

Bid Package

City of Rutledge

Nance Building Column and Soffit Restoration

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Information to Bidders

1. Scope of Work

The City of Rutledge (herein called OWNER) is participating in a Tennessee Historical Commission (THC), Federal Historic Preservation Grant Program to restore existing architectural elements at the Nance Building, 103 Marshall Avenue, Rutledge, TN 37861. The work shall follow the Secretary of the Interior's Standards for Rehabilitation codified in 36 CFR 67, as interpreted by the State. The City of Rutledge is requesting bids for the following improvements:

- a) Restore original columns
- b) Restore original pilasters
- c) Restore original soffit

2. Receipt and opening of Bids:

OWNER invites bids for the specified repairs to be received no later than **2:00 PM EST on Wednesday, June 5th, 2024**. The time of receipt shall be determined by the Rutledge City Recorder. BIDDERS are responsible for ensuring that their bids are received by the bid opening deadlines. 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 in person at Rutledge City Hall, 8655 Rutledge Pike. Bids must be submitted in a sealed envelope, bearing on the outside the name and address of the BIDDER and words "BID FOR NANCE BUILDING COLUMN RESTORATION." If forwarded by mail, the sealed envelope must be enclosed in another envelope addressed to:

Stacy Harbin
8655 Rutledge Pike
Rutledge, TN 37861

4. Pre-Bid Meeting

A pre-bid meeting will be held at the Nance Building, 103 Marshall Avenue, Rutledge, on **Thursday, May 30th, 2024, 2:00 PM to 3:00 PM EST** 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 #16: The Use of Substitute Materials on Historic Building Exteriors. 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 will 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 30 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 awarded bid.

The City of Rutledge 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

Nance Building Column and Soffit Restoration

BIDDER: _____

Address: _____

Phone: _____

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

Nance Building Columns and Soffit Restoration

Specification	Cost	Notes
Inspect/diagnose potential rot in all 14 columns and 6 pilasters		
Remove unsalvageable rotted wood from 7 columns and 2 pilasters as needed and piece-in or patch in-kind materials as needed*		
Hand-scrape, hand-sand, and repaint surfaces of 14 columns and 6 pilasters as needed, matching original paint		
Remove unsalvageable rotted wood from north elevation gable soffit as needed and piece-in or patch in-kind materials as needed*		
Hand-scrape, hand-sand, and repaint surface of north elevation gable soffit as needed, matching original paint		

*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.

City of Rutledge
Nance Building Column and Soffit Restoration
REQUEST FOR BIDS

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

_____ Vendor Initials

The bidder acknowledges that all business with the City of Rutledge requires a purchase order number **BEFORE** the goods or services are sold to the City of Rutledge. The vendor assumes the risk of **NOT** being paid by not adhering to the procurement procedures of the City of Rutledge in securing a purchase order number before a transaction with the City of Rutledge.

_____ Vendor Initials

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

_____ Vendor Initials

City of Rutledge
Nance Building Column and Soffit Restoration
REQUEST FOR BIDS

Please attach this form to your bid proposal.

It is the policy of the City of Rutledge 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: _____

Current Photographs

Nance Building Columns and Soffit Restoration

Please find below current photographs of the columns, organized by elevation, and the soffit in question at the Nance Building, Rutledge, Grainger County. Please contact Sarah Anderson at sanderson@etdd.org to request additional photographs or with any questions.

West Elevation: Columns

The west elevation includes three freestanding columns and two pilasters. The majority of these columns and pilasters present substantial deterioration (see Photographs 1-3).



Photograph 1. Partial view of the west elevation of the Nance Building, facing east, showing the entire porch including the three freestanding columns and two pilasters.



Photograph 2. Example of substantial deterioration of a freestanding column along the west elevation of the Nance Building.



Photograph 3. Example of substantial deterioration of a pilaster along the west elevation of the Nance Building.

North Elevation: Columns

The north elevation includes four freestanding columns and two pilasters. Many of the freestanding columns present moderate deterioration; the pilasters are in fair condition and likely require only sanding and painting (see Photographs 4-6).



Photograph 4. Partial view of the north elevation of the Nance Building, facing south, showing the entire porch including the four freestanding columns and two pilasters.



Photograph 5. Example of moderate deterioration of a freestanding column along the north elevation of the Nance Building



Photograph 6. Example a pilaster along the north elevation of the Nance Building in fair condition.

East Elevation (Façade): Columns

The east elevation (façade) includes seven freestanding columns and two pilasters. These columns are in fair condition and likely require only sanding and painting (see Photographs 7-9).



Photograph 7. Partial view of the east elevation (façade) of the Nance Building, facing southwest, showing the entire porch including the seven freestanding columns and two pilasters.



Photograph 8. Examples of the freestanding columns along the east elevation (façade) of the Nance Building, shown in fair condition.



Photograph 9. Example a pilaster along the east elevation (façade) of the Nance Building, shown in fair condition.

North Elevation: Soffit

The north elevation presents substantial soffit deterioration along the north elevation gable. (see Photograph 10).



Photograph 10. Detail view of soffit along the north elevation gable of the Nance Building showing substantial deterioration.

Please contact Sarah Anderson at sanderson@etdd.org to request additional photographs.