Bid Package
for
Roofing Project

Town of Dandridge
131 E. Main Street
P. O. Box 249
Dandridge, TN 37760
Phone: (865) 397-7420
Owner Contact: Chris Shockley, Town Administrator
Email: cshockley@dandridgetn.gov
Grant Administrator: Sarah Anderson, Historic Preservation Planner, ETDD
Email: sanderson@etdd.org

INFORMATION FOR BIDDERS

RECEIPT AND OPENING OF BIDS

The Town of Dandridge, Tennessee (herein called the "Owner") invites bids on the form(s) attached hereto for **the Town Hall and Visitor Center Roof Replacement Project**. This project is being supported in part by the Historic Preservation Fund, administered by the National Park Service, Department of the Interior, and the Tennessee Historical Commission. The Owner will **RECEIVE BIDS UNTIL 11:00 AM, Friday, October 16, 2026,** at Dandridge Town Hall, 131 E. Main Street, Dandridge, Tennessee, 37725 (Mailing address: P. O. Box 249, Dandridge, Tennessee, 37725). Bids will then be publicly opened and read aloud at Dandridge Town Hall, 131 E. Main Street, Dandridge, Tennessee. The envelope containing the bid must be sealed, addressed to Zachary Reese, Town Recorder, and must bear the following information:

Name of Bidder
Bidder's Address
Bid Enclosed: **Roofing Project**

NOTE: Each bidder shall submit **two (2) copies** of the completed bid packet or bid packet may be rejected.

The Owner may consider informal any bid not prepared and submitted in accordance with the provisions hereof, and may waive any informality or reject any and all bids. Any bid received after the time and date specified or that is submitted on time but not signed shall not be considered.

PRE-BID MEETING

The Town of Dandridge will host a required pre-bid meeting on **Friday, October 9, 2026, 11:00am to 12:00pm**. A representative of the bidder must attend this meeting for a bid to be eligible. A pre-bid meeting sign-in sheet will be used to ensure attendees are recorded.

QUALIFICATIONS OF BIDDERS

The Owner may make such investigations as he/she deems necessary to determine the ability of the Bidder to supply the necessary services and equipment, and the Bidder shall furnish to the Owner all such information and data for the purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the Owner that such Bidder is properly qualified, certified, licensed and insured to carry out the obligation of the contract by supplying the equipment contemplated therein. Conditional bids will not be accepted.

METHOD OF AWARD - LOWEST QUALIFIED BIDDER

If at the time this contract is to be awarded the lowest base bid submitted by a responsible Bidder does not exceed the amount of funds then estimated by the Owner as available to finance the contract; the contract will be awarded on the bid. If such bid exceeds such amount, the Owner may reject all bids or may award the contract on the lowest bid with such deductible alternates to produce a net amount, which is within the available funds.

- **Award will be based on the low evaluated bidder as per schedule, price, and experience**
- **Bidder may bid on all items contained within this bid package or on a portion of items**

The Owner reserves the right to determine the low Bidder by durability and maintenance cost over the life of the equipment/product. This may be done by means of past experience or research. Initial cost may not determine low bid.

In case of error or discrepancy in the mathematics of the bid price, the unit prices shall prevail.

QUANTITIES AND LENGTH OF CONTRACT

This contract is for the fulfillment of replacing the roof of the historic Hickman Tavern, presently the Dandridge Town Hall, and replacing the roof and gutters of the historic Hickman Tavern Coach House, presently the Dandridge Visitor Center. Please note, this project is being supported in part by the Historic Preservation Fund, administered by the National

Park Service, Department of the Interior, and the Tennessee Historical Commission (THC). As such, project work must 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. Bidders may request more information regarding these requirements by contacting the project grant administrator, East Tennessee Development District Historic Preservation Planner, Sarah Anderson, at sanderson@etdd.org.

Specifications:

Hickman Tavern (Dandridge Town Hall):

The existing roof is side-gabled and low-pitched and sheathed with asphalt shingles. The Town intends to replace this existing roofing material with metal. The new metal roof must be compatible with the size, scale, material, and color of the historic building.

Bidders must provide cost estimates for 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. Materials must be painted or terne-coated.

Modern snap-lock systems typical with standing seam metal roofing materials is not compatible. Hyper-shiny finishes or synthetic textures are not compatible and will not be accepted.

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

Hickman Tavern Coach House (Dandridge Visitor Center):

The existing roof is flat and sheathed with a rubber membrane. The Town intends to replace this existing roofing material with TPO.

Installation must ensure that the roofing material does not extend over the parapet. Roofing material must terminate at the existing caps.

All existing gutters and downspouts must be replaced with compatible 5" gutters on the entire building (including primary mass and exterior staircase addition).

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

Hickman Tavern Coach House: Exterior Staircase (Dandridge Visitor Center-Stairs):

A separate roofing system exists sheltering an exterior staircase along the west elevation. The Town intends to replace this existing roofing material with metal identical to that used for the Town Hall roof.

Bidders must provide cost estimates for 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. Materials must be painted or terne-coated.

Modern snap-lock systems typical with standing seam metal roofing materials is not compatible. Hyper-shiny finishes or synthetic textures are not compatible and will not be accepted.

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

Please include specifics regarding the warranty included with each roofing project.
Any additional work, material, or services will be considered as an addendum to the bid.
The Owner reserves the right to re-bid anytime during the term of the contract.

OBLIGATION OF BIDDERS

At the time of the opening of bids, each Bidder will be presumed to have read and to be thoroughly familiar with the specifications. The failure or omission of any Bidder to examine all the forms, instruments, and documents shall in no way relieve the Bidder from any obligation in respect to his/her bid.

Each Bidder is requested to fill out and return the attached Title VI Information, vendor information sheet, and the W-9 as a part of the bid package.

VENDOR INFORMATION AND MANUALS

All equipment and materials offered under this bid shall be provided by the contractor.

ADDITIONAL BIDDER REQUIREMENTS

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.

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.

BIDDERS MAY ATTACH AN ITEMIZED LIST TO THE FOLLOWING BID FORM PAGE TO LIST ADDITIONAL EQUIPMENT AND PRICING IF MORE SPACE IS NEEDED

BID FORM FOR
Roofing Project

Company: _____

Contact Name: _____

Contact E-mail Address: _____

Address: _____

_____

Phone: _____ Fax: _____

Federal Tax Identification Number: _____

Business License # _____ City: _____

Proposed Project Start Date*: _____

Item	Quantity	Unit Price	Total Price
Hickman Tavern/Town Hall Roof	_____	_____	_____
Coach House/Visitor Center Roof	_____	_____	_____
Coach House/Visitor Center Roof-Stairs	_____	_____	_____
Coach House/Visitor Center Gutters	_____	_____	_____

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1. **Dandridge Town Hall, Metal Roof Replacement according to specifications listed above:**

$_____ $_____

Any additional Items for Consideration as an addendum

_____ _____ $_____ $_____

_____ _____ $_____ $_____

2. **Dandridge Visitor Center, TPO Roof Replacement according to specifications listed above:**

$_____ $_____

Any additional Items for Consideration as an addendum

_____ _____ $_____ $_____

_____ _____ $_____ $_____

3. **Dandridge Visitor Center (Exterior Staircase), Metal Roof Replacement according to specifications listed above:**

$_____ $_____

Any additional Items for Consideration as an addendum

_____ _____ $_____ $_____

_____ _____ $_____ $_____

4. **Dandridge Visitor Center, Gutter Replacement according to specifications listed above:**

$_____ $_____

Any additional Items for Consideration as an addendum

_____ _____ $_____ $_____

_____ _____ $_____ $_____

Dandridge Town Hall, Metal Roof Replacement: Warranty Details:

_____

Dandridge Visitor Center, TPO Roof Replacement: Warranty Details:

_____

Dandridge Visitor Center (Exterior Staircase), Metal Roof Replacement: Warranty Details:

_____

Dandridge Visitor Center, Gutter Replacement: Warranty Details:

_____

It is further understood and agreed by the undersigned in submitting this proposal that the Owner reserves the following rights and privileges:

a. To accept or reject any or all bids, and/or waive any of the informalities in the bidding.
b. To reject all items of equipment and materials which do not conform to or exceed these specifications, without altering bid price of this proposal.
c. To re-bid anytime during the term of the contract.

Note: Bidders shall not add any conditions or qualifying statements to this bid, except as provided herein, as otherwise the bid may be declared irregular as not being responsive to the Advertisement for Bids.

If you have questions regarding the specifications contained in this bid package, please contact:

Sarah Anderson
Historic Preservation Planner / Grant Administrator
East Tennessee Development District
sanderson@etdd.org
(865) 273–6003 ext. 114

Bid Submitted by:

Authorized Signature	Name (Printed)
Title	Date

Name of representative that attended required pre-bid meeting held 10/9/2026, as indicated on pre-bid meeting sign-in sheet:

Name	Title

TITLE VI INFORMATION

The Town of Dandridge complies with all applicable federal and state civil rights laws, including but not limited to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000e.), and the Town does not discriminate based on race, color, gender, religion, age or national origin. By virtue of submitting a response to this solicitation, bidders agree to comply with the same non-discrimination policy.

Bid Item/Project Name:_____

Bid Date: _____

*For Title VI compliance, we ask for voluntary disclosure of the following information for the majority owner of the business:

Gender: ___ Male ___ Female

Race: ___ Caucasian ___ African American
___ Other (please specify)

Company Name:_____

Town of Dandridge
P.O. Box 249
Dandridge, TN 37725
865-397-7420

VENDOR INFORMATION FORM

Name: _____

Email Address: _____

Federal Tax ID Number: _____

Business License Number: _____

County and State of License: _____

Mailing Address: _____

_____

_____

Shipping Address: _____

_____

_____

Phone Number: _____

Fax Number: _____

Contact Person: _____

Corporation, Sole Proprietor, or Partnership: _____

(If the business is a sole proprietor the owners name): _____

NEW VENDORS WILL BE ADDED AFTER RECEIPT OF THIS COMPLETED FORM AND VERIFICATION OF A CURRENT BUSINESS LICENSE. VENDORS WITHOUT A CURRENT BUSINESS LICENSE WILL NOT BE ACCEPTED.

Revised 7/17/23

Form **W-9**
(Rev. December 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

			–		–				

Employer identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here **Signature of U.S. person** ▶ **Date** ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.