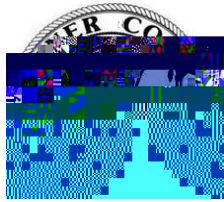


# PROPOSAL REQUEST

Bid # 20170615CO

## CHILLED WATER LINE REPLACEMENT HVAC Project



SUMNER COUNTY GOVERNMENT  
SUMNER COUNTY, TENNESSEE

Advertisement Date: June 4, 2017  
Deadline: June 15th, 2017 at 10:00 am

Introduction

Sumner County Government is hereby requesting a proposal for a **Chilled Water Line Replacement HVAC improvement project**. **Sumner County is requesting proposals for the following location:**

**Sumner County Criminal Justice Center, 117 West Smith Street, Gallatin, TN 37066**

**Interested bidder is required to complete a site visit with County Maintenance staff. See specific proposal requirements in section XXII.**

General Information

**I. Proposal Package**

All sealed proposal packages must include all of the following. Any sealed proposals shall be rejected as a non-conforming bid if any applicable item is missing.

- Three (3) complete copies of proposal
- Evidence of a valid State of Tennessee Business License and/or Sumner County Business License is required to be eligible to bid
- You must be licensed in your respective field at the time you bid and evidence of such compliance must be included in the bid or it may be rejected**
- Evidence of compliance with the



days before proposal's "deadline". All responses to inquiries will be posted on the Sumner County website (<http://www.sumnertn.org/>) under "Bids"

**IV. Proposal Guarantee**

Vendors must guarantee that all information included in their proposal will remain valid for a period of 90 days from the date of proposal opening to allow for evaluation of all proposals.

**V. Related Costs**

Sumner County Government is not responsible for any costs incurred by any vendor pursuant to the Request for Proposal. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its proposal.

**VI. Insurance Requirements and Liability**

Each bidder or respondent to the RFP who may have employees, contractors, or agents working on Sumner County properties shall provide copies of current certificates for general and professional liability insurance and for workers' compensation of a minimum of \$250,000. The owner or principal of each respondent must also be insured by workers' compensation if they perform any of the services on Sumner County properties. There will be no exceptions to the insurance requirement.

**VII. Bond Requirements**

Per State statute, Sumner County requires a performance bond, or bank letter of credit, for any construction projects that exceed \$25,000 upon bid award.

**VIII. Payment Terms**

Payment terms shall be specified in the bid response, including any discounts for early payment. All payments, unless agreed upon differently, will be after receipt of service or product and Sumner County's approval of conformance with specifications. The Sumner County Finance Department does not allow the practice of picking up checks in person.

**IX. (IX.0reW\*nBT(m)6(ent)4(.)9)-225(q0:n3f)1(i)-4(c)6(ati)-4(on)1(s)-4(.)-68)-51(T)-4(h)0e )051801 7.34 201m0(Prac**

Responses must be hand delivered or mailed to the following address:

Sumner County Board of Education  
1500 Airport Road  
Gallatin, TN 37066  
Attn: Purchasing Supervisor

**XII.** Right to Seek a New Proposal

Sumner County reserves the right to accept or reject any and all proposals for any reason. Proposals will be awarded to the best overall respondent as determined by that which is in the best interests of Sumner County.

**XIII.** Procedures for Evaluating Proposals and Awarding Contract

In comparing the responses to this RFP and making awards, Sumner County may consider such factors as quality and thoroughness of a proposal, the record of experience, the references of the respondents, and the integrity, performance, and assurances in the proposal in addition to that of the proposal price.

Proposals will be examined for compliance with all requirements set forth herein.

Proposals that do not comply shall be rejected without further evaluation.

Proposals will be subjected to a technical analysis and evaluation.

Oral presentations and written questions for further clarifications may be required of some or all vendors.

**XIV.** Discussions

Discussions may be conducted with the vendors which have submitted proposals determined to be reasonably likely of being considered for selection to assure a full understanding of and responsiveness to the RFP requirements. Every effort shall be made to ensure that all vendors have an opportunity to discuss their proposals with the purchasing supervisor. (b) (5) - DPP

**XVIII.** Tax Status

Sumner County is tax exempt.

**XIX.** Invoicing

Invoices are to be submitted to:

Sumner County Government  
Attn: Jaime Muncy  
355 North Belvedere Drive  
Room 102  
Gallatin, TN 37066

The vendor must provide an invoice(s) detailing the terms and amounts due and the dates due. All invoices shall indicate payment terms and any prepayment discounts.

**XX.** Contract Nullification

Sumner County Government may, at any time, nullify the agreement if, in the judgment of Sumner County Government, the contractor(s) has failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the contractor(s), but no further sums shall be owed to the contractor(s). The agreement between Sumner County and the contractor(s) is contingent upon an approved annual budget allotment, and is subject, with thirty (30) days notification, to restrictions or cancellation if budget adjustments are deemed necessary by Sumner County

**XXII. Specific Proposal Requirement Details**

There is an air handler unit located at 117 West Smith Street, Gallatin, TN 37066 which is in need of HVAC Improvements for chilled water line replacement. Sumner County is requesting proposals for the following.

**Provide labor and materials to perform the following:**

HVAC chilled water line replacement. Replace appro -press fittings. This includes new fiberglass insulation.

Installer to provide for any changes/modifications required to make necessary repairs to complete the scope of work. Work completed shall meet and conform with all applicable codes and regulations.

**Interested bidder is required to complete a site visit with County Maintenance staff. Please contact Captain Doug Canter at (615) 442-1845 to set up time to review scope of work. Site visit is mandatory to review scope. It is the responsibility of each respondent to this request, to verify the scope of work as a basis of the proposal. All respondents to this request shall be responsible for any errors or omissions. Each respondent is required to conduct a site visit with County Maintenance to validate their proposal.**

Respondent shall provide a list of job references for similar projects completed in past three years, see form in proposal packet.

Respondent shall provide length of time necessary to complete the project and description of the length and terms/conditions of the warranty.

**List of Job References:**

**Project Name/Location:** \_\_\_\_\_

Agency/Department: \_\_\_\_\_

Dates of Project: \_\_\_\_\_ Dollar Value: \_\_\_\_\_

Project Manager/Contact at Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Name/Location:** \_\_\_\_\_

Agency/Department: \_\_\_\_\_

Dates of Project: \_\_\_\_\_ Dollar Value: \_\_\_\_\_

Project Manager/Contact at Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Name/Location:** \_\_\_\_\_

Agency/Department: \_\_\_\_\_

Dates of Project: \_\_\_\_\_ Dollar Value: \_\_\_\_\_

Project Manager/Contact at Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Name/Location:** \_\_\_\_\_

Agency/Department: \_\_\_\_\_

Dates of Project: \_\_\_\_\_ Dollar Value: \_\_\_\_\_

Project Manager/Contact at Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



**CHILLED WATER LINE REPLACEMENT  
HVAC IMPROVEMENTS  
BID FORM**

Date Submitted \_\_\_\_\_

TO: Sumner County, TN

I, \_\_\_\_\_

Of \_\_\_\_\_

Name of Company \_\_\_\_\_ Address City \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_ Hereby submit our bid for the

(Phone)

CHILLED WATER LINE REPLACEMENT HVAC Improvements project in accordance with the specifications and instructions set forth in these bid documents.

ITEM

QUANTITY

## XXII. Termination of Agreement

Either party to this agreement shall have the right to terminate this agreement upon a 30 day written notice. Both parties shall be liable for payments or services due prior to the date of termination, but no further fees shall be due or payable after the notice of termination is received.



## ATTACHMENT 2

### DRUG-FREE WORKPLACE

Sumner County Government is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. The goal of this policy is for Sumner County employees and contractors to remain, or become and remain, drug-free. Abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, contractors and citizens, jeopardize personal safety, impact the safety of others and impair job performance.

Drug-Free Workplace Act of 1988 – Sumner County Government is governed by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D).

Omnibus Transportation Employee Testing Act of 1991 – Sumner County Government is governed by the Omnibus Transportation Employee Testing Act of 1991 (Pub. L. 102-143, Title V).

Right to an Alcohol and Drug-Free Workplace - Employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and/or drugsan Alcohol and Drug

DRUG-FREE WORKPLACE AFFIDAVIT (page 2)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The undersigned, principal officer of \_\_\_\_\_, an employer of five (5) or more employees contracting with Sumner County, TN to provide goods or services, hereby states under oath as follows:

1. The undersigned is a principal officer of \_\_\_\_\_ (hereinafter referred to as the "Company") and is duly authorized to execute this Affidavit on behalf of the Company.

2. The Company submits this Affidavit because it shall be receiving pay pursuant to a contract with the state or any local government to provide goods or services.

3. The Company is in compliance with all State and Federal Laws, Rules and Regulations requiring a drug-free workplace program.  
Further affiant saith not.

Principal Officer: \_\_\_\_\_

### ATTACHMENT 3

#### CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:  
Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under federal non-procurement programs by any federal department or agency;

Have not, within the three year period preceding the proposal, had one or more public transactions (federal, state, or local) terminated for cause or default; and

Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the bid, been convicted or had a civil judgment rendered against it

A. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local) or a procurement contract under such a public transaction;

B. For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or

C. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, under 18 U.S.C. § 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to five years, or both.

Name of Participant Agency: \_\_\_\_\_

ATTACHMENT 4

CERTIFICATION BY CONTRACTOR