

OFFICE OF THE SULLIVAN COUNTY PURCHASING AGENT

3411 HIGHWAY 126 – SUITE 201
BLOUNTVILLE, TN 37617-0569

PHONE 423/323-6400

FAX 423/323-7249

REQUEST FOR PROPOSAL

MUST INCLUDE RFP# ON OUTSIDE OF ENVELOPE

RFP Name / Number **BRISTOL COURTHOUSE CARPET REPLACEMENT/
#BRCRT2017(KD)**

Due Date / Time **Wednesday, May 31, 2017 / 2:00 p.m.**

Bid Location / Mail Address Sullivan County Purchasing Department, Kristinia Davis, Purchasing Agent
3411 Hwy 126-Suite 201, Blountville, TN 37617

Bid Contact / Telephone Kristinia Davis (423) 323-6400; kris.davis@sullivancountyttn.gov

User Department **COUNTY BUILDINGS**

THIS REQUEST FOR PROPOSAL (RFP) MUST BE RETURNED IN A SEALED ENVELOPE VIA MAIL, COURIER OR IN PERSON. PHONE, FAX OR ELECTRONIC RESPONSES ARE NOT ACCEPTABLE! RESPONSES WILL BE ACCEPTED BY THE PURCHASING AGENT ONLY UNTIL THE DAY/TIME DESIGNATED ABOVE, AT WHICH TIME THEY WILL BE PUBLICLY OPENED. RESPONSES MUST CLEARLY IDENTIFY THE RFP # ON THE OUTSIDE OF THE ENVELOPE, BE PRESENTED IN ORIGINAL FORMAT, BE COMPLETED IN TOTALITY AND BEAR THE HANDWRITTEN SIGNATURE OF A DULY AUTHORIZED COMPANY REPRESENTATIVE. LATE RESPONSES WILL NOT BE ACCEPTABLE!

SUBMISSION OF THIS RFP VERIFIES VENDOR'S ACCEPTANCE OF THE RFPs LANGUAGE, REQUIREMENTS AND THE GENERAL PROCUREMENT TERMS AND CONDITIONS FORM #GPTC1004-14.

NOTE: IF FORM #GPTC1004-14 IS OMITTED FROM THIS RFP SOLICITATION, WE HAVE THE APPROPRIATE SIGNED DOCUMENTS FROM YOUR COMPANY. IF FORM #GPTC1004-14 IS ENCLOSED WITH THIS RFP SOLICITATION, PLEASE SIGN AND RETURN THE APPROPRIATE PAGES WITH YOUR RFP REPOSE. By submission of this RFP/RFQ, the responding firm certifies compliance with Title VI and Title VII of the Civil Rights of 1964, as amended, and all regulations promulgated thereof.

ALL RFPs MUST BE OFFERED IN STRICT CONFORMANCE TO ALL LANGUAGE, REQUIREMENTS, TERMS AND CONDITIONS AND SPECIFICATIONS AS SOLICITED. FAILURE TO COMPLY WITH THE RFP PREREQUISITE WILL BE CAUSE TO DISQUALIFY SAME.

UNLESS OTHERWISE DESIGNATED, ALL PRICES OFFERED SHALL BE GUARANTEED FOR A MINIMUM OF SIXTY (60) DAYS FROM OPENING DATE. UNIT PRICES FOR GOODS/SERVICES SHALL BE QUOTED "NET 30 DAYS". EACH LINE ITEM PRICE MUST INCLUDE ALL CHARGES, INCLUDING SHIPPING, HANDLING, FREIGHT OR ANY OTHER COSTS ASSOCIATED TO THE DELIVERY TO THE DESIGNATED SULLIVAN COUNTY LOCATION. SULLIVAN COUNTY WILL NOT ACCEPT ADDITIONAL DELIVERY CHARGES AS A SEPARATE LINE ITEM. AWARDS MAY BE DETERMINED PER UNIT (LINE ITEM) AND/OR AS A TOTAL (WHOLE) AWARD; WHICHEVER IS IN THE BEST INTEREST OF SULLIVAN COUNTY. ALL GOODS PROVIDED TO SULLIVAN COUNTY SHALL BE FREE FROM DAMAGE/DEFECTS. GOODS DAMAGED IN TRANSIT BY COMMON CARRIER ARE THE SOLE RESPONSIBILITY OF THE VENDOR, INCLUDING ALL COMMUNICATIONS AND REPLACEMENT ARRANGEMENTS.

IF INFORMATION (SPECIFICATIONS, DATA SHEETS, ANALYSIS, DRAWINGS, ETC.) OR PRODUCT SAMPLES ARE REQUESTED IN THIS RFP, RESPONDING VENDOR MUST ENCLOSE/SUPPLY SAME. FAILURE TO COMPLY WILL BE CAUSE TO DISQUALIFY THE VENDOR FROM AWARD CONSIDERATION.

THE SULLIVAN COUNTY PURCHASING AGENT HAS THE RIGHT TO ACCEPT, REJECT, AWARD OR CANCEL ANY/ALL QUOTES AND TO WAIVE ANY INFORMALITIES OR IRREGULARITIES, IF SAME IS DEEMED IN THE BEST INTEREST OF SULLIVAN COUNTY. SULLIVAN COUNTY DOES NOT OBLIGATE ITSELF TO ACCEPT THE LOWEST AND/OR ANY QUOTE OFFERED.

Completion Time _____	TERMS: NET 30 DAYS
(NOTE: DELIVERY TIME (DAYS/WEEKS/MONTHS) MUST BE INDICATED ... ASAP IS NOT ACCEPTABLE)	

VENDOR: _____	REPRESENTATIVE: _____	PLEASE PRINT
PHONE: _____	FAX: _____	E-MAIL: _____
SIGNATURE: _____	DATE: _____	

Introduction

Sealed competitive bids will be received by the Sullivan County Purchasing Agent until 2:00 p.m. local time on Wednesday, May 31, 2017 at which time they will be opened publicly and read aloud. The request "Carpet Replacement" is for different locations in our Bristol Justice Center. The term of this agreement is three (3) months since replacement will be phased in.

The bid opening will begin promptly at the appointed time in the Purchasing Department located at 3411 Hwy 126, Suite 201, Blountville, TN 37617. NO Bid may be submitted after the bid opening begins. **One copy of proposal shall be submitted in sealed envelope clearly identified "RFP #BRCRT2017 Bristol Courthouse Carpet Replacement" to:**

Sullivan County Purchasing Department
3411 Hwy 126 – Suite 201
Blountville, TN 37617

Inquiries may e-mailed to the Purchasing Agent, Kristinia Davis @ kris.davis@sullivancountyttn.gov
To view the jobsite contact Maintenance Supervisor, Cindy Stewart @ 423-323-6405.

No bid may be withdrawn for a period of thirty (30) calendar days after the bid opening. All prices quoted must be valid for the duration of the contract.

Scope of Work

The proposal shall include:

- Removal & replacement of approximately 22,000 sq. ft. of carpet. The contractor will be responsible for removal and disposal of existing carpet.
- Audience and jury box chairs are to be removed and replaced by installer.
- The contractor will be responsible for furnishing and installment of new carpet, including glue, seam sealer, equipment and labor for direct glue down installation.
- Removal, disposal and replacement of vinyl wall base, color: beige.
- Furnish and installment of new vinyl beige base, including glue, equipment and labor for application.
- *Sullivan County will be responsible for removing and replacing areas that have wood base.*
- Installer shall be willing to work within a designated time schedule needed for coordination of painting office area.
- Some day shift hours may be available for installation. Installer shall be willing to work during evening hours and/or on Saturdays (whichever is necessary).

Interested companies ("Bidders") are invited to submit proposals that shall include:

- The Bidder's ability to provide the services and minimum specifications described below.
- Name and telephone number of person(s) to be contacted for further information and clarifications
- A list of all personnel who will be assigned to work on the project

Services to be included

All services shall be performed in a professional manner.

Certificate of Liability and Affidavit

- Contractors must provide Certificate of Liability Insurance adding Sullivan County as an additional insured prior to commencement of any work.
- Successful vendor must submit the attached Drug Free Affidavit prior to any work.

Contract Awards:

The Sullivan County Purchasing Agent has the right to accept, reject, award or cancel any/all quotes and to accept, reject, award or cancel any/all quotes and to waive any informalities or irregularities, if same is deemed in the best interest of Sullivan County. Sullivan County does not obligate itself to accept the lowest and/or any quote offered.

Specifications:

- Carpet style: in harmony # 54578, by Philadelphia Commercial
- Collection: Tandem
- Color: Euphony 78503
- Texture: Multi-level Pattern Loop
- Product Type: Performance Broadloom
- Fiber: Eco Solution Q Nylon
- Dye Method: 100% Solution Dyed
- Tufted Weight: 24.0
- Pattern Repeat: 20/32"w x 2 17/32" l
- Gauge: 5/64
- Stitches per inch: 9.5
- Finished pile thickness: 0.126
- Total thickness: 0.284
- Average density: 6857
- Product size: 12 foot
- Primary backing: synthetic
- Secondary backing: stalok
- Radiant panel: Class I
- NBS smoke: less than 450
- Electrostatic propensity: less than 3.5 kv
- Warranty: Lifetime Commercial Limited
- All seams must be sealed with an appropriate seam sealer to prevent edge fray, yarn raveling, delamination and general deterioration at seams.
- Glue used for installation of carpet must be in accordance to manufacturer's warranty requirements and meet all state and federal regulations.

SPECIFY WORKMANSHIP WARRANTY: _____

COST SHEET

RFP # BRCRT2017(KD)

BRISTOL COURTHOUSE CARPET REPLACEMENT

Bid must include all shipping, handling, freight charges, etc.

1. BID PRICE FOR CARPET AND INSTALLATION: \$ _____

Specify number of yards bid: _____

2. BID PRICE FOR VINYL WALL BASE: \$ _____

Specify brand name, style and manufacturer of
base: _____

Specify number of lineal feet bid: _____

THE UNDERSIGNED IS A DULY AUTHORIZED REPRESENTATIVE OF THE VENDOR
SUBMITTING RESPONSE TO THIS RFP. IT IS UNDERSTOOD THAT ALL LANGUAGE,
SPECIFICATIONS, REQUIREMENTS, ENCLOSURES, TERMS AND CONDITIONS REFERENCED
HEREIN ARE ACTIVE COMPONENTS OF THIS RFP. FAILURE TO COMPLY WITH IS CAUSE TO
DISQUALIFY AWARD CONSIDERATION.

NAME OF COMPANY: _____

ADDRESS: _____

AUTHORIZED SIGNATURE: _____

AUTHORIZED REPRESENTATIVE (PLEASE PRINT) _____

TITLE: _____ E-MAIL: _____

PHONE: _____ FAX: _____

DATE: _____

DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with _____ County government to provide construction services, hereby states under oath as follows:

1. The undersigned is a principal officer of _____ (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code Annotated*.
3. The Company is in compliance with T.C.A. § 50-9-113.

Further affiant saith not.

Principal Officer

STATE OF _____
COUNTY OF _____

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

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

Notary Public

My commission expires: _____