



Robertson County Tennessee
Jody Stewart, Finance Director
Finance Department
523 South Brown Street, Springfield, TN 37172
(615) 384-0202 Fax (615) 384-0237

POST DATE: **10/18/2016**

Removal & Installation of V.C.T. and Carpet

Sealed bids must be received by: **10/31/2016 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. 1338 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 in 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 Jimmy Finch, Supervisor, Schools - Buildings & Grounds at (615)384-0213. For assistance with bid procedures contact Cheryl Moon, Robertson County Finance Office at (615) 384-0202 or by email: cheryl.moon@robertsoncountyttn.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.

BID SPECIFICATIONS: 1338

Robertson County is accepting sealed bids for the following items based on the attached specifications:

V.C.T removal and installation, Carpet removal and installation

1. INTENT

It is the intent and purpose of these specifications to describe the general conditions and requirements necessary for an agreement and contract to furnish and install V.C.T and carpet for the Robertson County School system. The conditions and requirements are intended to be open and nonrestrictive for the sole purpose of obtaining adequate participation of interested vendors, uniformity in the submission of bids and selection of the most responsible contractor. The contract awarded to the successful bidder shall be for a period of one (1) year from the bid opening date. The successful bidder's contract may be renewed up to four (4) times and shall not exceed a total of five (5) consecutive years. This contract and all renewal contract periods are dependent upon the availability of funds. No officer, employee or representative of Robertson County or Robertson County Schools may authorize a contract renewal period beyond the five consecutive years as stated.

2. SCOPE

Contractor shall supply all materials and labor required to remove and install V.C.T. and carpet in areas of the Robertson County System.

1. Tile will be Mannington Essentials 12x12x 1/8 inch (or Approved Equal).
2. Carpet will be 100 % Nylon, solution dyed with unitary backing on main floors and action on stairways.

3. SCHEDULE

The Robertson County Board of Education may ask that contracted work be scheduled in coordination with the needs of the facility and educational breaks. Flexible work hours may be required of the contractor if the work becomes disruptive to education.

4. PROJECT CONTACT

Jimmy Finch, Supervisor, Robertson County Schools Maintenance. Phone: (615)384-0213, Office: 3470 Highway 41 South, Springfield, TN 37172.

5. PAYMENT

Payments shall be made within thirty (30) days from receipt of vendor invoice. A detailed invoice with a complete listing of the material used (including material x area to show correlation to this bid) must be submitted to:

Robertson County Finance Department
Attn: Sheila Tillman
523 South Brown Street
Springfield TN 37172

6. CONTRACTOR RESPONSIBILITIES

The contractor shall have all current licensing from the State of Tennessee and Robertson County and shall be responsible for providing background checks of all employees working on school grounds as required and sworn to by the Letter of Compliance below.

7. IDENTIFICATION

The contractor will provide each technician with the proper identification. That identification shall be in their possession when performing duties related to this contract within or upon County property. Please contact the Project Contact stated above for additional information.

8. DAMAGE/INJURY

The contractor shall be responsible for any damage and/or injury incurred during the execution of this contract.

9. PERFORMANCE OF CONTRACT

Upon arrival at a school the service person shall report to the Principal prior to performing any work.

10. SAFETY

The contractor shall be responsible for their employees. Protective clothing and equipment shall be used where required. OSHA standard shall be enforced at all times.

11. INSURANCE

Each bidder shall be required to submit with their bid a Certificate of Insurance showing the minimum insurance requirements listed below. The liability insurance coverage shall be considered as primary and not excess insurance. The carrier(s) shall provide (30) thirty days written notice to the County by registered mail prior to any modifications, cancellation, non-renewal or other change in coverage.

Policies must be effective prior to the commencement of work and must remain in force until termination of work under this contract. In the event of interruption of coverage for any reason, all work under the contract shall cease and shall not resume until coverage has been restored.

If at any time during the term of this contract or any reason thereof, any required policies of insurance shall expire, or are canceled, it will be the responsibility of the contractor to furnish the county a Certificate of Insurance indication renewal or an acceptable replacement of the expiring policy prior to the expiration or cancellation date so there will be no lapse in coverage.

The minimum insurance coverage is:

- A. Worker's Compensation Insurance is required. Proof of coverage or proof of Registration with the State of Tennessee for exempt vendors must be provided with the bid. Exempt vendors who fail to renew the annual registration with the State of Tennessee shall become liable for the cost of any Workers' Compensation Insurance coverage deemed to have been provided by the County or Schools for work performed under this contract. Successful bidder agrees to pay for any insurance coverage as determined by independent audit in full upon receipt of invoice or to have the determined amount deducted from any monies owed the contractor for current projects.
- B. General Liability insurance in a comprehensive form with a minimum of \$1,000,000 C.S.L. and \$1,500,000 aggregate.

BID SPECIFICATIONS: 1338

Robertson County is accepting sealed bids for the following:

V.C.T. and Carpet Removal and Installation

Scope of Work: Attached

All prices are F.O.B. Installed.

Prices shall be good for one (1) year from date of bid opening.

V.C.T. with Removal and Installation \$_____ per Sq Ft

V.C.T. with Installation Only \$_____ per Sq Ft

Carpet with Removal and Installation \$_____ per Sq Yd

Carpet with Installation Only \$_____ per Sq Yd

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 (Owner/ Corporate Officer)

Date

Printed Name _____

Company Name _____

Mailing Address _____

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

Email Address: _____

**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.

Authorized Signature (Owner/ Corporate Officer)

Date

Printed Name _____

Company Name _____

Mailing Address _____

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

Email Address: _____

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.

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

Printed Name: _____

Company Name

Mailing Address

Telephone No.

Fax No.

Email Address: _____