

Request for Proposal

Proposals are being accepted for HVAC Maintenance and Repair for Monroe County Government as stated herein.

Proposers shall submit their responses to this Request for Proposal in a 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).

DATE ISSUED:	December 12, 2018
RFP NO:	CGD1081-11-18
RFP TITLE:	HVAC Maintenance and Repair for Monroe County Government
RFP DEADLINE DATE & TIME:	January 10, 2019 at 10:00 AM
RFP CONTACT:	Jessi Soileau, Purchasing Agent jessi.soileau@monroetn.com
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 Government

CGD1081-11-18

January 10, 2019

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 **10:00 A.M. (EST.)** local time prevailing, **January 10, 2019**, and then publicly opened and read HVAC Maintenance and Repair for Monroe County Government 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No proposal can be withdrawn after the scheduled closing time for receipt of proposals for sixty (60) calendar days.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. Proposer 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 PROPOSAL. Return of the "Terms and Signature Sheet" with authorized signature and indication of NO PROPOSAL is appropriate. Failure to comply may cause for removal of your company's name from the vendor list for subject commodity or service.

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.

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 hereto 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 T.C.A. § 12-12-106.

Terms and Conditions of Request for Bids/Proposals

1. Award

The County reserves the right to reject any or all Bids/Proposals/Qualifications, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Bids/Proposals/Qualifications. The County further reserves the right to reject the Bid/Proposal/Qualification of any Bidder/Proposer/Respondent whom it finds, after reasonable inquiry and evaluation, to not be responsible. The County may also reject the Bid/Proposal/Qualification of any Bidder/Proposer/Respondent if the County believes that it would not be in the best interest of the Project to make an award to the Bidder/Proposer/Respondent. 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/Respondent. More than one Bid/Proposal/Qualification 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/Respondent has an interest in more than one Bid/Proposal/Qualification for the Work may be cause for disqualification of the Bidder/Proposer/Respondent and the rejections of all Bids/Proposals/Qualifications in which that Bidder/Proposer/Respondent has an interest. If the Contract is to be awarded, the County will award the Contract to the Bidder/Proposer/Respondent whose Bid/Proposal/Qualification is the best interest of the Project. Disputes arising from the award of the Bid/Proposal/Qualification 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/Qualifications

- (A) Bidders/Proposers/Respondents are expected to examine all Bid/Proposal/Qualification documents. Failure to do so will be at the Bidder/Proposer/Respondent's risk.
- (B) Each Bidder/Proposer/Respondent shall furnish all information required by the Request. The Bidder/Proposer/Respondent shall sign the Bid/Proposal/Qualification 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/Proposer/Respondent 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/Proposer/Respondent must accept responsibility for verifying availability of specified items prior to submission of Bid/Proposal/Qualification. Bidder/Proposer/Respondent shall notify the County no less than 96 hours prior to the Bid/Proposal/Qualification 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/Respondent to notify Monroe County Purchasing if there is a question as to the specifications or Bid/Proposal/Qualification 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/Qualification 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/Qualification 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/Qualification shall be binding upon the County unless made in writing by an authorized representative of the Monroe County Purchasing Department. Bid/Proposal/Qualification addenda, if issued, are posted on the County's website: www.monroetn.com. Prior to submitting a Bid/Proposal/Qualification, it is the responsibility of the Bidder/Proposer/Respondent to ascertain that they have received all addenda issued and bid/propose/respond accordingly. No addenda will be issued later than 48 hours prior to Bid/Proposal/Qualification deadline per T.C.A. § 12-4-126.

8. Submission of Bids/Proposals/Qualifications

- (A) Bid/Proposal/Qualification 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/Respondent shall be identified on the face of the envelope along with the Bid/Proposal/Qualification number and title. Bids/Proposals/Qualifications 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/Qualifications by facsimile or any electronic transmission. See Clause 9 under Terms and Conditions of the request for Bid/Proposal/Qualification regarding Bid/Proposal/Qualification 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/Respondent's request and expense unless otherwise specified in the Invitation.

9. Modification or Withdrawal of Bids/Proposals/Qualifications

Bids/Proposals/Qualifications may be modified or withdrawn by signed written notice to Monroe County Purchasing or in person by an authorized Bidder/Proposer/Respondent representative provided the modification or withdrawal is received prior to the Bid/Proposal/Qualification deadline. A Bidder/Proposer/Respondent representative making a modification in person shall have proper identification and shall initial the change. The Bidder/Proposer/Respondent representative shall sign a receipt for the withdrawal of a Bid/Proposal/Qualification. A telegraphic notice with an authorized signature would be acceptable for Bid/Proposal/Qualification modification or withdrawal. It is the Bidder/Proposer/Respondent's responsibility to confirm receipt of the modification or withdrawal. The telegraphic communications shall not reveal the Bid/Proposal/Qualification 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/proposal/qualification is opened.

10. Late Bids/Proposals/Qualifications

It is the responsibility of the Bidder/Proposer/Respondent to deliver their Bid/Proposal/Qualification 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/qualifications will not be considered or returned.

11. Qualifications of Bidder/Proposer/Respondent

In evaluating Bid/Proposal/Qualifications, the County will consider whether or not the Bid/Proposal/Qualification complies with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid/Proposal/Qualification form or prior to the Notice of Award. The County will consider the qualifications of Bidder/Proposer/Respondent and may consider the qualifications and experience of Subcontractors, Suppliers, 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/Proposer/Respondent, 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/Respondent to perform the work and the Bidder/Proposer/Respondent 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/Qualification if the evidence submitted by the investigation of such Bidder/Proposer/Respondent fails to satisfy the County that such Bidder/Proposer/Respondent is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

12. Subcontracts

The Bidder/Proposer/Respondent 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/Qualifications, require that all decisions made as to matters concerning this Bid/Proposal/Qualification be made on an individual firm basis. By signing this Bid/Proposal/Qualification, the Bidder/Proposer/Respondent 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/Qualification. Any concerted activity with respect to this Bid/Proposal/Qualification will be reported to the Antitrust Division of the Office of Attorney General, State of Tennessee.

14. Compliance with Applicable Laws

The Bidder/Proposer/Respondent 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/Qualification Acceptance

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

16. Acceptance of Bid/Proposal/Qualification Content

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

17. Notification to County

If no Bid/Proposal/Qualification is to be submitted in response to this Bid/Proposal/Qualification, 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/Qualification 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/Qualifications submitted in response to the Request for Bid/Proposal/Qualification.

19. News Releases

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

Terms and Conditions of Contract 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, 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 with the contractor's proposal.

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 and/or proposer 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 Contract 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 and/or proposer 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 and/or proposer, or in the event of breach of any of the terms hereof including the warranties of the seller and/or proposer, 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.

20. Termination without Cause

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

Intent:

It is the intent of this Request for Proposal to procure a “time and materials” contract for general HVAC systems repair work for the Monroe County Government facilities, other than the Monroe County Schools.

Monroe County Courthouse, 105 College Street, Madisonville, TN
Monroe County Sheriff’s Department and Jail, 319 Hickory Street, Madisonville, TN
Monroe County JPK Building, 103 College Street, Madisonville, TN
Health Department and Dental Clinic, 3469 New Hwy 68, Madisonville, TN
Highway Department, 3475 New Hwy 68, Madisonville, TN
Other smaller facilities as required

Section 1 - Contract Terms

The contract period shall be one (1) year commencing January 10, 2019 through December 31, 2019. The contract may be renewed annually for two (2) additional years in twelve (12) month increments, if agreeable to both parties and reduced to written form.

Section 2 - Contract Pricing

The proposal prices shall be F.O.B. Destination to requested Monroe County Government 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 County are not subject to any state sales or federal excise taxes.

Section 3 - Site Inspections

All potential contractors should visit the facilities to become familiar with the existing HVAC systems. No allowances will be made by the County for errors in quotations due to any contractor not visiting the sites prior to submitting their proposal. Site visits may be coordinated with Mr. Brandon West, Monroe County Maintenance Director, at (432) 572-2582.

Section 4 - Specifications

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. Monroe County reserves the right to procure services in the open market at any time and for any reason.

Section 5 - Award

The contract award, if made, will be to the contractor 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.

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

Monroe County reserves the right to incorporate standard county provisions into any contract negotiated as a result of any proposals submitted in response to the Request for Proposal.

The company shall not engage the services of any person employed by the Monroe County Government, including any department, commission, or board thereof without written consent of the County.

It is understood that the contractor's officers and employees are in no way considered employees of Monroe County.

Section 6 - Routine Repairs

Monroe County will advise the contractor if the service call is a routine or emergency call. The contractor shall notify Mr. Brandon West, Monroe County Maintenance Director, at (432) 572-2582 with an estimated time of arrival. Routine calls require an on-site response time within 24 hours. The contractor must notify Mr. West of the final status of the repair. Contractor is to respond to service calls only when authorized by Mr. West, or another representative of the maintenance department.

Section 7 - Emergency Service

The contractor shall be available for possible emergency service 24 hours a day, 7 days a week. 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 Brandon West on the final status of the repair service.

Section 8 - Replacement Parts

Any replacement parts must be of the same manufacturer or equal to in specifications and quality (with exception mentioned below about energy efficient option). When the County has a spare part available, the Contractor shall use that part if requested. Monroe County reserves the right to procure materials in the open market at any time and for any reason.

Contractor must provide two quotes on any material priced over one thousand dollars.

When any units, parts, or any functioning equipment must be replaced, contractor must provide an energy efficient option (i.e. programming controls, high efficiency parts, etc.)

Section 9 - Performance Evaluation

The Monroe County 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 service.

Section 10 - Invoicing

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, name and part number of any parts furnished, detailed description of work performed, and location of service and the purchase order number for that particular job. Invoices will be paid within thirty (30) days once received. **The contractor is not to perform work for the County without a purchase order in place.**

Section 11 - Insurance

Monroe County requires the successful contractor to purchase and maintain in force such insurance as will protect the contractor and the County from claims which arise out of or result from the execution of the work, whether such execution be by the contractor, its 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, its 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.**

Section 12 - 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 a sworn affidavit stating that their company has an active Drug-Free Workplace Program that complies with Tennessee Code Annotated 50-9-113.

Section 13 - Clean Job Site

Contractor is required to maintain a clean job site area. Maintenance Director shall inspect the job site to ensure that it is kept clean and free of physical hazards. Contractor is required to dispose of trash in their own dumpster. If work area is not cleaned before leaving a job site, contractor will be notified. If the contractor does not rectify the situation within 24 hours, Monroe County may remedy the situation and deduct the cost thereof from any amount due or becoming due to the contractor.

Section 14 - Clarification of the Specifications

If additional information is necessary to enable a contractor to make an interpretation of the specifications, email such questions to jessi.soileau@monroetn.com.

Section 15 - Response Submission

In order to facilitate the proposal evaluation process, one (1) original and one (1) exact copy of the proposal must be submitted to the Purchasing Department. All proposals must be packaged, sealed, and show the following information on the outside of the package:

Company's Name and Address
Request for Proposal Title and Proposal Due Date and Time

Submit to:
Monroe County Finance Department
Attn: Jessi Soileau
103 College Street South, Ste. 9
Madisonville, Tn 37354

Section 16 - Contractor References

The contractor must be able to provide a list of three (3) references, including the name, complete address, contact person, phone number, and length of time services have been provided for other local government organizations or corporations for which you provided said HVAC Maintenance and Repair Services in the past five years

Name: _____
Complete Address: _____
Contact Person: _____
Phone Number: _____ Time of Provided Service: _____

Name: _____
Complete Address: _____
Contact Person: _____
Phone Number: _____ Time of Provided Service: _____

Name: _____
Complete Address: _____
Contact Person: _____
Phone Number: _____ Time of Provided Service: _____

Monroe County reserves the right to reject any and all proposals and to negotiate with an applicant prior to entering into a contract. Any award pursuant to the terms and provisions hereof shall be in the best interest of Monroe County.

Section 17 - Litigations (This section must be completed)

The prospective HVAC Maintenance and Repair contractor shall identify by name, docket number, and Court, all litigations to which the prospective HVAC Maintenance and Repair contractor and/or contractor’s firm has been a party from January 2005 to present.

NO _____
YES _____

Name of Case (include case or docket number): _____

Court in which case is filed: _____

Description of claims that are subject to any litigations: _____

Decision/Verdict of case if concluded: _____

Must be submitted in response:

- One original and one copy of RFP
- Litigations
- References
- W-9
- Copy of insurance certificate
- Copy of any applicable license held as well as contractor’s license number

Proposals will be awarded to the best overall respondent as determined by that which is in the best interest of Monroe County.

In comparing the responses to this RFP and making awards, Monroe County may consider such factors as quality and thoroughness of a proposal, the record of experience and integrity, performance and assurances in the proposal in addition to the proposed fees.

If you receive a copy of this RFP, please send a notice to jessi.soileau@monroetn.com. In the event that an addendum is sent out, this will assure you receive a copy.

PRICING

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

<u>CHARGES:</u>				
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	\$ _____
<u>LABOR RATES:</u>				
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
<u>PARTS:</u> Based on supplier cost to the Contractor.				
8.	Percent Mark-Up on new replacement parts or equipment:	Under \$1,000	+%	_____ %
		Over \$1,000	+%	_____ %
9.	<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.			_____ % _____ 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: _____

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:

BIDDER INFORMATION:

Name of Bidder/Proposer: _____

(Typed or Printed: Firm, Corporation, Business or Individual)

Business Address: _____

Business has been in business under its present name since: _____

At this present time we understand all requirements and state that as a serious bidder/proposer we will comply with all the stipulations included in this package.

The above named bidder/proposer affirms and declares:

1. That the bidder/proposer is of lawful age and that no other person, firm or corporation has any interest in this Bid/Proposal or in the contract proposed to be entered into.
2. That this Bid/Proposal is made without any understanding, agreement, or connection with any other person, firm or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud.
3. That the bidder/proposer is not in arrears to Monroe County upon debt or contract and not a defaulter, as surety or otherwise, upon any obligation to Monroe County.
4. That no officer or employee whose salary is payable in whole or in part from the County Treasury shall be or become interested, directly or indirectly, surety or otherwise in this proposal, in the performance of the Contract, in the supplies, materials, equipment and work or labor to which they relate, or in any portion of the profits thereof.

BIDDER/PROPOSER: _____

BY: _____

(Authorized Signature in Ink)

PRINTED NAME OF SIGNER: _____

TITLE OF SIGNER: _____

DATE SIGNED: _____

PHONE NUMBER OF SIGNER: _____

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