

OFFICE OF THE SULLIVAN COUNTY PURCHASING AGENT
3411 HIGHWAY 126 – SUITE 201
BLOUNTVILLE, TN 37617-0569

Kristinia Davis
PURCHASING AGENT

PHONE 423/323-6400

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Kris.davis@sullivancountyttn.gov

REQUEST FOR PROPOSALS

RFP #1311862(KD)

ASPHALT STORAGE TANK CONVERSION

DUE ON OR BEFORE

Tuesday, February 20, 2018 (2:00PM)

The Offices of the Sullivan County Purchasing Agent on behalf of the Sullivan County Highway Department will receive sealed Request for Proposals (RFP) until **Tuesday, February 20, 2018 @ 2:00 p.m.** to furnish all materials and labor to convert a direct-fired, horizontal A-C tank to a hot-oil coiled tank.

All interested vendors will be afforded full opportunity to submit a RFP and will receive consideration for a contract award pursuant to this notice without regard to race, color, religion, national origin, age, sex or disability. Sullivan County is in quest of the highest quality, most reliable company with standards excellence and superb response time performance.

In order to receive consideration, a RFP submittal must be delivered to the Office of the Sullivan County Purchasing Agent on or before the day/time indicated and shall meet the requirements as described herein.

The RFP document must be delivered to the following on or before Tuesday, February 20, 2018 2:00pm:

Kristinia Davis, PURCHASING AGENT
2nd FLOOR – SULLIVAN COUNTY HISTORIC COURTHOUSE
3411 HIGHWAY 126 – SUITE 201
BLOUNTVILLE, TN 37617-0569

Submittals shall be forwarded by US Mail, Courier and/or Hand-Carried, must be presented in a sealed envelope and shall be clearly marked with **RFP #1311862(KD)** on the outside of the envelope. Electronic submittals (phone, fax or e-mail) are not acceptable! Sullivan County is not responsible for delays in mail/courier delivery services. **LATE RESPONSES WILL NOT BE ACCEPTED!**

RFP shall be offered in strict conformance to the language, specifications, terms and conditions. RFP shall be completed in totality and signed by an authorized agent of the responding company. Any erasures, strike overs and/or changes must be initialed in ink by the responding company, prior to submittal.

It is the responsibility of each responding company to ascertain that all requirements are satisfied and that all RFPs are presented and assembled in the format as solicited. It will be assumed that the company has made investigations to be fully informed as to the extent and character of the requirements. Failure to submit a RFP which conforms to the specified content and format requirements will be sufficient cause to disqualify the company. Additionally, material deficient or incomplete response will be cause to disqualify the company.

Sullivan County has the right to accept or reject any/all RFPs; to waive any informalities, technicalities or irregularities; to request clarification or additional information from any responding company; to reject any response if the responding company is not in a position to perform the services; or, to reject a response based on unacceptable provisions from the responding company.

Any remedies in a responding company's submittal, including agreement, license agreement, terms, conditions, literature, etc. that may be considered an agreement to waive the legal rights of the citizens of Sullivan County shall be considered cause for rejection.

By submission of this RFP, the responding company certifies compliance with Title VI and Title VII of the Civil Rights of 1964, as amended, and all regulations promulgated thereof.

Failure of Sullivan County to enumerate any Federal, State or County legislation in its entirety in this RFP is not cause for the responding company to exclude same.

The selected company will be responsible for all processes, labor, materials, equipment and management necessary to provide the services specified. This RFP does not commit Sullivan County to execute an agreement, to pay any costs incurred in the preparation of a RFP or to contract for services.

For any questions regarding the request for qualifications, please contact Kristinia Davis at 423-323-6400 or by e-mail at kris.davis@sullivancountyttn.gov

RFP SUBMITTALS

COMPLIANCE

By submission of a RFP, the company certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereof.

REJECTION/DISQUALIFICATION

Sullivan County has the right to accept or reject any/all RFPs; to waive any informalities, technicalities or irregularities; to request clarification or additional information from any responding company; to reject any response if the responding company is not in a position to perform the services; or, to reject a response based on unacceptable provisions from the responding company, if deemed in the best interest of Sullivan County. In addition, Sullivan County reserves the right to disqualify any RFP submittal, before or after opening, upon evidence of collusion with the intent to defraud or any other such illegal practices conducted by any responding company. Any remedies in the company's response, including agreement, license agreement, terms, conditions, literature, etc. that may be considered an agreement to waive the legal rights of the citizens of Sullivan County shall be considered cause for rejection.

VERBAL COMMUNICATION

In no case will verbal communication override written communications or documentation.

CONTACT

Any questions regarding the RFP document requirements shall be directed to Kris Davis @ kris.davis@sullivancountyttn.gov.

To view the jobsite contact Danny Whittaker at 423/341-5375 Monday through Friday from 8:00 a.m. – 5:00 p.m.

MISTAKE IN SUBMITTALS

If any responding company discovers a mistake in its RFP of a serious and significant nature which is unfavorable to it, prior to the authorization and issuance of a binding Contract, it may request consideration be given to modifying or withdrawing same. The mistake must be evident and provable. ANY MISTAKE REALIZED BY THE RESPONDING COMPANY IN ITS RFP SUBMITTAL WILL NOT BE CONSIDERED, SUBSEQUENT TO AUTHORIZATION AND ISSUANCE OF A BINDING CONTRACT.

BID GUARANTY

The bid must be accompanied by a certified check or by a Bidder's Bond, executed by the Bidder and Surety Company licensed to do business in the State of TN, in the sum of five percent (5%) of the amount bid.

The successful vendor will be required to execute an acceptable Performance and Payment Bond in an amount equal to one hundred percent (100%) of the Contract price.

AFFIDAVITS

Responding company must complete and return the enclosed Company/Contractor (non collusion), Drug-Free Workplace and Iran Divestment Affidavit with this RFP.

LIABILITY INSURANCE

The successful vendor will be required to submit a Certificate of Liability Insurance listing Sullivan County as an additional insured at its cost and expense for the duration of the project.

TAXES

Sullivan County is exempt from sales tax. Certificates of tax exemption will be provided to the selected company, upon request.

SCOPE OF WORK

A conversion package to convert a direct-fired, horizontal, A-C tank to a hot-oil coiled tank. Sullivan County will be responsible for all electrical and gas connections. Inside dimensions of A-C tank are 58'-9 1/2" long and 9'6" wide. **All** warranties that may be applicable must be stated on following Cost Analysis. If a used hot oil heater is being offered, pricing for used and new oil heater must be listed on Cost Analysis.

Conversion to include the following or equal:

- Coil bundle assembly
- Hot Oil Heater *New or Used* – 1,000,000 – 1,500,000 BTU
- Temperature control panel with enclosure, Love controller, thermocouple, and drywell
- Solenoid valve and gate valve for coil flow regulation
- Pipe & fittings
- Service to install above items and start up heater.

Vendor must include complete specifications of conversion package being offered with RFP (e.g. type of metal coil bundle is made of).

COST ANALYSIS
RE
RFP #1311862(KD)

Option A: Total Bid Cost to include New Oil Heater
\$ _____

Warranties: _____

Option B: Total Bid Cost to include Used Oil Heater
\$ _____

Warranties: _____

Indicate Anticipated begin date: _____

Indicate Anticipated completion date: _____

VENDOR: _____

PHONE _____ / FAX _____ / E-MAIL _____

AUTHORIZED SIGNATURE: _____ DATE _____

OFFICE OF THE SULLIVAN COUNTY PURCHASING AGENT

COMPANY/CONTRACTOR AFFIDAVIT FORM 00010

THE AFFIANT STATES TO SULLIVAN COUNTY, TENNESSEE:

I (WE) HEREBY CERTIFY THAT IF THE CONTRACT IS AWARDED TO OUR COMPANY THAT NO MEMBER OR MEMBERS OF THE GOVERNING BODY, ELECTED OFFICIAL OR OFFICIALS, EMPLOYEE OR EMPLOYEES OF SAID SULLIVAN COUNTY, TENNESSEE, OR ANY PERSON REPRESENTING OR PURPORTING TO REPRESENT SULLIVAN COUNTY, TENNESSEE, OR ANY FAMILY MEMBER INCLUDING SPOUSE, PARENTS, CHILDREN OF SAID GROUP, HAS RECEIVED OR HAS BEEN PROMISED, DIRECTLY, OR INDIRECTLY, ANY FINANCIAL BENEFIT, BY WAY OF FEE, COMMISSION, FINDER'S FEES OR ANY OTHER FINANCIAL BENEFIT ON ACCOUNT OF THE ACT OF AWARDING AND/OR EXECUTING THE CONTRACT.

THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE HAS FULL AUTHORITY TO BIND THE COMPANY AND THAT HE/SHE HAS PERSONALLY REVIEWED THE INFORMATION CONTAINED IN THIS REQUEST FOR PROPOSAL (RFP), INCLUDING ALL ATTACHMENTS, ENCLOSURES, APPENDICES, ETC AND DO HEREBY ATTEST TO THE ACCURACY OF ALL INFORMATION CONTAINED IN THIS RFP, INCLUDING ALL ATTACHMENTS, ENCLOSURES, EXHIBITS, ETC.

THE UNDERSIGNED ACKNOWLEDGES THAT ANY MISREPRESENTATION WILL RESULT IN IMMEDIATE DISQUALIFICATION FROM ANY CONTRACT CONSIDERATION.

THE UNDERSIGNED FURTHER RECOGNIZES THAT THE SULLIVAN COUNTY PURCHASING AGENT HAS THE RIGHT TO MAKE THE CONTRACT AWARD FOR ANY REASON CONSIDERED IN THE BEST INTEREST OF SULLIVAN COUNTY.

This certification shall be included with the bid document 00300. Failure of this properly executed document to be included with the bid shall render the bid as incomplete and void.

COMPANY NAME _____

NAME (PRINT) _____ PHONE _____

TITLE _____ FAX _____

SIGNATURE _____ DATE _____

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**( TO BE COMPLETED BY NOTARY )**

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 for the purposes therein contained.*

*Witness my hand and seal at office this day of \_\_\_\_\_, 20\_\_*

\_\_\_\_\_  
Notary Public

*My commission expires: \_\_\_\_\_*

## 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.

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:\_\_\_\_\_

# IRAN DIVESTMENT ACT AFFIDAVIT

As per Tennessee Code Annotated, Title 12, and effective July 1, 2016:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to §12-12-106.

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Signature

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Date