

**NOTICE TO BID
TOWN OF JONESBOROUGH
GEO-THERMAL HVAC REPLACEMENT
INTERNATIONAL STORYTELLING CENTER
Rev 1 - 8/31/26**

The Town of Jonesborough is accepting sealed bids on the labor, materials, equipment, and wiring to replace four (4) existing geo-thermal HVAC units at the International Storytelling center, located at 100 West Main Street, Jonesborough Tennessee 37659.

The project must comply with the Engineer's plans for the project. These plans may be obtained in electronic PDF format by contacting Derwin Cartmel of Holston Engineering at Derwin.Cartmel@holsteng.com, or by contacting Derwin Cartmel at Holston Engineering at (423) 926-5991. A bid packet will be emailed to bidders upon request.

The contractor shall be licensed in the State of Tennessee. The contractor shall be responsible for obtaining all permits required for this project; however, there will be no charge for any permits issued by the Town of Jonesborough as the building is owned by the Town. A state electrical permit will be required. (The Town of Jonesborough does not issue electrical permits.)

Unless otherwise noted, all materials shall be installed per their manufacturers' recommendations and details. Unless specific notes require exceeding minimum requirements, all work shall conform to the minimum requirements of the 2018 edition of the International Building Code and its current amendments.

The contractor is responsible for acquiring all equipment, installation, and wiring according to the attached engineering drawings, details, and specifications. The contractor shall field verify existing conditions before submitting a bid proposal to the Town. Change orders will not be approved for changes due to field conditions that were observable before the contractor submits a bid.

A pre-bid walk down of the project is scheduled for 10:00 AM Wednesday 8/26/26 at the project site. All questions should be addressed to Derwin Cartmel at Derwin.Cartmel@holsteng.com in writing no later than COB 8/28/26. An addendum addressing all questions will be published no later than 8/31/26 COB.

The drawings for this project are provided by Holston Engineering and are the specifications to be followed in the bid submitted. If there are any discrepancies noted between the bid document and the drawings provided by Holston Engineering, the drawings provided by Holston Engineering shall be the guiding document for the purposes of this project and/or submitting a bid.

The contractor is responsible for removing the units to be replaced from the property.

Bids will be received until 11:00 a.m., September 16, 2026, at Town Hall, 123 Boone Street, Jonesborough, TN 37659, at which time they will be publicly opened.

INSURANCE REQUIREMENTS:

The contractor selected must provide proof of workers' compensation insurance covering their workers on the project.

The contractor selected must also carry a minimum of \$1 million liability insurance and provide. The winning bidder must provide copies of insurance coverage to the Town prior to beginning project.

MISCELAANEOUS:

Contractors who submit a bid must list subcontractors, if any, intended to be used in the project.

Once the bid is awarded, a contract for the project will be executed between the Town and the contractor.

All bids submitted must be sealed and the outside of the sealed envelope shall be marked - Geo-Thermal HVAC Replacement/International Storytelling Center.

Submitted bids shall be held for a period of sixty (60) days without change by the bidder.

Bidder shall submit a probable start date and end date for the project.

The Jonesborough Board of Mayor and Aldermen reserve the right to reject any or all bids and to waive any formalities.

All bidders must be familiar with site conditions and review all documents and drawings for the project.

All bidders must follow the bid instruction form, fill out and sign the bid form, and fill out the references form to be eligible.

SCOPE OF WORK

The scope of work is to replace existing geo-thermal HVAC units 12, 13, and 14, and 16. Winning bidder is to provide, install, and connect replaced/new units for a complete and operating system, including piping, electrical, controls, and equipment supports. Winning bidder must also provide and install pump control system and auto flow valves at each HVAC unit per engineer's drawings for a complete and operational pump control system.

“The Town of Jonesborough, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. In accordance with other related nondiscrimination authorities, bidders and contractors will also not be discriminated against on the grounds of sex, age, disability, low-income level, creed/religion, or limited English proficiency in consideration for an award.”

**TOWN OF JONESBOROUGH
123 Boone Street
Jonesborough, TN 37659
(423) 753-1030 – Fax (423) 753-1074**

**BID FORM – GEO-THERMAL HVAC REPLACEMENT
INTERNATIONAL STORYTELLING CENTER**

September 16, 2026

Rev 0 8/31/26

Instructions to Bidders:

1. Bidders to bid each of the 3 subdivided activities as if they could occur at separate times or not at all. Treat them like independent projects.
2. Bidders bid the total price for the entire scope as one project completed in a seamless manner from start to finish so that there are no additional mobilization charges and no equipment escalation costs.
3. Lowest total price of the separate bids combined, and the total project bid added together will be favorable.

TOWN OF JONESBOROUGH
123 Boone Street
Jonesborough, TN 37659
(423) 753-1030 – Fax (423) 753-1074

**BID FORM – GEO-THERMAL HVAC REPLACEMENT
INTERNATIONAL STORYTELLING CENTER
September 16, 2026**

Rev 1 8/31/26

GEO-THERMAL HVAC UNIT 12:

EQUIPMENT COST \$ _____

LABOR COST \$ _____

MISCELLANEOUS COST \$ _____

TOTAL BID FOR THIS SECTION: \$ _____

GEO-THERMAL HVAC UNIT 13, 14, and 16

EQUIPMENT COST \$ _____

LABOR COST \$ _____

MISCELLANEOUS COST \$ _____

TOTAL BID FOR THIS SECTION: \$ _____

PUMP CONTROL AND AUTO FLOW DEVICES FOR ALL OTHER UNITS:

EQUIPMENT COST \$ _____

LABOR COST \$ _____

MISCELLANEOUS COST \$ _____

TOTAL BID FOR THIS SECTION: \$ _____

TOTAL BID COST FOR PROJECT: \$ _____

PROJECT START DATE: _____

TOTAL PROJECT COMPLETION DATE: _____

TOTAL PROJECT DURATION IN DAYS: _____

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

SIGNATURE

DATE

BID NOT VALID UNLESS SIGNED BY BIDDER

List Subcontractors, if any: _____

TOWN OF JONESBOROUGH
123 Boone Street
Jonesborough, TN 37659
(423) 753-1030 – Fax (423) 753-1074

BID FORM – GEO-THERMAL HVAC REPLACEMENT
INTERNATIONAL STORYTELLING CENTER

September 16, 2026

Rev 1 8/31/26
PREVIOUS PROJECTS

1. _____

Owner/Customer Contact Information:

Name: _____

Phone: _____

Email: _____

2. _____

Owner/Customer Contact Information:

Name: _____

Phone: _____

Email: _____

3. _____

Owner/Customer Contact Information:

Name: _____

Phone: _____

Email: _____