

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 EXTERIOR PAINTING OF DEERY INN / #DRYIN2017(KD)
Due Date / Time Thursday, May 18, 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.

THIS PROJECT IS FUNDED UNDER AN AGREEMENT WITH THE STATE OF TENNESSEE.

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

VENDOR: _____	REPRESENTATIVE: _____	_____
<small>PLEASE PRINT</small>		
PHONE: _____	FAX: _____	E-MAIL: _____
SIGNATURE: _____	DATE: _____	

RFP COVER PAGE-REV 9/24/2014

Introduction

The Sullivan County Purchasing Agent is seeking proposals for Painting the Deery Inn, 3397 TN-126, Blountville Tennessee, approximate total square footage 5,250. The Deery Inn was painted approximately ten (10) years ago and assessed that older layers of paint contained lead, new testing has been performed recently and percentages came back at 1% and 1.9% therefore, appropriate precautions must be performed.

Scope of Work

The proposal shall include:

- Removal & Scraping of all loose or flaking paint on all levels of the building and porches. Building cannot be power washed.
- Proper preparation and care of all wood: fascia, windows, shutters, handrails, siding and doors.
- The proposal shall include labor, materials to include plastic, bags, brushes, drop cloths, protective wear and any related costs covering the scope of the work (***primer, paint, nails, caulking and new boards will be provided by Sullivan County***).
- The removal & replacement of any deteriorated boards (*prior to removal county personnel must approve*)

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
- Listing of a minimum of three (3) references from similar projects completed in the last five (5) years.
- Proof of insurance responsibility
- Compliance with the Lead Safe Certification Rules & Regulations

One copy of proposal shall be submitted no later than 2:00 p.m. May 18, 2017 in a sealed envelope clearly identified “RFP #DRYIN2017 Exterior Painting of Deery Inn 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.

Services to be included

All services shall be performed in a professional manner.

Wood Preparation:

All wood preparation is to include fascia, windows, shutters, trim, handrails, siding, doors and porches.

- Remove all shutters and county will store safely – to be prepped and painted prior to reinstallation by the winning contractor.
- Scraping all loose or “flaking” paint.
- New raw boards must be primed on both sides and cut ends.
- Caulking with silicone around doors and windows and small cracks. Large holes and cracks to be caulked. County will provide caulking for project
- Remove old caulk that is loose, cracked or peeling.
- Caulk all joints.

Metal or Cast Iron Preparation:

- All metal or cast iron items are to be scraped, wire-brushed and sanded as to remove all rust.
- Areas of preparation will then be primed using “penetrol” or a rust oxide industrial primer provided by the county.
- Metal or cast iron items to be spray painted with paint provided by county.

Painting:

- Painting is to include application at manufacturers’ specifications using two (2) coats for maximum coverage unless otherwise specified.
- Paint to be applied with brushes only – no spraying of any type other than metal or cast iron items.
- Painting shall be done between the hours of 7:00 am and 8:00 pm on Monday through Friday unless prior approval is given for extended hours and on holidays and Saturday.
- Painting work shall be done in a manner that will create as little disturbance as possible for the residents of Blountville.
- The primer and paint will be supplied by Sullivan County.
- The contractor shall exercise care in surface preparation and painting, to insure that the workmanship is of the best quality and fully conforming to lead safe certification rules and regulations.
- All materials are to be applied evenly and with the proper film thickness, in strict compliance with the manufacturer’s directions and/or printed instructions.
- Work is to be accomplished under favorable weather conditions, best suited to the production of an acceptable finished product.
- All work shall be subject to the approval of the County Maintenance Supervisor or a representative that they approved. Contractor shall satisfactorily correct any work found in

need of correction, due to improper preparation, painting, or workmanship, or as a result of the contractor's negligence prior to the final approval and payment.

Paint Protection and Clean Up:

- Wherever surface preparation, or finish painting is being performed, all walks, plants and/or shrubbery, or other surfaces and items not to be painted, shall be carefully protected.
- All painting related debris will be picked up and removed on a daily basis. The definition of debris includes but is not limited to paint cans, rags, and brushes. The ground below all work areas is to be covered with 6mil plastic and all debris is to be contained and disposed of properly.
- All paint flakes and wood pieces are to be removed from common areas including walkways, flower beds, parking lots etc. and to be disposed of daily and lead precautions met.
- Painting brushes and other painting tools are to be cleaned at a distance from flowerbeds, shrubbery, trees, walkways, parking lots and grassy areas.

Painting Safety:

- All ladders and scaffolding are to be taken down daily and stored in a safe place away from any traffic areas.
- Wet paint signs and clearly marked areas shall be roped off whenever necessary by the county.
- All unpainted areas are to be masked off or draped including shrubs and flower beds.
- All workers are to take the appropriate precautions to prevent any injury to themselves, residents and municipal employees.

Painting Insurance and Affidavits

- 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.

Notification:

- Any additional work uncovered during the normal painting process shall be reported immediately to County Maintenance Supervisor. This is to include, but is not limited to:
Rotted wood and roof leaks and damage (soffit & fascia).

Other Painting Provisions:

- Bidding is to include the cost of labor, materials to include plastic, bags, brushes, drop cloths, protective wear and any related costs covering the scope of the work, unless otherwise specified, in order to complete the work in a satisfactory workmanlike manner.
- The contractor and a designated county representative will inspect all work as the work progresses. The contractor prior to the final approval and final payment shall satisfactorily correct any work found in need of correction, due to improper preparation, painting or workmanship, or as a result of the contractor's negligence.

- A payment schedule must be submitted and approved prior to the commencement of the work.
- All work is to be completed as soon as possible but no later than August 1, 2017. Work schedule could possibly need to be adjusted due to scheduled events.

Clean up:

- On a daily basis the contractor shall comply with the requirements of the EPA Lead Awareness Program.

Commencement and Completion of Work:

- The project shall begin no later than 30 days after the execution of a purchase order to the winning Bidder.

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.

COST SHEET

RFP #DRYIN2017(KD)

EXTERIOR PAINTING OF DEERY INN

TOTAL COST

\$_____

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: _____