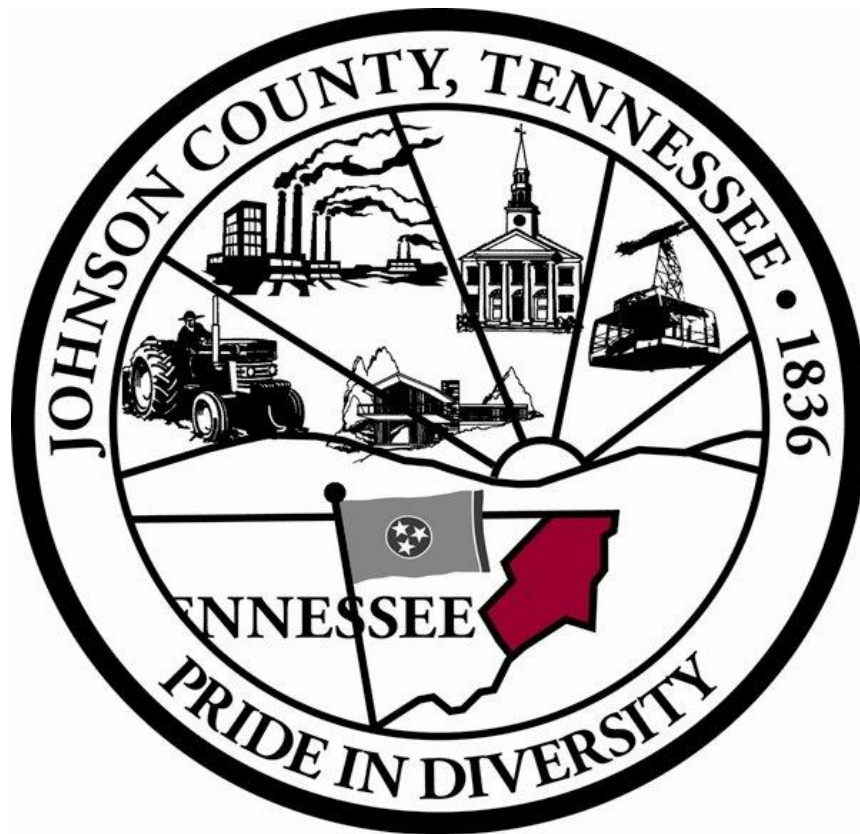


Johnson County, TN
BID # CTHSE-01
COURTHOUSE DOOR REPLACEMENTS
INVITATION TO BID



222 WEST MAIN STREET
MOUNTAIN CITY, TN 37683

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: Courthouse Door Replacements
(Descriptions on Pages 5-9)

For: Johnson County, TN Government

Sealed Bids will be accepted until: November 10, 2021; 2:00 PM EST (By Purchasing Agent’s Clock)

Date/Time of Bid Opening Meeting: November 10, 2021; 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.

Basis of Award:

Bids will be evaluated based upon the following criteria:

1. Understanding of the Scope of Work.
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.**

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 with a combined total of \$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.*****

Awarding 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. 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. 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

GENERAL INFORMATION AND SPECIFICATIONS

1. Bidder shall have the capability and capacity in all respects to fulfill the service requirements to the satisfaction of the County.
2. Bidder shall provide full firm name and address. Failure to manually sign the bid may disqualify it. Firm name and authorized signature must appear in the space provided on the enclosed "Signature Sheet".
3. Costs not included in the bid response will not be negotiated in the contract.
4. The County will not pay any costs incurred in the bid preparation, printing or demonstration process. All costs shall be borne by the Bidder.
5. The County reserves the right to reject all bids.
6. The General Information and Specifications, Scope of Work and Contract in no way favor one (1) vendor over another. Bidders shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission of Johnson County, TN.
7. All bids must meet or exceed the requirements of this document. Any exception to the General Terms and Conditions, Scope of Work and Specifications must be clearly stated in the bid response.
8. Johnson County, TN encourages qualified minority and/or women-owned businesses to submit bids. Johnson County, TN awards bids without regard to race, age, color, national origin, religion, sex, disability, genetic information or any other classification protected by federal, Tennessee state constitutionality or statutory law.
9. Successful contractor shall perform work in a neat and professional manner. Any and all cleanup of debris is the responsibility of the contractor.
10. No bid bond or performance bond is required.
11. Payment for entire project will be issued within fourteen (14) days of submission of an invoice following completion of the project.

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

1. Warranty for workmanship of the entire project.
2. Warranty & Product information of all proposed project materials.
3. Repair & Maintenance Provider(s) Contact Information.
4. Project Completion Timeline Estimate.
5. Pricing for Alternate Materials (if applicable)
6. Vendor statement of acknowledgement of full payment only upon 100% project completion.
7. Vendor statement of acknowledgement the All Bid Prices shall be firm and valid for a minimum of 90 days.

Scope of Work

This request for bids is to obtain an installed solution to replace (Item 1) the two sets of glass public entrance doors & (Item 2) the metal non-public entry door for the Johnson County Courthouse located at 222 West Main Street, Mountain City, TN 37683. The project space may be viewed when the Courthouse is open. The Johnson County Courthouse is open Monday through Friday from 8:30 AM to 5:00 PM.

(Item 1) Existing exterior doors (and second set of interior doors) measure approximately 75 1/2 inches wide x 86 1/8 inches tall. These sets of doors are facing north east to the parking lot.

(Item 1) Exterior view of the current public glass door entrance is shown below.



(Item 1) Interior view of the current doors (both sets) is shown below.



(Item 2) Existing exterior door and complete frame measures approximately 64 1/8 inches wide x 108 1/5 inches tall. This door is facing north.

(Item 2) Exterior of non-public entrance door.



(Item 2) Interior view of the current door is shown below.



The County will provide adequate electrical service in the ceiling above each set of doors for (Item 1). Electrical needs will be discussed upon award and prior to installation. Entrances as part of this process will be closed to public while work is being done. Public access to the building will be from front of building during construction.

Work to be performed:

1. Removal of the necessary portions of existing exterior and interior public glass door entrance (Item 1) & entire door and framing of the non-public entrance (Item 2) to make ready for replacement thereof.
2. (Item 1) Provide fully installed and operational new manual opening doors, push bars, & actuators for both exterior and interior doors at the glass public entrance with addition of an ADA push button style automatic door opening activation system.
3. (Item 2) Provide fully installed and operational new manual opening metal door, push bar, actuator & full frame insert for the non-public entrance.

Minimum specifications to be met:

1. Building must be secure at closing time on all days during construction.
2. All doors must include an interior push bar for exit to exterior in an emergency.
3. Each set of doors (Items 1 & 2) to open based on manual operation.
4. (Item 1) Additionally, at minimum, one interior and one exterior door shall also open by an ADA compliant automated operation to allow for ADA compliant accessibility.
5. (Item 1) Door framing to be made with anodized aluminum. Finish color should approximate current doors.
6. (Item 2) Door framing to be made with heavy gauge metal. Finish color shall be chosen by Johnson County, TN before ordering materials.
7. (Item 2) No glass to be included with this door or around framing. Door & surrounding frame and any filler panels are to be solid commercial grade metal.
8. (Item 2) Door shall include a wide-angle door scope style peephole with a large view port on the interior side or an equal viewing system.
9. All Exterior doors must have cylinder lock on both sides. Cylinders to be compatible with existing master keying system of building.
10. (Item 1) Interior set of doors are not required to lock.
11. (Item 2) Door currently has an RFID lock/unlock feature installed. All attempts shall be made to reuse existing lock/unlock mechanism equipment from the existing door frame with the installed new door frame & push bar latch.
12. (Item 1) All glass to be tempered glass.
13. Door systems must be able to be fully functional between -20F and 120F.
14. Minimum one (1) year parts and labor warranty.
15. Disposal of all materials shall be the responsibility of the awarded vendor.

(Item 1) Bid – Two Courthouse Glass Public Entrance Door Replacements & ADA Compliant Automatic Openers Per Specifications

Bid Price for (Item 1) \$ _____

Bid pricing includes all materials, labor, equipment, travel, and/or any other activities required for completion of this project.

Door Brand & Type _____.

ADA Automatic Opener Brand & Type _____

_____.

Exceptions to specifications: _____

_____.

How many days do you require from award to completion of project? _____.

(Item 2) Bid – Courthouse Metal Non-Public Entrance Door & Complete Frame Insert Replacement Per Specifications

Bid Price for (Item 2) \$ _____

Bid pricing includes all materials, labor, equipment, travel, and/or any other activities required for completion of this project.

Door Brand & Type _____.

_____.

_____.

Exceptions to specifications: _____.

_____.

_____.

_____.

How many days do you require from award to completion of project? _____.

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.
- At the responsibility of the contractor, 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 satisfactory project completion and a detailed invoice signed by the department head for this project in accordance with awarded bid.

PROTEST PROCEDURE

Any protest concerning the award of any bid or proposal shall be addressed to the Johnson County, TN Purchasing Agent. Protest shall be made in writing to the Purchasing Agent and shall be filed within five (5) days after the intended award is announced. A protest is considered filed when received by the Purchasing Agent and written confirmation is given back to the protester. The written protest shall include the name and address of the protester, 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 five days. This decision relative to the protest shall be considered final.

Vendor Contact Information

Company Name: _____

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. 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 and will not be communicated to any such seller prior to the official opening of said proposal.

The undersigned firm or individual(s), 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.

I hereby certify that I am authorized to sign as a representative for the Company.

(Printed Name & Title)

_____ Date: _____
(Authorized Signature)

Bid Package Checklist:

- Review Specifications & Requirements within Invitation to Bid Documents.
- Bid Prices Listed on pages 10 & 11 of this document for the projects.
- Fully Signed Original Invitation to Bid Document (Include all pages originally provided).
- Completed Drug Free Workplace Affidavit.
- W-9 Information.
- Insurance documents as required. (May be provided at later time, prior to work authorization.)
- Contractor Specific Information & Documents as requested on Page 4.
- Any other information necessary for review by Purchasing Agent or Johnson County Government.
- Properly prepared envelope according to requirements.

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: _____

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional) Johnson County Government 211 North Church Street Mountain City, TN 37683
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number	
	-
	-
Employer identification number	
	-
	-

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on www.irs.gov/w9 for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.