

SULLIVAN COUNTY PURCHASING

Invitation to Bid #ATHP2020(KD)

Professional Services & Materials Relating to the Preservation and Restoration of the Historical Anderson Townhouse

**Sealed bids to be received by 2:00 p.m.
September 9, 2020**

Pre-bid on Friday, September 4, 2020 @ 10:00 a.m.

Submit bids to:
Sullivan County
Purchasing Department
Suite 201
3411 Hwy 126
Blountville, TN 37617

**Sullivan County Purchasing
Invitation to Bid (ITB)
#ATHP2020(KD)**

1. Purpose

The Office of the Sullivan County Purchasing Agent is accepting sealed bids for Professional Services and Materials relating to the Preservation and Restoration of the Historical Anderson Townhouse located at 3396 Hwy 126, Blountville, TN 37617. Funding is provided by the State of Tennessee, Department of Environment and Conservation, Tennessee Historical Commission.

2. Instructions to Bidders

Sealed bids will be received until **2:00 p.m. local time, Wednesday, September 9, 2020 at the Office of the Purchasing Agent of Sullivan County at 3411 Hwy 126, Suite 201, Blountville, TN 37617**. All bids shall be publicly opened and read aloud at 2:00 p.m. the same day at the Office of the Purchasing Agent. **Late proposals will not be considered.** Proposals that arrive late due to the fault of the United States Postal Service, United Parcel Service, DHL, FEDEX, any delivery/courier service, or any other carrier of any sort are still considered late and shall not be accepted by the County. Such proposals shall remain unopened and will be returned to the submitting entity upon request.

Sealed bids to be mailed should be addressed as follows:

**Sullivan County Purchasing Department
3411 Hwy 126, Suite 201
Blountville, TN 37617**

Bid envelope shall be clearly labeled as follows:

**ITB #ATHP2020(KD) Professional Services & Materials Relating to the
Preservation and Restoration of the Historical Anderson Townhouse**

A **Pre-bid Conference** is scheduled at **10:00 a.m. local time on Friday, September 4, 2020**. All potential bidders are encouraged to attend. We will meet in the front of the Anderson Townhouse, 3396 Hwy 126, Blountville, TN 37617.

3. Scope of Work

- A. The Contractor shall be responsible for replacing the rotting log that rests on the limestone stone foundation by shoring up the wall temporarily and replacing the rotting log with more limestone mortared in to match the existing foundation wall. The approximate length of such row was measured at 112 inches x 7 inches – measured from cross joist to cross joist. This log is evident in the attached pictures.

- B. The Contractor shall replace the rotting historic log over the front door header with a stone or brick lintel at a width of 52 to 54 inches – centered above the front door and the transom window. See attached pictures.
- C. The Contractor shall re-chink the mortar only in places that need it between the historic logs. This work will be coordinated and approved by the Planning & Codes Director, Ambre Torbett.
- D. All Carpentry work of the front porch stairs shall be removed and replaced by the Sullivan County Maintenance Department pre and post foundation work.
- E. An itemized list of all materials that will be used for the project **must** be included in the price proposal.
- F. All restoration work shall conform to the US Department of Interior, Standards for Historic Preservation.
 - a. Secretary of the Interior’s Standards as codified in 36CFR67, located here: <https://www.nps.gov/tps/standards.htm>
 - b. Preservation Brief Number 26: The Preservation and Repair of Historic Log Buildings located here: <https://www.nps.gov/tps/how-to-preserve/briefs/26-log-buildings.htm>
- G. The limestone foundation work that will replace the log has been pre-approved by the Tennessee Historical Commission.
- H. Contractor shall provide and pay for all materials, labor, tools, equipment or any other expenses whatsoever necessary for the performance of the Contract.
- I. The Contractor shall daily remove and legally dispose of all surplus and any unused materials to keep the Project Area and public rights-of-way reasonably clear. The site of the work will be subject to prior approval by the Planning & Codes Director.

4. **General Terms & Instructions**

- A. The following information is intended to form the basis for submission of sealed bids. Failure to read and/or understand any portion of this Invitation to Bid hereinafter referred to as ITB shall not be cause for waiver of any portion of this proposal.
- B. This material contains general conditions for the procurement process, contract requirement and submission forms that must be included in the proposal. The proposal should be read in its entirety before preparing the proposal.
- C. All bids must be submitted on forms supplied in bid proposal and these INSTRUCTIONS TO BIDDERS.

- D. The attached Drug-free workplace affidavit, Company/Contractor and Iran Divestment Affidavit form must be completed and returned with the bid.
- E. **If Bid price is over \$25,000** the bidder'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 per T.C.A. §62-6-119. The bid envelope shall also bear a list of any major sub-contractors as follows, if any, and their respective Tennessee license numbers and expiration dates. (Mechanical, Plumbing, Electrical, Sprinkler, Masonry).

5. **Addenda**

If any prospective Bidder/Offeror has questions regarding the specifications or documents, the prospective Bidder/Offeror shall contact Kristinia Davis via e-mail at kris.davis@sullivancountytn.gov no later than three (3) working days before the due date. Any revision to the ITB will be made only by a written addendum issued by the Purchasing Department. In no case will verbal communication override written communications or documentation. Responses to the questions will be posted and can be located through the following link: <https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=37b55d57-2b40-462f-bd8e-5b80ab095ddd>

6. **Title VI & VIII of The Civil Rights Act**

By submission of a signed bid, the bidder certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereunder.

7. **Conflict of Interest**

Proposer, by submitting a signed proposal, certify that no gratuity of any kind and no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of Sullivan County as wages, compensations, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to Proposer in connection with any goods provided or work contemplated or performed relative to the agreement. A breach of ethical standards could result in civil or criminal sanction and/or debarment or suspension from being a supplier, contractor, or subcontractor under County contracts.

8. **Non- Collusion**

Vendors, by submitting the enclosed Affidavit, certify that the enclosed proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States Law. In addition, Sullivan County reserves the right to disqualify any RFQ submittal, before or after opening, upon evidence of collusion with the intent to defraud or any other such illegal practices conducted by any responding firm. Any remedies in the firm'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. In the County's sole judgment, failure to properly identify a conflict of interest may result in disqualification of a proposer or subsequent termination of the contract. During the performance of this contract, the contractor agrees to provide a drug free workplace.

9. **Taxes**

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

10. **Statement of Bidder's Qualifications**

The County also reserves the right to make such investigation as it deems necessary to determine the ability of any submitting entity to perform the work or service requested. Information the County deems necessary to make this determination shall be provided by the submitting entity. Such information may include, but is not limited to, verification of availability of personnel, and past performance records. The right is reserved to reject any bid where an investigation of the available evidence or information does not satisfy Sullivan County that the bidder is qualified to carry out properly the terms of the Contract.

11. **Corrections**

Erasures or other changes in the bids must be explained or noted over the signature of the bidder.

12. **Withdrawal of Bids**

Any submission of proposals may be withdrawn up until the date and time for opening of the submissions. Any submission not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of ninety (90) days to the County for the services set forth in the proposal until one or more of the submissions have been duly accepted by the County.

13. **Award of Contract; Rejection of Bids**

- A. The bid will be awarded to the lowest responsible bidder submitting the bid complying with the conditions of the ITB. The bidder to whom the award is made will be notified at the earliest possible date. Sullivan County, however, reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in its interest. Sullivan County reserves the right to (a) accept or reject any and/or all submissions of proposals; (b) to waive irregularities, informalities, any technicalities; and (c) to accept any alternative submission of proposals presented which, in its opinion, would best serve the interest of Sullivan County.
- B. The County reserves full discretion to determine the capability of proposing entities. Proposers, if asked, will provide, in a timely manner, any and all information that the County deems necessary to make such a decision. The

County shall be the sole judge of the proposals, and the resulting agreement that is in its best interest, and its decision shall be final.

14. Changes in the Work

- A. Sullivan County may make changes in the scope of the work required to be performed by the Contractor under the contract or making additions thereto, or by omitting work therefrom, without invalidating the contract, and without relieving or releasing the Contractor from any of his obligations under the contract.
- B. Except for the purpose of affording protection against any emergency endangering health, life, limb, or property, the Contractor shall make no change in the materials used or in the specified manner of constructing and/or installing the improvements or supply additional labor, services or materials beyond that actually required for the execution of the contract, unless in pursuance of a written order from Sullivan County authorizing the Contractor to proceed with the change. No claim for an adjustment of the bid price, will be valid unless so ordered.

15. Materials and Workmanship

All workmanship, equipment, materials incorporated in the work shall be the best grade of the respective kinds of the purpose.

16. Permits and Codes

- A. The Contractor shall give all notices required by and comply with all applicable laws, ordinances, and codes of the local government.
- B. The Contractor shall at his own expense, secure and pay to the appropriate department of the local government, any fees or charges for all permits required if applicable by the local regulatory body or any of its agencies.
- C. The Contractor shall comply with applicable local laws and ordinances governing the disposal of surplus materials, debris and rubbish on or off the Project Area and commit no trespass on any public or private property in any operation due to or connected with the work embraced in this Contract.

17. Accident Prevention

- A. The Contractor shall always exercise proper precaution for the protection of persons and property and shall be responsible for all damages to persons or property, either on or off the site, which occur as a result of his prosecution of the work.
- B. The Contractor shall defend, indemnify and save harmless Sullivan County from any and all claims and suits for damages resulting from property damage, personal injury and/or death suffered or alleged to have suffered by any person

or property arising out of an work conducted under this Contract caused by the acts or omissions of the Contractor, its agent, employees or subcontractors, excepting bodily injury or property damage caused by the sole negligence of Sullivan County, its agents or employees.

Special Instructions

18. Failure to Deliver

Failure to comply with the terms and conditions of this ITB or to deliver goods and/or services identified in the ITB and resulting contract at the firm fixed price quoted will be considered default of the contract award. Should the Contractor be found in default of the contract, any excess cost which may result from default actions shall be at the expense of the Contractor. The Contractor shall, in this instance, be responsible for any and all costs incurred by Sullivan County to procure such products and services elsewhere.

19. Insurance Requirements

The successful Contractor shall provide proof of and shall at all times during the term hereof, maintain valid and in-force insurance policies and with coverage limits as set forth below:

- A. Worker's compensation and employer's liability insurance with statutory coverage limits for the protection of all of Contractor's employees, including, without limitation, executive, managerial and supervisory employees, whether or not engaged in the performance of the Work.
- B. Such policies of insurance for each motor vehicle to be used by the Contractor in the performance of the Work (the "Motor Vehicles"), with such policies of insurance for Contractor's Motor Vehicles to include no less than \$1,000,000 in liability coverage.
- C. A policy of general liability insurance covering loss resulting from the Contractor's direct and indirect activities hereunder (including those activities of any of its subcontractors), and covering property damage and injury to any person (including death) which or who might be damaged or injured as a result of, in conjunction with, or arising out of Contractor's performance of the Work. Bodily Injury Liability coverage (including death) and Property Damage Liability coverage shall be a minimum of \$1,000,000 per occurrence and \$2,000,000 in the aggregate per jobsite, project or location. This coverage shall be primary and non-contributory.
- D. Coverage requirements shall be evidenced by one or more certificates of insurance naming Owner as an additional insured, which certificates or policy endorsements shall provide that the policies represented thereby may not be (i) canceled, (ii) allowed to expire, or (iii) altered with respect to the substantial terms thereof except upon thirty (30) days prior

written notice to Owner. For purposes of this paragraph, “substantial terms” shall be deemed to include, but shall not be limited to the coverage limits and deductible of the applicable policy.

- E. Contractor shall deliver the certificate(s) of insurance concurrently with its execution hereof. Any breach of the insurance provisions of this Agreement shall be a material breach hereof, and entitle Owner, at its discretion, to the immediate termination of same, without compliance with any of the advance-notice requirements imposed elsewhere herein.

20. Primary Insurance and Waiver of Subrogation

Contractor (and its insurers) shall be primarily liable for the defense and payment of any claims as a result of, in conjunction with, or arising out of the performance of the Work. Contractor waives any and all its subrogation rights against Owner, and any and all of its insurers in any such claims.

21. Method of Payment

The Contractor shall be paid based on invoice(s) submitted, to be paid net thirty (30) days from receipt of invoice. Sullivan County reserves the right to withhold any or all payments or portions thereof for contractor’s failure to perform in accordance with the provisions of the contract.

22. Obligation of Offeror

By submitting a proposal, the Offeror covenants and agrees that they are satisfied, from their own investigation of the conditions to be met, that they fully understand their obligation and that they will not make any claim for, or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.

23. Proposal Solicitation Results

For information regarding the results of the ITB, a notice of award will be posted through Vendor Registry on Sullivan County’s web site www.sullivancountyttn.gov under Purchasing.

ITB BID FORM
Professional Services & Materials
Relating to the Preservation and Restoration
of the Historical
Anderson Townhouse

Having carefully examined the specifications entitled “**Professional Services & Materials Relating to the Preservations and Restoration of the Historical Anderson Townhouse**” to open **September 9, 2020, at 2:00 p.m.** and addenda, and having familiarized ourselves with the existing conditions of the scope of work, we hereby propose to provide this service as specified for the following amount:

Total Bid Cost \$ _____
(Itemized list of materials to be used must be included on a separate page)

Estimated Completion Date: _____

The undersigned is an authorized representative of the company services indicated above and certifies that the information and accompanying documents in this ITB submittal are accurate and true.

The undersigned has read and understands the extent and character of the prerequisites and has conformed to the specified content and format requirements.

The undersigned further acknowledges that failure to submit an Invitation to Bid 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 bid.

Legal Name of Proposer: _____
PLEASE PRINT

Address: _____

Phone _____ / Fax _____ / E-Mail _____

Authorized Signature: _____ Date: _____

Name and Title of Signer: _____

Tennessee Contractor’s License Number _____ Expiration Date _____

Note: Failure to use these response sheets may disqualify your submission.

Submission Forms

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 (ITB), INCLUDING ALL ATTACHMENTS, ENCLOSURES, APPENDICES, ETC AND DO HEREBY ATTEST TO THE ACCURACY OF ALL INFORMATION CONTAINED IN THIS ITB, 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 based on 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