

OFFICE OF THE SULLIVAN COUNTY PURCHASING AGENT
3411 HIGHWAY 126 – SUITE 201
BLOUNTVILLE, TN 37617-0569

KRISTINIA DAVIS
PURCHASING AGENT

PHONE 423/323-6400

FAX 423/323-7249

Kris.davis@sullivancountyttn.gov

REQUEST FOR PROPOSALS

RFP #E14819(KD)

ASBESTOS REINSPECTION SERVICES

FOR

SULLIVAN COUNTY SCHOOL SITES

BID OPENING DATE: 5/1/19 @ 2:00 P.M.

GENERAL REQUIREMENTS

The Sullivan County Purchasing Agent is soliciting this request for proposal to Ahera accredited inspectors and management planners who are interested in performing asbestos re-inspection services for school sites located within Sullivan County (outside the perimeters of the surrounding cities' boundaries). All inspections must be completed by **July 31, 2019**.

All RFPs to be considered during the evaluation and selection process must be delivered to the Sullivan County Purchasing Agent's Office at the above address, ON OR BEFORE 2:00pm ON WEDNESDAY, MAY 1, 2019 **LATE RESPONSES WILL NOT BE CONSIDERED!** RFPs must be presented in a sealed envelope, clearly identifying RFP #E14819(KD) on the outside.

All RFPs must be offered in conformance to the language, terms, conditions, format and other requirements as enclosed herein. All RFPs must be completed in totality. Failure to comply will disqualify firm from the evaluation and selection processes.

It is the responsibility of each responding firm to ascertain that all requirements are satisfied and that all requests are presented and assembled in the format as solicited.

The Purchasing Agent has the right to accept or reject any/all proposals and to waive any informalities or irregularities in the best interest of Sullivan County.

SPECIFIC REQUIREMENTS

All responding firms must employ Ahera accredited inspectors and management planners meeting all the State Of Tennessee Ahera and EPA Certification Requirements. **All responding firms must include copies of current, original certificates for both inspectors and planners who will be responsible for these re-inspection services.**

All responding firms must enclose qualification data, including a register which displays a minimum of three (3) related inspections and their respective locations, performed during the past five (5) years.

All responding firms must enclose a minimum of three (3) company references for services performed during the past five (5) years. Indicate company name, address, contact person, phone, fax, description of service date of service and cost of service.

All responding firms must complete the company profile document as provided in this RFP and include copies of all applicable liability insurance certificates.

All responding firms must complete and have notarized, a Drug-Free Workplace Affidavit & Background Check Compliance Form, Company Contractor Affidavit as provided in this RFP, in accordance to Tennessee Code Annotated requirements.

All responding firms must submit any/all cost associated with the asbestos re-inspection scope of services on the cost analysis form as provided in this RFP. All additional work required after re-inspection reports have been submitted, must have prior approval from the Department of Education.

All responding firms must review, sign and return Sullivan County Purchasing Department's General Procurement 'Terms and Conditions' as provided in this RFP if not on file in purchasing department.

SCOPE OF WORK

Submission of this RFP verifies that re-inspections will be performed by responding firm in conformance to all State of Tennessee Ahera requirements, as governed by the Department of Education/Division of finance accountability and technology---environmental programs section.

Submission of this RFP verifies that responding firm acknowledges the school sites requiring re-inspections per the enclosed Sullivan County Schools listing.

Submission of this RFP verifies that responding firm will perform all services/re-inspections in compliance to the State of Tennessee Ahera three year (3) re-inspection form and instruction package as provided herein and also verifies that all final reporting will be assembled as instructed in the package and in accordance to purpose, presentation, distribution, preparation and inspection.

All inspections must be completed by **July 31, 2019**.

SUBMISSION OF THIS RFP VERIFIES THAT SUCCESSFUL FIRM WILL DISTRIBUTE A TOTAL OF FIVE (5) COMPLETE SETS OF THE FINAL DOCUMENT AS INDICATED:

1 SET

TENNESSEE DEPARTMENT OF EDUCATION
DIV OF FINANCE
6TH FLOOR – ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

1 SET

SULLIVAN COUNTY PURCHASING DEPARTMENT
3411 HIGHWAY 126 – SUITE 201
BLOUNTVILLE, TN 37617-0569
(ATTN: KRISTINIA DAVIS)

3 SETS

SULLIVAN COUNTY DEPARTMENT OF EDUCATION
259 FRANKLIN DRIVE
BLOUNTVILLE, TN 37617-0306
(ATTN: CHARLES HUBBARD)

SULLIVAN COUNTY SCHOOL SITES

(ASBESTOS REINSPECTION SERVICES)

<u>SITE</u>		<u>SQUARE FEET</u>
	<u>CENTRAL ZONE</u>	
CENTRAL HIGH SCHOOL		203,381
BLOUNTVILLE MIDDLE SCHOOL		64,230
HOLSTON ELEMENTARY/MIDDLE SCHOOL		162,000
BLOUNTVILLE ELEMENTARY SCHOOL		63,711
CENTRAL HEIGHTS ELEMENTARY SCHOOL		33,850
INDIAN SPRINGS ELEMENTARY SCHOOL		47,948
	<u>EAST ZONE</u>	
EAST HIGH SCHOOL		195,631
BLUFF CITY MIDDLE SCHOOL		81,164
HOLSTON VALLEY MIDDLE SCHOOL		44,800
MARY HUGHES ELEMENTARY/MIDDLE SCHOOL		64,614
BLUFF CITY ELEMENTARY		84,610
EMMETT ELEMENTARY SCHOOL		57,178
	<u>NORTH ZONE</u>	
NORTH MIDDLE & HIGH SCHOOL		258,507
KETRON ELEMENTARY SCHOOL		120,588
	<u>SOUTH ZONE</u>	
SOUTH HIGH SCHOOL		257,188
COLONIAL HEIGHTS MIDDLE SCHOOL		54,142
SULLIVAN MIDDLE SCHOOL		63,697
MILLER PERRY ELEMENTARY		88,232
ROCK SPRINGS ELEMENTARY SCHOOL		67,530
SULLIVAN ELEMENTARY SCHOOL		49,956
	<u>BLOUNTVILLE OFFICE BUILDINGS</u>	
MAINTENANCE SHOP		87,581
MAINTENANCE OFFICE		2,100
HOLSTON WAREHOUSE (GYM & METAL BLDG ONLY AFTER JUNE)		
AKARD SERVICE CENTER (FORMERLY AKARD ELEM)		38,165

COMPANY PROFILE

COMPANY NAME: _____
CORPORATION ____ PARTNERSHIP ____ SUBSIDIARY ____ OTHER _____

ADDRESS: _____

CONTACT PERSON: _____

EMAIL _____ PHONE _____ FAX _____

SERVICE SPECIALITIES

GENERAL LIABILITY INSURANCE

INSURANCE CARRIER: _____

NAME OF AGENT: _____ PHONE: _____

ATTACH COPIES OF YOUR CURRENT GENERAL AND PROFESSIONAL LIABILITY INSURANCE POLICIES.

THE UNDERSIGNED IS AN AUTHORIZED REPRESENTATIVE OF THE COMPANY PRESENTING THIS REQUEST FOR PROPOSAL E14819(KD). SIGNATURE CONFIRMS THAT ALL INFORMATION OFFERED IN THIS RFP IS ACCURATE AND TRUE AND IS IN CONFORMANCE WITH ALL TERMS, CONDITIONS AND REQUIREMENTS.

AUTHORIZED REPRESENTATIVE: _____
(PLEASE TYPE OR PRINT)

SIGNATURE: _____ DATE: _____

COST ANALYSIS

RFP #E14819(KD)

ALL COST ASSOCIATED TO THE ASBESTOS RE-INSPECTION SERVICES FOR TWENTY FIVE (25) SULLIVAN COUNTY SCHOOL SITES AS REQUESTED IN THIS RFP MUST BE REFLECTED ON THIS DOCUMENT.

THE GRAND TOTAL DOLLAR AMOUNT INDICATED BELOW INCLUDES ALL SERVICES AS DESCRIBED IN THIS RFP AND IN ACCORDANCE TO ALL STATE AHERA AND EPA GUIDELINES.

GRAND TOTAL COST \$ _____

TIMETABLE

INDICATE TIMETABLE NECESSARY TO COMPLETE THE SERVICES

START DATE: _____

COMPLETION DATE: _____

ADDITIONAL WORK

IF ADDITIONAL WORK IS REQUESTED, SUBSEQUENT TO THE SUBMISSION OF THE COMPLETED REINSPECTION ASSESSMENTS TO THE STATE OF TENNESSEE, PLEASE INDICATE THE HOURLY RATE YOUR FIRM WOULD CHARGE:

ADDITIONAL WORK (IF APPLICABLE)
PER HOUR \$ _____

AUTHORIZED SIGNATURE: _____ DATE: _____

DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with _____ County government to provide construction 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 pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code Annotated*.
3. The Company is in compliance with T.C.A. § 50-9-113.

Further affiant saith not.

Principal Officer

STATE OF _____

COUNTY OF _____

Before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20____

Notary Public

My commission expires: _____

OFFICE OF THE SULLIVAN COUNTY PURCHASING AGENT

BACKGROUND CHECK COMPLIANCE FORM

Contractors shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated 49-5-413, which requires all contractors to facilitate a criminal history records check conducted by the TBI and FBI for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.

Any person, corporation or other entity who enters or any employee of any person, corporation or entity who enters into or renews a contract with a local board of education or child care program on or after September 1, 2007, must:

- (1) Provide a fingerprint sample
- (2) Submit to a criminal history records check to be conducted by the TBI and FBI.

TO BE COMPLETED BY RESPONDING CONTRACTOR

COMPANY or INDIVIDUALS (NAME) _____

ADDRESS _____

PHONE _____ FAX _____ LICENSE NUMBER/S _____

I agree to abide by Chapter 587 of 2007, as codified in Tennessee Code Annotated 49-5-413 and certify that I am authorized to sign. The undersigned further agrees if bid/contract is accepted, to furnish any/all Background Check Information on himself and all of his employees as required by law and/or at the request from the Office of the Sullivan County Purchasing Agent. I hereby agree to release all criminal history and other required information to Sullivan County, TBI and FBI in accordance with Tennessee law and further certify that all information supplied by me is true and accurate. I agree to release and hold harmless the above mentioned governmental entities for the use of this information related to the purposes mandated under Tennessee law. I further certify that I have obtained acceptable criminal history information on all current employees and will obtain said information on all future employees associated with the performance of work defined in the bid/contract, pursuant to TCA and that neither I nor any employee of the Company is prohibited from direct contact with school children for the reasons enumerated in TCA 49-5-401 et seq.

SIGNATURE _____ TITLE _____

PRINTED NAME _____ DATE _____

TO BE COMPLETED BY NOTARY

STATE OF _____

COUNTY OF _____

Before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing for the purposes therein contained.

Witness my hand and seal at office this ____ day of _____, 20____.

Notary Public

My commission expires: _____

OFFICE OF THE SULLIVAN COUNTY PURCHASING AGENT

COMPANY/CONTRACTOR AFFIDAVIT FORM 00010

THE AFFIANT STATES TO SULLIVAN COUNTY, TENNESSEE:

I (WE) HEREBY CERTIFY THAT IF THE CONTRACT IS AWARDED TO OUR FIRM THAT NO MEMBER OR MEMBERS OF THE GOVERNING BODY, ELECTED OFFICIAL OR OFFICIALS, EMPLOYEE OR EMPLOYEES OF SAID SULLIVAN COUNTY, TENNESSEE, OR ANY PERSON REPRESENTING OR PURPORTING TO REPRESENT SULLIVAN COUNTY, TENNESSEE, OR ANY FAMILY MEMBER INCLUDING SPOUSE, PARENTS, CHILDREN OF SAID GROUP, HAS RECEIVED OR HAS BEEN PROMISED, DIRECTLY, OR INDIRECTLY, ANY FINANCIAL BENEFIT, BY WAY OF FEE, COMMISSION, FINDER'S FEES OR ANY OTHER FINANCIAL BENEFIT ON ACCOUNT OF THE ACT OF AWARDING AND/OR EXECUTING THE CONTRACT.

THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE HAS FULL AUTHORITY TO BIND THE COMPANY AND THAT HE/SHE HAS PERSONALLY REVIEWED THE INFORMATION CONTAINED IN THIS REQUEST FOR PROPOSAL (RFP), INCLUDING ALL ATTACHMENTS, ENCLOSURES, APPENDICES, ETC AND DO HEREBY ATTEST TO THE ACCURACY OF ALL INFORMATION CONTAINED IN THIS RFP, INCLUDING ALL ATTACHMENTS, ENCLOSURES, EXHIBITS, ETC.

THE UNDERSIGNED ACKNOWLEDGES THAT ANY MISREPRESENTATION WILL RESULT IN IMMEDIATE DISQUALIFICATION FROM ANY CONTRACT CONSIDERATION.

THE UNDERSIGNED FURTHER RECOGNIZES THAT THE SULLIVAN COUNTY PURCHASING AGENT HAS THE RIGHT TO MAKE THE CONTRACT AWARD FOR ANY REASON CONSIDERED IN THE BEST INTEREST OF SULLIVAN COUNTY.

This certification shall be included with the bid document 00300. Failure of this properly executed document to be included with the bid shall render the bid as incomplete and void.

COMPANY NAME _____

NAME (PRINT) _____ PHONE _____

TITLE _____ FAX _____

SIGNATURE _____ DATE _____

~~~~~

**( TO BE COMPLETED BY NOTARY )**

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

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

*Before me personally appeared \_\_\_\_\_, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing for the purposes therein contained.*

*Witness my hand and seal at office this day of \_\_\_\_\_, 20\_\_*

\_\_\_\_\_  
Notary Public

*My commission expires:* \_\_\_\_\_