

Tennis Court Surfacing

January 11, 2019

Dear Interested Bidder:

The City of McMinnville will receive sealed bids the surfacing of (2) Tennis Courts for the Parks and Recreation Department per specifications enclosed. Sealed bids will be received no later than 2:00 p.m., local time, February 5th, 2019 in the office of the City Recorder, McMinnville City Hall, 101 East Main Street, P.O. Box 7088, McMinnville, Tennessee, 37111, and then at said office publicly opened and read aloud. Bids will be awarded based on the lowest and/or best bid. The City reserves the right to reject any and/or all bids.

Bidders are requested to read the complete specification invitation carefully and submit their bid in strict accordance with the requirements set forth therein. There will be a mandatory site visit scheduled for January 22nd , 2019 at 2pm. Bids will not be accepted from companies that do not attend the site visit. The Tennis Court Surfacing address is stated in section A. 11 of package.

All material shall be fully guaranteed by the bidder against factory and delivery defects. Any defect which may occur, as the result of either faulty material or workmanship within the period of the manufacturer's standard warranty, or defects encountered during deliver, shall be corrected without expense to the City of McMinnville.

By virtue of bidding, the bidders guarantee the price quoted in the bid will remain firm until delivery, including the time from when the bids are opened until a purchase order is issued, such time not to exceed sixty (60) days.

If there are any questions regarding the specifications, you may contact Justin Scott, Assistant Director, City of McMinnville Parks and Recreation Department, at (931) 473-1212.

Sincerely,

Scott McCord
Director of McMinnville Parks and Recreation

GENERAL SPECIFICATIONS

Each bidder must indicate his compliance with these specifications, by checking yes or no in each section of the specification. Checking "YES" to that section will mean full compliance; checking "NO" will mean an exception is being taken. All exceptions must be fully explained on a separate page titled "EXCEPTIONS", giving reference to the page where the exception is taken. Failure to comply with this requirement will result in bid proposal being rejected.

A. GENERAL SPECIFICATIONS YES:NO

A. 1 INTENT: The intent of these specifications is to provide sufficient information to permit prospective bidders to make proposals on the renovation for (2) Tennis Courts and fencing. Any materials shall meet the bid specifications. _____:

These specifications are intended as minimum requirements. However, it is recognized that each manufacturer has special features that make their product unique. Therefore, all bids will be considered, but every bidder must state, in detail, where his equipment fails to meet these specifications. It is the intention of the buyer to purchase quality products and not necessarily the products with lowest initial cost. The equipment furnished shall conform to all industry safety standard. _____:

A. 2 The manufacturer shall defend any and all suits and assume all liability for any claim against the purchaser for the user of any patented process, device, or articles forming any part of the apparatus proposed. Each bidder shall supply proof of product liability and facility insurance equal to or exceeding \$1,000,000.00. A copy must be submitted with the bid. _____:

A. 3 Bidder shall compute pricing less Federal and State taxes. It is understood that any applicable taxes will be added to the proposed prices, unless the purchaser furnishes appropriate tax-exempt forms. _____:

A. 4 The purchaser will not consider any proposals which require advance payments for any portion of the project prior to its completion and final acceptance. _____:

A. 5 Bids shall be addressed and submitted in accordance with the "Call For Bid Cover Letter". The words Sealed Bid for Tennis Court Surfacing, the date, and bid opening time must be stated on the face of the bid envelope. _____:

A. 6 It is bidders responsibility to see that their proposals arrive on time. Late proposals, telegram or telephone bids WILL NOT be considered. _____:

YES:NO

A. 7 **Mandatory Site Visit:** Bidders are required to attend a mandatory site visit on January 22nd , 2019 at 2pm. Bidders will meet in the front lobby at the Civic Center at 500 Garfield St. McMinnville, TN 37110. Bidders may visit site as many times as necessary thereafter to thoroughly inform themselves regarding the existing area and equipment. No plea of ignorance by the Bidder of conditions that exist, as a result of failure or omission on the part of the Bidder to make said investigations and visits, and/or failure to fulfill in every detail the requirements of this specification and documents promulgated therein, will be accepted as a basis for varying the requirements of the City or the compensation of the selected Bidder(s).

____ : ____

No exceptions will be allowed for any of the aforementioned instructions. Bids not submitted in accordance with these instructions will be rejected.

____ : ____

Each bid shall be accompanied by detailed description of the work to be performed, materials used, and equipment submitted. It is the intent of these specifications to cover the furnishing and delivery of services and equipment as specified.

____ : ____

Some items have been specified by brand name or model number. These have been carefully selected because of their reliability and availability of replacement locally. In order to be responsive, items named shall be contained in bid proposals.

____ : ____

No bid shall be considered unless the bidder can meet the special conditions stated herein.

____ : ____

Government Experience: Bidders must have at minimum three (3) years of experience fencing experience. A list of those projects with contact information for each will serve as references and must be included in the bid package.

____ : ____

A. 8 PRICES AND PAYMENTS:

All bid prices shall be F.O.B. destination on a delivered and accepted basis at the City of McMinnville, Parks and Recreation Department, 500 Garfield St., McMinnville, Tennessee 37110.

____ : ____

A. 9 Payment:

Upon completion of work and City's satisfaction payment will be authorized.

____ : ____

A. 10 BID EVALUATION:

The purchaser, Parks and Recreation Director, shall evaluate bid received and purchasing agent. This evaluation will be based as a minimum on the following criteria:

- 1. Commitment for expedient delivery.

____ : ____

- 2. Commitment to the general conditions contained herein, including warranty. _____:
- 3. Completeness of the proposal, i.e., the degree with which it responds to all requirements and requests for information contained herein. _____:
- 4. Manufacturing and delivery schedule. _____:
- 5. Contractor's demonstrated capabilities and qualifications. _____:
- 6. Equipment supplier's demonstrated capabilities and qualifications. _____:

A. 11 EXCEPTIONS TO SPECIFICATIONS:

Exceptions shall be referenced to the paragraph and page of these specifications where the item appears, and drawings or photographs and technical information about the exception shall be included. Any exceptions may be considered during the evaluation process, and the decision shall be final. _____:

Proposals taking total exception to specifications will not be accepted. _____:

The purchaser reserves the right to accept or reject any or all bids on such basis as purchaser deems to be in its best interest. _____:

A. 12 CONTRACT AWARD:

The purchaser reserves the right to reject any or all bids deemed to be unresponsive. The purchaser also reserves the right to waive any informalities, irregularities and technicalities in procedure. _____:

The purchaser reserves the right, before awarding the contract, to require a bidder to submit evidence of his qualification as may be deemed necessary. Documentation which may be required if financial soundness, technical competency, and other pertinent qualifications of a bidder, including past performance (experience) with the purchaser. _____:

A. 13 WARRANTY:

Manufacturer shall warrant all services, materials, and equipment for a period of one year from date of delivery to the purchaser. _____:

Under this warranty manufacturer's liability is limited to furnishing purchaser, without cost, parts and labor required replacing defective material or workmanship when there is no indication of misuse, neglect, improper maintenance, accident or overloading of apparatus. Defects shall be reported to seller in writing by the purchaser within the warranty period. Parts and labor will be supplied after inspection by any authorized agent of the manufacturer. Defective part (s) shall be returned pre-paid by purchaser to seller when requested. _____:

Warranty shall begin upon acceptance of the service and equipment by the purchaser. _____:

Copy of factory warranty (s) must be included in the bid. _____:

A. 14 MATERIAL AND WORKMANSHIP:
All equipment furnished shall be guaranteed to be new and of current manufacture, to meet all requirements of these specifications, and to be in intended use condition at the time of delivery. YES:NO
_____:

All workmanship shall be of high quality and accomplished in a professional manner so as to insure a safe and functional apparatus with an aesthetic appearance. _____:

A. 15 PARTS MANUAL:
Bidder shall furnish complete parts, maintenance and operator's manual. _____:

A. 16 DELIVERY:
Bidders shall bid delivery time based on number of calendar days from date countersigned contract is issued on the apparatus. _____:

A. 17 OSHA, FEDERAL & STATE REGULATIONS:
All equipment shall meet OSHA requirements, Federal Noise Standards and State and Federal laws, and be ADA compliant. All bidders must meet State and Federal Labor Laws. _____:

General Specifications

"Iran Divestment Act" T.C.A. 12-12-101 et. Seq. – 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 T.C.A. 12-12-106 _____:

BID SPECIFICATION
TENNIS COURT RENOVATION

The City of McMinnville Parks and Recreation Department will receive sealed bids for the surface of (2) Tennis Courts. The following specifications describe the minimum requirements for the services, materials, and equipment expected. The material/equipment bid shall be new, of current design and production models and available to the commercial market. Any additions, deletions or variations from the following specifications must be noted or the bid will be rejected. Standard items appearing in the manufacturer's published specifications furnished by the bidder shall be included in the bid unless otherwise noted. One copy of the manufacturer's published specifications shall be included with the bid

1. Tennis Court Surface Specifications

- | | YES:NO |
|--|-----------|
| 1. Squeegee apply 2 coats of Laykold "Nu-Surf" acrylic resurfacer fortified with 60-mesh sand to provide a uniform texture to the surface. | ____:____ |
| 2. Squeegee apply 2 coats of Laykold acrylic color fortified with 80-mesh sand to provide a medium-speed playing surface. Color shall be chosen by the City. | ____:____ |
| 3. Apply 2 coats of game lines according to USTA requirements | ____:____ |
| 4. Lines shall be accurately located and marked in accordance with the rules of the United States Tennis Association and ASBA guidelines. All lines shall be painted with textured white line paint per manufacturer's specification. Playing lines shall be taped, and the tape sealed and then painted to provide straight lines with sharp edges. All court measurements shall be made to the outside of the lines. | ____:____ |
| 5. Application shall proceed only if the surface is dry and clean and the temperature is at least fifty degrees (50°F) and rising, and the surface temperature is not in excess of one hundred forty degrees (140°F). Do not apply coatings when rain is imminent. | ____:____ |
| 6. Install tennis nets center anchors. | ____:____ |

Proposal Form
City of McMinnville
Parks and Recreation Department
Surface for Tennis Courts

Date _____

Bid Submitted By:

Company _____

Address _____

Phone _____

Contact Person _____

Fax Number _____

Warranty Information: _____

Delivery Information: (State number of calendar days for delivery after the date purchase order is received.) _____ calendar days.

1. Playing Surface for Tennis Courts \$ _____

Total Bid Price \$ _____

Signature: _____

(Job Title)

