



INVITATION TO BID

JOHNSON COUNTY PURCHASING AGENT
211 N. CHURCH STREET
MOUNTAIN CITY, TN 37683
Phone: (423) 727-7861

Requisition # 34334

Bid Name Senior CTR Addition

Sealed bids will be received by the Johnson County Purchasing Agent until the date shown below for articles specified below, and under the following conditions, unless otherwise specified by the Johnson County Purchasing Agent:

Invitation to Bid: Contracted Services for Construction of a Building Addition & Alterations at the Johnson County Senior Center. (Description on Page 4)

For: Johnson County, TN Government – Senior Center

Sealed Bids will be accepted until: December 22, 2020; 2:00 PM EST (By Purchasing Agent's Clock)

Pre-Bid/Walk-through Meeting: November 18, 2020 10:00 AM EST. Meet at Johnson County Senior Center 128 College Street, Mountain City, TN 37683.

Date/Time of Bid Opening Meeting: December 22, 2020; 2:00 PM EST (Bid Opening Meeting is subject to Date & Time Changes, when deemed necessary by the Purchasing Agent. An attempt will be made to notify all known involved parties, and a "Notice of Meeting Change" will be posted at the county courthouse and meeting location reflecting new meeting date/time.)

Bids should be free from alteration, or erasures, and all signatures must be hand signed in ink by individual or firm making the bid. All hand written portions of this bid should be legible to read, failure to do so could result in bid rejection.

Carefully review all sections before submission. Incomplete documents may be rejected. You may include other documentation for review inside sealed bid envelope. The Purchasing Agent/Committee and/or the Johnson County Commission, reserve the right to waive technicalities, to reject any or all bids, to accept bids in whole or in part, to request additional information from all proposers, to use any ideas presented in proposals, and to negotiate with one or more of the finalists regarding terms of the engagement. Johnson County, TN intends to select the company that, in its opinion, best meets the County's needs. All documents become the property of Johnson County, TN when submitted, and will not be returned. Johnson County is not responsible for any cost related to proposal submissions.

ITB Return Address for the outside of the envelope: Johnson County Purchasing Agent
Dustin Shearin
211 N. Church Street
Mountain City, TN 37683

***Note:** Any potential bid packages that are not plainly marked are considered VOID if mistakenly opened prior to the scheduled proposal opening meeting. Bidders must submit the attached Drug Free Workplace affidavit within the sealed bid package, stating that they have a drug-free workplace program in effect at the time of submission of the bid, in accordance with T.C.A. § 50-9-113.

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.



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Basis of Award:

Bids will be evaluated based upon the following criteria:

1. Understanding of the Scope of Work & Vendors attendance at the pre-bid meeting.
2. Delivery Schedule.
3. Description of the services, materials, and systems as they relate to the proposed scope of work that your firm proposes to provide to Johnson County, TN for this project.
4. Past experience and performance of the proposer's team on similar work including: individuals in the firm assigned to do the work; cost control; quality of work, and meeting scheduled milestones.
5. Cost. Will services be performed at fair and reasonable prices? Lowest bid for each project will be accepted from the most responsive and responsible bidder.
6. **All Bid Prices shall be firm and valid for a minimum of 90 days to allow time for review.**

If the above information is not provided within sealed bid envelope, Johnson County, TN reserves the right to contact bidder for further information, conduct independent reviews and interview vendors submitting bids prior to making any selection. Johnson County, TN will not be liable for any costs associated with your firm preparing its response to the Invitation to Bid.

For projects totaling \$25,000.00 or more, bidder must be licensed in the State of Tennessee as a Licensed Contractor. Acceptable license classifications for this project may be one of the following: Building Construction - (BC), (BC-B), or (BC-b(sm)).

*****THE OUTSIDE OF THE ENVELOPE MUST BE MARKED WITH THE BIDDER'S COMPANY NAME, THE ABOVE REQUISITION NUMBER & BID NAME, DATE & TIME OF BID OPENING, AND MUST BE MARKED "SEALED BID, DO NOT OPEN." IN ACCORDANCE WITH T.C.A. 62-6-119, WHEN A CONSTRUCTION BID IS IN EXCESS OF \$25,000.00 THE NAME OF THE PRIME CONTRACTOR, LICENSE NUMBER, EXPIRATION DATE AND LICENSE CLASSIFICATION OF CONTRACTOR MUST APPEAR ON THE OUTSIDE OF THE BID ENVELOPE.*****

If an award is made, the award will be made to the vendor who meets the requirements of the solicitation and has submitted the best responsive and responsible bid. Awarding of a contract to the successful vendor is contingent upon approval by all necessary involved parties and funding availability. Johnson County reserves the right to make determination to award bids in whole or in part. ***Bid awarding results will be made available upon request, and in accordance to applicable state law. ***

Bids will not be considered unless accompanied by this complete signed original document.

Contractor shall provide Insurance Coverage information prior to the beginning of the project. Coverage shall be in effect throughout the term of the project. Insurance documents provided shall name Johnson County, TN as an endorsement/certificate holder. Coverage shall include when required:

- Commercial General Liability
- Worker's Compensation Insurance
- Comprehensive Automobile Liability
- Professional Liability Insurance

Johnson County, TN reserves the right to waive or impose any additional insurance or bond requirements, during the contract negotiation and execution phase. Please feel free to call Johnson County Purchasing Agent, Dustin Shearin with any questions you may have. (423) 727-7861



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QUALIFICATIONS OF BIDDERS

1. Bids will not be accepted from, nor contracts awarded to, any person, firm or corporation that are not fully qualified or able to perform the work.
2. Bidders may be required to submit satisfactory evidence that they have the necessary financial resources to complete the proposed work. Bidders may also be required to submit references to similar completed jobs prior to award.

WITHDRAWAL OF BID

Any bidder may withdraw his bid, either personally or by written request, at any time before the scheduled closing time for receipt of the bids.

AWARD OR REJECTION OF BIDS

The contract will be awarded to the lowest fully qualified responsible bidder complying with these instructions to bidders and with the advertisement. Johnson County, TN reserves the right to reject any and all bids or to waive any informalities or technicality in bids received if it appears that the best interests of Johnson County, TN may thereby be served.

PERFORMANCE & PAYMENT BONDS

The successful bidder will be required to submit Performance and Payment Bonds in the amount of 100% of the awarded contract amount. The Contractor is responsible for the cost thereof.

CONTRACT AGREEMENT

The successful bidder shall execute the formal contract agreement, and at the Contractors expense furnish a construction performance bond and a construction payment bond satisfactory, each being 100% of the total project cost, to Johnson County, TN within seven (14) business days following receipt of the Notice of Award. Failure to do so will be an adequate and just cause of annulment or cancellation of the award.

COPIES OF ARCHITECTURAL PLANS

Copies of the architectural plans to be used for this project will be made available for inspection by the Johnson County Purchasing Agent. A fully printed copy of the plans will be provided to the contractor that is awarded the project. Please contact Dustin Shearin, Johnson County Purchasing Agent for questions.

DRUG FREE WORKPLACE

Contractor must submit the fully executed Drug Free Workplace Affidavit, as provided, certifying compliance with the requirements of the laws of this state in relation to the signed document.

USE OF SUBCONTRACTORS

A list of subcontractors, and their contact information, that the primary contractor intends to utilize for portions of this project must be included with the bid submission.

COMPLIANCE WITH ALL LAWS

The contractor must observe and comply with all federal, state and local laws, statutes, ordinances and regulations at all times which may in any manner affect this project.



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DESCRIPTION OF GOODS/SERVICES WANTED

Johnson County Senior Center Addition

Specifications: Request for bid pricing for the following project within Johnson County as requested per the following information. Project Location: Johnson County Senior Center Building.

SCOPE OF WORK AND RELATED REQUIREMENTS

A. GENERAL SCOPE OF WORK:

- The Contractor shall perform construction work shown in the Architectural Plans.
- The Plans in question are titled "Renovation to Johnson County Senior Center" dated 04/30/2020 and consist of seven (7) pages.
- Contractor shall review Architectural drawings and follow all notes and specifications for proper project completion as outlined and described within said documents.
- A pre-bid conference will be held at November 18, 2020 10:00 AM EST. Meet at Johnson County Senior Center 128 College Street, Mountain City, TN 37683.
- The Contractor shall provide all labor, materials, supplies, equipment, and tools needed to complete the work represented on the Plans in accordance with Contract Documents.
- The Contractor shall provide the Senior Center Director a minimum of 5 business days of notice prior to mobilization. The Contractor shall mobilize no later than February 28, 2021, unless otherwise approved in writing by the Senior Center Director.
- The Contractor shall complete all work by June 30, 2021 or 6 months from the Notice to Proceed letter, whichever is longer.

B. CODES AND STANDARDS:

The planned addition space must comply with all permit requirements and the Architects Plans & Specifications.

C. PERMITTING:

Johnson County, TN will provide the Contractor with the Architectural Plans needed to obtain required permits. The Contractor is responsible for securing all required building permits (including plumbing, electrical, and mechanical) and is responsible for the cost thereof.

D. INSTALLATION:

Provision and installation of all fixtures represented on the Plans shall be the responsibility of the Contractor, unless otherwise noted.



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E. PROTECTION OF PROPERTY/PROPERTY CONDITIONS:

1. If property is damaged performing work specified or is removed for the convenience of the work, it shall be repaired or replaced at the expense of the Contractor in a manner acceptable to the Johnson County, TN.
2. Contractor shall notify the Senior Center's representative of the work site having pre-existing damage before beginning the work. Failure to do so shall obligate the bidder to make repairs.
3. Contractor shall be responsible for securing all work areas to be safe.
4. Access: Contractor will make arrangements with Senior Center Staff regarding building access.

F. SAFETY:

1. The Contractor shall be responsible for the safe conduct of his/her employees and/or subcontractor(s), collectively hereafter referred to as Personnel during the execution of the work detailed herein. The Contractor shall meet or exceed the standards set forth by the Occupational Safety and Health Administration (OSHA) and requirements established by the Federal, State, and local agencies. Should an unsafe condition be identified during the execution of this work, the Contractor will immediately suspend such activity until a safe method can be employed.

G. PERSONNEL:

1. All Personnel of the Contractor shall be considered to be, at all times, the sole Personnel of the Contractor, under the Contractor's sole direction, and not Personnel or agents of Johnson County, TN. The Contractor shall supply competent and physically capable Personnel and Johnson County, TN may require the Contractor to remove any Personnel it deems careless, incompetent, insubordinate or otherwise objectionable and whose presence on County property is not in the best interest of Johnson County, TN. Johnson County, TN shall not have any duty to implement or enforce such requirements.
2. Contractor shall assign an "on-duty" supervisor who speaks and reads English.
3. Contractor shall have its Personnel refrain from smoking in County buildings.
4. Contractor shall be solely responsible for receiving all materials and equipment at site.

H. STORAGE OF MATERIALS:

1. Contractor shall be responsible for storing and securing of all materials and/or equipment.
2. At no time may the Contractor block access to the any part of the Senior Center Building; except the area of construction. All building exits shall remain unblocked at all times.

I. DISPOSAL OF WASTE:

1. The Contractor shall be responsible for the disposal of all waste materials, debris, and any and all excess materials, containers, etc. at an off-site location in accordance with local, state and federal regulations. Town of Mountain City/Johnson County dumpsters or trash receptacles are not to be used by the Contractor. Disposal of waste materials shall be in a proper manner in accordance with all environmental guidelines and regulations.
2. Any and all dumpsters or refuse containers provided by Contractor shall be located in an area approved by the Senior Center Director and properly maintained throughout the project.



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J. HOURS OF WORK:

1. The Contractor will perform all work only during the detrained hours as allowed by the Senior Center Director. Any and all other work hour regulations, permitted hours must be adhered to.

K. WARRANTY:

The Contractor agrees that the goods furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the Contractor gives any customer for such goods and that the rights and remedies provided therein are in addition to and do not limit those available to the Johnson County, TN by any other clause of this solicitation. A copy of this warranty shall be furnished with the bid. At a minimum, all work shall be guaranteed by the Contractor against defects resulting from the use of inferior materials, equipment or workmanship for one (1) year from the date of final acceptance of the entire project by Johnson County, TN in writing. The Contractor warrants that, unless otherwise specified, all materials and equipment incorporated in this solicitation and under the contract shall be new, in first class condition, and in accordance with the contract documents. The Contractor further warrants that all workmanship shall be of the highest quality and in accordance with contract documents and shall be performed by persons qualified at their respective trades. Defects discovered during the warranty period shall be corrected by the Contractor to Johnson County, TN's satisfaction.

L. DELIVERY OF MATERIALS AND EQUIPMENT:

All materials and equipment delivered to 128 College Street, Mountain City, TN 37683 must be FOB Destination. Contractor shall be represented on-site at time of delivery for material/equipment acceptance.

M. CHOICE OF COLORS & STYLES OF MATERIALS:

Unless otherwise stated within Architectural plans, and only when required, common colors and types of paints and materials shall be discussed with the Senior Center Director. The contractor shall allow for a common general range of available colors and/or design preferences within their bid pricing, when required. As necessary, the Contractor shall provide a sampling of available materials for choice.



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A timeline to complete the work will be determined with the awarded contractor(s), but the project must be completed within 6 months of the issuance of the Notice to Proceed, or before June 30, 2021, whichever is longer.

Project Bid - Johnson County Senior Center Building Addition

Bid for Total Project Completion \$ _____

Printed Name _____

Signature _____

Total Project Cost shall include all products, items, & equipment necessary for project completion, including associated travel costs, & labor, performance & payment bonds, and insurance.

Please include on a separate page(s), letterhead, or attachment(s) the following information:

1. Project Completion Timeline Estimate.
2. Please provide a detailed price breakdown of your bid price.
3. Subcontractor List – Naming those subcontractors you plan to use for the project if awarded and their respective contact information.
4. Vendor statement of acknowledgement that All Bid Prices shall be firm and valid for a minimum of 90 days to allow enough time for award determination.
5. Copy of Contractors Active State of TN Contractors License Information (Must Show License Number)

BID PROTEST

Any protest concerning the award of this bid shall be addressed to the Purchasing Agent. Protest shall be made in writing to the Purchasing Agent and shall be filed within five (5) business days after the intended award is announced. A protest is considered filed when received by the Purchasing Agent. The written protest shall include the name and address of the protestor, identification of the procurement, a statement of the specific reasons for the protest and supporting exhibits. The submitted information will be reviewed with the appropriate Department Head and County Attorney to render a final decision and a formal response provided within seven days. This decision relative to the protest shall be considered final.



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QUESTIONS

Potential bidders that have any questions relating to this documents specifications, language, verbiage, procedures, or general questions about this bid, shall send in writing by email to purchasing@johnsoncountyttn.gov those detailed questions to be answered. Questions shall be sent and received by the Purchasing Agent no later than December 16, 2020 at 2:00 PM. Questions will be answered and sent to all interested parties for review, and not limited to the original requester. Johnson County is not responsible for unreceived emails. Questions that result in changes to these bid documents or any specs must be completed no later than 72 hours prior to final bid cutoff time of December 22, 2020 at 2:00PM.

COMPETITION INTENDED

It is the intent of Johnson County, TN that this ITB permit competition. It shall be the bidder's responsibility to advise the Purchasing Agent in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in the ITB to a single source. Such notification shall be received by the Purchasing Agent no later than five (5) business days prior to the date set for deadline of the acceptance of all bids.

FEEDBACK

The Johnson County Purchasing Agent reviews any and all feedback or suggestions anyone reviewing these solicitation documents may be willing to provide. Critical feedback or suggestions is an integral part of creating understandable bid documents. Please feel free to include in your bid package, or send by mail, a separate page stating these types of items that may help with future bids. We thank you for your time in doing so.

NOTES:

- This project is being let contingent upon funds being available and cannot be started until the Purchasing Agent has issued a Purchase Order & a Notice to Proceed.
- Written terms and conditions, all necessary insurance, permits, and license documentation shall be in place prior to any work being completed. All terms, conditions, and/or contracts shall be reviewed by the County Attorney as to acceptable form.
- The local government will pay the Contractor per Johnson County policy after having received 100% satisfactory project completion or by utilizing a 25%, 50%, 75%, & 100% progress payment method whichever is agreed upon by Johnson County & the contractor. The project progress completion percentage will be determined by the Architect/Engineer along with the project location department head. A detailed invoice signed by the department head for this project in accordance with awarded bid and payment method, shall be required in order for payment to be made.



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Vendor Contact Information

Company Name: _____

Company Mailing Address: _____

Primary Contact Information:

Name _____

Phone # _____

Secondary Contact (If Applicable):

Name _____

Phone # _____

CONFLICT OF INTEREST (ACCORDING TO: T.C.A. 5-14-114) - No member of County of Johnson Legislative body, and no other officer, employee, or agent of the County of Johnson who exercises any functions or responsibilities in connection with the carrying out of the Project to which this Contract pertains, shall have any personal interest in, and/or receive any monies or anything of value directly or indirectly from this Contract.

IRAN DIVESTMENT ACT – By submission of this proposal, each proposal and each person signing on behalf of any vendor certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each vendor is not on the list created pursuant to T.C.A. 12-12-106.

NON-COLLUSION AFFIDAVIT – The agent of the vendor hereby certifies to the best of his/her knowledge and belief that this proposal to Johnson County, TN has not been prepared in collusion with any other seller of similar products or services. The agent also certifies that the prices, terms and conditions of said proposal have not be communicated by the undersigned, nor by any employee or agent of the vendor, to any other seller of similar products or services, and will not be communicated to any such seller prior to the official opening of said proposal.

The undersigned firm or individual(s), states that he/she fully understands the contents of this document, proposes to follow all conditions set forth in this document, to furnish and deliver to the place designated, the named supplies/services at the prices bid within the proposal, same to be charged to Johnson County. We guarantee all the above named goods/services to be in accordance with specifications or equal.

(Printed Name)

(Authorized Signature) Date: _____



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Bid Package Checklist:

- Review Specifications & Requirements within Invitation to Bid Documents.
- Bid Prices Listed on page 7 of this document for the project.
- Fully Signed Original Invitation to Bid Document (Include all pages originally provided).
- Completed Drug Free Workplace Affidavit.
- Completed W-9 Information Document.
- Insurance documents as required. (May be provided at later time, prior to work authorization.)
- Information & Documents Requirements requested as highlighted in yellow on Page 7.
- Any other information necessary for review by Purchasing Agent or Johnson County Government.
- Properly prepared envelope according to requirements on Page 2.



JOHNSON COUNTY PURCHASING DEPT.

211 North Church Street
Mountain City, Tenn. 37683
423-727-7861

DUSTIN SHEARIN
PURCHASING AGENT

CONTRACT MONITORING

Johnson County requires that sub-recipients maintain records of those ethnic and gender groups who are awarded bids on projects.

FOR TITLE VI COMPLIANCE, WE ASK VOLUNTARY DISCLOSURE OF THE FOLLOWING INFORMATION:

GENDER: MALE _____ FEMALE _____

RACE: CAUCASIAN _____

AFRICAN AMERICAN _____

HISPANIC _____

OTHER (PLEASE SPECIFY) _____

Johnson County in accordance with Title VI of the Civil Rights Act of 1964, Stat. 252, 41 U.S.C. 2000d to 2000d-4 and Title 49 Code of Federal Regulations, hereby notifies all proposer's that it will affirmatively insure that in any contract entered into pursuant to this bid proposal, Disadvantaged Business Enterprises (DEB's) will be afforded full opportunity to submit proposals in response to bid invitations and will not be discriminated against on the grounds of race, creed, color, sex, national origin, or handicap in consideration for an award.

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 and 50-9-114.

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: _____

