

E-MAIL ADDRESS

TELEPHONE NO.

NOTICE OF AWARD

PROJECT Description: **Bid # 2024-1 Renovation of Fire Station #1**

The FRIENDS OF THE WHITE PINE FIRE DEPT INC has considered the BID submitted by _____ for the above-described WORK in response to its Advertisement for Bids dated _____, 2024 and Information for Bidders.

You are hereby notified that your BID has been accepted for items in the amount of \$ _____.

You are required by the Information for Bidders to furnish the required CONTRACTOR'S Certificates of Insurance **within ten (10) calendar** days from the date of the Notice to you.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the FRIENDS OF THE WHITE PINE FIRE DEPT INC. Dated this ____ day of __, 2024.

Derrick Layman President; Fire Chief

Ryan Winstead Secretary Treasurer

ACCEPTANCE OF NOTICE

Receipt of the above **NOTICE OF AWARD** is hereby acknowledged

by _____ this
the _____ day of _____, 2024.

Name: _____

Print Name: _____

Title: _____

NOTICE TO PROCEED

TO:

PROJECT: 2024-1 Renovation of Fire Station #1

You are hereby notified, in accordance with the Agreement dated _____, 2024, to commence WORK on or before _____, 2024 and you are to complete the WORK within FIVE (5) Months thereafter. The date of completion of all WORK is therefore _____, 2024.

THE FRIENDS OF THE WHITE PINE FIRE DEPT INC

By _____
Derrick Layman President; Fire Chief

ACCEPTANCE OF NOTICE

Receipt of the above **NOTICE TO PROCEED** is hereby acknowledged by

_____, this the _____ day of _____ 2024.

By: _____

Print Name: _____

Title: _____

CONTRACT AGREEMENT

THIS AGREEMENT, made this ___ day of _____, 2024 by and between The Friends of the White Pine Fire Dept Inc, hereinafter called "FRIENDS" and _____, doing business as (an individual,) or (a Partnership,) or (a Corporation) hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The CONTRACTOR will commence and complete the construction as identified in Bid # 2024-1 RENOVATION OF FIRE STATION #1 and the CONTRACTOR response.
2. The CONTRACTOR will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the construction and completion of the PROJECT described herein.
3. The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS within 10 calendar days after the date of the NOTICE TO PROCEED and will complete the same within fifteen (15) business days unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS.
4. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of \$_____, or as shown in the Bid schedule.
5. The term "CONTRACT DOCUMENT" means and includes the following:
 - (A) Instructions to Bidders for Bid # 2024-1
 - (B) General Conditions
 - (C) Notice of Award
 - (D) Notice to Proceed
 - (E) Contract Agreement
 - (F) ADDENDA: NO. _____, Dated _____, 2024

6. The FRIENDS will pay to the CONTRACTOR in the manner and at such time as set forth in the General Conditions such amount as required by the CONTRACT DOCUMENTS.
7. This Agreement shall be binding upon all parties hereto and their respectable heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement, each of which shall be deemed an original on the date first above written.

**THE FRIENDS OF THE WHITE PINE
FIRE DEPT INC**

By _____
Derrick Layman President; Fire Chief

CONTRACTOR

By: _____

Print Name: _____

It's _____

ATTEST

Ryan Winstead, Secretary Treasurer

Required ATTEST for CONTRACTOR:

WITNESS my hand and Notarial Seal at this
Office this __ day of _____,
2024.

Notary Public

My Commission expires _____, 20__

(SEAL-Contractor's Notary)