

**PUBLIC NOTICE**

Douglas-Cherokee Economic Authority, Inc. is requesting proposals from qualified professionals for the removal of two chimneys, installation of roof and gutters at the Central Office located at 534 E. 1<sup>st</sup> North St., Morristown. Sealed Request for Proposals will be received at Douglas-Cherokee's administrative offices until 11:00 AM March 6, 2020.

Specifications are available online at [www.douglascherokee.org](http://www.douglascherokee.org) and on file at the administrative offices at 534 E. 1<sup>st</sup> North Street. Douglas-Cherokee Economic Authority, Inc. reserves the right to reject and and/or all bids and to waive formalities.

Douglas-Cherokee Economic Authority, Inc.

**REQUEST FOR PROPOSALS**  
**REMOVAL OF TWO CHIMNEYS &**  
**FOR INSTALLATION OF ROOF AND GUTTERS**

Proposals accepted until

**11:00 AM**

**Friday, March 6, 2020**



Douglas-Cherokee Economic Authority, Inc. is a Community Action Agency serving 30 counties in Tennessee and 2 counties in Kentucky. The purpose of the Agency is to help families living in poverty improve their lives by providing them with assistance and services that they are not able to provide for themselves. The focus of the Agency is to help people help themselves.

DCEA is seeking bids for qualified contractors for the installation of roof, including chimney removal, and gutters at the central office located at: 534 E. 1<sup>st</sup> North St., Morristown, TN 37814.

## I. REQUIREMENTS FOR BID SUBMISSION

### **Submission of Proposal**

Proposals must be submitted in the format of one (1) electronic or print copy.

Proposals must be received by DCEA no later than 11:00 AM, Friday, March 6, 2020.

Submission of Bid and related questions should be addressed to the following Agency Contact:

**Douglas-Cherokee Economic Authority, Inc.**

**Attn: Sarah Childress, Administrative Operations Manager**

**534 E. 1<sup>st</sup> North St.**

**Morristown, TN 37814**

**Subject: Roof and Gutter Installation**

**Email: sarahc@douglascherokee.org**

Sealed and electronic bid proposals will be opened on March 6, 2020 at 11:00 AM at Douglas-Cherokee Economic Authority, Inc., 534 E. 1<sup>st</sup> North St., Morristown, TN 37814.

### **Pre-Bid Inspection**

Bidders may schedule a time to view the building. Please contact the Agency Contact above to schedule a time.

### **Timeline**

An estimated timeline is listed below. The Agency reserves the right to make changes to this schedule at any time.

February 14, 2020	RFP announcement on Agency website
March 6, 2020 at 11:00 AM	RFP response due at Agency
March 9-10, 2020	Evaluation of all proposals
March 11, 2020	Potential interviews of finalists

March 12, 2020	Selection of a qualified proposal
March 12, 2020	A recommendation made to the Board of Directors for approval
March 19, 2020	Contract signed and work begins

### **Acceptance of RFP Terms**

A proposal submitted in response to this RFP shall constitute a binding offer. The proposer shall identify, clearly and thoroughly, any variation between its offer and this RFP. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance. Proposer's authorized representative may withdraw proposals only by written request received before the proposal due date.

### **Proposal Validity Period**

Each proposal shall be valid for a period of ninety (90) days from the proposed due date.

### **Ownership of Documents**

Any reports, studies, conclusions, and summaries prepared by the Proposer shall become property of the Agency.

### **Selection Criteria**

Proposals will be evaluated based on the following criteria:

- Responsiveness of the proposal to the scope of services requested. Commitment to satisfying the Agency's needs and requirements as specified in this RFP.
- Relevant industry experience and client references.

### **Award of Contract**

The Agency will accept the lowest responsible bid meeting bid requirements and specifications or may reject one or all bids without disclosure of a reason.

The Agency reserves the right to make an award or a partial award.

The Agency also reserves the right to reject any and all submitted proposals without penalty.

### **Federal, State, and Local Laws and Regulations**

The Contractor will comply with all laws and regulations on taxes and licenses. Contractors will comply with all applicable laws, regulations, codes, standards, and ordinances in force during the term of the Contract.

## **I. REQUIREMENTS FOR PROPOSAL CONTENT AND FORMAT**

To provide a degree of consistency in review of the written proposals, Proposers are required to prepare their proposals in the format described below:

### **Summary of Repairs Needed**

Describe the current roof situation, needed repairs, proposed solution, including information on construction materials needed for repair.

### **Project Timeline**

Provide an estimate of timeline of project from beginning to completion.

### **Experience, Expertise, and Capabilities of the Manufacturer and Vendor**

Give a background of the manufacturer and vendor's experience and qualifications. This should include a brief history, the date founded, ownership, and subsidiary relationships. Also list the types of services the vendor is qualified to perform.

### **Use of Subcontractors**

The selected Proposer shall be solely responsible for all services as required by the RFP. Subcontractors, if any, will be the responsibility of the Proposer and the role of subcontractors must be clearly identified in the proposal. The Agency may factor this information into the evaluation of the service approach of the Proposer. The use of a subcontractor(s) does not relieve the selected Proposer of liability under the contract.

### **Cost/Charges**

All costs associated with the proposal must be included in the quote submitted. The Agency relies on the Proposer to assure that all charges to complete the scope of work are submitted in the proposal and that there are no hidden costs or charges that will be incurred by the Agency.

### **Warranty, Service, and Support**

Submit information about the warranties available for any equipment and services provided by Proposer.

### **References**

Submit information regarding a minimum of three (3) comparable projects that the Proposer has completed as the prime contractor within the last three (3) years. The projects shall indicate the start and completion dates, services provided, project costs, and warranty. Please provide contact information for each reference.

## **II. REQUIREMENTS FOR Roof and Gutter Installation**

Douglas-Cherokee Economic Authority, Inc. is seeking proposals for removal of TWO existing chimneys, installation of roof and gutters at the main office, located at 534 E. 1<sup>st</sup> North Street, Morristown, TN 37814. The Office is located in the Old Roberts School Building, which was built in the early 1901.

### **Externals Signs of Roof Damage**

The existing roof is several years old. The current gutter system does not work efficiently. The two existing chimneys appear to be starting to crumble. The chimneys are no longer used.

### **Roof and Gutter Installation**

The Proposer shall propose solution to correct the roofing and guttering, provide timeline for completion of project, and a detailed explanation of cost.

### **Warranty**

The Proposer must explain the warranty and provide any related documents.

