



CITY OF WHITE HOUSE

REQUEST FOR BID FOR WASTEWATER EQUIPMENT SERVICE CONTRACT

August 3, 2017

105 College Street
White House, Tennessee, 37188

CITY OF WHITE HOUSE
REQUEST FOR BID
WASTEWATER EQUIPMENT SERVICE CONTRACT
BID NO: 17-1045WW

GENERAL

It is the intent of these specifications to describe the minimum requirements in sufficient detail to secure bids for the aforementioned.

All Quotations must be signed with the firm's name and by a responsible officer or employee. Obligations assumed by such signature must be filled. Bid documents that are unsigned will be classed as irresponsible offers and will not receive any consideration.

State brand or make on each item: if quoting on other than make, model or brand specified, the manufacturer's name and catalog number must be given, or descriptive cut and complete technical data covering the item attached to the quotation.

Bid Bonds and/or Performance Bonds are required on all City contracts. Bid Bonds will be considered waived if not specifically called for on the Bid Call.

The CITY OF WHITE HOUSE reserves the right to reject any or all bids or accept any presented which meet or exceed these specifications, and/or which would be in the best interest of the City and will not necessarily be bound to accept the lowest bid.

CONTRACT ADMINISTRATOR

Questions or problems arising from bid procedures or subsequent order and delivery procedures should be direct to the CITY OF WHITE HOUSE Purchasing Division, 105 College Street, White House, TN 37188 to the attention of Derek Watson, Purchasing Coordinator.

Bids shall be submitted to the City Purchasing Office, White House City Hall, 105 College Street, **by 2:00 pm CST on September 5, 2017** in a sealed envelope labeled **Bid No. 17-1045WW** and including quotation due date. Sealed bids may be hand delivered or delivered by postal carrier or other delivery service. The envelope containing the bid must be clearly identified as follows:

**Sealed Bid for the Wastewater Equipment Service Contract
Bid No. 17-1045WW
Attention: Derek Watson
Purchasing Agent
City of White House, Tennessee**

All bids must be received in the City Purchasing Office on or before the date and hour designated due date. Any bids received after this time will not be considered and will be rejected. **BIDS MAY NOT BE DELIVERED TO ANY OFFICE ACCEPT PURCHASING OR FINANCE.**

In comparing the bids and proposals and making awards, the City may consider such factors as quality and adaptability of services, the bidder's record of experience and integrity and

performance assurance in addition to that of the bid price. The City reserves that right to cancel this order, or any part thereof without penalty.

The successful vendor agrees that he/she shall and does comply with all Tennessee local, state and/or federal laws, statues, rules and regulations including but not limited to the Rehabilitation Act of 1973 and the Americans with Disabilities Act. In the event that any claim should arise with regard to this contract for a violation of any such local, state and/or federal law, statue, rule or regulation, the provider will indemnify and hold the City of White House harmless for any damages, including court cost or attorney fees which might be incurred.

The City of White House reserves the right to reject any or all bid proposals and to waive all informalities. A Certificate of Insurance containing all coverage currently held for General Liability, Worker's Compensation, and Personal and Automobile Liability shall be included with the bid. A conditional or unqualified bid will not be considered. Contract award will be made to the lowest responsible and responsive bidder considering all of the bid items in the Bid Schedule and the level of qualifications of the bidder. **Contractor shall hold Bid Price for sixty (90) days.**

Any contract will be interpreted under the laws and statues of the State of Tennessee.

NONDISCRIMINATION POLICY

It is the policy of the City of White House not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to access to, or operation of its programs, services, and activities. In addition, the City of White House does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d). With regard to all aspects of this contract, the contractor certifies and warrants it will comply with this policy.

PAYMENTS

Vendor is to submit properly completed invoice(s) to the address specified on the purchase order. To insure prompt payment each invoice should cite the purchase order number, bid number, project description, unit and total price, discount terms and include the vendor's name and return remittance address.

Payment will be mailed within thirty (30) days of (a) the receipt and acceptance of the items, including all paper work and (b) receipt of a properly completed invoice. The City of White House is exempt from Tennessee State Sales Tax. An exemption certificate will be furnished at the request of the successful vendor.

GENERAL REQUIREMENTS

The Contractor will adhere to the following requirements:

1. The Contractor shall supply labor, equipment, and parts for the maintenance and repair of equipment within the City's wastewater system as may be necessary. The Contractor must be able to repair motors, pumps, and electrical controls as necessary to keep equipment operational.

2. The Contractor shall be on call twenty-four (24) hours a day and seven (7) days a week for the term of the Contract.
3. The City may require the Contractor to provide preventive maintenance activities and materials to prolong the useful life of equipment.
4. In an effort to minimize Contractor's labor costs, the City may use wastewater technicians to assist the Contractor with the repair work.
5. All material shall be new and of high quality and designed for the application as used by the Contractor.
6. The Contractor shall certify that all of their equipment meets the safety requirements of TOSHA AND OSHA.
7. The Contractor, with the assistance of the City, shall make a list of equipment that the OWNER deems necessary to retain in stock for the purpose of minimizing down times.
8. The Contractor is required to maintain a stock of normal parts and materials needed to keep the system operational. Any equipment deemed as special stock should be ordered in a timely manner with the approval of the Director of Public Works.
9. The Contractor shall provide a list of service technicians that would be assigned to the City of White House, including their field of training and years of service.
10. The Contractor shall furnish a list of then (10) wastewater systems in the general area to which they have provided similar services during the past ten (10) years. The Contractor must be able to show that they have performed similar services for at least then (10) years.
11. The Contractor will warranty their work against defective workmanship and materials for period of one (1) year for new equipment. The warranty period for rebuilt pumps and rewind motors shall be six (6) months.

EXECUTION OF WORK

1. CONTRACTOR shall respond to any calls from the Wastewater Department **within one (1) hour of call**. CONTRACTOR may be required to have service technician(s) on site for four (4) to six (6) hours as the OWNER deems necessary.

2. CONTRACTOR shall have one (1) service technician on call for Wastewater Department calls and one (1) service technician on standby for those repairs that require more than one (1) service technician.
3. CONTRACTOR shall give an estimate of repair within forty-eight (48) hours of service call.
4. CONTRACTOR is responsible for their own safety on the job site, but is required to have all safety equipment for confined space entry, lock out tags, and other safety items needed to have a safe working environment.
5. CONTRACTOR shall provide documentation of safety training for all technicians assigned to the OWNER. Technicians who perform work on OWNER'S equipment shall provide documentation, if requested.
6. CONTRACTOR shall have machinery capable of doing machine work on OWNER'S equipment. The CONTRACTOR shall be able to repair pump impellers, shafts, and housings. The CONTRACTOR shall be able to run a balancing device that will keep the equipment running smoothly.
7. Any equipment necessary to perform this service shall be the responsibility of the CONTRACTOR. This will include a portable generator, small truck crane, and any tools to complete the job.
8. **Upon completion of repair, the CONTRACTOR shall submit the OWNER a report stating possible causes of problem and complete explanation of repair. Invoice must state exact repair and materials.**
9. **Contractor is responsible for training their technicians and City personnel on Equipment operated by the City.**
10. Contractor will be paid within thirty (30) days of receipt of invoice.
11. **Contractor shall hold bid prices to City for a period of THREE (3) years from acceptance of bid by the City. This bid may be extended two (2) times in two (2) year increments, for a total of seven (7) years, upon mutual agreement of both parties.**
12. Contract may be terminated after thirty (30) days by notification letter from the City.

BID SCHEDULE

**ANNUAL WASTEWATER EQUIPMENT SERVICE CONTRACT
CITY OF WHITE HOUSE, TENNESSEE**

1. Labor Rates:

- a. Day Time (Hourly rates per man hour): _____
- b. Overtime (Hourly rates per man hour): _____
- c. Holiday (Hourly rate per man hour): _____
- d. Weekend (Hourly rate per man hour): _____

2. Materials:

- a. Under \$100.00: Cost+ _____ %
- b. Between \$100.00 and \$1000.00: Cost+ _____ %
- c. Over \$1000.00: Cost+ _____ %

3. Living Expense: _____

4. Trip Charge: _____

5. Crane Rental Set-up charge: _____

6. Rental Equipment Cost+: _____ %

FIRM'S NAME: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

NAME: _____

TITLE: _____

DATE: _____

SIGNATURE: _____

**CITY OF WHITE HOUSE
NONDISCRIMINATION POLICY**

It is the policy of the City of White House not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities. In addition, the City of White House does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d). With regard to all aspects of this contract, the contractor certifies and warrants it will comply with this policy.

COMPANY NAME

DATE

REPRESENTATIVE

TITLE

**CITY OF WHITE HOUSE
105 COLLEGE STREET
WHITE HOUSE, TN 37188
615.672.4350
615.672.2939 FAX**

STATE OF TENNESSEE/CITY OF WHITE HOUSE
COUNTY OF SUMNER/ROBERTSON

DRUG-FREE WORKPLACE AFFIDAVIT OF PRIME BIDDER

NOW COMES AFFIANT, who being duly sworn, deposes and says:

1. He/She is the principal officer for;

Company Name

Address

2. That the bidding entity has submitted a bid to the City of White House for;

Bid Number

Project

3. That the bidding entity employs no less than five (5) employees;
4. That Affiant certifies that the bidding entity has in effect, at the time of submission of its bid to perform the construction referred to above, a drug-free workplace program that complies with 50-9-113, Tennessee Code Annotated.
5. That this affidavit is made on personal knowledge.

Further Affiant saith not.

Affiant

SUBSCRIBED AND SWORN TO before me this _____ day of _____.

Notary Public

My commission expires:_____

**CITY OF WHITE HOUSE
105 COLLEGE STREET
WHITE HOUSE, TN 37188
615.672.4350
615.672.2939 FAX
www.cityofwhitehouse.com**

DRUG AND ALCOHOL TESTING PROGRAM

Bidders must have a testing program for employees in place that is at least as stringent as the drug and alcohol-testing program of the City of White House. Bidders must provide a copy of their drug and alcohol-testing program at the time the bid is made.

**STATE OF TENNESSEE
IRAN DIVESTMENT ACT AGREEMENT**

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.

Tenn. Code Ann. § 12-12-106 requires the chief procurement officer to publish, using credible information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in § 12-12-105.

While inclusion on this list would make a person ineligible to contract with the state of Tennessee, if a person ceases its engagement in investment activities in Iran, it may be removed from the list.

If you feel as though you have been erroneously included on this list please contact the Central Procurement Office at CPO.Website@tn.gov.

_____	_____
COMPANY NAME	DATE
_____	_____
REPRESENTATIVE	TITLE