

General Carpentry Work

2/26/2015

City of Gallatin

1.0 Introduction

The City of Gallatin is accepting bids for the services of **General Carpentry Work**. Bids will be due on March 6th, 2015 at 1:30 pm in a sealed envelope clearly marked: **General Carpentry Work**.

2.0 Technical Requirements

Responsible for designing, building, installing, and repairing structures, fixtures, furniture, and other items using different types of materials including wood and steel.

Primary responsibilities

- Prepare the layout of the project.
- Estimate height, width, length, and other proportions.
- Select materials.
- Work with blueprints or instructions from maintenance supervisors.
- Work with materials such as wood, plastic, fiberglass, or drywall.
- Utilize chisels, planes, saws, drills, and sanders to repair and erect structures.
- Join materials with nails, screws, staples, or adhesives.
- Work on top of stilts, ladders, and the top beams of buildings.
- Check work along the way to ensure it's up to code and specifications.
- Use levels, rules, plumb bobs, framing squares, and surveying equipment to ensure everything is level and secure.
- Work with prefabricated buildings.
- Build stairs, mantles, and furniture.
- Install cabinets and molding.
- Create structures for pouring concrete.
- Erect scaffolding.
- Replace panes of glass, ceiling tiles, and doors.
- Repair or build furniture.
- Install partitions, doors, and windows.
- Move and install machinery.

3.0 Vendor Requirements

- Vendor must provide copy of State License
- Vendor must provide a copy of insurance to include General Liability and Workers Compensation

3.0 Evaluation of Proposals

The City of Gallatin will award the contract to lowest responsible and responsive bidder meeting specifications, quality, and performance standards pursuant to the Municipal Purchasing Act of 1983. Response will be based on the following factors;

- Completeness of response
- Cost
- Vendor track record, including references
- Quality of service

4.0 Contract Award

The City of Gallatin reserves the right to reject any or all proposals and to waive any informality found therein. The City of Gallatin will award a contract based on evaluations described above.

5.0 Proposal Submission

BID DUE DATE: March 6th, 2015 @ 1:30p.m.

Proposals shall be directed to the attention of:

Finance Department

Attn: J.R.Smith, Jr

132 West Main Street

Gallatin, TN 37066

Telephone: 615-451-5899

Cell: 615-946-4897

PRICE SHEET

Hourly Rate per Person: \$ _____

Name of Company: _____

Address: _____

Telephone: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

Email: _____