

## Request for Proposal

Proposals are being accepted for HVAC Systems and Controls Purchase Maintenance, Installations and Repairs for the Monroe County Board of Education as stated herein.

Proposers shall submit their responses to this Request for Proposal in sealed envelope to:

**Monroe County Department of Finance  
103 College Street, Suite 9  
Madisonville, TN 37354**

Public Opening of the proposals will be held at the above address at the deadline date and time designated in the Request for Proposal (RFP).

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DATE ISSUED:	October 7, 2020
RFP NO:	BOE1133-10-20
RFP TITLE:	HVAC System/Controls Maintenance, Purchase, Installation and Repair for the Monroe County Board of Education
RFP DEADLINE DATE & TIME:	October 22, 2020 2:00 PM
RFP CONTACT:	Heather Hunt, Purchasing Agent <a href="mailto:heather.hunt@monroetn.com">heather.hunt@monroetn.com</a>
CONTACT PHONE:	(423) 442-9383 ext. 2105

**Monroe County Board of Commissioners  
Madisonville, Tennessee 37354  
(423) 442-9383**

**Proposal Requested By:**

**Request for Proposal Number:**

**Monroe County Finance Department**

**BOE1133-10-20**

**October 22, 2020**

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Sealed proposals, subject to the specifications and conditions contained herein and attached hereto, will be received in the Finance Department, J.P. Kennedy Building, until, but no later than **2:00 PM. (EST.)** local time prevailing, October 22, 2020, and then publicly opened and read for the HVAC Maintenance and Repair for Monroe County as authorized by the Monroe County Board of Commissioners.

No proposal can be withdrawn after the scheduled closing time for receipt of proposals for sixty (60) calendar days.

To be considered, your proposal must be submitted on the copy of this Request for Proposal. Bidders shall sign this form in the space provided and submit proposal document to Monroe County Department of Finance, 103 College Street South Ste. 9, Madisonville, TN 37354. Proposals shall be returned in the enclosed proposal envelope, properly completed and sealed. Proposals will not be accepted via fax machine or e-mail.

Time is of the essence and proposals received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. The date and time stamp in the Finance Department shall determine the time of receipt. Respondents are responsible for ensuring that the Finance Department personnel stamp their proposal before the deadline indicated. Late proposals received will be so noted in the proposal file in order that the vendor's name will not be removed from any future bid/vendor list.

If you desire not to quote on the Proposal, please forward your acknowledgment of NO BID. Return of the "Terms and Signature Sheet" with authorized signature and indication of NO BID is appropriate. Failure to comply may cause for removal of your company's name from the bid list for subject commodity.

It is the policy of Monroe County, Tennessee to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, Part 21. No person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance on the grounds of race, color, sex, disability, or national origin.

## Terms and Conditions of Request for Bids/Proposals

### 1. Award

The County reserves the right to reject any or all Bids/Proposals, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Bids/Proposals. The County further reserves the right to reject the Bid/Proposal of any Bidder/Proposer whom it finds, after reasonable inquiry and evaluation, to not be responsible. The County may also reject the Bid/Proposal of any Bidder/Proposer if the County believes that it would not be in the best interest of the Project to make an award to the Bidder/Proposer. The County also reserves the right to waive all informalities not involving price, time, or changes in the Work and to negotiate contract terms with the Successful Bidder/Proposer. More than one Bid/Proposal for the same work from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any Bidder/Proposer has an interest in more than one Bid/Proposal for the Work may be cause for disqualification of the Bidder/Proposer and the rejections of all Bids/Proposals in which that Bidder/Proposer has an interest. If the Contract is to be awarded, the County will award the Contract to the Bidder/Proposer whose Bid/Proposal is the best interest of the Project. Disputes arising from the award of the Bid/Proposal must be submitted in writing to the Monroe County Purchasing Agent and received no later than three (3) calendar days from contract award date. In the event no funds are appropriated by the County for the goods and services specified or insufficient funds exist for future orders, the County is under no obligation to make a contract award, contract renewal, or purchase.

### 2. Preparation of Bids/Proposals

- (A) Bidder/Proposers are expected to examine all Bid/Proposal documents. Failure to do so will be at the Bidder/Proposer's risk.
- (B) Each Bidder/Proposer shall furnish all information required by the Request. The Bidder/Proposer shall sign the Bid/Proposal documents; erasures or other changes shall be initialed by the person signing the offer.
- (C) Unit price shall include freight unless otherwise specified in the request. In case of discrepancy between any unit price and an extended price, the unit price shall govern.
- (D) Bidder/Proposers must state a definite time for delivery of supplies or for performance of services unless otherwise specified in the invitation.
- (E) Delivery time, when stated as a number of days, will include Saturdays, Sundays, and holidays.

### 3. Availability of Requested Items

Bidder/Proposers must accept responsibility for verifying availability of specified items prior to submission of Bid/Proposal. Bidder/Proposer shall notify the County no less than 96 hours prior to the Bid/Proposal deadline per Tennessee Code Annotated (T.C.A.) § 12-4-126 if specified items are discontinued, replaced, or will not be available for an extended period of time.

### 4. Restrictive or Ambiguous Specifications

It is the responsibility of the prospective Bidder/Proposer to notify Monroe County Purchasing if there is a question as to the specifications or bid/proposal procedures being formulated in a manner that would unnecessarily restrict competition. Any such question must be received no less than 96 hours prior to the Bid/Proposal deadline per T.C.A. § 12-4-126. These requirements also apply to specifications or procedures that are in error or ambiguous.

### 5. Delivery

Delivery will be f.o.b. destination unless otherwise specified in the Bid/Proposal document. This will apply to regular and normal stock items and special items which must be ordered direct from manufacturer.

### 6. Federal Tax and State Sales Tax

Purchases by the County are not subject to any state sales or federal excise taxes. Exemption certificates shall be furnished by the County upon the Contractor's request.

### 7. Addenda

No modifications to the Bid/Proposal shall be binding upon the County unless made in writing by an authorized representative of the Monroe County Purchasing Department. Bid/Proposal addenda, if issued, are posted on the County's website: [www.monroetn.com](http://www.monroetn.com). Prior to submitting a Bid/Proposal, it is the responsibility of the Bidder/Proposer to ascertain that they have received all addenda issued and bid/propose accordingly. No addenda will be issued later than 48 hours prior to Bid/Proposal deadline per T.C.A. § 12-4-126.

### 8. Submission of Bids/Proposals

- (A) Bid/Proposal shall be enclosed in a sealed envelope and addressed to the Monroe County Purchasing Department, 103 South College Street, Madisonville, TN 37354. The name and address of the Bidder/Proposer shall be identified on the face of the envelope along with the Bid/Proposal number and title. Bids/Proposals for construction projects exceeding \$25,000.00 must include the required contractor license information on the face of the envelope per T.C.A. § 62-6-119.
- (B) The County does not accept Bids/Proposals by facsimile or any electronic transmission. See Clause 9 under Terms and Conditions of the request for Bid/Proposal regarding Bid/Proposal modifications or withdrawal.
- (C) Samples of items, when required, must be submitted within five (5) calendar days and at no expense to the County unless otherwise specified by the County. If not consumed by testing, samples will be returned at Bidder/Proposer's request and expense unless otherwise specified in the Invitation.

### 9. Modification or Withdrawal of Bids/Proposals

Bids/Proposals may be modified or withdrawn by signed written notice to Monroe County Purchasing or in person by an authorized Bidder/Proposer representative provided the modification or withdrawal is received prior to the Bid/Proposal deadline. A Bidder/Proposer representative making a modification in person shall have proper identification and shall initial the change. The Bidder/Proposer representative shall sign a receipt for the withdrawal of a Bid/Proposal. A telegraphic notice with an authorized signature would be acceptable for Bid/Proposal modification or withdrawal. It is the Bidder/Proposer's responsibility to confirm receipt of the modification or withdrawal. The telegraphic communications shall not reveal the Bid/Proposal price but shall provide the addition, subtraction or other modifications so that the final prices or terms will not be known by the County until the sealed bid is opened.

**10. Late Bids/Proposals**

It is the responsibility of the Bidder/Proposer to deliver their Bid/Proposal or modification on or before the deadline date and time. The time of record will be the date/time stamp of the Monroe County Finance Department. Late bids/proposals will not be considered or returned.

**11. Qualifications of Bidder/Proposers**

In evaluating Bid/Proposal, the County will consider whether or not the Bid/Proposal complies with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid/Proposal form or prior to the Notice of Award. The County will consider the qualifications of Bidder/Proposer and may consider the qualifications and experience of Subcontractors, Supplies, and other individuals or entities proposed for those portions of the work which the identity of Subcontractors, Suppliers, and other individuals or entities must be submitted. The County may conduct such investigations as the County deems necessary to establish the responsibility, qualifications, and financial ability of Bidder/Proposers, proposed Subcontractors, Suppliers, individuals, or entities proposed for those portions of the Work in accordance with the Contract Documents. The County may make such investigations as are deemed necessary to determine the ability of the Bidder/Proposer to perform the work and the Bidder/Proposer shall furnish all such information and data for this purpose as the County may request. The County reserves the right to reject any Bid/Proposal if the evidence submitted by the investigation of such Bidder/Proposer fails to satisfy the County that such Bidder/Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

**12. Subcontracts**

The Bidder/Proposer is specifically advised that any person, firm, or other party to whom it is proposed to award a subcontract under this contract must be acceptable to and approved by the County.

**13. Non-Collusion**

The requirements of State and Federal Antitrust Law, as well as the terms and conditions of the Bid/Proposal, require that all decisions made as to matters concerning this Bid/Proposal be made on an individual firm basis. By signing this Bid/Proposal, the Bidder/Proposer certifies that no company employees, agents, or representatives colluded in any respect with any other person or firm as to the terms and conditions of the company's Bid/Proposal. Any concerted activity with respect to this Bid/Proposal will be reported to the Antitrust Division of the Office of Attorney General, State of Tennessee.

**14. Compliance with Applicable Laws**

The Bidder/Proposer shall comply with all laws relating to the manufacture, sale and purchases of items or services by County Governments insofar as they pertain to the purchase made under this contract.

**15. Bid/Proposal Acceptance**

Bid/Proposal prices quoted shall be subject to acceptance by the County for a period of sixty (60) calendar days from the Bid/Proposal deadline, unless Bidder/Proposer indicates otherwise in their Bid/Proposal. If awarded the Bid/Proposal within the time frame specified, Bidder/Proposer agrees to furnish all services described or specified

**16. Acceptance of Bid/Proposal Content**

The successful contractor's bid/proposal content shall become a contractual obligation if procurement action ensues. Failure of the successful Bidder/Proposer to accept these obligations in a contractual agreement may result in cancellation of the award.

**17. Notification to County**

If no Bid/Proposal is to be submitted in response to this Bid/Proposal, it is not necessary to return the request; however, notice should be given to the County if the recipient wishes to remain on the County's Bidder/Proposer list for future solicitations.

**18. Standard Contract**

The County reserves the right to incorporate standard county contract provisions into any contract negotiated as a result of any Bids/Proposals submitted in response to the Request for Bid/Proposal.

**19. News Releases**

News releases pertaining to this procurement or any part of the Bid/Proposal shall not be made without the written approval of the County Purchasing Director.

## Terms and Conditions of Purchase

### 1. Definitions

- A. The "County" is Monroe County, Tennessee, and includes its designated representatives.
- B. The "Contractor" is those mentioned as such "contractor, seller, vendor, supplier", in the contract and includes their designated representatives.
- C. The "Specifications" include instructions to vendors, the terms and conditions of purchase, the definitions and the technical specifications of the work.
- D. A "Subcontractor" is a person, firm or corporation having a contract with the Contractor to furnish labor and materials or both, or who perform services of the project.
- E. "Calendar Days" are consecutive days, as occurring on a calendar without regard to the day of the week, month, year, or holidays.
- F. The National Institute of Governmental Purchasing (NIGP) Online Directory of Procurement Terms, at [www.nigp.org](http://www.nigp.org), will govern on questions as to any other definition in this contract.

### 2. Contract Terms

Upon award, the performance of the contract shall be covered solely by the terms and conditions set forth herein. Authorization to furnish goods/services will be made via purchase order, or blanket order as appropriate, signed by the County Purchasing Agent and Finance Director or other designated personnel. Any language contained on any invoice, shipping order, bill of lading or other document furnished by the seller at any time and the acceptance by the County of any goods/services to be furnished hereunder accompanied by any such document shall not be construed as an acceptance by the County of any terms or conditions contained in such document which are inconsistent with the terms and conditions set forth in this Invitation. Any different or additional terms contained in the seller's acceptance are hereby objected to.

### 3. Contract Modification

The contract expresses the complete agreement of the parties. Any changes hereto must be in writing and signed by the County Purchasing Agent. No other individual is authorized to modify the contract in any manner.

### 4. Delivery Requirement

To insure adequate service level to the people, the County requires that all goods or services ordered will be delivered when specified. Time is, therefore, the essence of this contract. If deliveries are not made or services performed at the time agreed upon, the County reserves the right to cancel and purchase elsewhere and hold seller accountable therefore.

### 5. Transportation Charges

When terms of delivery or conditions of this order are f.o.b. destination, all transportation charges shall be paid by the seller.

### 6. Packaging

The County will not be liable for any charges for packaging, crating, carting, drayage, or storage in excess of the purchase price of this order unless stated otherwise herein.

### 7. Quantities

The County assumes no obligation for articles or materials shipped in excess of the quantity ordered hereunder. Any unauthorized quantity is subject to the County's rejection and return at seller's expense.

### 8. Indemnification and Insurance

If any work covered by this contract is to be done on the County's premises, Contractor agrees to carry liability and Worker's Compensation insurance satisfactory to the County and to indemnify the County against all liability, loss and damage arising out of any injuries to persons and property caused by the Contractor, his employees or agents. The Contractor will furnish written evidence of such insurance coverage if requested.

### 9. Inspection and Acceptance

The Contractor shall be responsible for all material or service until they are delivered and accepted. No material or service received by the County pursuant to this contract shall be deemed accepted until the County has had reasonable opportunity to inspect said material or service. All material discovered to be defective or does not conform to any warranty of the seller herein, upon initial inspection or at any later time if the effects contained in the material were not reasonably ascertainable upon inspection, may be returned at the seller's expense for full credit or replacement. No goods returned as defective will be replaced without buyer's written authorization. Such return shall in no way affect the County's discount privileges or exclude any other legal, equitable or contractual remedies the County may have therefore. Performance of services shall be completed to the County's satisfaction.

### 10. Warranty

The seller expressly warrants that all goods and work covered by this contract will conform to each and every specification, drawing, sample or other description which is furnished to or is adopted by the County and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Such warranty shall survive delivery and shall not be deemed waived either by reason of the County's acceptance of said goods or work or by payments for them.

### 11. Invoices

Invoices shall be submitted to address as noted on Purchase Order. Invoices shall contain the following information: purchase order number, item number, contract description of supplies or services, quantities, unit prices and extended totals. Delay in receiving invoices and errors in omissions on statements or invoices will be considered just cause for withholding settlement without losing privileges.

## Terms and Conditions of Purchase

### 12. Notice and Service Thereof

Any notice to any contractor from the County relative to any part of this contract will be in writing and considered delivered and the service thereof complied when said notice is posted with said contractor or his authorized representative.

### 13. Acts of God

Neither party shall be liable for delays, or defaults in the performance of this contract due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, governmental action of any kind or any other causes of similar character beyond their control and without their fault or negligence.

### 14. Patents

The seller guarantees that the articles described herein and the sale or use of them will not infringe upon any U.S. or foreign patent. The seller covenants that he will, at his own expense, defend every suit which may be brought against the County, or those selling or using the County's product (provided seller is promptly notified of such suit and all papers therein are delivered to the seller) for any alleged infringement of any patent by reason of the sale or use of such articles and seller agrees that he will pay all costs, damages and profits recovered in any such suit.

### 15. Bankruptcy or Insolvency

In the event of any voluntary or involuntary proceedings by or against either party in bankruptcy or insolvency, or for the appointment of a receiver, trustee or an assignee for the benefit of creditors of the property of seller, or in the event of breach of any of the terms hereof including the warranties of the seller, the County may cancel this contract or affirm the contract and hold the seller responsible for damages.

### 16. Public Notice – Title VI of the 1964 Civil Rights Act

“No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Anyone who believes that an agency or local government receiving federal financial assistance has discriminated against someone on the basis of race, color, or national origin has a right to file a complaint within 180 days of the alleged discrimination. Inquiries and charges of violations concerning Title VI should be directed to the Human Resource Director of Monroe County.

### 17. Non-Conflict

No employee, officer or agent of The County shall participate in the selection, or award of, or administration of a contract if a conflict of interest, real or apparent, would be involved.

### 18. Provisions Required by Law Deemed Inserted

Each and every provision of law and clause required by law to be inserted in this contract will be deemed to be inserted herein and the contract will be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon application of either party the contract will forthwith be physically amended to make such assertion or correction.

### 19. Termination of Contract

The County reserves the right to terminate the contract at any time if any of the provisions of the contract are violated by the contractor or by any of his subcontractors, in the sole judgement and discretion of the Purchasing Agent. In the event of such termination, the Contractor shall be liable for any excess cost incurred by County. If the contract is so terminated the County may purchase, upon such terms and in such manner as the County Purchasing Agent may deem appropriate, supplies or services similar to those so terminated and the Contractor will be liable for excess cost occasioned thereby. In the event the contract is terminated by the County for due cause, the vendor may be barred from bidding on County contracts for a period of 12 months.

The Contract may be cancelled without cause by either party with the giving of written notice of no less than 60 calendar days.

## SPECIAL PROVISIONS

### 1. Intent

It is the intent of this Request for Proposal to procure a “time and materials/percent markup” contract for the purchase of equipment and materials related to the general HVAC systems/controls. This shall include and be not limited to the purchase, maintenance, repairs, installations work for the Monroe County School facilities. **Contractor must be able to install, troubleshoot and support Distech Controls Systems, Finstack Controls, and S4 systems. Contractor must also be able to support and troubleshoot Johnson Controls N2 systems.** This is to service all 14 locations as follows,

Madisonville—Primary, Intermediate and Middle Schools  
Sequoyah High School  
Vonore—Elementary and middle school  
Sweetwater High school  
Tellico—Elementary, Junior high and high school  
Coker Creek (located in Tellico Plains)  
Rural Vale (located in Tellico Plains)  
Central Office building (located in Madisonville)  
Academy building (located in Madisonville)

### 2. Contract Term

The contract period shall be one (1) year commencing November 1, 2020 through October 31, 2021. The contract may be renewed annually for three (3) additional years, in 12-month increments, if agreeable to both parties and reduced to written form.

### 3. Award

The contract award, if made, will be to the respondent whose proposal meets the specifications and conditions set forth, and whose proposal is most advantageous to the County. Price shall be an evaluation factor as well as the qualifications and ability of the Contractor to perform the necessary work, and past performance history including response time. Monroe County reserves the right to reject any and all proposals submitted and does not guarantee that any purchase will be made from this Request for Proposal.

### 4. Contractor Requirements

The contractor must be currently licensed to do business in the State of Tennessee and have EPA approved certification. Contractor must provide a copy of any applicable license held, as well as contractor’s license number with proposal submission. All respondents must be in compliance with Tennessee Code Annotated Title 62 (Contractor’s License Law and Rules and Regulations of the Tennessee Board for Licensing General Contractors). Respondents shall have a Tennessee Contractor’s License with classification CMC.

*A Tennessee contractor's license is required BEFORE bidding or offering a price, for projects \$25,000 and up (includes materials and labor), as a prime (general) contractor; and also subcontractors performing electrical, mechanical, plumbing, HVAC, roofing and masonry are also required to be licensed as a contractor, when the total portion on the project is \$25,000 or more; masonry, when \$100,000 or more. In addition, a sub to a sub would need to be licensed whenever there is more than one (1) subcontractor on the project. Reciprocal agreements do NOT allow using another state's license in Tennessee, but provides a trade exam waiver, only. License issuance takes 4 to 6 weeks and must be approved by the Board during regularly scheduled meetings (see Public Meeting Information for meeting dates).*

*A Contractor's license is required prior to contracting (bidding, offering to engage, or negotiating a price) for projects \$25,000 or more, when acting as one of the following:*

- **Prime (General) Contractor** - Bidding or contracting directly with the “owner” of the project;
- **Subcontractor** – Contracting directly with any contractor (not to the owner) to perform projects when the total cost of that portion on the project is \*\$25,000 or more, for the following (includes all materials, equipment, and labor):
  - **Electrical, Mechanical, Plumbing, HVAC, and \*\*Roofing;** and
  - **Masonry** when \*\$100,000 and up
- **Construction Management** – When the value of the total project is \$25,000 or more.

A contractor with 5 or more employees must provide the County Purchasing Agent with an affidavit stating that their company has an active Drug-Free Workplace Program that complies with Tennessee Code Annotated 50-9-113.

**5. Site Inspections**

All potential respondents should visit the facilities to become familiar with the existing HVAC systems/controls. No allowances will be made by the County for errors in quotations due to any respondent not visiting the sites prior to submitting their proposal. Site visits may be coordinated with Mr. Phillip Carroll, Monroe County Schools Maintenance Director, who may be reached at (423) 261-4026.

**6. Specifications for Proposal/ Invoicing**

Monroe County cannot guarantee any minimum number of hours of work that may be required during the course of the contract. Proposals for repair work are based on the Contractor's rate per hour for labor plus a percentage markup above the net cost of materials as invoiced to the Contractor. Contractor shall be paid upon submission of invoice to Monroe County, which should include all labor and material charges. Invoices are to be billed to the address shown on the purchase order. Invoices must contain details of any work performed, the number of labor hours for each worker, parts furnished, location of service and the purchase order number for that particular job. The Contractor is not to perform work for the County without a purchase order in place.

**7. Contract Pricing**

The proposal prices shall be F.O.B. Destination to requested Monroe County Schools locations. The term F.O.B. Destination shall mean delivered and unloaded in house with all freight charges paid by the vendor. Prices quoted shall be firm for the one-year contract period. Prices may be negotiated prior to any contract renewal. Monroe County reserves the right to reject any price escalations. If accepted, the adjusted price shall be in effect for at least the next one-year contract term. Purchases by the School system are not subject to any state sales or federal excise taxes.

**8. Routine Repairs**

Monroe County will advise the contractor if the service call is a routine or emergency call. The Contractor shall notify Mr. Phillip Carroll, Monroe County Schools Maintenance Director, at (423) 261-4026 with an estimated time of arrival. Routine calls require an on-site response time within 24 hours. The contractor must notify Phillip Carroll of the final status of the repair.

**9. Emergency Service**

The contractor shall be available for possible emergency service 24 hours a day/7 day a week. Overtime hours will be from 7:00 pm through 7:00 am. An emergency phone number should be provided if different from the phone number for routine service calls. The contractor must have a technician on-site within three (3) hours of a request for emergency services. The contractor must notify Phillip Carroll on the final status of the repair service.

**10. Replacement Parts**

Any replacement parts must be of the same manufacturer or equal to in specifications and quality. When the County has a spare part available, the Contractor shall use that part if requested.

**11. Performance Evaluation**

The Monroe County Schools Maintenance Director will evaluate the quality of labor and materials as well as response time for each repair during the course of the contract term. Feedback will be given to the contractor of any poor work performance and steps needed to improve; repeated instances of poor performance may result in contract termination. Should the contractor be released of service due to poor performance, the County reserves the right to award the contract to the next best respondent or rebid the services.

12. **Insurance**

Monroe County requires the successful respondent to purchase and maintain in force, such insurance as will protect him and the County from claims which arise out of or result from the execution of the work, whether such execution be by himself, his employees, agents, subcontractors, or by anyone for whose acts may be liable. Contractor agrees to carry Liability and Worker's Compensation insurance satisfactory to the County in a minimum amount of one million dollars and to indemnify the County against all liability, loss and damage arising out of any injuries to person and property caused by the Contractor, his employees or agents. The insurance coverage shall be such as to fully protect the County and the general public from any and all claims for injury and damage resulting by any actions on the part of the contractor or his forces as enumerated above. **The contractor shall furnish a copy of the original certificate of general liability and workman's compensation insurance to the County as part of the proposal submission package.**

13. **References**

List the name and address of at least three customers for whom contractor has repaired and maintained HVAC units/controls.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Period of time services were provided: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Period of time services were provided: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Period of time services were provided: \_\_\_\_\_

14. **Proposal Submittal**

One (1) original proposal and one (1) exact copy, signed by an authorized company official shall be submitted to:

Monroe County Finance Department  
Attn: Heather Hunt  
103 College Street South, Ste. 9  
Madisonville, TN 37354

**To be accepted, proposals must be:**

- To be considered, your proposal must be submitted on the copy of this Request for Proposal. You must include one (1) original proposal and one (1) exact copy. Respondents shall sign this form in the space provided and submit proposal document to Monroe County Department of Finance, at the address listed above.
- Proposal shall be returned in the enclosed proposal envelope, properly completed and sealed. Proposals will not be accepted via fax machine or e-mail.
- Received at the above address no later than 2:00 pm on October 22, 2020.

**To be considered for evaluation and subsequent award, proposal shall contain:**

- Page 9, References
- Page 10, signed pricing proposal form
- Page 11, vendor information
- Page 12, Litigations
- W-9
- Warranty information for new units & replacement parts
- EPA Certification
- Copy of any applicable license held as well as contractor's license number
- Current certificate of liability insurance per requirements as detailed above

## PRICING

*Please print or type clearly. Complete each section entirely and verify for accuracy.*

	<b><u>CHARGES:</u></b>			
1.	Service Call Charge:		Each	\$ _____
2.	Mark whether or not the first hour of labor is included in the Service Call Charge?			<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Fuel adjustment or mileage charge:		Each	\$ _____
	<b><u>LABOR RATES:</u></b>			
4.	Technician – Regular time hourly rate:		Per Hour	\$ _____
5.	Technician – Overtime hourly rate:		Per Hour	\$ _____
6.	At what time does overtime begin?		AM / PM	_____
7.	Mark whether or not the following is considered overtime:		Saturdays:	<input type="checkbox"/> Yes <input type="checkbox"/> No
			Sundays:	<input type="checkbox"/> Yes <input type="checkbox"/> No
			Holidays:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b><u>PARTS:</u> Based on supplier cost to the Contractor.</b>			
8.	Percent Mark-Up on new replacement parts or equipment:	Under \$1,000	+%	_____ %
		Over \$1,000	+%	_____ %
9.	<b><u>PAYMENT TERMS:</u> Offers of less than 20 days will not be considered in proposal evaluation. Monroe County's normal payment terms of Net 30 will be adopted if no other terms are quoted and accepted.</b>			_____ % _____ days

**Please circle only one (1) answer for each question below:**

- |   |     |    |     |
|---|-----|----|-----|
| Does your proposal comply with <u>all</u> of the provisions of this RFP?                            | YES | NO |     |
| Is your company currently licensed to do business in the State of TN?                               | YES | NO |     |
| Does your company have EPA approved certification?  | YES | NO |     |
| Does your company/proposal comply with the State of Tennessee Contractors' License Law?             | YES | NO |     |
| Does your company/proposal comply with the <u>Drug-Free Workplace Act</u> ?                         | YES | NO | N/A |
| Will your company, if notified of potential contract award, comply with the insurance requirements? | YES | NO |     |

**Company Official authorized to sign and bind contracts:**

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

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

**ALL VENDORS MUST SUBMIT A W-9 FORM WITH THEIR PROPOSAL RESPONSE**

## VENDOR INFORMATION

*Please print or type clearly. Complete each section entirely and verify for accuracy.*

Company Name:		
Mailing Address:		
City:	State:	Zip Code:
Contact Person:		
Phone Number(s):	Fax Number:	
Alt. Phone Number(s):	Cell Phone Number(s):	
Email address:		
Remit To Address (if different from above):		
City:	State:	Zip Code:
Accounts Receivable Contact Person:		
Phone Number(s):	Fax Number:	
Alt. Phone Number(s):	Cell Phone Number(s):	
Email address:		
Number of years in business:		
Business License Number:		State:

**LITIGATIONS**

Please state if your company had been party to any litigations in the past five years. If so, please identify the name of the case, the court in which it was filed or is pending, and the findings of the case if it has been concluded. **Attach any pertinent documents if necessary.**

NO \_\_\_\_\_  
YES \_\_\_\_\_

Name of Case (include case or docket number:

\_\_\_\_\_

Court in which case is/was filed:

\_\_\_\_\_

Description of claims that are subject to any litigations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Decision/Verdict of case if concluded:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_