



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

POST DATE: **5/27/2016**

**Replace Cooler Media Material**

Sealed bids must be received by: **6/9/2016 at 11:00 AM**

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. 1329 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. Any brand name called for in 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 Jimmy Finch, Supervisor, Schools - Building & Grounds at (615)384-0213. For assistance with bid procedures contact Cheryl Moon, Robertson County Finance Office at (615) 384-0202 or by email: [cheryl.moon@robertsoncountyttn.org](mailto: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 SCHEDULE: # 1329

Robertson County Schools is accepting sealed bid proposals for the following:

### **Replacement of the media in the Marley MH704 Fluid Coolers 2 at Springfield High School and 1 at Jo Byrns High School**

It is the intent of the Board of Education to award a contract for these services if satisfactory bids are received. Upon award for services, the contract will have 90 days to complete work.

#### **Scope of Work**

- Remove all existing fill media and place in dumpster (Dumpster will be provide from Robertson County Board of Education Department of Building and Grounds)
- Clean upper and lower troughs
- Clean all nozzles
- Install all new Marley OEM fill Media
- Includes new fill tubes and supports
- Refill tower and assist with startup
- Clean up job site approved by Jimmy Finch
- Warranty 18 months for material and workmanship

#### **Insurance & Licenses**

- Each bidder will have an active Robertson County Business License.
- The successful bidder shall provide a Certificate of Insurance naming Robertson County as "Additional Insured".
- Bidders shall be required to submit with their bid a Certificate of Insurance showing that they have the minimum insurance requirements listed below.
- The liability insurance coverage shall be considered as primary and not as excess insurance. The carrier(s) shall provide thirty-day written notice to the County by registered mail prior to any modification, cancellation, non-renewal or other change in coverage. Failure to name Robertson County to the carrier for notification of the listed changes described above will result in the termination of the contract.
- Policies must be effective prior to the commencement of work and must remain in force until termination of work under this contract. In the event of interruption of coverage for any reason, all work under the contract shall cease and shall not resume until coverage has been restored.
- If at any time during the term of this contract or any extension thereof, any required policies of insurance should expire, or are canceled, it will be the responsibility of the contractor to furnish the County a Certificate of Insurance indicating renewal or an acceptable replacement of the expiring policy prior to the expiration or cancellation date so that there will be no lapse in coverage.
- The minimum coverage required is:
  - A. Workmen Compensation – **REQUIRED**
  - B. General Liability in a comprehensive form with a minimum limit of \$1,000,000.00 C.S.L. and \$5,000,000.00 aggregate.

**BID SCHEDULE: # 1329**

Robertson County Schools is accepting sealed bid proposals for the following:

**Replacement of the media in the Marley MH704 Fluid Coolers  
2 at Springfield High School and 1 at Jo Byrns High School**

**LUMP SUM PRICE FOB INSTALLED COMPLETE \$ \_\_\_\_\_**

**DAYS FROM PURCHASE ORDER TO START \_\_\_\_\_**

**PRICE GOOD FOR \_\_\_\_\_ MONTHS**

Letter of Compliance

Successful bidder must comply and provide a Letter of Compliance. Amendments to the Tennessee Code Annotated Section 49-5-413 require employers doing business with the Robertson County Board of Education to have their employees' criminal history records checked. No employer or employee shall come in direct contact with school children, children in a childcare program, and/or enter the grounds of a school or childcare center operated by the Robertson County Board of Education when children are present without this compliance letter on file.

Non-Collusion 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.

\_\_\_\_\_  
Authorized Signature, Title (Owner/ Corporate Officer) Date

Printed Name: \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-mail address: \_\_\_\_\_