



CITY OF SPARTA
6 Liberty Square
P.O. Box 30
Sparta, Tennessee 38583
931.836.3248
931.836.3941 fax
www.spartatn.com

**CITY OF SPARTA
REQUEST FOR BIDS
Resurface Tennis and Basketball Courts
Bid Open August 1, 2023 at 2:00 pm**

The City of Sparta Tennessee will receive sealed bids for the purchase **Resurface Tennis and Basketball Courts Bid** until 2:00 p.m. on August 1st, 2023. At that time the bids will be publicly opened and read aloud.

Purchase orders will be issued only after approved by the Sparta Board of Mayor and Aldermen.

The City of Sparta reserves the right to reject any or all bids, to waive any irregularities in a bid. The City of Sparta reserves the right to accept any part, or all of a bid, or to accept that bid, (or bids) which in the judgment of the Board of Mayor and Alderman of the City of Sparta is in the best interest of the City. The purchaser also reserves the right to require a bidder to submit evidence of qualifications as may be deemed necessary by the City Administrator.

The City of Sparta may make awards to more than one bidder. Prices shall be provided per unit in order to allow purchase of items to be made from more than one vendor if deemed in the best interest of the City.

For further information regarding submission of a bid and to obtain bid packages, contact the City Administrator at Sparta City Hall, 6 Liberty Square, PO Box 30, Sparta, Tennessee 38583, telephone (931) 836-3248.

The City of Sparta does not discriminate based on race, color or national origin pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d).



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INSTRUCTIONS TO BIDDERS

Bids are to be addressed to the City Administrator and delivered to the Sparta City Hall, 6 Liberty Square, PO Box 30, Sparta, Tennessee 38583.

Bids must be enclosed in a sealed envelope and must be marked “**Bid for Resurfacing Tennis/Basketball Courts Bids, 8/1/23**” on the front of the envelope.

All bids must be signed.

Partial bids will NOT be considered.

Please state time when current bid price will expire as bid.

Scope of Work

Resurfacing and renovation of the Tennis Court and Basketball Court located at North Carter Street Park at Emma L Officer Dr in Sparta, Tennessee.

A. Project Description

The objective of this project is to completely renovate/resurface and re stripe both courts. The existing tennis court will need to be striped for tennis and pickleball games. The basketball court will need to be striped for basketball games. The park consists of one (1) tennis court and one (1) basketball court.

The courts are open to the public and may be viewed by prospective bidders at their convenience. Bidders are encouraged to inspect the courts as early as possible.

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1. Prepare Surface

- a) Secure tennis complex from public use by blocking access to the courts during the construction/renovation period, in coordination with the City of Sparta.
 - 1) The site should be kept clean, neat, and free of unnecessary debris throughout the construction/renovation period.
- b) Remove and securely store tennis nets for reinstallation at the end of the project.
- c) Remove dirt, dust, debris, oil, grease, vegetation, loose materials, and other surface contaminants which could adversely affect application of asphalt tennis court surface color coating system.
 - 1) Pressure wash entire surface using a 4,000 psi or greater surface washer.
 - i. A water connection will be made available to the contractor.

2. Repair Surface

- a) Repair cracks, depressions, and surface defects in accordance with the manufacturer's instructions.
- b) In areas where previous attempts have been made to correct defects, remove all material which is not compatible with the repair products being utilized.
- c) Flood court surface to find depressions which are 1/8 inch and deeper
 - 1) Level with a patch binder
 - 2) Grind to a smooth and level grade with playing surface.
- d) Repair all cracks using an acrylic patch binder and cement mix.
 - 1) Grind to a smooth and level grade with playing surface.

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3. Apply Resurfacer

- a) Apply at least one (1) coat of acrylic filler course (“resurfacer”) as required by surface roughness and porosity to provide a smooth underlayment for application of color coating.
 - 1) In areas where extensive surface repair is required, apply two (2) coats of resurfacer.
- b) Resurface product should be mixed and applied in accordance with manufacturer’s instructions.

4. Apply Color Coating System

- a) Apply a minimum of (2) coats of acrylic color coating to the prepared surfaces so as to provide a medium-speed playing surface.
- b) Color coating system should be mixed and applied in accordance with the manufacturer’s instructions.
- c) A one (1) color application will be used.
 - a. The awarded contractor must submit standard color samples available for selection by City of Sparta.

5. Line Markings

- a) Lay out tennis court line markings in accordance with United States Tennis Association and ASBA guidelines.
- b) Apply one (1) coat of line marking primer and one (1) coat (minimum) of textured line paint as per manufacturer’s specifications.
- c) Lines should be taped, and the taped sealed, to provide straight lines and sharp edges.

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- d) Tennis & Basketball courts will be lined in the Standard White color.
- e) Pickle Ball court will be lined in a Contrasting Color at Bidders discretion.
 - a. The contractor must submit standard color samples available for selection by City of Sparta.
 - b. This will be a combo court with the Tennis lines.

6. Product Specifications

All coatings shall be pure acrylic, containing no asphaltic or tar emulsions, nor any vinyl, alkyd or non-acrylic resins. The color system shall be factory-mixed compounds requiring only the addition of clean water, except for the addition of sand as appropriate. All materials shall be delivered to the jobsite in sealed containers with the manufacture's label affixed.

The following coating system brands are acceptable:

- a) SportMaster Color Coating System, as manufactured by SportMaster Sport Surfaces, 2520 South Campbell Street, Sandusky, Ohio 44870, 1-800-326-1994, www.sportmaster.net
- b) Novacrylic, as manufactured by Nova Sports U.S.A., 6 Industrial Road, Building #2, Milford, Massachusetts, 01757, 1-800-USA-NOVA, www.novasports.com

Other coating system brands will be considered, but must be preapproved prior to the submission of a bid. Bids containing products substituted without prior approval will be rejected.

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7. Application Conditions

The contractor shall only proceed with application of coating system if the surface is dry, clean, and the temperature is at least Fifty Degrees Fahrenheit (50°F) and rising. Additionally, the surface temperature must not be in excess of One Hundred Forty Degrees Fahrenheit (140°F). Do not apply coatings when rain is imminent. Always follow the manufacturer's recommendation for application conditions.

8. Cleanup and Finish

- a) Upon completion, re-install netting in coordination with City of Sparta
- b) Insure all construction related debris, surplus materials, and empty containers are removed from the site.
- c) After complex courts have cured as per the manufacture's recommendation, re-open tennis complex to public use, in coordination with City of Sparta.

B. Submittals

Prior to the commencement of work the awarded contractor must submit to City of Sparta, product data for the coating system to be used, including surface and crack preparation, application instructions, and color charts. This submittal must include documentation from the manufacturer showing that the materials comply with the specified requirements and are suitable for the intended application. Also, to be included is the manufacturer's standard warranty documents. The contractor must receive written approval from City of Sparta of the submittal package, prior to proceeding to work.

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c. Warranty

The contractor shall warrant all services and materials for a period of one (1) year from date of substantial completion as determined by City of Sparta.

Additional product manufacturer warranty documents must be submitted by the awarded contractor as part of the submittal requirements.

d. Project Timetable

The project must be completed within a reasonable time period. The time for completion may be extended, at the sole discretion of City of Sparta.

The contractor must submit a request for an addendum to the contract for a time extension detailing which days were not available for work due to adverse weather conditions.

e. Experience and Credentials

Prospective bidders must meet the following experience and credential criteria to submit a bid. Bids from bidders who are found to not meet these requirements will be rejected.

- a) Minimum of two (2) tennis/basketball complex resurfacing or new-build surfacing projects within the last five (5) calendar years. Provide detailed information for the 2 complexes completed on the form provided and return with your bid. City of Sparta reserves the right to contact the

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owners of previous projects submitted with your bid. The discovery of unsatisfactory prior work will be considered when awarding the bid.

- b) Licensed Contractor in the State of Tennessee in compliance with TCA §62-6-119.
- c) Ability to provide a certificate of commercial general liability and workers compensation insurance, naming the City of Sparta as an additional insured, upon contract execution.
- d) Prior, documented experience with one or more of the approved coating system brands.

F. Instructions for Request for Bid Responses

A. Compliance with RFB

Submissions must be in strict compliance with this Request for Bid. Failure to comply with all provisions of the RFB may result in disqualification.

Requests for additional information or clarifications by potential Bidders must be made in writing. Bidders may email requests for additional information or clarifications.

Any product substitution must be pre-approved by City of Sparta via the issuance of an addendum prior to the submission of a bid. Failure to acquire pre-approval may result in disqualification of the bid.

The last day to request substitutions or ask for additional information or clarifications will be July 27, 2023 at 4:00pm Central Time.

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Requests for additional information, clarifications, or substitutions shall be sent to:

Dillard Quick
PO Box 30
Sparta, TN 38583
d.quick@spartatn.gov

Prior to the due date, responses to inquiries and all RFB amendments City of Sparta deemed necessary will be issued and published on the solicitation web page. Bidders should not rely on any representations, statements, or explanations other than those made in any written addendum to this RFB. Where there appears to be a conflict between the RFB and any addendum issued, the last addendum issued shall prevail.

Addenda will be made available on the solicitation web page and it is solely the Bidder's responsibility to assure receipt of all addenda.

Solicitation Web Page is: <https://www.spartatn.gov/purchasing>

B. Delivery of RFB Response

Submissions will be accepted by the Sparta City Hall later than **2:00 p.m. August 1, 2023** (local time).

All documents shall be submitted to the following:

Tonya Tindle
City Administrator
PO Box 30
6 Liberty Sq
Sparta, Tennessee 38583

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All submissions must be written, sealed, and labeled with “**Resurface Tennis and Basketball Courts Bid**” on the envelope as a response to this RFB. Submission by electronic means will not be accepted.

G. General Terms and Conditions

A. Bid Document

For certain projects City of Sparta will supply a bid form to be completed by the bidder. When such forms are issued, only bids returned with the proper forms will be accepted. Envelopes must be sealed and marked as a bid document. Any bid may be withdrawn prior to the day, date and time as set forth in the “Bidder Instructions”.

B. Electronic Transmissions

Electronic transmissions will not be accepted, except when in the course of the bidding process addendums or other notifications of errors on behalf of the owner places an undue hardship upon prospective bidders. Written notification by the owner must precede the acceptance of facsimile or email transmissions.

C. Disclosures by Bidders

For construction bids in excess of \$25,000 interested bidders must include the following information on a separate sheet of paper: Name, License number, Expiration date thereof, and license classification of the contractors applying to bid as stated in T.C.A. §62- 6-119. For construction bids less than \$25,000, the name only is required. City of Sparta maintains a drug- free workplace and requires all bidders for construction contracts to comply with T.C.A. §50-9-114.

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D. Laws and Regulations

The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full. Bidders may be required to provide proof of valid business license and Workers Compensation Insurance if required by law.

E. Sub-contracts

The Bidder is specifically advised that any person, firm, or other party to whom it is proposed to award a sub-contract under this contract must be acceptable to City of Sparta.

F. Award of Contract

City of Sparta further reserves the right to reject any and all bids, to waive any and all informalities and to negotiate contract terms with the successful bidder, and the right to disregard all non-conforming, non-responsive or conditional bids. City of Sparta may conduct such investigations as it deems necessary to assist in the evaluation of any bid to establish the responsibility, qualifications, and financial ability of the bidder, proposed sub-contractors and other persons and organizations to perform the work in accordance with the contract documents to the bidder who does not pass any such evaluation to the owner's satisfaction. The contract shall be awarded to the lowest, best and most responsible bidder, whose evaluation by the owner indicates to the owner that the award will be in the best interest of the City of Sparta. It is also understood that the "apparent low bidder" will be announced at the bid opening; however, the "successful bidder", who may or may not be the lowest bidder, will not be announced until all issues, which include, but are not limited to quality, service, conformity

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to specifications, etc. have been resolved and until a period of review has been completed by the City, and approved by the Board of Mayor and Aldermen at the following scheduled meeting.

G. Title VI of the Civil Rights Act of 1964

All interested parties, without regard of race, color or national origin, shall be afforded the opportunity to bid and shall receive equal consideration. Title VI states “No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity receiving Federal financial assistance.” City of Sparta strives to protect individuals’ civil rights through active compliance with the requirements of Title VI.

H. Warranty

The vendor shall provide warranty information on the equipment, components, and items bid with the bid submittal.

I. Payments

-Invoices that are submitted by the awarded bidder are required to provide accurate and current addresses.

-A W-9 Form must be filled out and submitted with or prior to first invoice.

Payment terms shall be specified in the bid response, including any discounts for early payment. The Finance Department of the City of Sparta discourages the practice of picking up checks in person, unless there is an emergency situation.

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J. Errors in Bids

When an error is made in extending total prices, the unit bid price will govern. Carelessness in quoting prices or in preparation of bid otherwise, will not relieve the bidder. Erasures or changes to bids must be initialed. Any alteration, erasure, addition to or omission of required information, change of the specifications or bidding schedule, is made at the risk of the bidder.

K. Taxes

City of Sparta is tax exempt. Certificates will be presented to awarded contractor upon request.

L. Tie Bids

If two or more bidders submit identical bids and are equally qualified; selection shall be made at the discretion of the city based upon performance.

M. Specification Details

These specifications have been designed to meet a certain level of quality as well as to standardize certain components. In numerous places reference to specific brands of components may have been made. This has been done to establish a certain level of quality and in no way is an attempt to write out vendors of similar or equal equipment components.

H. Prior Experience Form

Please provide information on at least two (2) tennis complex surfaces you have either repaired or built within the most recent five (5) years.

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Prior Experience #1

Tennis Complex Name: _____

Complex Address: _____

Contact Name and Title: _____

Contact Phone: _____

Contact Email: _____

Number of Courts at Complex: _____ Resurface or New Build: _____

Type of Product Used: _____

Date of Completion: _____

Was your firm a Sub Contractor on the Project?: ____ Yes ____ No

If Yes, who was the Prime/General Contractor on the Project?:

Company Name: _____

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Prior Experience #2

Tennis Complex Name: _____

Complex Address: _____

Contact Name and Title: _____

Contact Phone: _____

Contact Email: _____

Number of Courts at Complex: _____ Resurface or New Build: _____

Type of Product Used: _____

Date of Completion: _____

Was your firm a Sub Contractor on the Project?: ____ Yes ____ No

If Yes, who was the Prime/General Contractor on the Project?:

Company Name:

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Total Bid for Both Courts Completed \$ _____

Date Current Bid Price will expire _____

Date of when would the project commence? _____

Time Frame of Completed Project _____

Company Name _____

Address _____

Contact Name _____

Contact Email Address _____

Signed _____ Phone _____ Fax _____

Iran Divestment Act Tenn. Code Ann. 12-12-106

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.

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The City of Sparta does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000d)

For Title VI and IX compliance, it is requested that the following information be voluntarily disclosed and returned with your bid:

GENDER _____ Male _____ Female

RACE _____ Caucasian _____ African American

_____ Other (Please Specify)