



# City of Alcoa Purchasing

223 Associates Blvd., Alcoa, Tennessee 37701

(865) 380-4700 FAX (865) 380-4797

## REQUEST FOR BID

The City of Alcoa will be accepting Request for Bids to Reseal Windows at The City of Alcoa Municipal Building, until 2:00 p.m., Tuesday, November 11th, 2025 at the office of the Alcoa Purchasing Agent, 223 Associates, Blvd., Alcoa, Tennessee, 37701.

Bids may be submitted via U.S. Mail / UPS / FedEx, etc., hand delivered, or e-mailed to [coasealedbid@cityofalcoa-tn.gov](mailto:coasealedbid@cityofalcoa-tn.gov). Regardless of the mode, the Vendor shall be responsible for the early delivery of their bid. Mailed or hand-delivered bids should be in a sealed envelope and labeled "Reseal Windows at The City of Alcoa Municipal Building, RFB 25101, Bid Enclosed". The subject line of e-mailed bids shall state the same. Bids received after the deadline will be unopened and discarded.

Bids shall be addressed to:

Alcoa Public Works & Engineering  
Attn. Ashley Wagner, Purchasing Agent  
223 Associates Blvd.  
Alcoa, TN 37701

All purchases are F.O.B. City of Alcoa, TN.

The City reserves the right to accept or reject any bid, to accept a bid containing variations from these specifications if the bid so merits, to negotiate bid with the lowest bidder prior to acceptance, and to accept partial bids. Bids must be submitted on the form issued by the City and must be completed (in ink) and signed accordingly.

The City of Alcoa reserves the right to waive any formality in any solicitation, to reject any or all bids, and to accept the best bid for the City as determined by City Officials. The City also reserves the right not to enter into any contract as a result of this RFB.

Questions regarding this solicitation may be directed to Ashley Wagner, Purchasing Agent, via telephone (865) 380-4822 or e-mail [awagner@cityofalcoa-tn.gov](mailto:awagner@cityofalcoa-tn.gov). Any questions regarding this RFB shall be submitted no later than 48 hours prior to the bid deadline.

This solicitation has been developed in accordance with Title VI of the Civil Rights Act of 1964 which provides that no person shall, on the grounds of race, sex, age, national origin, or disabling condition, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Thank you in advance for your interest in doing business with the City of Alcoa.

Sincerely,

Purchasing Agent

**CITY OF ALCOA**

***EXCELLENCE IN SERVICE - QUALITY OF LIFE***

[www.cityofalcoa-tn.gov](http://www.cityofalcoa-tn.gov)

## **INSTRUCTIONS TO PROPOSERS**

### **Bid Evaluation**

In addition to the bid amount, additional factors will be considered as an integral part of the bid evaluation process, including, but not limited to:

- A. The Vendor's experience, reputation, efficiency, judgment, and integrity.
- B. The quality, availability and adaptability of the requested products or services.
- C. The Vendor's ability to provide future maintenance and/or services.
- D. Any other applicable factors as the City determines necessary and appropriate (which may be requested by the city prior to award).

### **Award of Contract**

The City holds the right, in its judgment, to award the contract to the vendor(s) which it feels is in the best interest of the City. If a contract is to be awarded, the Contractor/Vendor selection shall be based in whole or in part on the evaluation noted above. No submittal shall be withdrawn for a period of sixty (60) days subsequent to the opening of bids without the consent of the City of Alcoa.

### **Laws, Permits and Regulations**

The Contractor shall comply with all State and Local laws, ordinances, regulations and requirements applicable to work hereunder. If the Contractor ascertains at any time that any requirement of this Contract is at variance with applicable laws, ordinances, regulations, or other requirements, she/he shall promptly notify the City of Alcoa in writing.

### **Cancellation of Award**

The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the City. The Vendor is advised that if in the event appropriated funds are legitimately unavailable for this product in successive fiscal years, such purchase orders resulting from this bid are null and void.

### **Cooperative Purchasing**

Unless stated otherwise, vendor agrees that it shall be permissible for other governments in Tennessee to purchase these items or services at the same price. Freight charges can be adjusted to reflect differences in delivery costs.

### **Iran Divestment Act**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.



**STATE OF TENNESSEE  
IRAN DIVESTMENT ACT CERTIFICATION**

<b>SUBJECT CONTRACT NUMBER(S):</b>	
<b>CONTRACTOR LEGAL ENTITY NAME:</b>	
<b>EDISON SUPPLIER IDENTIFICATION NUMBER:</b>	

The Iran Divestment Act, Tenn. Code Ann. § 12-12-101 et. seq. requires a person that attempts to contract with the state, including a contract renewal or assumption, to certify at the time the bid is submitted or the contract is entered into, renewed, or assigned, that the person or the assignee is not identified on a list created pursuant to § 12-12-106.

Currently, the list is available online at the following website: <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

The Contractor, identified above, certifies by signature below that it is not included on the list of persons created pursuant to Tenn. Code Ann. § 12-12-106 of the Iran Divestment Act.

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**CONTRACTOR SIGNATURE**

NOTICE: This certification MUST be signed by an individual with legal capacity to contractually bind the Contractor.

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**PRINTED NAME AND TITLE OF SIGNATORY**

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**DATE**



**STATE OF TENNESSEE**  
**NON-BOYCOTT OF ISRAEL CERTIFICATION**

The Bidder certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

According to the law, a boycott of Israel means engaging in refusals to deal, terminating business activities, or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken:

- 1) In compliance with, or adherence to, calls for a boycott of Israel, or
- 2) In a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis, and is not based on a valid business reason. Tenn. Code Ann. § 12-4-119.

<b>Signature of Authorized Representative</b>	<b>Date</b>
<b>Printed Name</b>	<b>Phone Number / Email Address</b>

RESEAL WINDOWS AT THE CITY OF ALCOA MUNICIPAL BUILDING  
LOCATED AT 223 ASSOCIATES BLVD, ALCOA, TN 37701

**GENERAL SCOPE AND SPECIFICATIONS**

**1. SCOPE OF WORK**

- Reseal exterior windows using a black vinyl seal
- Windows are to be caulked in the corners to ensure water tight
- Drill appropriate weep holes in each window for proper water drainage

Work site is located at the City of Alcoa Municipal Building, 223 Associates Blvd, Alcoa, TN 37701.

The Contractor will be required to perform all work listed above. Contractor will clean up the work site at the end of each day. The Contractor will be responsible for all job site safety. The Contractor will be responsible for any damages or claims incurred because of this work.

Bidders can arrange for an on-site visit, by contacting the below.

**Contact for this work is:  
Chance Hawkins, Codes Enforcement Officer at  
Telephone (865) 380-4740 / E-mail [chawkins@cityofalcoa-tn.gov](mailto:chawkins@cityofalcoa-tn.gov)**

**2. CONTRACTOR & MATERIALS**

Contractor is responsible for all necessary materials, equipment and tools required to complete the work.

**3. PAYMENT**

The successful bidder shall be paid for this work in accordance with the unit prices quoted in the following Bid Schedule.

**4. INSURANCE**

The Contractor shall assume all liability for operations relative to this contract. Minimum insurance coverage of \$1,000,000 General Liability and \$1,000,000 Automobile Accident Liability shall be acquired and maintained by the Contractor. Certificates of Insurance shall be submitted. Contractor shall also provide proof of Workers Compensation Insurance.

**BID SCHEDULE**

Description	Unit	Unit Price
<b><u>Reseal, caulk and drill weep holes in 57 windows located in the front of the building, west facing side</u></b>	Lump Sum	\$ _____
<b><u>Reseal, caulk and drill weep holes in 12 windows located on the "Codes" side of the building, north facing side</u></b>	Lump Sum	\$ _____
<b><u>Reseal, caulk and drill weep holes in 12 windows located on the "Warehouse" side of the building, south facing side</u></b>	Lump Sum	\$ _____
<b><u>Reseal, caulk and drill weep holes in 68 windows located on the "Pond" facing side of the building, east facing side</u></b>	Lump Sum	\$ _____
<b><u>Cost of lift if not included in above pricing</u></b>	Lump Sum	\$ _____
<b><u>Lead Time</u></b>		
<b><u>Warranty Period</u></b>		

The City of Alcoa retains the right to reject any/all Bids and to negotiate with the lowest/best Bid. Materials used, installation lead time, warranty period and Contractor reputation will all be evaluated before winning Bid is awarded.

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Company

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Bidder's Authorized Representative

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone