

# Anderson County Government

## REQUEST FOR PROPOSALS (Formal)

Pamela Cotham, Purchasing Agent  
100 North Main Street, Courthouse, Rooms 214  
Clinton, Tennessee 37716  
(865) 457-6251  
[purchasing@andersontn.org](mailto:purchasing@andersontn.org)  
(865) 457-6252 Fax  
<http://andersontn.org/purchasing.html>

RFP No.: 4621

Date Issued: June 22, 2015  
RFPS will be received until  
2:30 p.m. Eastern Time on July 14, 2015

Sealed proposals subject to the **General Terms and Conditions** of this Request for Proposal, and any other data attached or incorporated by reference. Proposals will be received in the Office of the Anderson County Purchasing Agent until the date and time specified above, and at that time publicly opened and read aloud.

THE ANDERSON COUNTY PURCHASING AGENT RESERVES THE RIGHT TO WAVE ANY INFORMALITIES IN OR TO REJECT ANY OR ALL PROPOSALS AND TO ACCEPT THE PROPOSAL DEEMED FAVORABLE TO THE BEST INTEREST OF ANDERSON COUNTY.

  
Pamela Cotham, Anderson County Purchasing Agent

### PROPOSAL DESCRIPTION

**Commercial Office Space in Clinton, TN** – Anderson County Government, Clinton, TN

**All vendors must submit one original and one exact copy of their bid, including brochures, of their proposals.**

*Contact Purchasing in writing with any questions. Refer to General Terms and Conditions Section 1.2.*

**Anderson County Government  
Commercial Space in Clinton, TN**

**Request for Proposal #4621**

**INTENT:** Anderson County Government is seeking a company to provide Commercial space in Clinton, Tennessee to house the Anderson County Senior Center, in accordance with local, State, and Federal regulations.

**DESCRIPTION OF SPACE DESIRED:**

1. Minimum of 8,000 – 10,000 square feet of interior space heated and cooled with complete utility services, building must be handicap accessible. Preferred stand-alone building with a minimum of twenty-five (25) parking spaces.
2. Must have space for at least four staff offices and a kitchen area.
3. County will consider five-year lease beginning August 1, 2015, with an option to renew for five additional years in one year increments.
4. ADA compliant, with handicap restrooms.

**BID PROPOSALS:** Bids must be sealed in an envelope or carton and clearly marked on the outside with the words "RFP #4621 - Commercial Space in Clinton, TN".

- a. Proposals are due by 2:30 p.m. on July 14, 2015. At which time and place they will be opened and names of vendors submitting proposals will be announced.
- b. Any questions concerning this RFP should be directed to Pamela Cotham, Anderson County Purchasing Agent at telephone (865) 457-6218, [purchasing@andersontn.org](mailto:purchasing@andersontn.org), or fax (865) 457-6252.
- c. Each Proposal shall be valid for a period of ninety (90) calendar days from the bid opening date.

The envelope or carton must be mailed to:

**Anderson County Courthouse  
100 N. Main Street, Room 214  
Purchasing Department  
Attn: Pamela Cotham, Purchasing Agent  
Clinton, TN 37716**

**EVALUATION CRITERIA:** A committee of 3 or more County employees will meet to review and evaluate each bid proposal. Anderson County will award bid based on the following criteria:

- |   |           |
|---|-----------|
| 1. Cost   | 40 POINTS |
| 2. Location   | 30 POINTS |
| 3. Space adequate meet our needs as indicated by the vendor's proposal. | 30 POINTS |

**Request For Proposal Number: 4621**

**Request for Proposal Title: Commercial Office Space – Clinton, TN**

**BID ENVELOPE/PACKAGE CONTAINING BID:**

Bids **MUST** be received in a sealed envelope/package with the bid number, company name and opening date clearly marked. Failure to comply may result in rejection of your entire bid. Late bids, e-mailed bids and faxed bids will not be considered nor returned. Anderson County will not be responsible for any lost or misdirected mail.

**ANDERSON COUNTY PURCHASING DEPARTMENT**

**100 NORTH MAIN STREET, SUITES 214 AND 218**

**CLINTON, TN 37716**

**[purchasing@andersontn.org](mailto:purchasing@andersontn.org)**

**Website: <http://andersontn.org/purchasing.html>**

**(865) 457-6218 Phone**

**(865) 457-6252 Fax**

**SECTION 1 GENERAL TERMS AND CONDITIONS**

**1.1 PROTEST:** Any vendor wishing to protest the award shall notify in writing the Anderson County Purchasing Agent. No protest will be accepted, except those protests made in writing and received within (10) ten calendar days of the award. Protests must be in writing and envelopes/package containing protest must be clearly marked with Request for proposal number and words "Request for Proposal Protest". The Purchasing Agent, in conjunction with the Purchasing Commission, and with the advice and counsel of the County Attorney, shall review and make a final decision as to any proposal protest. Appeals shall be filed in the Circuit or Chancery Courts of Anderson County within sixty (60) days of the final decision.

**1.2 PROOF OF FINANCIAL AND BUSINESS CAPABILITY:** Request for Proposals must, upon the request of Anderson County, provide satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. Anderson County will make the final determination as to the proposal's ability.

**1.3 VENDOR'S DEFAULT:** Anderson County reserves the right, in case of vendor default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby.

**1.4 BACKGROUND CHECKS:** Contractors shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires all contractors to facilitate a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.

**1.5 BID CLOCK:** The bid/time clock in the Anderson County Purchasing office will be the time of record.

**1.6 TAXES:** Anderson County is not liable for Federal excise or State sales tax. Tax exemption certificates will be provided upon request.

**1.17 DRUG-FREE WORKPLACE:** Under the provisions of Tennessee Code Annotated §50-9-113 enacted by the General Assembly effective 2001, all employers with five (5) or more employees who contract with either the state or a local government to provide construction services are required to submit an affidavit stating that they have a drug free workplace program that complies with Title 50, Chapter 9, in effect at the time of submission of a proposal at least to the extent required of governmental entities. The statute imposes other requirements on the contractor and contractors should consult private legal counsel if legal questions arise under this section or any other provision of this document. All contractors shall provide a written affidavit signed by the principal officer of a covered employer acknowledging that the contracting entity is in compliance with the Drug Free Workplace laws of the State of Tennessee.

**1.8 NO CONTACT POLICY:** After vendor receives a copy of this bid, any contact initiated by any vendor with any Anderson County representative, other than the Purchasing Department, concerning this invitation for bid is prohibited and agreements made thereto will not be considered binding on Anderson County. Any such unauthorized contact may cause the disqualification of the bidder from this procurement transaction.

**1.9 QUESTIONS:** Any questions concerning the bid document must be submitted to [purchasing@andersontn.org](mailto:purchasing@andersontn.org) no less than ninety-six (96) hours before bid opening date.

<b>SECTION 1 GENERAL TERMS AND CONDITIONS</b> <b>(Continued)</b>
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**1.10 DUPLICATE COPIES:** Anderson County requires that all vendors submit one original and one exact copy of their bids, including brochures.

**1.11 ADDENDUM:** Anderson County Government reserves the right to amend this solicitation by addendum. Addendum will be posted to the website [purchasing@andersontn.org/purchasing.html](mailto:purchasing@andersontn.org/purchasing.html) up to 48 hours in advance of the bid/proposals due date and time. It is the bidder's responsibility to check the website for addendum. If in the County's opinion revisions are of such a magnitude, the deadline for this solicitation may be extended in an addendum. In addition, addendum can change specifications, reply sheets, and times and dates for pre-bid meetings as well as due dates/deadlines for questions and bids/proposals.

**1.12 WAIVING OF INFORMALITIES:** Anderson County reserves the right to waive minor informalities or technicalities when it is in the best interest of Anderson County.

**1.13 APPROPRIATION:** In the event no funds are appropriated by Anderson County for the goods or services in any fiscal year or insufficient funds exist to purchase the goods or services, then the Contract shall expire upon the expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.

**1.14 ASSIGNMENT:** Contractor shall not assign or sub-contract this agreement, its obligations or rights hereunder to any party, company, partnership, incorporation or person without the prior written specific consent of Anderson County.

**1.15 WEATHER AND COURTHOUSE CLOSINGS** - In the event of a situation severe enough to necessitate the closing of Anderson County Government offices, bidders/proposers will receive notification of the new date and time upon re-opening of county government offices. No bids will be opened until the rescheduled date for bid opening and all bidders/proposers whose submissions meet the extended deadline will be given equal consideration at that time. Anderson County shall not be liable for any commercial carrier's decision regarding deliveries during inclement weather.

**1.16 PROPOSALS-** All proposals once received become property of Anderson County Government and will not be returned.