

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

REQUEST FOR PROPOSAL

RFP 2022-005 General Contractor Services

The Hartsville/Trousdale County Government (HTCG) is soliciting bids from contractors qualified in the areas identified in this solicitation. All qualification statements and bids will be reviewed, and bidders may make oral presentations and/or provide additional information.

Schedule

- RFP Release May 12, 2022
- **Mandatory pre-bid meeting and walkthrough** **2:00 p.m., May 27, 2022**
- Deadline for Receipt of Email Questions Only 2:00 p.m., May 31, 2022
- **Deadline for Receipt of Proposals** **2:00 p.m., June 3, 2022**
- Closed Proposal Opening 2:00 p.m. June 3, 2022

Interested parties may respond to this RFP by

1. Email to contact@trousdalecountyttn.gov with the Subject Line as **RFP 2022-005 General Contractor Services**
2. Vendor Registry: Submit bids via Vendor Registry at trousdalecountyttn.gov/BIDS,
3. Mail or Hand Deliver three printed copies to
HTC Mayor's Office
RFP 2022-005 – General Contractor Services
328 Broadway, Room 6
Hartsville, TN 37074.

DEADLINE FOR SUBMISSIONS:
NO LATER THAN 2PM, FRIDAY, JUNE 3, 2022

AWARD

HTCG reserves the right to reject any and all proposals and reserves the sole right at its discretion to accept any proposal(s) it considers most favorable to the interest of HTCG and waive any and all minor irregularities in any proposal(s). HTCG further reserves the right to reject any proposal(s) and seek new proposals through the issuance of a new or amended RFP if such action is deemed in the best interest of HTCG.

All terms, conditions, specifications, stipulations, and supplier requirements stated in the RFP, any attached Appendices to the RFP, and any and all addenda issued shall become part of the contract entered into between HTCG and the Proposer.

OFFER RETURNS

Proposers must return completed proposals by the date stated on page 1 of this packet. Late proposals will not be accepted. It is the responsibility of the responding Proposer to assure that the response is received prior to the date/time indicated on the Cover Page of this package.

DISQUALIFICATION OF PROPOSER

Upon signing this offer document, a Proposer certifies that the proposal has not violated the antitrust laws of this state, Business & Commerce Code, or the federal antitrust laws, and has not communicated directly or indirectly the proposal made to any competitor or any other person engaged in such line of business. Any or all proposals may be rejected if HTCG believes that collusion exists among the proposers. Proposals in which the prices are obviously unbalanced may be rejected.

INVOICES AND PAYMENTS

The Proposer who is awarded the contract is required to send all invoices to

Accounts Payable
328 Broadway, Room 6
Hartsville, TN 37074

Invoices shall be provided to HTCG in a timely manner. The Proposer who is awarded the contract is required to invoice HTCG within 30 days of providing goods and/or services to HTCG.

In the event HTCG is presented with invoices, statements, reports, etc. that are incomplete, or inaccurate, HTCG may be required to perform substantial research which could result in delay of payment. HTCG will not be responsible for any interest charges and/or late fees as a result of delayed payment due to time delays caused by inadequate, incomplete, or inaccurate information provided in invoices.

PRICING

Prices for all goods and/or services shall be negotiated to a firm amount for the duration of the contract or as agreed to in terms of time frame and/or method of determining price escalations, if any by Proposer. All prices and methods of determining prices must be written in ink or typewritten. Where unit pricing and extended pricing differ, unit pricing prevails.

SUPPLEMENTAL MATERIALS

Proposers are responsible for including all pertinent product data in the returned offer package. Literature, brochures, data sheets, specification information, completed forms requested as part of the offer package and any other facts which may affect the evaluation and subsequent contract award should be included. Materials such as legal documents and contractual agreements, which the Proposer wishes to include as a condition of the proposal, must also be in the returned proposal package. Failure to include all necessary and proper supplemental materials may be cause to reject the entire proposal.

TAXES

HTCG is exempt from federal, state, and local taxes. In the event that taxes are imposed on the goods or services purchased, HTCG will not be responsible for payment of the taxes. The Proposer awarded the contract shall absorb the taxes entirely. Certificates of exemption will be furnished upon written request to HTCG.

FUNDING OUT OPTION

Any contract resulting from this RFP is contingent upon the continued availability of budget appropriations and is subject to cancellation, without penalty to HTCG, either in whole or in part, if funds are not appropriated by the HTCG Board of Directors, or otherwise not made available to HTCG. All outstanding invoices will be paid upon cancellation.

WARRANTIES

Proposers shall furnish all data pertinent to warranties or guarantees which may apply to items in the proposal. Proposers may not limit or exclude any implied warranties.

ASSOCIATION

Proposers may not use the HTCG official logo(s), or any phrase associated with HTCG, without the written permission from HTCG.

EXCEPTIONS, ALTERATIONS, ADDITIONS AND MODIFICATIONS

If any exceptions, alterations, additions, or modifications are submitted by Proposer to any portion of this RFP, the Proposer must clearly indicate the exceptions, alterations, additions, and modifications and include a full explanation as a separate attachment to the proposal. The failure to identify exceptions, alterations, or modifications will constitute acceptance by the proposer of the HTCG as proposed by HTCG. HTCG reserves the right to reject a proposal containing exceptions, alterations, additions, or modifications.

PROPOSAL PREPARATION COSTS

All costs related to the preparation and submission of this proposal shall be paid by the Proposer. Issuance of this RFP does not commit HTCG, in any way, to pay any costs in the preparation and submission of the proposal, nor does the issuance of the RFP obligate HTCG to award a contract or purchase any goods and services stated in the RFP.

RETENTION OF PROPOSAL DOCUMENTATION

All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of HTCG.

MODIFICATION/WITHDRAWAL OF PROPOSAL

Proposals may be modified in writing at any time prior to the due date. Proposals may be withdrawn in writing, by facsimile written transmission, or in person before the response date.

SPECIAL REQUIREMENTS/INSTRUCTIONS

EVALUATION AND AWARD

This RFP in no manner obligates HTCG to the eventual rental, lease, and purchase, etc. of any equipment or service described, implied or which may be proposed, until confirmed by a written contract. Progress toward this end is solely at the discretion of HTCG and may be terminated at any time prior to the signing of the contract. HTCG may initiate discussions with supplier personnel authorized to contractually obligate the supplier. Discussions will develop into negotiating sessions with the successful Proposer(s).

If HTCG is unable to agree to contract terms, HTCG reserves the right to terminate contract negotiations with a Proposer and initiate negotiations with another Proposer. HTCG reserves the right to select services and products from any number of Proposers if in its sole discretion it is in the best interest of HTCG to do so. Evaluation will consider the proposal(s) best meeting the needs and requirements of HTCG and such evaluation and determination of best value shall be solely at the discretion of HTCG.

Purchase price is not the only criteria that will be used in the evaluation process.

HTCG RESERVES THE RIGHT TO AWARD THE CONTRACT TO ONE PROPOSER/CONTRACTOR, OR MORE THAN ONE PROPOSER/CONTRACTOR IN ITS SOLE DISCRETION.

INSURANCE

All proposers must provide evidence of insurance or insurability.

CONFLICT OF INTEREST

The prospective proposer, its agents, employees, directors and/or assigns, shall disclose any financial, business, or other relationship with HTCG that may have an impact upon the outcome of this contract or potential future of the HTCG projects resulting from this effort. The prospective proposer, its agents, employees, directors and/or assigns shall also list current clients who may have a financial interest in the outcome of this contract or HTCG projects that will follow. In particular, the prospective proposer, its agents, employees, directors and/or assigns shall disclose any financial interest or relationship with any company that might submit a bid on the HTCG projects. If applicable, please complete Attachment B.

NON-DISCRIMINATION

The selected proposer shall comply, and shall require its agents, employees, directors and/or assigns to comply, with all applicable federal, state, and local laws, ordinances, rules, and regulations in regard to nondiscrimination in employment because of race, creed, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, or other prohibited basis.

RFP SPECIFICATIONS – General Contractor Services

The Hartsville/Trousdale County Government seeks qualified and experienced individuals and firms(s) for “General Contracting Services”. The successful responder(s) shall provide general construction management and administration of a variety of construction project sites and become familiar with all conditions that may affect each work site.

Statement of Work

This RFP outlines the basic requirements for the provision of general contractor services for renovation of existing space. This renovation will use the existing walls and structure to perform remodeling of the current EMS headquarters primarily consisting of the kitchen and dayroom area. This will include demolition and removal of current flooring and kitchen cabinetry as well as appliances. The following is a list of needed items to be accomplished in this project consisting of approximately 700 ft/sq.

The current tile flooring in dayroom and kitchen area will need to be removed and disposed. Floors will be then finished in a gray epoxy to closely match the current bedroom floors. The bedroom will not be a part of this project.

Ceiling tiles to be removed and extermination of wasp nests that are currently above drop ceiling. New tiles as well as 3 LED panel lights to be installed. Existing wiring is in place with current lights.

The current computer area will be divided to accommodate 3 areas to make a pantry for each shift. Each will have a lockable door.

Current kitchen cabinetry and appliances to be removed. New cabinets constructed of stainless steel to be installed. Also, a commercial gas range with vent, commercial refrigerator/freezer, dishwasher to be installed. In current coat area, which is open area, an ice machine to be installed. This can be utilized also by Trousdale County rescue and fire department to be used on prolonged calls to which rehab may be needed to provide cold water to assist on scene.

The existing gas heater that is in the bay will need to be relocated to the rear center to accommodate the size of the new ambulances that will be housed in the future.

All existing walls will be left in place as this is to be primarily a cosmetic remodel to upgrade housing conditions of existing and future EMS crews.

Scope of Work

The Contractor’s services shall include all things necessary to provide professional general contracting services for a renovation project. The Contractor’s services shall include all personnel, labor, materials, overhead, equipment, licenses, permits, all costs (direct and indirect), administrative costs (postage, printing, copying, plotting, deliveries), research, recommendations, studies, written documents, designs, specifications, details, drawings, issuance of certificates for payment, review of documents, inspections, supervision and approval of work as necessary to accomplish assigned projects and as further specified in the Statement of Work of the RFP.

ATTACHMENT A
BID INFORMATION
RFP 2022-005 GENERAL CONTRACTOR SERVICES

Use this page as a coversheet for your submission

Company Name _____

Company Address _____

Taxpayer Identification Number (TIN / FEIN): _____

Telephone _____

Email _____

BID AMOUNT _____

Print Name: _____

Company Title _____

Signature _____

Your signature attests to your proposal to provide the goods and/or services in this proposal according to the published provisions of this Invitation to Bid unless modifications or alterations are clearly noted in your proposal submission.

HTCG reserves the right to reject any and all qualification statements, to cancel this solicitation, and to waive any informalities or irregularities in procedure.

ATTACHMENT B

CONFLICT OF INTEREST DISCLOSURE

As a prospective vendor/supplier, its agents, employees, directors and/or assigns, you shall disclose any financial, business, or other relationship with HTCG that may have an impact upon the outcome of this project. The prospective proposer, its agents, employees, directors and/or assigns shall also list current clients who may have a financial interest in the outcome of this projects. In particular, the prospective proposer, its agents, employees, directors and/or assigns shall disclose any financial interest or relationship with an official or employee of HTCG.

Name of party that poses conflict _____

Relationship/Interest _____

Company Name: _____

Signature of Authorized Agent: _____

Date Signed: _____