

Roane County is inviting sealed bids for the good(s) and/or service(s) listed below, subject to the terms and conditions of the Invitation to Bid (ITB), the accompanying specifications, and the Roane County Purchasing Manual.

At the appointed time bids will be publicly opened in the office of the Roane County Purchasing Agent at the above address. Bids arriving in the Purchasing Department past the appointed date and time will be considered late and will not be opened.

**Deliver Bids To:**

ROANE COUNTY PURCHASING DEPARTMENT  
200 EAST RACE STREET, SUITE #3  
KINGSTON, TENNESSEE 37763

**Bid Number: 1029-AF  
HVAC AIR FILTERS**

**Open Date & Time: SEPTEMBER 16, 2021 at 2:00 p.m. (Eastern Time Zone)**

The Bid Envelope must show the Bid Number, Name & Opening Date.

**PURCHASING CONTACT INFORMATION**

**Lynn Farnham, CPPO, CPPB  
Purchasing Agent**

**Phone: 865-376-4317**

**Fax: 865-376-4318**

**Email: [lynn.farnham@roanecountytn.gov](mailto:lynn.farnham@roanecountytn.gov)**

**GENERAL TERMS & CONDITIONS**

1. Attached are instructions and conditions for submitting a bid for Roane County Government. The objective of this bid is to select suppliers in such a manner as to provide for open and free competition and comparability.
2. Vendors are to provide one original and one copy of the bid being submitted. Any costs associated with the preparation or delivery of the bid is at the Vendor's cost with no cost to Roane County.

**BID PREPARATION & SUBMISSION**

1. Bidders are expected to examine any drawings, specifications, terms and conditions, general or special conditions, schedules and all instructions for the purpose of this bid. Failure to do so will be at the bidder's risk.
2. The total bottom-line cost will be determined by multiplying each item bid price times the quantity requested and adding the extended dollar figures.
3. All bids shall be in accordance with the instructions to bidders and specifications included in this ITB. Specifications are intended to be open and non-restrictive.
4. All columns of the bid document must be completed in ink or typewritten. The bottom line total (sum of extended prices) must also be printed in ink or typewritten on the proposal form. No erasures shall be permitted. Errors may be crossed out and corrections printed in ink or typewritten and must be initialed in ink by the person signing the bid.
5. All bids must meet or exceed the enclosed specifications. Bidder must indicate the manufacturer's name and model number offered. If bidder fails to provide this information, and an award is made, then the bidder shall supply the item(s) as specified. All items supplied by the successful bidder shall be new and unused and meet all OSHA standards. Items delivered not meeting these requirements shall be subject to return and replaced at no additional

cost to Roane County. Any exceptions to the specifications must be clearly noted, documented and have prior approval to be submitted as an approved alternate.

6. The use of the name of a manufacturer, brand, model or make used in describing an item does not restrict the bidder to that manufacturer. Others will be considered if they meet or exceed the items specified. When an alternate manufacturer, brand, model or make will be bid, five (5) days prior to the bid the bidder must submit documents to the Purchasing Agent, for evaluation of the product. Roane County will determine if the item does meet or exceed the item as specified.
7. It shall be the sole responsibility of the bidder to make certain that all bids in proper form are submitted to the Purchasing Department as described below.
8. Delivery charges are to be prepaid and included in the bid pricing.
9. All original forms must be signed by a person with authority to bind the bid. The bid must be sealed in an envelope that is labeled according to the directions stated below.
10. On the outside of the envelope/package mark the bid as follows:
  - Vendor Name & Address
  - Bid Number
  - Bid Date & Time
11. The bid must then be in a sealed envelope/package mailed or delivered to the following address:

Roane County Purchasing Department  
200 East Race Street, Suite #3  
Kingston, Tennessee 37763

**Please note that Roane County does not receive a guaranteed delivery time for express mail and/or packages. Please mail accordingly.**

12. Sealed written bids will be received at the time and place specified on the Invitation to Bid. Postmark on the Bid by this date will not suffice. Bid must be received on or before the date and time stated. Faxed bid documents will not be accepted.

#### **LATE RECEIPT OF THE BID**

1. The bid and modifications or withdrawals thereof received after the time set for opening will not be considered, unless they are received before the award is made and it is determined by Roane County that failure to arrive on time was due solely to a delay in delivery for which the bidder has no responsibility. Roane County does not receive a guaranteed delivery time for express mail and/or packages. Please mail accordingly.
2. Bids must be in the Purchasing Department prior to or at 2:00 p.m. sharp on the appointed date. No bids will be accepted past 2:00 p.m. (02:00:01 is considered late) Time will be determined by the official NIST US time.

#### **BID PERIOD**

1. Unless otherwise noted in the bid specifications, the contract will be awarded for the period of one (1) year from the date of bid opening. Roane County reserves the right to purchase additional items against this bid on an "as needed" basis if pricing remains the same. This does not apply to bids with options of renewal.

#### **RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS**

1. It is the responsibility of the bidder to review the entire Invitation to Bid document and to notify the Purchasing Agent if the Invitation to Bid is formulated in a manner that would unnecessarily restrict competition or if it is ambiguous in what is being requested.
2. Pursuant to TCA §12-4-126, questions regarding the specifications or bid procedures must be received by the Purchasing Agent and/or designer no less than ninety-six (96) hours before the bid opening date. No addenda will be issued within less than forty-eight (48) hours of the bid opening day, excluding weekends and legal holidays designated in §15-1-101 unless the bid opening is extended for a reasonable time as determined by the purchasing agent, which shall not be less than forty-eight (48) hours excluding weekends and legal holidays designated in §15-1-

101, to allow for any necessary changes to the Invitation to Bid documents and to allow responders to resubmit their responses accordingly.

3. Any questions concerning this Invitation to Bid are to be faxed to the Purchasing Department. Questions will be answered via addenda. Information obtained from any office other than the Purchasing Office is not to be considered binding.

### **BID OPENING & AWARD**

1. Only the bottom-line figure will be read at the bid opening. Bids will also be examined for compliance with specification and conditions outlined in the bid document.
2. Consideration will be given to all bids properly submitted. Bids will receive appropriate confidentiality before awarding. Upon award, bid documents and tabulations will be available for review. Errors discovered after public opening may not be corrected, and the bidder may be bound to honor bid as submitted. After investigation of the nature of the mistake, the Purchasing Agent may allow the bid to be withdrawn.
3. The contract will be awarded in writing to the most responsive bidder whose bid conforms best to the Invitation to Bid will be most advantageous to Roane County. It is the intent of Roane County to involve and utilize the best product/services at the best prices and provide small and minority firms, women's business enterprises and labor surplus area firms with increased opportunity to do business with the county. However, currently there are no set asides for small or minority firms.
4. Roane County reserves the right to accept or reject any or all bids and to waive informalities and minor irregularities in the bids received.
5. Roane County reserves the right to award the bid in its entirety or to divide the award in any way that will be more advantageous to the county.
6. Bid results will be posted on the County's website along with the bid tabulation.

### **PROTEST PROCEDURE**

1. If a prospective vendor does not agree with the bid award, they have the right to protest. Disputes arising from the award of this bid must be submitted in writing to the Roane County Purchasing Department no later than seven (7) days from date of bid award. The steps for dispute resolution may include:
  - A meeting with the Purchasing Agent, the requisitioning department's manager and representatives from the disputing party to discuss and resolve the complaint.
  - Information from the aforementioned meeting will be forwarded to the County Attorney for review.
  - A written decision letter stating the reasons for the decision will be prepared by the Purchasing Agent and submitted in writing to the protestor and all parties involved.
  - Purchases will not be allowed under this procurement until a final decision is rendered.
  - In the event that purchases must be made before a final decision is rendered, the emergency purchase procedures will be used.

### **FUTURE PURCHASES – BID RENEWAL**

1. Unless otherwise noted, Roane County reserves the right to purchase goods or services for one year from the date of the award of the contract at the same price and terms and conditions. Further, Roane County reserves the right to renew all aspects of the bid one (1) year at a time for and additional one (1) year based on the same price and terms and conditions unless otherwise noted. There is no guarantee that that this contract will be considered for renewal.

### **APPROPRIATION**

1. In the event no funds are appropriated by Roane County for the goods or services in any fiscal year or insufficient funds exist to purchase the goods or services, then the contract shall expire upon the expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.

## **VENDOR QUALIFICATION**

1. Potential bidders must meet the following criteria:
  - Be able to provide a quality product as specified
  - Offer reasonable pricing
  - Provide dependable delivery of items ordered
  - Meet specifications and bid conditions
  - Demonstrate successful past performance
2. A potential bidder may be rejected for one or more of the following reason:
  - Inadequate or unacceptable product lines
  - Bidding remanufactured or reconditioned items
  - Bidding alternate to approved item without notice prior to bid opening
  - Documented unacceptable product

## **INSURANCE**

1. The contractor will maintain, at their expense adequate insurance coverage to protect them from claims arising under the Worker's Compensation Act, from claims for damages resulting from bodily injuries and damage to their property, for Bodily Injury and Property Damage Liability in the amount of no less than \$1,000,000, for Products and Completed Operations Liability of no less than \$1,000,000 and from claims for damage to any Roane County property. Additional insurance requirements may be listed any Special Terms & Conditions or in the Bid Specifications. This insurance company shall have a Best's rating of A or better. Any deviations from the above requirements must be disclosed in the bid submission.
2. The successful bidder shall furnish a Certificate of Insurance issued by their insurance company showing that Roane County as an additional insured. Carrier will assume full common liability of all shipments.

## **COMPLIANCE WITH ALL LAWS**

1. Contractor is assumed to be familiar with and agrees to observe and comply with all federal, state, and local laws, statutes, ordinances, and regulations in any manner affecting the provision of goods and/or services, and all instructions and prohibitive orders issued regarding this work and shall obtain all necessary permits.

## **GOVERNING LAW**

1. This contract shall be governed by the laws of the State of Tennessee, and all obligations of the parties are performable in Roane County, Tennessee. The Courts in Roane County shall have exclusive and concurrent jurisdiction of any disputes which arise hereunder.

## **BUSINESS LICENSES**

1. Bidders located in Tennessee are required to have a current business license issued by the State of Tennessee at the time the bids are submitted. Vendors located outside Tennessee are required to obtain a business license issued by the State of Tennessee in Roane County if the project is over \$50,000.

## **INDEMNIFICATION/HOLD HARMLESS**

1. Contractor shall indemnify, defend, save and hold harmless all departments of Roane County Government and/or the Roane County Board of Education, its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by Contractor, its subcontractors, supplier, agents or employees or due to any negligent act or occurrence or any omission or commission of the contractor, its subcontractors, suppliers, agents or employees until the contract terminates.

## **VENDOR PERFORMANCE**

1. If the contractor fails in full or part to perform or comply with any provision of this Contract or the terms or conditions of any documents referenced and made a part hereof, Roane County may terminate this contract, in whole or in part, and may consider such failure or noncompliance a Breach of Contract. Contractors with poor performance will be notified at the time of such performance and be given opportunity to correct the problems. Documentation will be kept on file. Any contractor with continued poor performance will be removed from the potential vendor list for one year.
2. Roane County expressly retains all its rights and remedies provided by law in case of such breach, and no action by Roane County shall constitute a waiver of any such rights or remedies. In the event of termination for default, Roane County reserves the right to purchase its requirements elsewhere, with or without competitive bid.
3. Failure to deliver within the time specified or within a reasonable amount of time, or failure to make replacements of a rejected item immediately will constitute authority to purchase on the open market so as to replace the item(s) rejected and/or not received. On all such purchases, the Vendor agrees to promptly reimburse the county for excess costs incurred by such a purchase.
4. Reasons for product rejection may be any one of the following:
  - Quality
  - Price
  - Serviceability of item (damage)
  - Product does not meet bid specifications

## **BREACH OF CONTRACT**

1. A party shall be deemed to have breached the contract if any of the following occurs:
  - Failure to provide products or services that conform to contract requirements.
  - Failure to maintain/submit any report required hereunder.
  - Failure to perform in full or in part any of the other conditions of the contract.
  - Violation of any warranty.

## **CONTRACT TERMINATION FOR CAUSE**

1. If the contractor fails to properly perform its obligations under this contract in a timely or proper manner, or if the contractor violates any terms of this contract, the county shall have the right to terminate the contract and withhold payments in excess of fair compensation for completed services.
2. In the event the contract is terminated for due cause by the county, the county shall have the option of awarding the contract to the next lowest bidder or bidding again.

## **CONTRACT TERMINATION FOR CONVENIENCE**

1. The county may, by written notice to the contractor, terminate this contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the county. The county must give notice of termination to the vendor at least thirty (30) days prior to the effective date of termination. The contractor shall be entitled to receive compensation for satisfactory, authorized service completed as of the termination date, but in no event shall the county be liable to the contractor for compensation for any service which has not been rendered. Upon such termination, the vendor shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

## **BOOKS AND RECORDS**

1. The contractor shall maintain all books, documents, accounting records and other evidence pertaining to the goods and services provided under this contract and make such materials available at its offices at all reasonable times during the contract period and for three (3) years from the date of the final payment under this agreement for inspection by county or by any other governmental entity or agency participating in the funding of this agreement, or any authorized agents thereof; copies of said records to be furnished if requested. Such records shall include those books, documents and accounting records that represent the vendor's costs of manufacturing, acquiring or delivering the products and services governed by this agreement.

## **DELIVERY**

1. All items included in this Invitation to Bid is to be delivered with no evidence of damage. The successful bidder agrees to be responsible for damaged packaging and to replace any damaged components or equipment at no charge.
2. Roane County shall retain the right to reject any or all of a delivery that does not meet product specifications. Rejected items are to be picked up at the supplier's expense.

## **INSPECTION AND ACCEPTANCE**

1. Warranty periods shall not commence until Roane County inspects and formally accepts the goods and/or services. The terms, conditions and timing of acceptance shall be determined by Roane County. Roane County reserves the right to reject any or all items or services not in conformance with applicable specifications, and contractor assumes the costs associated with such nonconformance. Acceptance of goods or services does not constitute a waiver of latent or hidden defects or defects not readily detectable by a reasonable person under the circumstances.

## **INVOICES AND PAYMENTS**

1. Payment will be made within 30 days after receipt of invoice and/or delivery of items included in this Invitation to Bid, whichever is later.
2. Roane County Government is not subject to taxation. A tax exemption certificate will be provided upon request.

## **NONDISCRIMINATION AND NON-CONFLICT STATEMENT**

1. Contractor agrees that no person on the grounds of handicap, age, race, color, religion, sex or national origin, shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement, or in the employment practices of vendor. Contractor shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination. Contractor covenants that it complies with the Fair Wage and Hour Laws, the National Labor Relations Act, and other federal and state employment laws as applicable. Contractor covenants that it does not engage in any illegal employment practices.
2. Contractor covenants that it has no public or private interest and shall not acquire directly or indirectly any interest; that would conflict in any manner with the provision of its goods or performance of its services. The contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of Roane County as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to contractor in connection with any goods provided or work contemplated or performed relative to the agreement.
3. No employee or member of the Roane County's governing bodies shall participate in the selection or award of a contract if a conflict of interest, real or apparent, would be involved.
4. Officers, employees or officials of the Roane County Government shall neither solicit nor accept gratuities, favors or anything of more than nominal monetary value from vendors or parties to subcontracts.

## **IRAN DIVESTMENT ACT**

1. 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 thereto 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 Tennessee Code Annotated § 12-12-106.

## **REGULATION COMPLIANCE**

### **Contract Provisions for Non-Federal Entity Contracts Under Federal Awards**

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.

**Equal Employment Opportunity.** Except as otherwise provided under [41 CFR Part 60](#), all contracts that meet the definition of “federally assisted construction contract” in [41 CFR Part 60-1.360-1.3](#) must include the equal opportunity clause provided under [41 CFR 60-1.4\(b\)](#), in accordance with [Executive Order 11246](#), “Equal Employment Opportunity” ( [30 FR 12319](#), 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by [Executive Order 11375](#), “Amending [Executive Order 11246](#) Relating to Equal Employment Opportunity,” and implementing regulations at [41 CFR part 60](#), “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

**Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of “funding agreement” under [37 CFR § 401.2](#) (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of [37 CFR Part 401](#), “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

**Clean Air Act** ( [42 U.S.C. 7401- 7671q](#) [7401-7671q](#).) and the Federal Water Pollution Control Act ( [33 U.S.C. 1251- 1387](#) [1251-1387](#)), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act ( [42 U.S.C. 7401- 7671q](#) [7401-7671q](#)) and the Federal Water Pollution Control Act as amended ( [33 U.S.C. 1251- 1387](#) [1251-1387](#)). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

**Copeland Anti-Kickback Act – 40 U.S.C. 3145** The Copeland (Anti-Kickback) Act ([18 U.S.C. 874](#) and [40 U.S.C. 3145](#)) makes it unlawful to induce, by force, intimidation, threat of procuring dismissal from employment, or otherwise, any person employed in the construction or repair of public buildings or public works, financed in whole or in part by the United States, to give up any part of the compensation to which that person is entitled under a contract of employment.

Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the **Energy Policy and Conservation Act (42 U.S.C. 6201)**.

**Debarment and Suspension** (Executive Orders 12549 and 12689) - A contract award (see [2 CFR 180.220](#)) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement Executive Orders 12549 ( [3 CFR part 1986](#) Comp., p. 189) and 12689 ( [3 CFR part 1989](#) Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than [Executive Order 12549](#).

**Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).** If this Subcontract is for \$100,000 or more, Subcontractor affirms and certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any federal or state agency, a member of Congress, officer of employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal or State contract, grant or any other award covered by 31 U.S.C. 1352.

**EPA’s Solid Waste Disposal Act (2 C.F.R. § 200.323)** Procurement of recovered materials (pursuant to section 6002).

Prohibition on certain telecommunications and video surveillance services or equipment (2 C.F.R. § 200.216).

Domestic preferences for procurements (2 C.F.R. § 200.322).

It is the intent of Roane County to involve and provide small and minority firms, women’s business enterprises and labor surplus area firms with increased opportunities to do business with the county. However, currently there are no set asides for small or minority firms.

**1029-AF – HVAC AIR FILTERS  
VENDOR INFORMATION SHEET**  
(Please fill out completely)

By completing and signing this form you certify that you are an authorized representative of the company for which you are submitting a bid/proposal and that you have the authority to legally bind your company. Further, by completing and signing this form you certify that you agree to all the terms and conditions of this bid/proposal document and that your company is in compliance with all federal, state, and/or local regulations including but not limited to those contained herein.

1. Vendor Name \_\_\_\_\_

2. Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

3. Contact Person (Please Print) \_\_\_\_\_

4. Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

5. Vendor's e-mail address \_\_\_\_\_

6. Authorizing Signature \_\_\_\_\_

7. Title of Person Signing Bid \_\_\_\_\_

8. If addenda were issued, please acknowledge the receipt of: (please write "yes" if you received one)  
Addendum 1 \_\_\_\_\_ Addendum 2 \_\_\_\_\_ Addendum 3 \_\_\_\_\_ Addendum 4 \_\_\_\_\_

9. If applicable, please indicate below if discounts will be allowed for prompt payment or if there is not discount offered:  
\_\_\_\_\_ % Net 10 Days; \_\_\_\_\_ % Net 20 Days; \_\_\_\_\_ % Net 30 Days; \_\_\_\_\_ No Discount

**SCHOOL CONTRACTS ONLY**

**CRIMINAL HISTORY RECORDS CHECK** – Do you agree to comply with Public Chapter 587 of 2007 which requires all contractors to facilitate a criminal history check, including fingerprinting, conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee or subcontractor personnel before permitting the employee or subcontractor personnel to have contact with students or enter school grounds?

\_\_\_\_\_ Yes \_\_\_\_\_ No

**THIS FORM MUST BE COMPLETELY FILLED OUT, SIGNED, & RETURNED IN YOUR BID.**



**1029-AF – HVAC AIR FILTERS  
NON –COLLUSION, INDEPENDENT PRICE DETERMINATION,  
NON-DISCRIMINATION, NON-DEBARMENT & LOBBYING AFFIDAVIT**

I do hereby certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud.

I understand that collusive pricing is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards and that no collusion with another firm was used in preparation of this bid.

I also certify that this firm does not discriminate against any employee or applicant for employment on the grounds of race, color, national origin or sex; and does not and will not maintain or provide for his employees any segregated facilities at any of its establishments, and further, that the firm does not and will not permit their employees to perform their services at any location under this contract where segregated facilities are maintained.

By submission of this bid, the bidder certifies that neither it or its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State department or agency.

I further certify that during the Invitation to Bid solicitation and/or during the performance of this contract that neither it nor its principals will participate in lobbying activities in conjunction with this project.

I agree to abide by all terms and conditions of this Invitation to Bid and certify that I am authorized to sign this affidavit for the vendor.

Please indicate which of the following apply to your company. This information is requested for information purposes only. Roane County currently has no policy that allows for set asides or preferences for woman owned or minority owned businesses.

\_\_\_\_\_ African American Owned  
\_\_\_\_\_ Caucasian Owned  
\_\_\_\_\_ Native American Owned  
\_\_\_\_\_ Other Owned

\_\_\_\_\_ Asian Owned  
\_\_\_\_\_ Hispanic Owned  
\_\_\_\_\_ Woman Owned

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**THIS FORM MUST BE COMPLETELY FILLED OUT, SIGNED, & RETURNED IN YOUR BID.**

**1029-AF – HVAC AIR FILTERS  
IRAN DIVESTMENT ACT COMPLIANCE**

The Iran Divestment Act of 2016, effective on July 1, 2016, is codified in Tennessee Code Annotated §12-12-101 *et seq.* The Iran Divestment Act, with certain exceptions, prohibits local governments from entering into contracts with persons or entities engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in Tennessee Code Annotated §12-12-105, a person engages in investment activities in the energy sector of Iran if:

- 1) The person provides goods or services of twenty million dollars (\$20,000,000) or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or
- 2) The person is a financial institution that extends twenty million dollars (\$20,000,000) or more in credit to another person, for forty-five (45) days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list, created pursuant to §12-12-106, as a person engaging in investment activities in Iran as described in this section.

This Act requires the State of Tennessee's chief procurement officer to publish on the State's website a list of persons it determines engaged in investments activities in Iran (the "Prohibited Entities List").

Any BIDDER that is on the Prohibited Entities List will be ineligible to contract with the COUNTY.

Pursuant to the Act, any BIDDER that attempts to contract with the COUNTY must certify, at the time the bid is submitted, that the BIDDER is not identified on the Prohibited Entities List. A bid shall not be considered for award, nor shall any award be made where the BIDDER fails to submit a signed and verified compliance certification form.

**CERTIFICATION OF COMPLIANCE  
IRAN DIVESTMENT ACT**

The undersigned states that he/she has legal authority to swear this on behalf of \_\_\_\_\_

(Vendor); and that the Vendor is not in any manner in violation of *Tennessee Code Annotated §12-12-101 to §12-12-106*.

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 thereto 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 the Iran Divestment Act, Tennessee Code Annotated §12-12-106.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Sworn to and subscribed before me, a Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Notary \_\_\_\_\_ My Commission Expires \_\_\_\_\_

Vendor Name \_\_\_\_\_

**THIS FORM MUST BE COMPLETELY FILLED OUT, SIGNED & NOTARIZED, & RETURNED IN YOUR BID.**

## **1029-AF – HVAC AIR FILTERS SPECIFICATIONS**

Roane County is inviting bids for HVAC Air Filters as per the specifications below. This bid is primarily for the Roane County Schools. School deliveries go to: 105 Bluff Road, Kingston, TN 37763.

Estimated quantities are listed below for most sizes of air filters. Quantities may vary and no volume is guaranteed.

### **TERM OF THE CONTRACT**

The term of the contract is for the remaining of this fiscal year ending on June 30, 2022.

### **BID RENEWAL**

Roane County reserves the right to renew all aspects of the bid one year at a time for an additional three (3) years based on a firm fixed price (fiscal years 2022-23, 2023-24, 2024-25). Roane County Purchasing will notify the vendor of their intention to renew this contract prior to June 1 of the proposed renewal year. This renewal is not automatic and will be based on an annual review of the contract.

### **SPECIFICATIONS**

1. Filters are to be pleated Merv 8 or approved equivalent.
2. Orders will be placed in increments of twelve (12).

**1029-AF – HVAC AIR FILTERS  
PRICE SHEET**

<b>FILTER QUANTITY</b>	<b>ESTIMATED QUANTITY</b>	<b>EACH PRICE</b>
9 x 61 x 1	16	
14 x 20 x2	32	
16 x 25 x 1	280	
7- 7/8 x 25 x ½ x 3/8	110	
58-5/8 x 65 x ½	4	
12 x 20 x 1	48	
12 x 25 x 1	16	
14 x 14 x 1	no estimate	
14 x 14 x 1 (OSHS pleated)	320	
14 x 20 x 1	48	
14 x 25 x 1	28	
14 x 25 x 2	4	
15 x 20 x 2	48	
16 x 16 x 1	12	
16 x 16 x 2	40	
16 x 18 x 1	8	
16 x 20 x 1	8	
16 x 20 x 2	456	
16 x 20 x 4	16	
16 x 24 x 1	12	
16 x 24 x 2	92	
16 x 25 x 2	732	
16 x 25 x 4	8	
16 x 30 x 1	4	
16 x 30 x 2	16	
18 x 18 x 1	8	
18 x 24 x 2	48	
18 x 32 x 1	4	
20 x 20 x 1	100	
20 x 20 x 2	672	
20 x 25 x 1	176	
20 x 25 x 2	932	

**1029-AF – HVAC AIR FILTERS  
PRICE SHEET**

<b>FILTER QUANTITY</b>	<b>ESTIMATED QUANTITY</b>	<b>EACH PRICE</b>
20 x 30 x 1	456	
20 x 30 x 2	620	
24 x 28 x 1	128	
24 x 30 x 1	4	
30 x 36 x 1	44	
30 x 36 x 2	8	
40 x 42 x 2	8	
12 x 24 x 2	40	
Ild6080067	42	

**COURTHOUSE FILTERS**

**DELIVERY ADDRESS: 200 EAST RACE STREET, KINGSTON TN 37763**

<b>FILTER QUANTITY</b>	<b>ESTIMATED QUANTITY</b>	<b>EACH PRICE</b>
16 x 20 x 2	8	
16 x 25 x 2	4	
20 x 20 x 2	16	
20 x 25 x 2	12	
24 x 24 x 2	15	