

**CITY OF SPRINGFIELD ELECTRIC DEPARTMENT
1000 CENTRAL AVENUE
SPRINGFIELD, TENNESSEE 37172**

PROPOSAL CONTRACT

PORTABLE WATTHOUR METER TEST KIT

BID OPENING DATE: September 28, 2015

TIME: 2:00 p.m.

Contents:

- I. Proposal/Bid Preparation
- II. Base Bid
- III. Specifications
- IV. Non-Collusion Affidavit
- V. Business Relationships Affidavit

I. PROPOSAL

A. Preparation

BIDDER shall submit two (2) copies of bid proposal in a sealed envelope addressed to:

Lisa Crockett
City Recorder
City of Springfield
405 North Main Street
Springfield, TN 37172

Bids will open **September 28, 2015 at 2:00 p.m. CST.** No telephone or faxed bids will be considered.

B. Pricing

The BIDDER declares that this proposal is made without connection with any other person or persons bidding for the same work. Bids shall not contain any unbalanced prices, unauthorized additions, alterations, limitations, conditions, or provisions. Non-Collusion Affidavit and Business Relationships Affidavit must be returned with bid.

BIDDER shall use Section II Base Bid of this document to list all prices, terms, conditions, exceptions, and warranties.

Pricing shall include delivery and installation to 1000 Central Avenue West, Springfield, Tennessee 37172.

***** Springfield Electric reserves the right to reject any or all bids. *****

C. Inspections and Tests

Unless otherwise specified in the contract or purchase order, BIDDER shall be responsible for the performance of all inspection and test requirements necessary to insure compliance with this specification. This action does not preclude subsequent inspection and testing by OWNER to further determine conformance to specification requirements of quality standards of workmanship, material, and construction techniques.

D. Questions

Any questions concerning these specifications should be directed to:

Gary Noel
Technical Services Supervisor
Springfield Electric Department
1000 Central Avenue
Springfield, Tennessee 37172
(615) 384-6770 ext. 118
(615) 382-1642 (Fax)
gnoel@springfield-tn.org

II. BASE BID

Proposal of _____, herein called "BIDDER", to the City of Springfield Electric Department, herein called "OWNER":

That for and in consideration of the mutual agreements and covenants herein contained, the parties agree and bind themselves as set out below:

The BIDDER, in compliance with the invitation to bid for PORTABLE WATTHOUR METER TEST KIT, having examined the plans and specifications with the related documents, and being familiar with all the conditions surrounding the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials, and supplies, and to install the equipment in accordance with the contract documents, within the time set forth therein, at the price stated therein.

Bidder agrees to perform work in compliance with all codes applicable to this project. All work is to be performed in a neat and professional manner.

This project is to be bid by BIDDER as a LUMP SUM BID for all equipment and/or work described in this specification.

BIDDER hereby agrees to complete work under this contract within sixty (60) calendar days after receipt of order.

Prior to commencement of work, the successful bidder shall be required to provide OWNER the following:

- a. All executed documents related to this project returned to OWNER, and;
- b. Written guarantee of material and workmanship for all work to be performed under this contract including any terms and conditions of guarantee.

ANY EXCEPTIONS OR SUBSTITUTIONS FROM THESE SPECIFICATIONS ARE TO BE NOTED AND EXPLAINED WITH ALL DOCUMENTATION SUPPLIED.

PORTABLE WATTHOUR METER TEST KIT

BID OPENING

Date: September 28, 2015 Time: 2:00 p.m.

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Quantity	Part Number	Description	Price Each	Total
1	_____	Meter Test Kit	\$_____	\$_____
1	_____	Options/Add-Ons	\$_____	\$_____
1	Labor	Setup/Installation	\$_____	\$_____

TOTAL BID: \$ _____

Delivery/Installation Date: _____

Terms and Length of Warranty/Guarantee:_____

Other Terms and Conditions:_____

Exceptions/Substitutions:

1. _____

2. _____

3. _____

4. _____

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Notes:

1. Bidder must submit with bid proposal complete specifications, pictures, and literature describing and illustrating the proposed equipment.
2. Include all shipping charges with bid proposal. Pricing shall include delivery to Springfield Electric Department, 1000 Central Ave., Springfield, TN 37172.
3. Sales tax is not to be included. We are a tax-exempt local government agency.
4. Final payment shall be made to successful BIDDER by OWNER within thirty (30) days after:
 - a. Delivery of product, and assembly if applicable, and;
 - b. The approval by the OWNER of all work performed under the proposal;
5. BIDDER agrees to be bound by the bid price in this proposal for a period of sixty (60) days from the date of the opening of the bid.
6. The OWNER reserves the right to reject any or all bids, to waive any informality in bids, and to accept in whole or part such bid or bids as may be deemed in the best interest of OWNER.

Signature – BIDDER

Date

Company Name

Address

Telephone No.

SPECIFICATIONS FOLLOW THIS PAGE