Bid Package
Bethesda Presbyterian Church
Roof Replacement Project

Contents:

- **Information to Bidders**
- **Bid Form**
- **Specifications: Bethesda Presbyterian Church, Roof Replacement**

Information to Bidders

1. Scope of Work

   Friends of Bethesda (herein called OWNER) is participating in the National Park Service (NPS) / Tennessee Historical Commission (THC) Historic Preservation Fund (HPF) Grant Program to restore the historic church building located at 4950 Bethesda Rd, Russellville, TN 37860. The work shall follow the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (*Standards*) codified in 36 CFR Part 67, as interpreted by the State. Friends of Bethesda is requesting bids for a full roof replacement.

2. Receipt and opening of Bids:

   OWNER invites bids for the specified repairs to be received **no later than Thursday, November 12th, 2026, at 3:00pm.** 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.

   Physically mailed bids must be submitted in a sealed envelope, bearing on the outside the name and address of the BIDDER and words "BID FOR BETHESDA PRESBYTERIAN CHURCH ROOF REPLACEMENT." The sealed envelope must be enclosed in another envelope and mailed to the following address:

   Friends of Bethesda Cemetery
   c/o Don Allen
   200 Jaybird Rd
   Morristown, TN 37814

4. Pre-Bid Meeting

A **required** pre-bid meeting will be held at Bethesda Presbyterian Church, 4950 Bethesda Rd, Russellville, TN 37860, on **Thursday, November 5th, 3:00pm-4:00pm**, to allow for inspection of project needs. OWNER and/or their representative(s) will be available on location during this time to answer questions.

Bids will only be eligible if a representative of the BIDDER appears on the official pre-bid meeting sign-in sheet.

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 follow the Contractor's Licensing Act of 1994 of the General Assembly of 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 relevant National Park Service Preservation Briefs, including:

- National Park Service Preservation Brief #4: Roofing for Historic Buildings

- 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 the grant administrator, Sarah Anderson, East Tennessee Development District (ETDD) Historic Preservation Planner, 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 before their removal and replacement. 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 60 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 30 calendar days of the date of the bid opening.

Bethesda 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

Bethesda 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: _____

Name of representative in attendance at required pre-bid meeting, held on **Thursday, November 5th, 3:00pm- 4:00pm**:

_____

SPECIFICATIONS

Bethesda Presbyterian Church
Roof Replacement

Specifications:

Remove existing roofing (metal), underlayment, and decking. Existing metal roofing material is to be retained on site. OWNER will haul metal materials to be recycled.

Install replacement roofing materials according to specifications below, including leak barriers, flashing, venting, ridge caps, drip edges, etc., as needed.

All decking and underlayment are to be replaced with new materials.

New metal roof must be compatible with the size, scale, material, and color of the historic building.

Traditional or rolled seam metal roofing material with a height of 1" to 1.5", a width of between 12" and 14", and concealed fasteners. Please note, modern snap-lock systems typical with standing seam metal roofing materials is not compatible.

Metal roofing materials will be painted metal (silver). Hyper-shiny finishes or synthetic textures are not compatible and will not be accepted. The exact color will be discussed between the owner and the awarded bidder after bid award based on manufacturer options.

Flashing will not be cut into the brick. It is highly preferable to avoid cutting the masonry unless extremely necessary. The Friends of Bethesda must seek approval from the state before impacting any historic masonry.

The fascia on the gabled ends has deteriorated and will need to be replaced.

Roofing insulation is not included for this project. Please do not include roofing insulation in bids.

Gutters and downspouts (4) are to be replaced in-kind, matching the existing half-round aluminum design. Gutter and downspout color to be determined.

Any additional clarifications or project specifics determined at the required pre-bid meeting will be shared in writing with all parties in attendance at the required pre-bid meeting.

It is expected that the site will be returned to its original condition and all resulting debris will be removed, including all nails.

Please note, the awarded bidder must provide specifications sheets and any related information for the owner to submit to the THC for review and approval prior to any construction.

Itemized Bid Form

Bethesda Presbyterian Church
Roof Replacement

Specification	Cost	Notes
(1) LABOR Remove existing roofing materials and inspect underlayment and decking Full roof replacement according to detailed specifications included above		
(2) MATERIALS Full roof replacement according to detailed specifications included above		
(3) LABOR Gutters and downspouts		
(4) MATERIALS Gutters and downspouts		
(5) LABOR Fascia replacement		
(6) MATERIALS Fascia replacement		

Roof warranty details: _____

PLEASE NOTE: Bidders may attach additional pages to these bid forms as needed.

*****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, referenced above. 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.

Bethesda Presbyterian Church
Roof Replacement
REQUEST FOR BIDS

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

_____ Vendor Initials

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

_____ Vendor Initials

The proposed bidder **must** use the bid form as developed by Friends of Bethesda. 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 Friends of Bethesda will not consider the proposed bid any further including if the bid has already been opened.

_____ Vendor Initials

Bethesda Presbyterian Church
Roof Replacement
REQUEST FOR BIDS

Please attach this form to your bid proposal.

It is the policy of the Friends of Bethesda 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: _____