



Request for Proposals

The City of Shelby is requesting proposals for the installation of a metal roof picnic pavilion to be located at Shelby City Park.

Scope of Work

1. Contract price to provide complete turnkey installation
2. Contractor responsible for all equipment necessary to complete the project.
3. Contractor responsible for obtaining all State and Local Permits.
4. Grade and prepare site.
5. Provide and Install one (1) picnic pavilion per enclosed specifications. Colors TBD
6. Provide and Install 6 electrical outlets per enclosed specifications.
7. Provide and Install water faucet/hydrant per enclosed specifications.
8. Install concrete flooring inside shelter per enclosed specifications.
9. Install concrete walk per enclosed specifications.

Important Notes to Contractor:

Picnic Pavilion is to be near identical to existing located at Hanna Park.

It is highly recommended that contractors schedule a site visit with City Staff prior to submitting bids.

Federal Funds Use Acknowledgement Statement

This contract is subject to follow all applicable local, state, and federal funds when expending federal funds as this project does. Should the City of Shelby have more stringent requirements, the most restrictive requirement shall apply as long as it is consistent with state and federal law.

Shelby City Park Picnic Pavilion Project

Labor and Materials to Construct Shelter: \$ _____

Labor and Materials for Pavilion Concrete Pad: \$ _____

Labor and Materials for Electrical Work: \$ _____

Labor and Material for Plumbing Work: \$ _____

Labor and Materials for Concrete Walk: \$ _____

Other (Specify): _____: \$ _____

Subtotal: \$ _____

Tax: \$ _____

State & Local Permits: \$ _____

Grand Total Project Pavillon Project: \$ _____

Add Alternates Quote Separately

Installed by Owner

Provide 6- 8ft tables (4 regular Open Air Series Heavy Duty Picnic Table w Diamond Expanded Metal and 2 Open Air Series ADA Double Sided Heavy Duty Picnic Table w Diamond Expanded Metal) \$ _____

Provide 2- Madison Series Trash Can w Lid and Liner \$ _____

Provide 1 – Leisure Craft In Ground Mount Triple Outdoor Park Grill \$ _____

ALTERNATE SUBMITTAL DATA TO BE PROVIDED FOR ANY OTHER PRODUCTS THAT ARE NOT LISTED

Failure to provide any of the following information with the alternate submittal will be grounds for rejection of the alternate. Each item listed below shall be provided in the form of clear and concise statements and/or plans and drawings which can be easily read and clearly interpreted. Each item shall also be clearly lettered to correspond with the following list. All items shall be assembled in the order indicated and secured or bound in a neat and orderly fashion for easy use and reference. Owner must notify all bidders of any approved alternate by addendum only.

Bidders requesting to use equipment other than that specified shall submit 5-days prior to bid opening the following:

1. Pavilion design drawings including cover, concrete pad, and specifications.
2. Written statements of model number and manufacturer for all equipment bid.

Failure to provide any of the above-described documentation will be grounds for proposal rejection

It is the City's expectation that the contractor use all available means to perform the work without creating any damage to the site. If damages occur to the grounds, turf, or any other City property during construction, it is the sole responsibility of the contractor to restore the construction site to the condition it was prior to mobilization. **CONTRACTOR IS LIABLE FOR ALL DAMAGES and a Certificate of Liability Insurance listing the City of Shelby as Certificate Holder will be required.**

Contractor Liability for Personal Injury and/or Property Damage

(a) The Contractor assumes responsibility for all damage or injury to persons or property occasioned through the use, maintenance, and operation of the Contractor's vehicles or other equipment by, or the action of, the Contractor or the Contractor's employees and agents.

(b) The Contractor, at the Contractor's expense, shall maintain adequate public liability and property damage insurance during the continuance of this contract, insuring the Contractor against all claims for injury or damage.

(c) The Contractor shall maintain Workers' Compensation and other legally required insurance with respect to the Contractor's own employees and agents.

(d) The Government shall in no event be liable or responsible for damage or injury to any person or property occasioned through the use, maintenance, or operation of any vehicle or other equipment by, or the action of, the Contractor or the Contractor's employees and agents in performing under this contract, and the Government shall be indemnified and saved harmless against claims for damage or injury in such cases.

(e) Any questions in regards to the specification or scope of work will be addressed and provided to all bidding contractors a minimum of 5-days prior to bid date. Direct all questions to Brad Harmon, Building & Grounds Superintendent. The email address is brad.harmon@cityofshelby.com

Proposals are due no later than March 12, 2026 at 2:00pm

Remit to: Brad Harmon, C/O Shelby Parks & Recreation, 850 West Sumter St., Shelby, NC 28150 or email brad.harmon@cityofshelby.com

For questions or site visit contact Brad Harmon at 704-297-0040

Company Name: _____

Address: _____

North Carolina Contractor License Number: _____

Phone #: _____

Email: _____

Rep's Name: _____

Authorized Signature: _____

Title: _____

Date: _____

Project Specifications

Picnic Pavilion

The pavilion covered area will be 1290 square feet +/- 100 square feet. Pavilion shall be constructed of tubular steel with 24-gauge galvalume coated metal roofing. Colors to be determined.

Electrical Outlets

There will be 6 GFCI electrical outlets mounted to support posts.

Water Hydrant

The water hydrant will be equal to Simmons Frost Proof Yard Hydrant.

Concrete Floor

The concrete floor will be ample for roof water drainage to fall +/-3'. Concrete specifications will be a minimum of 3,600psi and 4" thick. All concrete for this project shall conform to requirements of ACI 301.

Concrete Walk

The concrete walk will connect to existing sidewalk and shelter pad. The length will be approximately +/- 75 ft with a width of 8 ft. Concrete specifications will be a minimum of 3,600psi and 4" thick. All concrete shall conform to requirements of ACI 301

Contractors are responsible for locating public utilities on this site.