

**NOTICE TO BID**  
**TOWN OF JONESBOROUGH**  
**EXTERIOR DECK RENOVATION – INTERNATIONAL STORYTELLING CENTER**

The Town of Jonesborough is now accepting bids on the renovation work on the exterior decking of the International Storytelling Center at 116 West Main Street in downtown Jonesborough. Bids will be received at Town Hall, 123 Boone Street, Jonesborough, TN 37659 until 2:00 PM, Thursday, May 22, 2025 at which time they will be publicly opened.

**BID SPECIFICATIONS**

**General**

1. The purpose of the work to be undertaken is to remove the under-decking wood support bracing that is rotting and replace the bracing system with metal tracks that will not rust. Replacing the damaged wood strips requires the composite decking to be removed and then re-applied when the new metal tracks are in place.
2. Bids must be labeled Downtown Improvement Project – ISC, and can be emailed or delivered to Town Hall, Jonesborough.
3. This project is largely funded by a Downtown Improvement Grant administered by the Tennessee Department of Economic and Community Development, and state guidelines for said grant program apply.
4. Any variation from the bid specifications must be clearly identified and a justification included.
5. Bidders must show capability of providing the complete installation of materials and must be responsible for processing and handling all warranties of materials and labor.
6. Warranties must detail what is covered, what is excluded, any conditions of service and a response time guarantee.
7. Awarded bidder must show proof of workers compensation insurance and adequate liability insurance.
8. All work undertaken must meet industry standards, any manufacturer's guidelines, and any local or state code requirements.
9. Bids must be good and remain in place for a period of up to 30 days from the date bids must be submitted.
10. Bidders must be licensed in the State of Tennessee with a contractor's license covering the scope and cost of the work to be performed as outlined in the specifications.
11. The Jonesborough Board of Mayor and Aldermen reserves the right to reject any or all bids.

12. Bidder selected will be based on cost of materials and labor, compliance with specifications, any references based on similar work performed, experience in working on buildings within a historic district, and the quality of work performed on similar projects.
13. Awarded bidder is responsible for removing all waste materials, and for protecting outside building walls, windows and railings from damage and/or discoloration including the repair of any damaged surfaces.
14. Bidder must detail any payment terms.
15. Any questions can be directed to the Administration area of Jonesborough Town Hall, 423-753-1030. Potential bidders can observe the decking area to be renovated during normal business hours of the International Storytelling Center, and in order to show they were onsite, bidders should sign in at the first floor information desk.

### **Renovation Work Specifications**

- Remove existing composite decking, store onsite and be prepared to re-apply said decking when the under-deck repairs are complete.
- Remove the hand railing and metal fascia trim in order to remove all decking and to facilitate repairs. After repairs are complete, replace metal fascia trim and flashing.
- Carefully remove any bottom siding needed in order to properly access wood strips to be replaced. Be prepared to re-install siding that has been removed.
- Remove rotten wood strips, actually all wood strips noting the distance apart on centers, and replace strips by installing new metal tracks securing them to the concrete deck floor – same distance on center as wood strips.
- Install a rust resistant particle screen on top of newly installed metal tracks.
- Re-install composite decking and any siding removed, and properly re-install railing and fascia trim/flashing.
- Touch-up any screw/nail holes with appropriate matching caulk/paint.
- Bidders must detail any additional work that is necessary to perform the repairs intended, especially if not identified on these renovation work task specifications. Any cost of necessary additional work must be included in total amount of bid.
- Awarded bidder must alert owner of any unforeseen damage found during renovation that should be repaired and provide a cost of repair to review and approve prior to performing any additional work tasks not in bid submitted.

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**BID FORM**

<b>Specified Work Task Number</b>	<b>Specified Work</b>	<b>Base Bid Amount</b>	<b>Notes</b>
1.	Remove existing composite decking, railing and bottom siding where necessary to gain access to underlying damaged wood strips.		
2.	Remove and dispose of underlying wood strips. Remove any remaining debris in under lying area on concrete.		
3.	Install metal tracts on same centers as wood strips and secure to concrete.		
4.	Install screen on top of metal strips.		
5.	Re-install composite decking, any siding removed and railing, as specified.		
6.	Detail any known additional work tasks needed to complete the renovation work intended that may not be identified in the specifications. Provide justification.		
<b>TOTAL PROJECT COST</b>			

- Provide information/cut sheets on metal and rails to be used and obtain approval of material prior to construction.
- Have metal track installation inspected and approved by Town prior to re-installation of composite decking, any siding and railing.

**BID FORM CONTINUED**

List any variations from specifications and justification: \_\_\_\_\_

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Warranty Information (materials and labor): \_\_\_\_\_

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Projected Project Schedule based on notice of award/notice to proceed: \_\_\_\_\_

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Company submitting bid: \_\_\_\_\_

Address: \_\_\_\_\_

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Contact Information: \_\_\_\_\_

State Contractors License Number: \_\_\_\_\_

Years business has been in operation: \_\_\_\_\_

References Included \_\_\_\_\_ Yes \_\_\_\_\_ No

Submitted by: \_\_\_\_\_

(print full name)

(Title)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_