



## 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: **01/22/19**

### **BID 1408: V.C.T and Carpet Removal and Installation for Robertson County Schools**

Sealed bids must be received by: 02/04/19 at 1:15 PM

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

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

Robertson County is accepting sealed bids for the following item 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. Contract period to be one calendar year from date of Board Approval, and the option for up to four (4) one year extensions, not to exceed five (5) consecutive years.

**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 Azrock Essentials 12x12x 1/8 inch.
2. Removal of VCT tile per foot
3. Carpet will be 26oz Nylon, and installed per yard
4. Removal and disposal of carpet per yard
5. Laminate: Atroguard water resistant basic install per foot

**3. SCHEDULE**

The Robertson County Board of Education may ask that contracted work be scheduled to the needs of the schools and education. Flexible work hours may be required of the contractor if the work becomes disruptive to education.

**4. PAYMENT**

Payments will be made at the completion of the project with an invoice presented to Buildings and Grounds and shall contain a complete listing of the material used. This invoice shall be sent to: Robertson County Finance, Attn: Sheila Tillman, 523 South Brown Street Springfield, TN 37172.

**5. CONTRACTOR RESPONSIBILITIES**

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

**6. 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.

The contractor may have a representative contact Jimmy Finch at 3470 Hwy 41 South Springfield TN. Department of Buildings and Grounds for the Robertson County School System for any additional information if needed.

Contact: Jimmy Finch 615-384-0213

**7. DAMAGE/INJURY**

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

**8. PERFORMANCE OF CONTRACT**

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

**9. 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.

**10. 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. Must provide proof.
- B. General Liability insurance in a comprehensive form with a minimum of \$1,000,000.00 C.S.L. and \$1,500,000.00 aggregate.

Robertson County is accepting sealed bids for the following:

**V.C.T. and Carpet Removal and Installation**

Scope of Work: Attached

V.C.T. removal and installation \$\_\_\_\_\_ per Sq Ft

Carpet removal and installation \$\_\_\_\_\_ per Sq Yd

Laminate: Astroguard installed \$\_\_\_\_\_ per Sq Ft

**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.

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

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

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

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

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

DRUG-FREE WORKPLACE AFFIDAVIT

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

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

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

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

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**Company Name**

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**Mailing Address**

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

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

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