



# Robertson County Tennessee

*Jody Stewart, Finance Director*

*Finance Department*

523 South Brown Street, Springfield, TN 37172

(615) 384-0202

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POST DATE: **October 31, 2022**

## **Bid 1510: GMS Loop Pump Replacement for Robertson County Schools**

Pre-Bid Meeting: **November 2, 2022 at 10:00 AM**

The pre-bid meeting will be held at Greenbrier Middle School located at  
2450 Highway 41 South Springfield, TN 37172

Sealed bids must be received by: **November 9, 2022 at 10:00 AM**

Robertson County Finance Office  
523 South Brown Street  
Springfield, TN 37172

**THE OUTSIDE OF THE ENVELOPE MUST BE MARKED WITH THE BIDDER'S COMPANY NAME, ITEM BID, TIME OF BID OPENING, DATE OF BID OPENING, BID NO. 1510 AND MUST BE MARKED "SEALED BID, DO NOT OPEN."**

Bids are opened and read aloud to the public at the Robertson County Finance Office, 523 S. Brown Street, Springfield, TN 37172 immediately after the bid receipt deadline. Each vendor may submit more than one bid provided each bid meets the stated specifications. Each bid must be submitted in a separate sealed envelope with the appropriate notation on the outside. All bids must be signed by an authorized agent and submitted on the prescribed forms. Submission of bids by telegraph, telephone, or other electronic means is strictly prohibited. Any brand name called for the bid specifications is provided as a reference only. Alternate brand name items offered for bid must be equivalent as to function, basic design, type and quality of material, method of construction, and any required dimensions. Bidder must attach a letter of exception to specifications.

For assistance with technical / product information contact Clint Corbin, Supervisor, Schools – Building and Grounds at (615) 384-0213. For assistance with bid procedures contact Taylor Tomblin, Robertson County Finance Office at (615) 384-0202 or by email: [ttomblin@robcofn.org](mailto:ttomblin@robcofn.org).

**Note: Robertson County reserves the right to reject any or all bids, to waive any technicalities or informalities, and to accept any bid deemed in the best interest of the County. All bids will be considered in accordance with Title VI and without regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit the performance of duty.**

ROBERTSON COUNTY SCHOOLS  
BID INFORMATION

For

LOOP PUMP REPLACEMENT AT GREENBRIER  
MIDDLE SCHOOL

Department of Buildings & Grounds  
3470 Hwy 41 South Springfield TN.

Invitation to Bid

Please submit your bid based on the properties listed below:

Greenbrier Middle School  
2450 Hwy 41S  
Greenbrier, TN 37073

If you have questions regarding information included herein, please contact Clint Corbin at the Robertson County Schools' Department of Buildings and Grounds, (615) 384-0213.

Email [clint.corbin@rccstn.net](mailto:clint.corbin@rccstn.net)

**NON-COLLUSION AFFIDAVIT**

The agent of the bidding firm hereby certifies to the best of his/her knowledge and belief that this bid proposal to Robertson County, Tennessee has not been prepared in collusion with any other seller of similar products. The agent also certifies that the prices, terms and conditions of said bid proposal have not been communicated by the undersigned, nor by any employee or agent of the bidding firm, to any other seller of similar products and will not be communicated to any such seller prior to the official opening of said bid. The agent further states that no official or employee of Robertson County Government has promised any personal financial or other beneficial interest, either directly or indirectly in order to influence award of this bid. \_\_\_\_\_

Authorized Signature, Title (Owner/ Corporate Officer)

Date

Printed Name: \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax No. \_\_\_\_\_

Invitation to Bid  
GMS Loop Pump Replacement  
Robertson County Schools

**Purpose of Request for Proposal**

The purpose of this Request for Proposal is to solicit proposals from qualified vendors for replacement of existing chilled water loop pumps (2) at Greenbrier Middle School in Greenbrier, TN

**Nature of Proposal**

Each interested vendor shall be responsible for the review of information contained herein, other information which may be requested, site visitation as required, and other efforts as necessary for the submission of a comprehensive proposal which will represent the vendor's best offer as a supplier of HVAC/Mechanical piping for the Robertson County School System.

Each bid shall be complete, and it shall be outlined and identified by the sections of this request to facilitate evaluation and to prevent evaluators from the unnecessary searching and arranging of materials for evaluation purposes. In the preparation of each bid, attention should be given to the criteria referenced herein that will be used for award determination purposes.

**Program Requirements**

**General**

The contractor shall furnish all supervision, labor, equipment, tools, and other materials required for work as stated below for the Robertson County School System

**Scope of Program**

**General**

In general, the overall requirement is to provide complete replacement of the chilled water loop pumps at the above-mentioned location, to include:

- Demolition of existing pumps and associated piping as required in the boiler room
- Isolation and draining of the loop system as required to install new pumps
- Provide and install (2) new pumps. Bell and Gossett E-80 units are preferred

- Provide and install new piping and connections from new pumps to isolation valves
- Provide and install new isolation valves as required to accommodate new layout
- Provide labor and equipment to re-fill systems, start/run new pumps and verify proper operation

## **Space**

To the extent possible, additional detailed information shall be furnished to the vendor upon request; however, through actual measurement, use of existing drawings and/or other means, it shall be the responsibility of the vendor to verify measurements as deemed applicable for the submission of a bid.

## **Special Requirements for the Submission of a Bid:**

### **Bid Bond**

A bid bond executed by a security company authorized to do business in the state of Tennessee, in the amount of 5% of the total amount of the bid, must be submitted to the Robertson County finance department within (10) ten working days of the bid being accepted by the Robertson County School Board. The security bond must be made payable to the Robertson County School Board. Failure to comply will result in rejection of bid.

## **Qualifications**

Each vendor shall submit evidence of qualifications which would influence the ability to satisfactorily perform the installation defined elsewhere in this document

## **Pre-Bid Conference and Tour of Facility**

Each vendor shall attend a pre-bid conference and facility tour. This pre-bid meeting will be held at Greenbrier Middle School on November 2<sup>nd</sup>, 2022 at 10:00 AM

Facility tour will be scheduled at the time of pre-bid conference.

### **Format of Bid**

Each bid shall be formatted identically to the outline of this request. The intent here is to facilitate evaluation by the committee members with a minimum of effort and delay. Therefore, each bid should include information/materials that are clearly marked

and separately segregated as required for easy and quick location and identification of that section of this request to which it pertains.

### **Acceptance of Bid and Rejections**

The contract will be awarded to the qualified contractor whose offer, conforming to the conditions and requirements of this invitation to bid and will be most advantageous to the Robertson County School System. The committee's evaluation of criteria, cost and other factors will be taken into consideration.

The Robertson County schools reserve the right to reject any or all offers and to waive informalities and minor irregularities in proposals received.

This Invitation to bid does not commit the Robertson County School System to contract for services from this solicitation.

A written award or contract furnished to the successful contractor, within the time of acceptance specified in the offer, shall be deemed to result in a binding contract without further action by either party.

### **Firm Offer**

Each vendor must agree in advance in written form to submit a bid with cost figures which will be firm for at least thirty calendar days after the opening date of the proposals. .

### **Evaluation of Proposals**

#### **Evaluation**

Officials of the Robertson County schools will conduct an evaluation of proposals submitted in response to this solicitation. In the process of evaluation the total vendor's bid shall be considered. However, particular attention will be paid to those criteria that are referenced in section VI. B. of this request.

During the process of evaluation the officials may need additional information. This need will be communicated to the vendor, and each vendor shall be responsible for responding in written form or by appearing before the officials as requested.

#### **Criteria**

## **Contract**

### **Award**

It is the full intent, assuming that satisfactory proposals are received, to award a contract, within 7 days of project award.

### **Termination/Cancellation**

Robertson County schools reserves the right to cancel the contract upon thirty days written notice for reasons of nonperformance within the terms and conditions of this request for bid or conditions beyond our control such as inadequate funding.

Either Party may cancel the contract with a 90 day written notice.

### **Payments**

Payment for services received will be made upon receipt of invoice and inspection by county personnel of proper operation and performance of the units

### **Insurance**

The contractor shall provide at all times during the contract period the following insurance coverage:

Workman's Compensation - Statutory Limits

Comprehensive general liability for bodily injury in the sum of \$1,000,000 each person and \$1,000,000 each occurrence and \$1,000,000 property damage, including personal injury.

Automobile liability insurance with basic limits \$1,000,000 each occurrence and \$500,000 property damage, including personal injury.

Umbrella liability limits net loss limits of liability \$1,000,000 each occurrence and \$1,000,000 each aggregate.

The bidder shall furnish the Robertson County School System certificates of insurance within 21 working days after acceptance of a contract.

Robertson County school system must have ten (10) days' notice of cancellation or change in insurance coverage and give its approval.

## **Addenda**

Any 'Addenda' or instructions to bidders issued by the county school system prior to the time for receiving bids shall be covered in the proposal and in closing a contract they shall become a part thereof.

## **Responsibilities of Contractor**

### **Personnel**

All matters pertaining to the recruitment, screening, hiring, and retention shall be the exclusive responsibility of the contractor. These matters shall be done fully in compliance with existing statutes and regulations pertaining to affirmative action, no discrimination, wage and hour and any other stipulation germane to prudent personnel management. The contractor shall comply with all State of Tennessee laws, regulations, and requirements regarding people working with or in the proximity of minor children, including, but not limited to background checks with law enforcement authorities and fingerprinting.

All personnel shall be dressed in a manner authorized by the contractor. The personnel shall be neat and clean in appearance. Uniforms and badges with picture identification shall be worn which fully identify the worker as a member of the contractor's work force.

Employees with police records will be cleared through the Robertson County schools Board of Education's personal director before being assigned duties under this contract. (Contractor shall be responsible for the submission of police clearance record within 24 hours upon request.)

The contractor shall not pay less than the minimum wage rate. Contractor shall pay all taxes pertaining to his employees as required by law. All employees shall be bonded in the amount of \$50,000 (3<sup>rd</sup> Party Fidelity Bond).

Any employee whose work habits and/or conduct are deemed objectionable shall be removed from the work force upon request of the authorized Robertson County schools representative.

## **Safety**

The contractor shall be responsible for the training as necessary in the application of chemicals and the use of equipment to facilitate safe conditions for the employees and the Robertson County School System's students and staff.



## **Security**

The contractor shall be responsible for training employees in the security requirements of the Robertson County School System, and shall be responsible for the enforcement of the same. The Robertson County School System requires the contractor provide a list of all personnel hired by name, social security number, date of birth, sex, race and address. The contractor shall have at the contractor's expense a background check of all employees through the T.B.I. and F.B.I., and, if the employee is not a citizen, provide documentation of the employee's legal status to work prior to employment. Additionally, each employee shall be informed of the following:

The Contractor shall be responsible for safeguarding against loss, theft or damage to all Robertson County school's property, materials, equipment and accessories that might be exposed to the contractor's personnel.

Guns, knives or other dangerous weapons shall not be allowed on campus.

Alcohol and drugs are prohibited on the campus.

Keys, which may be distributed at the beginning of each work period, shall be returned to the building supervisor at the end of each work period. Keys that will be required by the contractor and employees will be approved by the administration of the Robertson County schools and will be controlled by the person to be named after award of contract. In any event the contractor shall be fully responsible for the security and appropriate use of the keys which may be issued. Additionally, the contractor shall be fully responsible for the replacement of any keys that are lost and the changing of locks when deemed necessary by Robertson County Schools.

## **Supervision**

All supervision as required for the execution of those contractual responsibilities assumed by the contractor shall be done by the contractor or his/her designated representative.

## **Damage**

The contractor shall be responsible for the repair/replacement to the satisfaction of the Robertson County School's representative for any damage to the facility caused by any employee of the contractor. The contractor will be responsible for any fines assessed the school system for fire alarm activation due to employee error or the use of equipment producing emissions, etc.

## **Equipment and Supplies/Materials**

The procurement and maintenance of all equipment required for the successful execution of this contractual obligation shall be the contractor's responsibility. The contractor will provide Robertson County schools with a list of equipment and supplies available to each school.

The list of equipment will be provided to the school system with the bid and be evaluated before the contract is awarded.

The Robertson County School System will provide locked storage spaces, but it shall not be responsible for losses that may be incurred due to theft and/or vandalism. All equipment shall be maintained properly and kept in clean condition by the contractor. All materials will be stored to meet local codes. Machines requiring battery charging will be done in proper areas.

A listing of all chemicals and equipment that will be used by the contractor must be submitted for approval prior to initial service under the contract. Changes may be made only after duly authorized.

All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. Material safety data sheets will be maintained on each job site for all chemicals used in the cleaning processes.

The Contractor must furnish all needed safety equipment and protective devices necessary for the safety of all building occupants and property of the Robertson County School System.

### **Emergencies**

All emergency conditions shall be promptly reported to the county school system's authorized representative.

### **Contractor's Representative**

A representative of the contractor shall be appointed within 24 hours after receipt of contract.

### **Scheduling Housekeeping**

All housekeeping shall be done with a minimum of disruption to normal school functions.

### **Additions of Additional Services**

Additional property may be added to this contract under the prevailing terms and conditions of existing contract.

### **Responsibilities of Robertson County Schools**

### **Storage**

The Robertson County School System shall provide storage for the equipment and supplies/materials normally required for the types of services to be provided under this contract.

**Trash Disposal**

The Robertson County School System shall furnish, in a reasonable convenient location, a container for use by the contractor in the removal of wastepaper, trash, debris, etc.

**Facility Keys**

The Robertson County School System will furnish keys that may be required by the contractor.

The keys are not to be duplicated.

**Robertson County school's representative**

After the award of the contract the Robertson County schools' representative will be named. This representative shall be available, within reason, any time for consultation and liaison purposes, and communications from the contractor shall be handled through this person.



**BID #1510**  
**GMS Loop Pump Replacement**  
**November 9, 2022 at 10:00 AM**

Robertson County Schools is accepting sealed bid proposals for the following:

**Loop Pump Replacement at Greenbrier Middle School**

LUMP SUM PRICE: \$ \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature, Title (Owner/ Corporate Officer) Date

Printed Name: \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone No. Fax No.

\_\_\_\_\_  
E-mail

DRUG-FREE WORKPLACE AFFIDAVIT

The undersigned, principal officer of \_\_\_\_\_, an employer of five (5) or more employees contracting with Robertson County, Tennessee 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.

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**Authorized Signature, Title (Owner/ Corporate Officer)** **Date**

**Printed Name:** \_\_\_\_\_

---

**Company Name**

---

**Mailing Address**

---

**Telephone No.** **Fax No.**

**Witness signature :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness printed name:** \_\_\_\_\_

Robertson County, Tennessee  
Letter of Compliance

Successful bidder must comply with and provide this Letter of Compliance.

Amendments to the Tennessee Code Annotated Section 49-5-413 may require employers doing business with the Robertson County Board of Education to have their employees' criminal history records checked. The law provides that no employer or their employee(s):

1. Shall come in direct contact with school children, children in a childcare program; AND/OR
2. Shall enter the grounds of a school or childcare center operated by the Robertson County Board of Education when children are present without this compliance letter on file.

Your signature below indicates that you are fully aware of these requirements and that if applicable to your business relationship with the Robertson County Board of Education: (1) you have fully complied with the investigation required; and (2) you and any of your employees to which this applies are qualified to be in contact with the children and/or on school grounds as set forth by the Statute.

Further, you agree to hold Robertson County and/or its Board of Education harmless in all respects from any failure on your part to follow these requirements.

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**Authorized Signature, Title (Owner/Corporate Officer)** **Date**

**Printed Name:** \_\_\_\_\_

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**Company Name**

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**Mailing Address**

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**Telephone No.** **Fax No.**

**Contact preferred email address:** \_\_\_\_\_

## STATE OF TENNESSEE IRAN DIVESTMENT ACT AGREEMENT

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.

Tenn. Code Ann. § 12-12-106 requires the chief procurement officer to publish, using credible information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in § 12-12-105.

While inclusion on this list would make a person ineligible to contract with the state of Tennessee, if a person ceases its engagement in investment activities in Iran, it may be removed from the list.

If you feel as though you have been erroneously included on this list please contact the Central Procurement Office at [CPO.Website@tn.gov](mailto:CPO.Website@tn.gov).

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COMPANY NAME

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DATE

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REPRESENTATIVE

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TITLE