

***Bid Package  
For  
Special Events Roof***

***City of Pigeon Forge***



***Bid Opening: Tuesday, April 18, 2023  
2:15 PM***

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

City of Pigeon Forge



## **NOTICE TO BID**

The City of Pigeon Forge is accepting sealed bids on replacing current roof at our Special Events Office located at 3107 Parkway, Pigeon Forge, TN 37863.

Specifications may be obtained at [www.cityofpigeonforge.com](http://www.cityofpigeonforge.com) or 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 Supervisor at [aloy@cityofpigeonforgetn.gov](mailto:aloy@cityofpigeonforgetn.gov) or 865-850-4728.

Bids shall be received until 2:15 PM on Tuesday, April 18, 2023, 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: Special Events Roof**" 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No bid may be withdrawn for thirty (30) days.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 2:15 PM on Tuesday, April 18, 2023, 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: Special Events Roof**" 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.

# **SCOPE OF PROJECT**

The scope of the project is to provide all materials and labor to remove existing asphalt shingles, repair any damaged decking and reinstall new shingles according to the manufacturer's specifications.

Successful bidder will be responsible for disposing of all materials in an approved site. The bidder will also have to coordinate all work with the Building Maintenance Supervisor as to the best time to perform the work.

Please contact Alan Loy, Building Maintenance Supervisor, at 865-850-4728 if you would like to view the project located at 3107 Parkway, Pigeon Forge, TN 37863.

## **SPECIFICATIONS**

- Removal and disposal of all shingles and debris.
- Removal and replacement of all felt, flashing, and damaged decking.
- Remove and replace all vent pipe boots.
- Inspect and screw down existing decking where needed.
- Screw down all new decking that has been replaced.
- Use #30 felt.
- Install all aluminum flashing at exhaust vents, sidewall areas, and all areas where applicable.
- Install all aluminum drip edge.
- Reroof with 30 Year Asphalt Dimensional Shingle of a color selected by the owner using GAF, Owens Corning, or approved equal.
- Cut shingles out of ridge area and install plastic shingle nail over ridge vent.
- Contractor will be responsible for dumpster or like container to store and dispose of all waste materials during and at completion of project.
- Use magnets to ensure all roofing nails have been removed from work site.
- Provide proof of liability insurance in the amount of \$1 million dollars with the City of Pigeon Forge as an additional insured.
- Provide proof of workman's compensation insurance.

# 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 **Special Events Roof**

\$ \_\_\_\_\_

Estimate for replacing decking if needed(price per sheet)

\$ \_\_\_\_\_

Labor Warranty \_\_\_\_\_

Material Warranty \_\_\_\_\_

Approximate Start Date \_\_\_\_\_

Signed: \_\_\_\_\_

\_\_\_\_\_  
NAME (PRINT)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

Alternates:

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