

**SECTION 00 11 15 - REQUEST FOR BID**

Union County Board of Education is currently issuing a request for general contracting bids for Access Control Upgrades for Union County High School.

Access Control Upgrades for Union County High School  
150 Main St,  
Maynardville, TN 37807  
Union County, Tennessee  
Bid Number 0073-UCHS Vestibule

General Contractors are required to obtain Bid Documents at the office of the Designer. Requests for documents should be sent to the attention of Michael Hicks, at [mhicks@lewisgroup.net](mailto:mhicks@lewisgroup.net), after 2:00 PM, Eastern Time, Monday, September 16, 2019, or one of the Plan Room locations listed below by paying a refundable Plan Deposit in the amount of \$250.00 each. Plan deposits will be refunded when plans are returned in acceptable condition as determined by the Designer. Only a certified check or cashier's check will be accepted. Make checks payable to:

The Lewis Group Architects, Inc.  
6512 Deane Hill Drive; Knoxville TN 37919  
865-584-5000

Bidders of Record and major subcontractors may obtain additional copies of Bidding Documents at cost from Designer or Plan Rooms, but costs will not be refundable.

Examine documents at Designer's office or Plan Rooms listed below.:

Knoxville Builders Exchange Knoxville, TN 865-525-0443  
F.W. Dodge McGraw-Hill Plan Room, Knoxville, TN 877-784-9556

**There will be a Pre-Bid Meeting on October 1, 2019 at the Board of Education Central Office, located at 3006 Maynardville Hwy, Maynardville, TN 37807 at 10:00 a.m. All General Contractors are required to attend a mandatory Pre-Bid Conference.**

Sealed proposals must be submitted to Union County Finance Office, 300 Main Street, Maynardville, TN 37807. Response must reference "**BID 0073-UCHS Vestibule**."

**Bids will be accepted until 3:00 p.m., Eastern Time, October 15, 2019 at the Finance Office location at 300 Main Street, Maynardville, TN 37807. Union County Board of Education reserves the right to reject any and all bids.**

Bidders bidding \$25,000.00 or more must be licensed per state law. Five percent (5%) Bid Security is required. Non-Discrimination policy applies.

Include with each bid, Bid Security in the amount equal to five percent of the total of the Bid, plus all Alternates, payable to Union County Schools in the form of (1) a certified

check or cashiers check or (2) a satisfactory Bid Bond executed by a corporate surety licensed under the laws of the State of Tennessee to execute such Bonds.

## **UNION COUNTY GENERAL BIDDING PROCEDURES**

**Bid Limit:** Union County requires all purchases over \$25,000 to be acquired by sealed competitive bids. Exceptions: Fuel, emergency purchases, and any items excluded by statute

**Location:** All bids must be submitted to the Union County Finance Department at or before the announced deadline.

**Bid Document:** Owner-supplied bid form is to be completed by the bidder. When such forms are issued, only bids returned with the proper forms will be accepted. Envelopes must be sealed and marked as a bid document. Any bid may be withdrawn prior to the day, date and time as set forth in the "bid invitation". On construction related bids, the envelope must contain the following information visible from the outside: TN License number, expiration date, classifications and limitations.

**Electronic transmissions:** Electronic transmissions will not be accepted except when in the course of the bidding process addendums or other notifications of errors on behalf of the owner places an undue hardship upon prospective bidders. Written notification by the owner must precede the acceptance of Facsimile transmissions.

**Bid Bond:** For construction related bids, in excess of \$25,000 dollars, the owner requires a bid bond equal to five percent of the total price of the bid. Contracts for the services of a construction manager shall require a bid bond in the amount of ten percent. The owner may request bonds on other services as determined by the Finance Department.

**Performance Bond:** For construction related bids, in excess of \$25,000 dollars, the owner requires a performance bond equal to one hundred percent of the contract price. The owner may request bonds on other services as determined by the Finance Department.

**Payment Bond:** For construction related bids, in excess of \$25,000 dollars, the owner requires a payment bond equal to one hundred percent of the contract price except as stipulated under T.C.A. 12-4-201. The owner may request bonds on other services as determined by the Finance Department.

**Insurance:** For construction related bids, a certificate of commercial liability insurance is required, naming Union County as an additional insured. The owner may request other insurance as deemed necessary.

**Disclosures by bidders:** For construction bids in excess of \$25,000 interested bidders must include the following information on the outside of the envelope containing the bid document: Name, License number, Expiration date thereof, and license classification of the contractors applying to bid as stated in T.C.A. 62-6-119. For construction bids less than \$25,000, the name only is required. Union County maintains a drug-free workplace and requires all bidders for construction contracts to comply with T.C.A. 50-9-114.

**Laws and Regulations:** The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full. Bidders may be required to provide proof of valid business license and Workers Compensation Insurance if required by law.

**Sub-contracts:** The Bidder is specifically advised that any person, firm, or other party to whom it is proposed to award a sub-contract under this contract must be acceptable to the Owner.

**Award of Contract:** The owner (Union County) further reserves the right to reject any and all bids, to waive any and all informalities and to negotiate contract terms with the successful bidder, and the right to disregard all non-conforming, non-responsive or conditional bids. Union County may conduct such investigations as it deems necessary to assist in the evaluation of any bid to establish the responsibility, qualifications, and financial ability of the bidder, proposed sub-contractors and other persons and organizations to perform the work in accordance with the contract documents to the bidder who does not pass any such evaluation to the owner's satisfaction. The contract shall be awarded to the lowest, best and most responsible bidder, whose evaluation by the owner indicates to the owner that the award will be in the best interest of Union County. It is also understood that the "apparent low bidder" will be announced at the bid opening; however the "successful bidder", who may or may not be the lowest bidder, will not be announced until all issues, which include, but are not limited to quality, service, conformity to specifications, etc. have been resolved and until a period of review has been completed by the County. Union County does not enter into contracts which provide for mediation or arbitration.

**Construction Contracts – Retainage:** The Owner will retain five percent of funds on contracts over \$500,000 dollars per T.C.A. 66-11-144.

**Title VI of the Civil Rights Act of 1964:** All interested parties, without regard of race, color or national origin, shall be afforded the opportunity to bid and shall receive equal consideration. Title VI states "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity receiving Federal financial assistance." Union County strives to protect individuals' civil rights through active compliance with the requirements of Title VI.

**Warranty:** The vendor shall provide warranty information on the equipment, components and items bid with the bid submittal.

**Payments:** Invoices that are submitted by the awarded bidder are required to provide accurate and current addresses. Payment terms shall be specified in the bid response, including any discounts for early payment. The Finance Department of Union County discourages the practice of picking up checks in person, unless there is an emergency situation.

**Errors in Bids:** When an error is made in extending total prices, the unit bid price will govern. Carelessness in quoting prices or in preparation of bid otherwise, will not relieve the bidder. Erasures or changes to bids must be initialed. Any alteration, erasure, addition to or omission of required information, change of the specifications or bidding schedule, is made at the risk of the bidder.

**Taxes:** Union County is tax exempt.

**Tie Bids:** If two or more bidders submit identical bids and is equally qualified; selection shall be made at the discretion of the county based on performance.

**Contractors, Subcontractors and employees:** If work is to be performed during regular school hours when children are present, the county reserves the right to require background checks, dress codes and certain ethical standards of all employees on school property.

**Specification details:** These specifications have been designed to meet a certain level of quality as well as to standardize certain components. In numerous places reference to specific brands of components may have been made. This has been done to establish a certain level of quality and in no way is an attempt to write out venders of similar or equal equipment components.

**BID OPENING:**

Date: October 15, 2019  
Time: 3:00 PM, Eastern Time

Location: Union County Finance Department  
300 Main Street  
Maynardville, Tennessee 37807  
Posted for public inspection at [www.unioncountyttn.com](http://www.unioncountyttn.com)

Each Bidder must be appropriately licensed as a Contractor in the State of Tennessee as provided in T.C.A. 62-6-101. Complete all blanks on the bid envelope, otherwise, the Bid will not be opened.

The Owner reserves the right to waive all informalities, reject any or all Bid proposals, and to select the bid deemed most advantageous. A conditional or qualified BID will not be accepted. Award will be made to the lowest responsible, responsive BIDDER.