

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 HVAC DUCTWORK / #E00116(KD)
Due Date / Time Thursday, April 21, 2016 / 2:00 p.m.
Pre-Bid / Time Wednesday, April 13, 2016 / 10: 00 a.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 School

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.

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

CENTRAL HIGH SCHOOL KITCHEN HVAC DUCTWORK

BID #E00116(KD)

BID OPENING DATE: 4/21/2016 @ 2:00 p.m.

PRE-BID: 4/13/2016 @ 10:00 a.m.

The Sullivan County Purchasing Agent is requesting proposals on behalf of the Sullivan County Department of Education to replace the existing HVAC ductwork at the Central High School Kitchen located at 131 Shipley Ferry Road, Blountville, TN 37617:

Scope of Work:

1. Demo existing unit including the duct transition from the unit to the wall.
2. Demo and cap piping serving existing unit.
3. Relocate gas line outside of building to allow installation of new duct work from new package cooling unit (owner furnished).
4. ***New Unit to be supplied and installed by owner. Manufacturer: Allied; Model # KCA240S4BN, 20 ton 460 volt 3PH.***
5. Furnish and install new supply and return duct serving kitchen to allow better distribution of air to the serving line area and exhaust hood area. Duct material and hangers per SMACNA latest manual "Low Pressure Duct Standards".
6. Furnish and install new duct insulation including weather proofing all exterior duct work.
7. Install new angle iron lintel frames at all exterior wall duct penetrations.
8. Build stand for unit outside.

For any questions, please contact David Poe at 423/817-3834.

Bids will be received until 2:00 p.m. on Thursday, April 21, 2016 in the office of the Purchasing Agent, 3411 Hwy. 126, Suite 201, P O Box 569, Blountville, Tennessee and at said time will be opened and read aloud. Any bids received after the scheduled closing time for receipt will be returned to the bidder unopened.

A **pre-bid meeting** will be held on **Wednesday, April 13, 2016 at 10:00 a.m.** Interested bidders will meet behind Central High School by the Cafeteria, 131 Shipley Ferry Road, Blountville, TN 37617.

The bid must be accompanied by a certified check or by a Bidder's Bond, executed by the Bidder and Surety Company licensed to do business in the State of TN, in the sum of five percent (5%) of the amount bid.

The successful vendor will be required to execute an acceptable Performance and Payment Bond in an amount equal to one hundred percent (100%) of the Contract price. Successful vendor will be required to submit a Certificate of Liability Insurance and to execute a drug-free workplace affidavit, background check compliance form & company/contractor affidavit form as enclosed. A purchase order will not be issued until all required documents are signed and submitted to the Purchasing Department.

The **vendor's name, licensed number, classification of license, and date of expiration** must be placed on the outside of the envelope containing the Contractor's Bid along with any sub-contractors for HVAC, Plumbing, Electrical & Masonry. The Bid will not be opened or considered if any of the preceding does not appear on the outside of the envelope.

All responding contractors must submit their proposals in a sealed envelope plainly identified on the outside in the lower left corner with the Bid Name and RFP# E00116(KD).

Bidder's Check List Place an **(x)** by all areas to signify compliance.

- _____ Bid signed in ink by authorized company representative
- _____ Addenda initialed and returned with bid, if applicable
- _____ Bid prices, extensions and total verified as correct

CENTRAL HIGH SCHOOL KITCHEN HVAC DUCTWORK
BID #E00116(KD)
BID OPENING DATE: 4/21/2016 @ 2:00 p.m.
PRE-BID: 4/13/2016 @ 10:00 a.m.

COST ANALYSIS – RFP #E00116(KD)

TOTAL COST FOR DUCTWORK \$ _____

TOTAL COST FOR STAND \$ _____

Note: Price Quotation shall be guaranteed for a minimum of sixty (60) days from opening date. Terms of payment are “Net 30 days” and shall include all shipping, freight, handling, etc., or any other associated cost.

VENDOR: _____

AUTHORIZED AGENT (PRINT NAME AND TITLE)

PHONE _____ FAX _____ E-MAIL _____

SIGNATURE: _____ DATE _____

OFFICE OF THE SULLIVAN COUNTY PURCHASING AGENT

COMPANY/CONTRACTOR AFFIDAVIT FORM 00010

THE AFFIANT STATES TO SULLIVAN COUNTY, TENNESSEE:

I (WE) HEREBY CERTIFY THAT IF THE CONTRACT IS AWARDED TO OUR FIRM THAT NO MEMBER OR MEMBERS OF THE GOVERNING BODY, ELECTED OFFICIAL OR OFFICIALS, EMPLOYEE OR EMPLOYEES OF SAID SULLIVAN COUNTY, TENNESSEE, OR ANY PERSON REPRESENTING OR PURPORTING TO REPRESENT SULLIVAN COUNTY, TENNESSEE, OR ANY FAMILY MEMBER INCLUDING SPOUSE, PARENTS, CHILDREN OF SAID GROUP, HAS RECEIVED OR HAS BEEN PROMISED, DIRECTLY,OR INDIRECTLY, ANY FINANCIAL BENEFIT, BY WAY OF FEE, COMMISSION, FINDER'S FEES OR ANY OTHER FINANCIAL BENEFIT ON ACCOUNT OF THE ACT OF AWARDED AND/OR EXECUTING THE CONTRACT.

THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE HAS FULL AUTHORITY TO BIND THE COMPANY AND THAT HE/SHE HAS PERSONALLY REVIEWED THE INFORMATION CONTAINED IN THIS REQUEST FOR PROPOSAL (RFP), INCLUDING ALL ATTACHMENTS, ENCLOSURES, APPENDICES, ETC AND DO HEREBY ATTEST TO THE ACCURACY OF ALL INFORMATION CONTAINED IN THIS RFP, INCLUDING ALL ATTACHMENTS, ENCLOSURES, EXHIBITS, ETC.

THE UNDERSIGNED ACKNOWLEDGES THAT ANY MISREPRESENTATION WILL RESULT IN IMMEDIATE DISQUAUFICATION FROM ANY CONTRACT CONSIDERATION.

THE UNDERSIGNED FURTHER RECOGNIZES THAT THE SULLVIAN COUNTY PURCHASING AGENT HAS THE RIGHT TO MAKE THE CONTRACT AWARD FOR ANY REASON CONSIDERED IN THE BEST INTEREST OF SULLIVAN COUNTY.

This certification shall be included with the bid document 00300. Failure of this properly executed document to be included with the bid shall render the bid as incomplete and void.

COMPANY NAME _____

NAME (PRINT) _____ PHONE _____

TITLE _____ FAX _____

SIGNATURE _____ DATE _____

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**( TO BE COMPLETED BY NOTARY )**

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 for the purposes therein contained.*

*Witness my hand and seal at office this day of \_\_\_\_\_, 20\_\_*

\_\_\_\_\_  
Notary Public

*My commission expires:* \_\_\_\_\_

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: \_\_\_\_\_

OFFICE OF THE SULLIVAN COUNTY PURCHASING AGENT

**BACKGROUND CHECK COMPLIANCE FORM**

Contractors shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated 49-5-413, which requires all contractors to facilitate a criminal history records check conducted by the TBI and FBI for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.

Any person, corporation or other entity who enters or any employee of any person, corporation or entity who enters into or renews a contract with a local board of education or child care program on or after September 1, 2007, must:

- (1) Provide a fingerprint sample
- (2) Submit to a criminal history records check to be conducted by the TBI and FBI.

TO BE COMPLETED BY RESPONDING CONTRACTOR

COMPANY or INDIVIDUALS (NAME) \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ LICENSE NUMBER/S \_\_\_\_\_

I agree to abide by Chapter 587 of 2007, as codified in Tennessee Code Annotated 49-5-413 and certify that I am authorized to sign. The undersigned further agrees if bid/contract is accepted, to furnish any/all Background Check Information on himself and all of his employees as required by law and/or at the request from the Office of the Sullivan County Purchasing Agent. I hereby agree to release all criminal history and other required information to Sullivan County, TBI and FBI in accordance with Tennessee law and further certify that all information supplied by me is true and accurate. I agree to release and hold harmless the above mentioned governmental entities for the use of this information related to the purposes mandated under Tennessee law. I further certify that I have obtained acceptable criminal history information on all current employees and will obtain said information on all future employees associated with the performance of work defined in the bid/contract, pursuant to TCA and that neither I nor any employee of the Company is prohibited from direct contact with school children for the reasons enumerated in TCA 49-5-401 et seq.

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_

TO BE COMPLETED BY NOTARY

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 for the purposes therein contained.

Witness my hand and seal at office this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_