



Robertson County Tennessee
Jody Stewart, Finance Director
Finance Department
523 South Brown Street, Springfield, TN 37172
(615) 384-0202 Fax (615) 384-0237

MAIL DATE: **2/16/2016**

RCOB Window & Blind Replacement Wings M & N

Sealed bids must be received by: **3/3/2016 at 2:00 PM**

Robertson County Finance Office
523 South Brown Street
Springfield, TN 37172

THE OUTSIDE OF THE ENVELOPE MUST BE MARKED WITH THE BIDDER'S COMPANY NAME, ITEM BID, TIME OF BID OPENING, DATE OF BID OPENING, BID NO. 1316 AND MUST BE MARKED "SEALED BID, DO NOT OPEN."

Bids are opened and read aloud to the public at the Robertson County Finance Office, 523 S. Brown Street, Springfield, TN 37172 immediately after the bid receipt deadline. Each vendor may submit more than one bid provided each bid meets the stated specifications. Each bid must be submitted in a separate sealed envelope with the appropriate notation on the outside. All bids must be signed by an authorized agent and submitted on the prescribed forms. Submission of bids by telegraph, telephone, or other electronic means is strictly prohibited. Please enclose a stamped, self addressed envelope to receive a completed bid tabulation form. Any brand name called for the bid specifications is provided as a reference only. Alternate brand name items offered for bid must be equivalent as to function, basic design, type and quality of material, method of construction, and any required dimensions. Bidder must attach a letter of exception to specifications.

For assistance with technical / product information contact Joe Fort, Supervisor, County Building & Grounds at (615)382-6140. For assistance with bid procedures contact Cheryl Moon, Robertson County Finance Office at (615) 384-0202 or by email: cheryl.moon@robertsoncountyttn.org.

Note: Robertson County reserves the right to reject any or all bids, to waive any technicalities or informalities, and to accept any bid deemed in the best interest of the County. All bids will be considered in accordance with Title VI and without regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit the performance of duty.

Bid Specification #1316
Robertson County is accepting sealed bid proposals for:

Replacement of Windows & Blinds at the Robertson County Office Building
M-Wing & N-Wing (Sheriff's Department)

1. INSTRUCTION TO PROPOSERS

1.1 PROPOSAL SUBMITTAL

Robertson County will receive proposals until 2:00 PM, March 3, 2016 where they will be publicly opened. All proposals must be sealed in envelopes and addressed to Robertson County Finance Department, 523 S. Brown St., Springfield, Tennessee, 37172, and plainly marked. **Proposers must submit two (2) copies of the proposal.**

Proposals must be submitted on the included response form and in accordance with the Instructions to Proposers and the General Specifications furnished by Robertson County in this Request for Proposal. Any award, if made, will be by authorized Purchase Order issued to the successful proposer(s) whose proposal is most advantageous to Robertson County. **Proposals received after the scheduled opening time will remain unopened.**

Proposals must include:

- A detailed breakdown of what is included in the proposal and what is not included in the proposal.
- A detailed breakdown of the warranty for all labor and materials for windows & blinds.
- Name, address, and contact information for any Blind subcontractor. (No subcontractors will be allowed for the window replacement portion of this contract.)

1.2 PRE-BID MEETING

Attendance is mandatory for all interested parties. The Pre-Bid Meeting will be held in the 3rd Floor Conference Room of the Robertson County Office Building, 523 South Brown Street, Springfield, Tennessee, 37172 on February 23, 2016 at 10:00AM with Joe Fort, Director of Maintenance. Any questions about the information contained in this Request for Proposal will be addressed. **Office: (615) 382-6140.**

1.3 INSURANCE

The County shall require that the Contractor obtain and maintain the following minimum amounts of coverage in full force and effect for as long as is necessary to fund the Contractors indemnification and defense obligation:

- 1.3.1** A comprehensive general liability insurance policy, specifically endorsed to include coverage for completed operations, contractual liability, independent Contractors, and Broad Form Property Damage. Said policy of insurance to have a minimum limit \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage.
- 1.3.2** Contractor must supply one year warranty to cover material and workmanship.
- 1.3.3** A workers compensation and employers liability insurance policy with a statutory limit of workers compensation as required by law. Proof of registration with the State of Tennessee is required for any bidder not required to carry Workers' Compensation insurance.

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1.4 RIGHT TO INSPECT

Robertson County reserves the right to employ or assign an authorized representative to inspect the work performed or being performed by the successful proposer(s).

2. GENERAL SPECIFICATIONS

2.1 ASSIGNMENT OR SUBLETTING

The replacement blind portion of this contract may be sublet with pre-approval by a Robertson County Representative.

Neither the window replacement contract nor any of the payments to become due under it shall be assigned in whole or in part by the Contractor, nor shall any part of the work be sublet by the Contractor, without the prior written consent of the Owner, and such consent shall not relieve the Contractor from full responsibility and liability for the work and for the due performance of all terms and conditions of the contract.

2.2 NONDISCRIMINATION

The Contractor shall not discriminate against any person because of race, sex, age, creed, color, religion or national origin.

2.3. LICENSES AND TAXES

The Contractor shall obtain all licenses and permits required by Robertson County and the State of Tennessee, and promptly pay all taxes required by the federal, state and/or county authorities. **All proposals must include a copy of a current Robertson County Business License.**

2.4 PAYMENT TERMS

Payment will be made within 15 days of final inspection and acceptance of complete installation by an authorized representative of Robertson County.

2.5 LIQUIDATED DAMAGES

Work shall be completed in a professional manner in accordance with the terms of the contract.

For the purposes of computing liquidated damages under the provisions of a contract, it is understood that Robertson County may deduct from payments due or to become due to the contractor some amounts as liquidated damages upon proof of damages by the County.

2.6 TERMINATION

The contract may be terminated with thirty (30) days written notice for: (1) failure to comply with terms and conditions of this contract, (2) unsatisfactory performance of service, or (3) any other issues that fails to meet the intent of this Contract.

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BACKGROUND

The existing windows are aluminum single pane fixed non-thermal windows. They are in bad shape allowing air to migrate in and out of the building. During heavy rains some of the windows allow water to enter into the building.

SCOPE OF WORK

The scope of work is to supply and install aluminum thermally broken storefront style windows in a clear anodized finish. The glass is to be 1 inch double pane, tinted, insulated glass with a low E coating. The selected contractor will be responsible for the following:

- Supply detailed window specifications and shop drawings, including material samples of both the glass and frame material for Robertson County Government approval.
- Supply and install new windows per approved drawings and materials.
- Demolish and dispose of all existing windows
- Contractor is responsible for any work that may be needed to install new windows. This includes supplying and installing any lintels as needed.
- Supply and install any additional aluminum trim needed to give the windows a finished look.
- Caulk the exterior and interior of all windows after installation. Contractor to provide caulking samples to Robertson County Government for approval prior to use.
- Contractor to replace and install all existing blinds, with new two (2) inch vinyl blinds.
- Provide installation, material, workmanship and replacement warranty for windows and blinds.
- Contractor to supply any and all lifts, scaffolding or ladders needed to complete scope of work.
- Contractor will be responsible for cleanup of construction debris and trash daily. Contractor must provide their own waste receptacle if needed. Receptacle location shall not block Emergency Services access points, public parking or building entrances.

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LUMP SUM PRICE \$ _____ F.O.B. Complete

Estimated Days from Purchase Order to Completion _____

Proposal good for _____ months

Non-Collusion and Company Affidavit

The agent of the bidding firm hereby certifies to the best of his/her knowledge and belief that this bid proposal to Robertson County, Tennessee has not been prepared in collusion with any other seller of similar products. The agent also certifies that the prices, terms and conditions of said bid proposal have not been communicated by the undersigned, nor by any employee or agent of the bidding firm, to any other seller of similar products and will not be communicated to any such seller prior to the official opening of said bid. The agent further states that no official or employee of Robertson County Government has promised any personal financial or other beneficial interest, either directly or indirectly in order to influence award of this bid.

The affiant further states with respect to this Proposal:

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 County, or any person representing or purporting to represent the County, or any family member including spouse, parents, or children of said group, has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee or any other financial benefit on account of the act of awarding and/or executing a contract.

I hereby certify that I have full authority to bind the company and that I have personally reviewed the information contained in the Request for Proposal and this Proposal, and all attachments and appendices, and do hereby attest to the accuracy of all information contained in this Proposal, including all attachments and exhibits.

I acknowledge that any misrepresentation will result in immediate disqualification from any consideration in the proposal process.

I further recognize that Robertson County reserves the right to make its award for any reason considered advantageous to the County. The company selected may be without respect to price or other factors.

Signature _____ Date _____

Name _____ Phone _____

Title _____

Firm Name _____

Type of business organization (For example: corporation, LLC, partnership, proprietorship)

Address _____

City, State, Zip _____

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DRUG-FREE WORKPLACE AFFIDAVIT

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with Robertson County, Tennessee 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.

Authorized Signature, Title (Owner/ Corporate Officer) **Date**

Printed Name: _____

Company Name

Mailing Address

Telephone No. **Fax No.**

Witness signature : _____ **Date:** _____

Witness printed name: _____