

***Bid Package
For
City Hall Administration
Carpet Replacement***

City of Pigeon Forge



***Bid Opening: Tuesday, February 12, 2019
2:00 PM***

***City of Pigeon Forge
Department of Parks & Recreation
170 Community Center Drive
Pigeon Forge, Tennessee 37863
(865) 429-7373***



NOTICE TO BID

The City of Pigeon Forge is accepting sealed bids on replacement of carpet for the Pigeon Forge City Hall Administrative Area.

Specifications may be obtained from the Department of Parks and Recreation office located in the Pigeon Forge Community Center, 170 Community Center Drive, Pigeon Forge TN, 37863. Questions should be referred to Alan Loy, Building Maintenance Superintendent.

Bids shall be received until 2:00 PM on Tuesday, February 12, 2019, at which time they will be publicly opened and read aloud in the conference room of the Pigeon Forge Community Center. Bids must be sealed with bidder's name, address, bid opening time and date, and the quotation **"Bid: City Hall Administration Carpet Replacement"** stated plainly on the outside. **Bids should be mailed to:**

**Department of Parks and Recreation
Attn: Alan Loy, Building Maintenance Supervisor
170 Community Center Drive
Pigeon Forge, TN 37863**

No bid may be withdrawn for thirty (30) days.

The City of Pigeon Forge reserves the right to waive any and all informalities that are in the best interest of the City, to accept or reject any bid and/or any part thereof, and to accept the bid deemed in the best interest of the City of Pigeon Forge. The City of Pigeon Forge is an EOE and complies with ADA and Title VI.

Each bidder must complete and sign the Bid Tabulation Sheet.

GENERAL PROVISIONS

Sealed bids, subject to the specifications and conditions contained herein and attached hereto, will be received in the Parks and Recreation Department until but no later than 2:00 PM on Tuesday, February 12, 2019, and then publicly opened.

Prices quoted shall not include sales taxes. The successful bidder shall be provided a tax exemption form, if required, with their city payment.

Any additions, deletions, or variations from the following specifications must be noted.

Upon completion, inspection of the product and installation will be made by an agent of the City of Pigeon Forge, and if found defective or fails in any way to meet the terms of this agreement, funds may be withheld until corrections are made.

All technical specifications on any alternate must accompany bid.

No bid can be withdrawn after the scheduled closing time for receipt of bids for thirty (30) calendar days.

City of Pigeon Forge requests the contractor purchase and maintain in force, such insurance as will protect him and the City from claims which may arise out of, or result for the execution of the work, whether such execution be by himself, his employees, agents, subcontractors, or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to fully protect the City and the general public from any and all claims for injury and damage resulting by any actions on the part of the contractor or his forces as enumerated above. The contractor shall furnish a copy of the original certificate of insurance to the City of Pigeon Forge.

To be considered, your bid must be submitted on a copy of the "Bid Tabulation Sheet". Bidders shall sign this form in the space provided and return with bid document to: Department of Parks and Recreation, 170 Community Center Drive, Pigeon Forge, TN 37863. Bids shall be returned in a bid envelope sealed with bidder's name, address, bid opening time and date, and the quotation "**Bid: City Hall Administrative Area Carpet Replacement**" clearly marked on the outside of the envelope. Bids will not be accepted via fax machine or e-mail.

Time is of the essence and bids 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 date and time stamped at the Department of Parks and Recreation. Bidders are responsible for deadline indicated. Late bids received will be so noted in the bid file in order that the vendor's name will not be removed from any future bid/vendor list.

SPECIFICATIONS

City of Pigeon Forge "City Hall Administrative Area Carpet Replacement" Specifications

- All existing carpet is to be replaced in office/administrative areas.
- Prior to installation, clean and prep all areas according to manufacturer specifications.
- Replace existing carpet with 24" x 24" carpet tiles equal to the Mohawk Group/ Renegade Collection BT357 Rebel Tile that is located in adjacent hallway.
- Must use manufacturer recommended pressure sensitive adhesive.
- Replace or install all transition strips and cove base where applicable.
- Move all furniture pieces as needed.
- Properly dispose of all old carpet and waste.
- Installation must be done after business hours and/or weekends.

City encourages all bidders to visit the project site prior to bidding. Please contact Alan Loy, Building Maintenance Superintendent for an appointment and/or detailed specifications at 865-850-4728.

BID TABULATION SHEET

RETURN THIS SHEET WITH BID

We understand that all prices stated do include delivery. Any deviations from the specifications are to be noted. We understand that this bid may not be withdrawn for thirty (30) days.

Total Bid to **Replace Carpet at Pigeon Forge City Hall Administrative Area:**

\$ _____

Signed: _____

_____	_____	
NAME (PRINT)	DATE	

TITLE		
_____	_____	
COMPANY NAME	TELEPHONE NUMBER	

ADDRESS		

CITY	STATE	ZIP

Alternates:
