



**Invitation to Bid – Energy Savings Upgrade**  
**October 6, 2015**  
**Solicitation # 422-1015-09**

Sealed bids, subject to the specifications and conditions contained herein and attached hereto, will be received in the City Manager’s Office, City Hall, until, but no later than **2:00 P.M.CST, October 27, 2015**, and then publicly opened and read aloud for Energy Upgrades.

If you are an individual with a disability and require a reasonable accommodation or have additional questions regarding this invitation, please notify the Assistant Finance Director, Danny King at (931) 560-1580.

No bid may be withdrawn after the scheduled closing time for receipt of bids for sixty (60) calendar days.

**Bid Instructions**

To be considered bidders must

1. Submit a completed bid sheet(s) using the forms supplied with this Invitation to Bid.
2. Submit or update a vendor application, a copy of which may be obtained by calling 931-560-1580 or completed online at <http://www.vendorregistry.com/columbia-tn-vendor-registration>
3. If the units bid fail to meet minimum requirements or you wish to take exception to any other term, requirement or condition found within this invitation to bid, you will note each exception taken and submit the exceptions in writing along with your bid.
4. It is the responsibility of the bidders to check the City’s website for any addenda to this invitation to bid.
5. Bid envelopes shall conform to the requirements of TCA 62-6-119 hereby the name, license number, expiration date and type of license appear on the outside of the bid envelope.
6. All forms must be signed by someone with the authority to bind the bidder. All requested bid documents shall be returned to:  
Purchasing Agent, City Manager’s Office, City Hall, 700 North Garden St., Columbia, TN 38401.

Mark outside of envelope with **Invitation to Bid Energy Upgrades** and opening date of bid, **October 27, 2015**.

Time is of the essence and any bid received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the City Manager’s Office. Bidders are responsible for ensuring that their bids are stamped by City Manager’s Office personnel before the deadline indicated. Late bids received will be so noted in the bid file and the bid will be returned unopened. Faxed bids are not acceptable.

Nothing herein is intended to exclude any responsible vendor, his product or service or in any way restrain or restrict competition. On the contrary, all responsible vendors are encouraged to bid and their bids are solicited. The City of Columbia is compliant with Title VI of the 1964 Civil Rights Act and as a result does not discriminate on the grounds of race, color or national origin nor does it excluded from participation in, or denies the benefit of any program or activity receiving federal financial assistance

## 1. SCOPE

The City of Columbia is inviting bids for replacement of existing florescent lights bulbs with LED bulbs as well as retrofitting light switches with occupancy sensing switches at Fire Station #1 located at 1000 South Garden Street in order make the building more energy efficient. The City reserves the right to award all or portion of the items requested herein. Vendors will be required to furnish all labor and materials required to remove and/ or install the components awarded.. Minimum specifications for the required upgrades are contained herein. All units bid must meet but may exceed the specifications as contained herein.

## 2. GENERAL CONDITIONS - Applicable unless specifically modified by other terms, conditions, requirements or specifications as found within this solicitation.

1. **Acceptance of Bids:** The City of Columbia reserves the right to reject any and all bids, to waive any informal technicalities or defects, the scope and nature of which it shall be the sole judge, in any bid, insofar as such technicality or defects do not legally, materially or substantially change such bid. The said City, unless otherwise specified by the bidder, reserves the right to accept any item on bid.

If the bidder fails to state the time within which a bid must be accepted, it is understood and agreed that said City shall have ninety (90) days from bid opening date in which to accept bid.

2. **Error in Bid:** In case of error in the extension prices in the bid, the unit price governs. No bid shall be altered, amended or withdraw, unless the acceptance date has expired, after the opening date of bids. Negligence on the part of the bidder in preparing the bid confers no right for withdrawal of the bid after it has been opened.
3. **Discount Period:** Time in connection with discount offered will be computed from the date of delivery, or from the date correct invoices are received, whichever date is later. Discount other than "Time Discounts" shall be shown on the face of the proposal sheet under "Terms".
4. **Sample of Materials:** Samples of items, when requested, must be furnished free of expense to the City, at the time bids are opened or later if such are called for after the bids have been opened, and if such samples are not destroyed in the process of sampling, they will be returned at the bidder's expense.
5. **Signatures on Bids:** Each bid must contain the full name and business address of the bidder. Any person signing a proposal sheet for himself or as agent, employee or officer of another must show his title and, if requested by the City shall furnish proof of his authority to make such proposal.
6. **Alternate Bids:** Alternate bids will be considered proving such items that appear on such bids meet specifications. Where equivalent items are bid upon, said City reserves the sole right in determining whether they meet specifications.
7. **Bid Sheets:** Bidders shall use the bid sheets furnished by the City. Failure to submit this sheet as required may render the bid invalid. Bid sheets must contain prices on per unit and aggregate basis and the total amount of the bid must be stated on the bid sheet.
8. **Federal or State Sales, Excise or Use Tax:** Every bid shall separately state and set forth, therein the amount of any and all Federal and State sales, excise or use taxes included in the bid prices. If any such taxes are included in the prices bid, the City reserves the right in

making the award to deduct any amount of such taxes thereof. Where labor is required, the bidder shall state separately the amount of labor and materials.

9. **Delivery:** The number of calendar days in which delivery will be made after contract is executed and purchase order placed shall be stated in the bid. When the bidder states no time delivery, it is understood and agreed that delivery is to be made within fifteen (15) days after receipt of order, unless otherwise stated in the specifications.
10. **Compliance:** Contractor shall abide by all federal, state and local laws and statues and obtain all permits required in number fifteen (15) of these conditions.
11. **Specifications:** It is understood that reference to attached specifications shall be sufficient to make the terms of such specifications binding on the contractor. In some instances, the name of the manufacturer, a special brand, or make of an item is used in describing the item or items desired; but this does not restrict the bidder to that manufacturer or specific article, this means being used simply to indicate the character or quality of the article or service desired; but the articles or service on which the proposal are submitted must be equal to that specified, and a statement to that effect shall be made a part of the proposal. Where conflict occurs between the requirement or the General Conditions and the specifications, the requirements of the specifications will govern.
12. **Inspection:** Final inspection and acceptance or rejection will be made at the time of delivery, but all products and workmanship shall be subject to inspection and test at all times and places. The right is reserved to reject articles that contain defective material and workmanship. Rejected materials shall be removed by and at the expense of the contractor promptly after notification of rejection. The City shall not be obligated to pay the full price for any items that do not meet specifications; however, payment may be made at a proper reduction in price.
13. **Bid Opening:** Bids may be mailed or delivered to the Purchasing Agent for the City of Columbia, Tennessee. All bids will be opened and publicly read at a time specified on the herein. Bids received after the specified time for opening, as shown on the invitation to bid, will not be accepted. Bid information will not be available for public inspection until after all bids have been evaluated.
14. **Cancellation:** The City reserves the right to cancel an accepted bid or contract in whole or in part due to nonperformance or defective products.
15. **Permit Requirements:** Successful bidder will be responsible for securing any necessary permits for complying with all required inspections whether local state or federal.
16. **Multi-Year Contracts:** The City reserves the right to enter into multi –year contracts and further has the right to terminate multi year contracts due to non-appropriation of funds.
17. **Financial Statements:** Financial statements will be submitted upon request.
18. **Term of Payment:** Payment will be made in full after the satisfactory receipt of goods, materials, supplies, and equipment. Payment will be made in full upon satisfactory completion of all contractual services, public improvements and/or construction. Executed contracts must specifically state if there is any partial payment or other deviation from this method of payment.
19. **Complaints – Vendors**

Vendors shall have the right to present a complaint, dispute or grievance concerning unfair treatment, contracts, deliveries, payments, restrictions, and other incidents. The following steps are intended to provide uniform procedures for a vendor to express a problem and obtain remedy.

- a. Step One - Vendor must file a grievance with the Purchasing Agent no later than seven (7) calendar days after the occurrence of the dispute or incident. The complaint must be in writing and include all supporting data and desired solution or remedy. The Purchasing Agent will forward a copy of the complaint with the user department who shall provide a written reply within thirty (30) days to the Purchasing Agent who will review the response and if in agreement forward the decision to the vendor.
- b. Step Two – If the vendor is not satisfied with the Purchasing Agent’s response, the vendor may appeal in writing to the City Manager within 10 day from the date of the Purchasing Agents response, who shall with the advice of the Purchasing Agent and/or City Attorney, make a written determination to all parties involved. The City Manager’s decision shall be final.

### 3. SPECIAL CONDITIONS

3.1 Site Inspection – While not required it is strongly encouraged. Failure to inspect shall not be reason for any subsequent change orders in the event the bid is awarded.

3.2 Bid award – The City reserves the right to reject all bids and/or portions of any bid that is identified herein as optional.

3.3 if it is believed that additional equipment or modifications will be required beyond those describe herein, please note that along with your bid with any associated costs.

3.4 Quantities may vary based on final count, installation requirements and manufacturer’s recommendations.

### 4. INSURANCE – Proof of Insurance shall be required prior to bid award and maybe submitted with the bid.

The awarded vendor(s) shall purchase and maintain in force, at his own expense, such insurance as will protect him and the City from claims which may arise out of or result from the vendor’s execution of the work, whether such execution be by himself, his employees, agents, subcontractors, or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to fully protect the Owner, the City and the general public from any and all claims for injury and damage resulting by any actions on the part of the vendor or his forces as enumerated above. The successful vendor(s), if requested, shall furnish a copy of an original Certificate of Insurance, naming City of Columbia as an additional insured. Should any of the policies be cancelled before the expiration date, the issuing company will mail 30 days written notice to the certificate holder. The vendor(s) shall furnish insurance in satisfactory limits, and on forms and of companies that are acceptable to the City of Columbia and shall require and show evidence of insurance coverage on behalf of any subcontractors (if applicable), before entering into any agreement to sublet any part of the work to be done as a result of awarding this bid.

The following insurance requirements are the minimum that will be acceptable:

1. Worker’s Compensation Insurance – State statutory limits.
2. Commercial General Liability - Including products and completed operations coverage and contractual liability on the amount of \$500,000 CSL (combined single limit).
3. Commercial Automobile Liability including owned, non-owned and hired car in the amount of \$100,000 CSL.

5. **LAWS, TAXES and INDEMNIFICATION** – All successful vendors shall comply with all applicable local, State and Federal laws. Vendors are further responsible for all taxes associated with providing services under any resulting award as a result of this invitation to bid to include payroll and employment taxes. All vendors agrees to hold harmless and indemnify the City for any and all losses the City may sustain as a results of the actions of the Vendor, his employees, or any subcontractors hired as a result of bid award.
6. **TIME IS OF THE ESSENCE** - Time is of the essence in the performance of a resulting bid award. Repeated delays shall be interpreted as failure to meet contractual obligations and shall be cause for cancellation of purchase order(s) issued.
7. **PAYMENT** - Payment will be made within seven days provided the following conditions have been met:  
 7.1 Installation of all items ordered to manufacturers specifications.  
 7.2 All items tested and operating within factory specifications.  
 7.3 All work has been accepted by the Columbia Fire Chief or his designee as evidenced by the Fire Chief’s signature on a complete and accurate invoice for services and equipment.

**8 SPECIFICATIONS AND REQUIREMENTS**

**Lighting Replacement**

- All current F48T12 linear and u-tube fixtures utilize magnetic ballast. Ballast should be removed to avoid phantom power usage unless removal is not recommended by the manufacturer of the replacement bulb
- The LED lamps to be used in the replacement shall include internal drivers allowing for the removal to the existing ballast.
- All such existing ballast shall be removed as part of the installation of the new bulbs.

<b>Replacement of Existing Florescent Bulbs</b>					
<b>Style</b>	<b># of Fixtures</b>	<b>Fixture Size</b>	<b># of Lamps</b>	<b># of Bulbs</b>	<b>Replacement Bulb</b>
<b>F48T12 linear Florescent</b>	<b>16</b>	<b>4 foot</b>	<b>4</b>	<b>100</b>	<b>18 watt LED</b>
<b>F48T12 linear Floresecent</b>	<b>20</b>	<b>4 foot</b>	<b>2</b>	<b>44</b>	<b>18 watt LED</b>
<b>F48T12 linear Floresecent – U Style</b>	<b>7</b>	<b>2 foot</b>	<b>2</b>	<b>14</b>	<b>18 watt LED , U Style</b>
<b>400 Watt Metal Halide</b>	<b>9</b>		<b>1</b>	<b>9</b>	<b>LED with wattage range of 150-156</b>
<b>Occupancy Sensors (Alternate 1)</b>					
<b># of switches</b>	<b>Viewing Angle</b>	<b>Type</b>	<b>Coverage</b>	<b>Delay</b>	
<b>49</b>	<b>180 °</b>	<b>Passive Infrared</b>	<b>1000 Sq feet</b>	<b>5,10,30 minutes</b>	

**CITY OF COLUMBIA - BID SHEET 1 o f 1– Invitation to Bid – Energy Upgrade**

**Solicitation # 422-1015-08**

Item Bid	Make	Model	Qty	Bid Each	Total Bid
4 foot Bulb Replacement			144		
U Style bulb replacement			14		
400 Watt Metal Halide			9		
Alt # 1 Room Sensor Replacement			49		

Alternate and or additional items (if any)suggested or required for proper installation:

Description	Bid	Required? (Y, N)

Anticipated number of days after receipt of a purchase order to receive and install the equipment \_\_\_\_\_

If taking exceptions to any specification, term or condition, have you attached a list of exceptions and explanation for the exception? \_\_\_\_\_

In compliance with this Invitation for Bid for Furnace Replacement, Solicitation # 422-1015-08 and subject to all conditions thereof, the undersigned offers and agrees to furnish any or all items and/or services upon which prices are quoted, at the price quoted as specified.

My signature certifies that the accompanying bid is not the result of or affected by, any act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under the Laws of the State of Tennessee or the United States. Furthermore, I understand that fraudulent and collusive bidding is a crime and can result in fines, prison sentences, and civil damage awards. I hereby certify that I am authorized to sign this bid for the bidder.

If you desire not to quote on this Invitation, please complete the Statement of No Bid included and return as instructed within the statement. Failure to comply may be cause for removal of your company's name from the bid list for subject commodity.

**Complete Legal Name of Firm:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title :** \_\_\_\_\_

**Name (type/print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Telephone:** (\_\_\_\_) \_\_\_\_\_ **Fax No.:** (\_\_\_\_) \_\_\_\_\_