

OFFICE OF THE SULLIVAN COUNTY PURCHASING AGENT

3411 HIGHWAY 126 – SUITE 201  
BLOUNTVILLE, TN 37617-0569

PHONE 423/323-6400

FAX 423/323-7249

REQUEST FOR PROPOSAL

**RFP Name / Number** Re-roofing Sullivan County Central Receiving / #G22854(KD)  
**Due Date / Time** April 21, 2016 / 2:00 p.m.  
**Pre-Bid / Time** April 14, 2016 / 2:00 p.m.  
**Bid Location / Mail Address** Sullivan County Purchasing Department, Kristinia Davis, Purchasing Agent  
3411 Hwy 126-Suite 201, Blountville, TN 37617  
**Bid Contact / Telephone** Kristinia Davis (423) 323-6400; [kris.davis@sullivancountyttn.gov](mailto:kris.davis@sullivancountyttn.gov)

**THIS REQUEST FOR PROPOSAL (RFP) MUST BE RETURNED IN A SEALED ENVELOPE VIA MAIL, COURIER OR IN PERSON. PHONE, FAX OR ELECTRONIC RESPONSES ARE NOT ACCEPTABLE!** RESPONSES WILL BE ACCEPTED BY THE PURCHASING AGENT ONLY UNTIL THE DAY/TIME DESIGNATED ABOVE, AT WHICH TIME THEY WILL BE PUBLICLY OPENED. RESPONSES MUST CLEARLY IDENTIFY THE RFP # ON THE OUTSIDE OF THE ENVELOPE, BE PRESENTED IN ORIGINAL FORMAT, BE COMPLETED IN TOTALITY AND BEAR THE HANDWRITTEN SIGNATURE OF A DULY AUTHORIZED COMPANY REPRESENTATIVE. **LATE RESPONSES WILL NOT BE ACCEPTABLE!**

SUBMISSION OF THIS RFP VERIFIES VENDOR'S ACCEPTANCE OF THE RFPs LANGUAGE, REQUIREMENTS AND THE GENERAL PROCUREMENT TERMS AND CONDITIONS FORM #GPTC1004-14.

*NOTE: IF FORM #GPTC1004-14 IS OMITTED FROM THIS RFP SOLICITATION, WE HAVE THE APPROPRIATE SIGNED DOCUMENTS FROM YOUR COMPANY. IF FORM #GPTC1004-14 IS ENCLOSED WITH THIS RFP SOLICITATION, PLEASE SIGN AND RETURN THE APPROPRIATE PAGES WITH YOUR RFP REPOSE. **By submission of this RFP/RFQ, the responding firm certifies compliance with Title VI and Title VII of the Civil Rights of 1964, as amended, and all regulations promulgated thereof.***

ALL RFPs MUST BE OFFERED IN STRICT CONFORMANCE TO ALL LANGUAGE, REQUIREMENTS, TERMS AND CONDITIONS AND SPECIFICATIONS AS SOLICITED. FAILURE TO COMPLY WITH THE RFP PREREQUISITE WILL BE CAUSE TO DISQUALIFY SAME.

UNLESS OTHERWISE DESIGNATED, ALL PRICES OFFERED SHALL BE GUARANTEED FOR A MINIMUM OF SIXTY (60) DAYS FROM OPENING DATE. UNIT PRICES FOR GOODS/SERVICES SHALL BE QUOTED **"NET 30 DAYS"**. **EACH LINE ITEM PRICE MUST INCLUDE ALL CHARGES, INCLUDING SHIPPING, HANDLING, FREIGHT OR ANY OTHER COSTS ASSOCIATED TO THE DELIVERY** TO THE DESIGNATED SULLIVAN COUNTY LOCATION. SULLIVAN COUNTY **WILL NOT ACCEPT** ADDITIONAL DELIVERY CHARGES AS A SEPARATE LINE ITEM. AWARDS MAY BE DETERMINED PER UNIT (LINE ITEM) AND/OR AS A TOTAL (WHOLE) AWARD; WHICHEVER IS IN THE BEST INTEREST OF SULLIVAN COUNTY. ALL GOODS PROVIDED TO SULLIVAN COUNTY SHALL BE FREE FROM DAMAGE/DEFECTS. GOODS DAMAGED IN TRANSIT BY COMMON CARRIER ARE THE SOLE RESPONSIBILITY OF THE VENDOR, INCLUDING ALL COMMUNICATIONS AND REPLACEMENT ARRANGEMENTS.

IF INFORMATION (SPECIFICATIONS, DATA SHEETS, ANALYSIS, DRAWINGS, ETC.) OR PRODUCT SAMPLES ARE REQUESTED IN THIS RFP, RESPONDING VENDOR MUST ENCLOSE/SUPPLY SAME. FAILURE TO COMPLY WILL BE CAUSE TO DISQUALIFY THE VENDOR FROM AWARD CONSIDERATION.

THE SULLIVAN COUNTY PURCHASING AGENT HAS THE RIGHT TO ACCEPT, REJECT, AWARD OR CANCEL ANY/ALL QUOTES AND TO WAIVE ANY INFORMALITIES OR IRREGULARITIES, IF SAME IS DEEMED IN THE BEST INTEREST OF SULLIVAN COUNTY. SULLIVAN COUNTY DOES NOT OBLIGATE ITSELF TO ACCEPT THE LOWEST AND/OR ANY QUOTE OFFERED.

Completion Time \_\_\_\_\_

TERMS: NET 30 DAYS

(NOTE: DELIVERY TIME (DAYS/WEEKS/MONTHS) MUST BE INDICATED ... ASAP IS NOT ACCEPTABLE)

VENDOR: \_\_\_\_\_ REPRESENTATIVE: \_\_\_\_\_

PLEASE PRINT

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

RFP COVER PAGE-REV 9/24/2014

## **RE-ROOFING/RFP# G22854(KD)**

### **SPECIFICATION SHEET**

Proposals are requested for Re-roofing the Sullivan County Central Receiving Area, located at 3411 Hwy 126, Blountville, TN 37617. Approximately 6,800 sq.ft of roof area & approximately 1,200 sq. ft. of vertical wall area, as per the attached specifications.

1. Remove and dispose of all loose gravel.
2. Furnish and install 1.5" Polyisocyanurate insulation board over gravel embedded built-up roof system.
3. Mechanically attach single ply Tan or nonglare PVC roofing membrane per manufacturer's recommendations.
4. Extend membrane up and over parapet walls terminating at outside perimeter and attach per manufacture's recommendation and install coping if needed.
5. Furnish and install 2.5' x 5' walk pads from ladder access to and around (3) roof top units.
6. Flash walls, pipes, curbs and other penetrations to factory specifications.
7. Contractor to encapsulate curbs with PVC membrane and flash into new roof system. Sullivan County will remove units and install plywood over the following curbs - (1) 32" x 34" and (3) 23" x 23".
8. The contractor shall be responsible for site cleanup and remove project related debris.
9. Furnish 20 year dual contractor limited warranty, no dollar limit factory warranty on materials & labor.

**RE-ROOFING/RFP# G22854(KD)**

**SUBMITTAL INSTRUCTION/CHECK LIST SHEET**

**Bids will be received until 2:00 p.m. on Thursday, April 21, 2016** in the office of the Purchasing Agent, 3411 Hwy. 126, Suite 201, P O Box 569, Blountville, Tennessee and at said time will be opened and read aloud. Any bids received after the scheduled closing time for receipt will be returned to the bidder unopened.

A **pre-bid meeting** will be held on **Thursday, April 14, 2016 at 2:00 p.m.** Interested bidders will meet at the historic Sullivan County Courthouse in the back of the building at Central Receiving, 3411 Hwy 126, Blountville, Tennessee 37617.

**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.** Successful vendor will be required to submit a Certificate of Liability Insurance and to execute a drug-free workplace affidavit & company/contractor affidavit form as enclosed. A purchase order will not be issued until all required documents are signed and submitted to the Purchasing Department.

The **vendor's name, licensed number, classification of license, and date of expiration** must be placed on the outside of the envelope containing the Contractor's Bid. The Bid will not be opened or considered if any of the preceding does not appear on the outside of the envelope.

**All responding contractors must submit their proposals in a sealed envelope plainly identified on the outside in the lower left corner with the Bid Name and RFP# G22854(KD) .**

**Bidder's Check List** Place an **(x)** by all areas to signify compliance.

\_\_\_\_\_ Bid signed in ink by authorized company representative  
\_\_\_\_\_ Addenda initialed and returned with bid, if applicable  
\_\_\_\_\_ Bid prices, extensions and total verified as correct

**RE-ROOFING/RFP# G22854(KD)**

**PRICE SHEET**

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Specify Roof System Manufacturer:\_\_\_\_\_

Warranty:\_\_\_\_\_

1. Sullivan County Central Receiving Area Re-roofing **BID PRICE \$**\_\_\_\_\_

**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 FIRM 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 AWARDED 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 \_\_\_\_\_

~~~~~  
**( 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: \_\_\_\_\_