



Request for Proposal

Sevier County Courthouse
Tower Clock
And
Bell Striker

TABLE OF CONTENTS

I. Summary.....	2
II. Proposal Guidelines.....	2
III. Objectives and Description.....	2
IV. Qualifications.....	4
V. Format for Proposals.....	4
VI. Questions and Contact Information.....	4

SUMMARY

Sevier County is accepting proposals to renovate and upgrade equipment for the Sevier County Courthouse Tower Clock. The purpose of this Request for Proposal is to provide information to Sevier County to ensure a fair evaluation for completion of this project.

The Sevier County Courthouse, and the Tower Clock, has been a prominent landmark in the Little Pigeon Valley of Sevier County since its completion in 1896. The present facility is Sevier County's 5th courthouse and was completed at a cost of \$21,000. The Tower Clock was designed by the Seth Thomas Company at a cost of \$1,396. The clock faces are five feet in diameter with a single 31" bronze bell cast by the Vanduzen Bell Foundry in Cincinnati, OH.

PROPOSAL GUIDELINES

- Proposals must be received at the *Sevier County Mayor's Office, 125 Court Avenue, Suite 103E, Attn: Perrin Anderson, Sevierville, TN 37862* by 10 AM Tuesday, November 10. Any proposals received after this date and time will not be considered. No emailed or faxed proposals will be accepted.
- Proposals must be sealed. The vendor's name, address, proposal due time and date, and the quotation "Tower Clock Proposal" must be printed on the sealed, opaque envelope containing the proposal.
- Vendor must provide an original proposal and (2) copies of the proposal.
- Proposals must clearly address all questions and requirements as presented in this Request for Proposal. If you wish to submit alternative solutions, you may do so with any deviation from any requirement or specific description clearly noted and explained.
- Proposals must clearly note the price for the base description. If an additional option is described below, any addition or reduction in price as a result of this option must be noted within the proposal.
 - o Price as included must be all-inclusive. Any additional fee or charge must be clearly noted and described.
- Proposals must include an updated Form W-9 for submitting vendor.
- Sevier County reserves the right to accept or reject any and all proposals for any reason, and to accept the proposal deemed most favorable to the interest of Sevier County

OBJECTIVES AND DESCRIPTION

Objective

The objective of this Request for Proposal is to replace and upgrade needed equipment to ensure a working Tower Clock and bell. The Sevier County Courthouse is one of the most prominent buildings visitors see as they approach the Great Smoky Mountains National Park. Its historic value and prominent Beaux-Arts Classicism architecture is a point of pride for residents of Sevier County. Our vision is a working clock with a striking bell welcoming guests to our region, reminding citizens of our proud past, and serving as a catalyst for continued growth and prosperity for the downtown area and Sevier County.

Base Description

The following is a summary of the components and systems needed to meet the above objectives:

- ***Main Control System***

A system that will allow for simple and reliable operation of the bell and clock tower. This main system shall maintain accurate time, contain input and output interfacing to control the schedule for ringing of the bell and control of the clock tower equipment, and ensure synchronicity of the tower clock and bell striking. Time settings and bell schedule must be done through a simple, user-friendly interface. The system must allow for the proper number of strikes on each hour and a strike on the half-hour. In addition, the system must allow for a user to omit striking at any desired hour, half-hour, or range of hours. The system will simulate the effect of a swinging bell via the current stationary bell and produce effects such as a normal strike and a funeral toll.

- o Other required functions include:

- Allow for unattended and automated adjustment of time due to Daylight Savings Time.
 - In the case of power failure, internal time is kept through means of back-up batteries.
 - Memory for preset schedules and settings must be maintained even in the case of power failure.

- ***Bell Striker***

A bell striker unit should be designed to strike a stationary bell. The striker unit should interface with the Main Control System seamlessly and be designed for a long life.

- ***Tower Clock Movement Equipment***

The tower clock will be equipped for the four existing clock dials. All gearing, drive rods, joints, and all equipment shall be sized appropriately for installation and designed for a long life. Each pair of clock hands are to be durable and installed to provide seamless and effective performance. The vendor shall provide various designs for minute and hour hands.

- **Other Information:**

- o Vendor shall install equipment at an agreed upon date by both parties.
 - o Vendor shall provide labor, tools, and necessary equipment to complete the installation, except Sevier County will provide and install needed electrical wiring and conduit to supply power to the installed equipment.
 - o Vendor shall provide proof of liability insurance.

Additional Option #1

- *Wireless Remote Control*
Vendor to provide a price and proposal for wireless control of the bell striker.

QUALIFICATIONS

Vendor shall list their qualifications for completing such work. Qualifications shall include, but are not limited to:

- History of company
- Examples of other projects completed similar to this RFP
- List of references for completed projects similar to this RFP

FORMAT FOR PROPOSALS

Please use the following as a guideline to organize your proposal:

- **Title Page:** Your company name, address, website address, and primary contact person and information.
- **Cover Letter:** Introductory letter signed by authorized person to submit proposal
- **Proposal:** Discuss in detail your proposal to our objectives and descriptions for completion of project.
- **Qualifications:** Note your qualifications to complete the proposal.
- **Pricing and Costs:** Provide your total pricing and option pricing for your proposal. Be sure to note any and all fees and charges associated with your proposal.
- **Additional Information:** Include any additional information or attachments as seen relative to the project.

QUESTIONS AND CONTACT INFORMATION

For additional questions and clarifications, please contact W. Bryan McCarter, Sevier County Finance Director. Official questions and responses will be in writing via email.

W. Bryan McCarter, CPA
Sevier County Finance Director
125 Court Ave.
Suite 102E
Sevierville, TN 37862
bmccarter@seviercountyttn.gov
(865) 774-3617