

Bid Package

Bethel Presbyterian Church

Roof Replacement

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Information to Bidders

1. Scope of Work

Bethel Presbyterian Church (herein called OWNER) is participating in the Tennessee Historical Commission (THC) Historic Property / Land Acquisition Fund (HPLAF) Grant Program to restore the historic church building located at 130 West Meeting Street, Dandridge, TN 37725. The work shall follow the Secretary of the Interior's Standards for Rehabilitation codified in 36 CFR 67, as interpreted by the State. Bethel Presbyterian Church is requesting bids for the following improvements:

- a) Full roof replacement
- b) Gutter replacement

2. Receipt and opening of Bids:

OWNER invites bids for the specified repairs to be received **no later than 2:00 PM EST on Friday, February 7th, 2025**. The time of receipt shall be determined by the OWNER. BIDDERS are responsible for ensuring that their bids are received by the bid opening deadline. Bids received after the stated time will be considered invalid and rejected by the OWNER.

3. Method of Bidding:

Bids will be received by physical mail only. Bids must be submitted in a sealed envelope, bearing on the outside the name and address of the BIDDER and words "BID FOR BETHEL PRESBYTERIAN CHURCH ROOF REPLACEMENT." The sealed envelope must be enclosed in another envelope and mailed to the following address:

Bethel Presbyterian Church
ATTN: Sarah Anderson
P.O. Box 536
Dandridge, TN 37725

4. Pre-Bid Meeting

A pre-bid meeting will be held at Bethel Presbyterian Church, 130 West Meeting Street, Dandridge, TN, on **Wednesday, January 29, 2025, 1:00PM to 2:00PM** to allow for inspection of project needs. OWNER and/or their representative will be available on location during this time to answer questions.

5. Preparation of Bids:

Bids must be submitted on the attached forms. All blank spaces on the bid form utilized must be completed in ink or typewritten.

BIDDERS must bid on all items contained within this bid package.

Bids shall be an all-inclusive price for labor, materials, supplies, equipment, and profit/overhead required to perform the requested scope of work according to the terms and conditions of this request for bids.

6. Responsibility of Bidder

Any clarifications must be made in writing and sent to the following email: sanderson@etdd.org at which time an answer will be made and sent to all parties involved.

All BIDDERS must be a licensed contractor by the State of Tennessee. All work outlined in the bid must meet all applicable State and Federal regulations and contractors must abide by all federal, state, and local laws and statutes and obtain all required permits for the work described herein.

All work outlined in the bid shall follow the Secretary of the Interior's Standards for the Treatment of Historic Properties ("Standards") codified in 36 C.F.R. Part 67 and utilize guidance found in National Park Service Preservation Brief #4: Roofing for Historic Buildings, and National Park Service Preservation Brief #39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings. The BIDDER may request more information regarding these requirements by contacting Sarah Anderson at sanderson@etdd.org.

BIDDER will provide the OWNER with all designs, measurements, and materials of proposed work. OWNER must submit proposed designs, measurements, and materials to the THC for review and approval prior to execution.

Replacement materials will only be used where deterioration exists beyond repair or restoration. Evidence of deterioration requiring replacement materials will be thoroughly documented by the BIDDER. Any proposed designs, measurements, and substitute materials will require review and approval by the THC prior to execution.

BIDDER must assure that any bid will be good and may not be withdrawn for a period of 90 calendar days from the date of the bid opening.

Work must be able to begin within 90 days of bid award. Delivery of all necessary tools and equipment will be made to the prescribed location determined by the OWNER or their representative.

7. Responsibility of the Owner:

The OWNER reserves the right to accept or reject any or all bids.

The OWNER may not negotiate with any one BIDDER to reduce or alter the stated bid.

Should the bids have to be thrown out for whatever reason a mini rebid will be held with the parties that submitted original bids, unless only one bid is received, and the State requires additional bids.

The OWNER agrees to provide written NOTICE of AWARD OF BID within 15 calendar days of the date of the bid opening.

Bethel Presbyterian Church is compliant with Title VI of the 1964 Civil Rights Act and as a result does not discriminate on the grounds of race, color, or national origin, nor does it deny the benefits of or exclude from participation in any program or activity receiving financial federal assistance.

Bid Form

Bethel Presbyterian Church Roof Replacement

BIDDER: _____

Address: _____

Phone: _____

Email: _____

BIDDER understands that bid shall be good and may not be withdrawn or altered for a period of 90 days after the bid opening.

BIDDER understands that the OWNER may waive any informality in bidding, may reject any or all bids, and may not negotiate with any one BIDDER to reduce or alter the bids.

BIDDER understands that the OWNER will award the lowest, most responsive, and most appropriate bid for the specific needs of the project.

Having examined the OWNER's specifications for all work required, the BIDDER submits a TOTAL BID of

_____ dollars, and _____ cents.

Signature: _____ Date: _____

SPECIFICATIONS

Bethel Presbyterian Church Roof Replacement

Specification	Cost	Notes
Remove existing roofing* Please note, it is expected that the site will be returned to its original condition, and all resulting debris will be removed, including all nails.		
Install all replacement roofing materials – including but not limited to shingles, underlayment, leak barriers, flashing, venting, ridge caps, drip edges, pipe boots, etc., as needed*		
Lift rental (for steeple access)		
Warranty (list type and years valid in notes)		
Replace gutters and downspouts with 6-inch seamless gutters, in white*		

*Note: If deterioration exists beyond practicable repair, this must be thoroughly documented, and replacement materials are required to be in kind or with compatible substitute material according to the Standards and additional NPS guidelines. All designs, measurements, and any potential substitute materials will require review and approval by the THC. For more information about these requirements, please contact Sarah Anderson at sanderson@etdd.org.

Bethel Presbyterian Church
Roof Replacement
REQUEST FOR BIDS

The bidder by submission of this bid acknowledges and accepts the payment terms by Bethel Presbyterian Church as a minimum of net thirty days (30) from the date of an **acceptable** invoice received by Bethel Presbyterian Church.

_____ Vendor Initials

The bidder acknowledges that all business with Bethel Presbyterian Church requires a formal, numbered invoice **BEFORE** the goods or services are sold to Bethel Presbyterian Church. The vendor assumes the risk of **NOT** being paid by not adhering to the procurement procedures of Bethel Presbyterian Church.

_____ Vendor Initials

The proposed bidder **must** use the bid form as developed by Bethel Presbyterian Church. The bidder shall not modify the bid form in any form or fashion as to alter the contents of the form. Modification of the original bid form or submission of an alternate bid form shall immediately render the proposed bid null and void and Bethel Presbyterian Church will not consider the proposed bid any further including if the bid has already been opened.

_____ Vendor Initials

Bethel Presbyterian Church
Roof Replacement
REQUEST FOR BIDS

Please attach this form to your bid proposal.

It is the policy of Bethel Presbyterian Church not to discriminate on the basis of race, color, national origin, age, sex or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. With regard to all aspects of this contract, Contractor certifies and warrants it will comply with this policy.

Contractor Name: _____

Signature: _____

Date: _____