

Bid Package

Hopewell Presbyterian Church

Window and Shutter Restoration

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Information to Bidders

1. Scope of Work

Hopewell Presbyterian Church (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 812 Hopewell St, Dandridge, TN. 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. Hopewell Presbyterian Church is requesting bids for the following improvements:

- a) Window Restoration
- b) Shutter Restoration

2. Receipt and opening of Bids:

OWNER invites bids for the specified repairs to be received **no later than 2:00pm EST on March 6, 2026**. 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 or by e-mail.

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 HOPEWELL PRESBYTERIAN CHURCH WINDOW AND SHUTTER RESTORATION."

The sealed envelope must be enclosed in another envelope and mailed to the following address:

Hopewell Presbyterian Church
P.O. Box 215
Dandridge, TN 37725

E-mailed bids must be submitted as a pdf attachment. Bid details must not be provided within the body of the email. The subject line must include the name of the BIDDER followed by the words "BID FOR HOPEWELL PRESBYTERIAN CHURCH WINDOW AND SHUTTER RESTORATION." E-mailed bids must be sent to Sarah Anderson at the following e-mail address: sanderson@etdd.org

4. Pre-Bid Meeting

A **required** pre-bid meeting will be held at Hopewell Presbyterian Church, 812 Hopewell Street, Dandridge, TN, on **February 20, 2026, 11:00am to 12:00pm** 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.

While the total bid provided below will be for window and shutter restoration, it is possible that rotted wood will be discovered during project work. As such, all BIDDERS must be able and willing to replace wood in-kind as needed and according to the Secretary of the Interior's *Standards*. Deterioration must be documented and proposed actions approved by the THC before removal and replacement of any original materials.

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 relevant National Park Service Preservation Briefs, including:

- o [Preservation Brief 9: The Repair of Historic Wooden Windows](#)
- o [Preservation Brief 10: Exterior Paint Problems on Historic Woodwork](#)
- o [Preservation Brief 39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings.](#)

Additional NPS guidance may be found in the following Preservation Tech Notes:

- o [Preservation Tech Notes, Exterior Woodwork Number 1: Proper Painting and Surface Preparation](#)

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 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.

Please note, this is an active church. As such, BIDDERS are encouraged to include with their bid a proposed timeline and project plan so that the OWNER may consider impacts on regular church services in selecting the most appropriate bid for the project.

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.

Hopewell 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

**Hopewell Presbyterian Church
Window and Shutter Restoration**

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 February 20, 2026:

SPECIFICATIONS

Hopewell Presbyterian Church Window and Shutter Restoration

Specification	Cost	Notes
(1) Make necessary repairs to wooden windows		
(2) Prepare and paint wooden windows		
(3) Make necessary repairs to wooden shutters		
(4) Prepare and paint wooden windows		

Brand/specs of paint proposed for item 2 above: _____

Brand/specs of paint proposed for item 4 above: _____

*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.

Please provide approximate proposed start date, no earlier than April 6th: _____

Hopewell Presbyterian Church Window and Shutter Restoration REQUEST FOR BIDS

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

_____ Vendor Initials

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

_____ Vendor Initials

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

_____ Vendor Initials

If rotted wood is discovered during project work, the bidder will be able and willing to replace the wood in-kind and according to the Secretary of the Interior's *Standards*. The bidder understands that all deterioration **must** be documented and proposed actions approved by the state **prior** to removal and replacement of any original materials. Upon determination of need, the bidder will provide Hopewell Presbyterian Church and/or their representative with a cost estimate.

_____ Vendor Initials

**Hopewell Presbyterian Church
Window and Shutter Restoration
REQUEST FOR BIDS**

Please attach this form to your bid proposal.

It is the policy of Hopewell 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: _____