

HAMBLEN COUNTY GOVERNMENT
2016-2 Health Department Painting and Flooring

INVITATION TO BID

Office of the Hamblen County Mayor
511 West Second North Street
Morristown, TN 37814

Notice is hereby given that Hamblen County Government will accept SEALED bids for painting and flooring for the Hamblen County Health Department located at 331 West Main Street, Morristown, TN 37814.

Bidder shall return bid in **SEALED ENVELOPE** to:

Hamblen County Mayor's Office
Attn: Purchasing/Contracts Manager
511 West Second North Street
Morristown, TN 37814

ENVELOPES MUST BE CLEARLY MARKED WITH THE NAME OF THE BID, ON THE OUTSIDE OF THE ENVELOPE!

Contractor's License Information must be on Outside of Envelope // Subcontractor's information. See TCA Code 62-6-119.

Public opening of the bid will be held at the above address at the bid deadline date and time designated in the Invitation to Bid.

DATE ISSUED:	Monday, August 22, 2016
BID TITLE:	Health Department Painting and Flooring
MANDATORY PRE-BID WALK-THROUGH & CONFERENCE	Tuesday, August 30, 2016 at 10:00 a.m. Hamblen County Health Department, 331 West Main Street, Morristown, TN 37814. Check in with the front desk on the lower level. Parking is located at the rear of the building.
BID DEADLINE DATE & TIME:	Wednesday, Sept. 14, 2016 at 2:00 p.m. Eastern Time (local prevailing time)
BID OPENING LOCATION:	Hamblen County Courthouse, West Wing Conference Room 1 st Floor, Administrative Building
BID CONTACT:	Purchasing/Contracts Manager, Wendy Williams
CONTACT PHONE:	(423) 586-1931
CONTACT EMAIL:	wendy.williams@co.hamblen.tn.us

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POINTS OF CONTACT FOR THIS PROJECT

Procedural Questions Related to Bid Process: Purchasing/Contracts Manager, Wendy Williams.
wendy.williams@co.hamblen.tn.us
423-586-1931

Technical Questions Related to Project Site: Maintenance Supervisor, Terry Myers
423-312-0587

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TERMS AND CONDITIONS

1	BID FORMS. All bids shall be submitted on and in accordance with this form. If more space is required to furnish a description of the services offered or delivery terms, the bidder may attach a letter hereto that will be made a part of the bid. All bids shall be submitted sealed, plainly marked with the bid name, date, and time. Prices or changes shown on the outside of the envelope will not be acceptable.
2	BIDS RECEIVED ON TIME. Bids and amendments thereto, if received by the Hamblen County's Mayor's Office, after the date and time specified for bid opening, will not be considered. It will be the responsibility of the bidder to see that their bid is received by the Hamblen County Mayor's Office by the specified time and date. There will be no exceptions. Date of postmark will not be considered. Telephone, facsimile, electronic, and verbal bids will not be accepted. Any proposal received after the opening date and time will remain unopened and on file. Hamblen County Government will not be responsible for proposals received late because of delays by a third party delivery service, i.e., U.S. Mail, UPS, Federal Express, etc. Date of postmark will not be considered.
3	FINAL COST. Prices shall be stated in units of quantity specified. No additional charges shall be passed to Hamblen County, including applicable taxes, delivery or fuel surcharges. Prices quoted shall be final cost to Hamblen County.
4	TAX EXEMPT. Hamblen County Government is a tax exempt agency. Successful vendor will be provided with an executed copy of tax exempt form.
5	TIME OF DELIVERY. The time of proposed delivery must be stated in definite terms. If the time of delivery for different services varies, the bidder shall so state.
6	UNIT PRICE. In case of error in the extension of prices, the unit price shall govern.
7	ANTI-COLLUSION. The bidder certifies by signing this document that bid is made without prior understanding, agreement, or accord with any other person submitting a bid for the same service and that this bid is in all respects bona fide, fair, and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment, as well as civil damages.
8	FACTORS IN AWARD. Award will be made to the lowest responsive and responsible bidder. The quality of the services to be supplied, their conformity with the specifications, their suitability to the requirements, the delivery terms, qualifications, and references will be taken into consideration in making an award. Length of time for delivery, as well as price, may be considered in awarding the bid.
9	AWARD IN WHOLE OR IN PART. Hamblen County reserves the right to award by item, groups of items, or total bid; to reject any and all bids in whole or in part, and to waive any informality if it is determined to be in the best interest of Hamblen County.
10	OPEN RECORDS ACT. Once a bid document is submitted to Hamblen County Government and is opened it constitutes a public record and is subject to open records requests pursuant to the Tennessee Open Records Act.
11	PAYMENT TERMS. Payment terms shall be considered in determining the low bidder. The payment terms stated herein must appear on the vendor's invoice. Failure to comply with this requirement shall result in the invoice being returned to the vendor for correction. Hamblen County Accounts Payable pays from monthly statements. Payments are made within 15 days of the previous month's <u>statement</u> being received in the Hamblen County Mayor's Office.
12	RECEIPT DOES NOT CONSTITUTE AWARD. Receipt of your bid by Hamblen County Government is not to be construed as an award for services.
13	CONTRACTOR DEFAULT. In the event of default by the contractor, Hamblen County reserves the right to procure the services from other sources, and hold the contractor liable for any excess cost occasioned thereby.
14	AVAILABILITY OF FUNDS. Obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.
15	KNOWLEDGE OF LAWS AND REGULATIONS. The contractor shall keep himself fully informed of all Federal, State, and Local laws, ordinances, and regulations that in any manner affect the conduct of the work. The contractor shall at all times observe and comply with all such laws, ordinances and regulations and shall

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	protect and indemnify Hamblen County and its representatives against any claim or liability arising from or based on any violation of the same, whether by the contractor, his subcontractors, suppliers of materials of services, or others engaged by the contractor or the employees of any of them.
16	BID ERRORS. All prices and notations should be in ink or typewritten. Mistakes may be crossed out and corrections made in ink and must be initialed and dated in ink by the person signing the bid.
17	AUTHORIZED SIGNATURE. All bids must be signed by an authorized, responsible officer or employee having the authority to enter into contracts. Obligations assumed by such signature must be fulfilled.
18	NO SUBMISSION. If you do not quote, advise Hamblen County of your intent and state the reason. Otherwise your name may be removed from our vendor list.
19	NON-DISCRIMINATION. During the performance of this contract, the contractor agrees as follows: He/she will not discriminate against any employees or applicants for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where one or more of these are bona fide occupational qualifications reasonably necessary to the normal operations of the contractor. The contractor agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. During the performance of this contract, the contractor agrees to provide a drug-free workplace.
20	DIRECT CONTACT PROHIBITED. Direct contact with Hamblen County departments, other than the County Mayor's Office as it relates to purchasing on the subject of this bid, is expressly forbidden except with the foreknowledge and permission of the bid contact or their representative.
21	RIGHT TO WITHDRAW. Bidders have the right to request withdrawal of their bids from consideration due to error by giving notice at any time <u>before</u> and not later than two (2) days <u>after</u> bids are publicly opened.
22	CLOSED FOR BUSINESS. If the Hamblen County Courthouse is closed for business at the time scheduled for bid opening, for whatever reason, sealed bids will be accepted and opened on the next business day of the County, at the originally scheduled hour.
23	ORIGINAL BID DOCUMENT. The original bid document maintained by the Hamblen County Mayor's Office shall be considered the only official document.
24	BID APPROVAL BY LEGISLATIVE BODY. The bid awarding must be approved by the full Hamblen County Legislative Body. Bids must first be considered by the Finance Committee and recommended to the full Hamblen County Legislative Body.
25	REFERENCE TO BRAND NAMES. Any reference to brand names, trade names, model numbers, catalog numbers or other descriptions peculiar to any item is made to establish a required level of quality and functional capabilities and is for reference only; it is not intended to exclude other products of that level. Please include with bid any specifications, brochures, catalogs, etc., or other data as will provide adequate basis of determining the quality and functional capabilities of the product offered.
26	VENDOR POOR PERFORMANCE. Hamblen County may cancel the contract with the vendor at any time for vendor poor performance. Cancellation shall not release the vendor from legal remedies available to Hamblen County.
27	PURCHASE ORDERS. Hamblen County Government utilizes purchase orders for ordering goods and/or services. An order may not be fulfilled without a purchase order number from Hamblen County Government.
28	FIRM PRICING. Prices shall remain firm for the initial contract period. Hamblen County reserves the right to negotiate reductions in the price due to changes in market conditions during the contract period and renewals.
29	MAINTENANCE AGREEMENT. If applicable to the bid, vendor shall submit on the appropriate form the pricing for an annual maintenance agreement.
30	QUESTIONS. All questions shall be directed to the bid contact listed on the first page of this document unless otherwise stated. Preferred method of communication is via email.
31	VENDOR TASKS. If awarded, the vendor will be required to provide Hamblen County with the goods and/or services as awarded by the Hamblen County Legislative Body. Any additional vendor tasks will be noted in the bid document.
32	CONTRACT TERM. The contract period shall span a period of <u>120 calendar days</u> , beginning November 01,

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	2016 and ending February 28, 2017.
33	<p>REQUIREMENTS FOR BID SUBMISSION.</p> <ul style="list-style-type: none">a. COMPLETE, UNBOUND, ORIGINAL Invitation to Bid Packet and requested insurance documents.b. All bids must be received in a SEALED envelope clearly marked with the bid name, date, and time ON THE OUTSIDE OF THE SEALED ENVELOPE.c. Contractor's License Information on Outside of Envelope // Subcontractors information. See TCA Code 62-6-119.d. Copy of Vendor's IRS W-9 Forme. Copy of Vendor's Worker's Compensation Insurancef. Copy of Vendor's Surety Bond or Employee Dishonesty Coverageg. Copy of Vendor's General Liability Insuranceh. Upon awarding of a contract, vendor will be required to name Hamblen County Government as an Additional Insured on vendor's insurance policies.i. There will be a MANDATORY PRE-BID WALK-THROUGH at the Hamblen County Health Department, 331 West Main Street, Morristown, TN 37814 on <u>Tuesday, August 30, 2016 at 10:00 a.m.</u> Please check in with the front desk on the lower level of the Hamblen County Health Department. Parking is located at the rear of the building.

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Introduction

Hamblen County Government is seeking SEALED bids for painting and flooring at the Hamblen County Health Department located at 331 West Main Street, Morristown, TN 37814.

Health Department operations will not cease during the completion of this project. Work shall be completed according to the following schedule:

Upstairs: During normal business hours
Downstairs: After normal business hours and/or on weekends

Contractors are responsible for moving and replacing any equipment, furniture, decorations etc. to allow for completion of the project.

Project Scope - FLOORING

1. Removal and replacement of the flooring in the upstairs and downstairs of the building, including hallways and offices. Included as an alternate to the scope of this project is the conference room.
2. Areas with existing carpet will require carpet to be removed and replaced with tile. The conference room is currently carpeted. Included as an alternate to the scope of this project is the removal of this carpet and installation new tile in the conference room.
3. Areas with existing tile can have new tile installed on top of existing tile.
4. Removal of existing cove base.
5. Installation of new cove base.
6. Installation of any needed thresholds, etc.
7. Awarded contractor, in consultation with Hamblen County Purchasing Manager, will determine if doors require shortening to accommodate for new flooring.
8. Removal and replacement of any subflooring shall be determined at the time it is revealed during the project.
9. Disposal of all old materials.
10. Replacement material: No-Wax Tile and Cove Base throughout.
11. Color of replacement material:
 - Flooring, Bliss by beaulieu America, Luxury Vinyl: Downstairs, Picturesque 22mil –color Morocco. / Upstairs, Avenues 12mil– color Lombard.

Project Scope – PAINTING

1. Areas to be painted include the following:
 - a. All downstairs offices, rooms, and hallways (EXCLUDING two (2) waiting rooms which have existing painted murals, all closets, storage areas, stairwells, and banisters)
 - b. All upstairs offices, rooms, and hallways (EXCLUDING all closets, storage areas, stairwells, and banisters)
 - c. Upstairs and downstairs interior doors and metal doors.
 - d. Upstairs and downstairs bathrooms
 - e. Upstairs and downstairs door jambs
2. Contractor, in consultation with the Maintenance Supervisor, will determine any sealers and/or primers needed.
3. Caulking will be done throughout as needed.
4. Color of replacement material:
 - Wall Paint, Valspar color 3001-10A LaFonda Boulder.
 - Trim Paint, Sherwin Williams color SW 6082 Cobble Brown.
 - Cove Base, Johnsonite Brand – color Brown.

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5. Contractor shall remove all Plexiglas wall protectors prior to painting and replace with new Plexiglas wall protectors following painting.
6. Disposal of all old materials.

Timeline (subject to change)

Release of Bid	Monday, August 22, 2016
Mandatory Pre-Bid Walk-Thru and Conference <i>Health Department</i>	Tuesday, August 30, 2016 at 10:00 a.m.
Bid Deadline and Opening <i>Courthouse – West Wing Conference Room</i>	Wednesday, September 14, 2016 at 2:00 p.m. Eastern time.
Finance Committee Review	Monday, October 3, 2016
Legislative Body Consideration for Award	Thursday, October 13, 2016
Contract Start Date	Tuesday, November 01, 2016
Contract End Date	Tuesday, February 28, 2017

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PROPOSAL BID FORM

Vendor Name:	
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The undersigned, having carefully familiarized themselves with the existing conditions at the Hamblen County Health Department through the mandatory pre-bid conference, walk-thru and specifications provided, hereby proposes to perform painting and flooring services for the sum of:

BID PRICE "A": All work associated with PAINTING the interior of the Hamblen County Health Department, and all other associated work therewith. (Excluding upstairs Conference Room)

_____ Dollars (\$ _____)

Hereinafter referred to as "Bid Price A"

BID PRICE "B": All work associated with replacing and installing new FLOORING at the Hamblen County Health Department, and all other associated work therewith. (Excluding upstairs Conference Room)

_____ Dollars (\$ _____)

Hereinafter referred to as "Bid Price B"

TOTAL COMBINED PRICE (Both A & B Projects):

_____ Dollars (\$ _____)

BID PRICE "C": All work associated with PAINTING the interior of the CONFERENCE ROOM ONLY at the Hamblen County Health Department, and all other associated work therewith.
NOTE: Existing wallpaper border shall be removed in the conference room.

_____ Dollars (\$ _____)

Hereinafter referred to as "Bid Price C"

BID PRICE "D": All work associated with replacing and installing new FLOORING for the CONFERENCE ROOM ONLY at the Hamblen County Health Department, and all other associated work therewith.

_____ Dollars (\$ _____)

Hereinafter referred to as "Bid Price D"

TOTAL COMBINED PRICE (Both C & D Projects):

_____ Dollars (\$ _____)

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By _____

Title _____

Date _____

STIPULATIONS

In submitting a bid, the undersigned agrees:

1. Bids will not be withdrawn within the period of 120 calendar days following the opening thereof.
2. If notified of the acceptance of this bid, to execute a contract for the work and deliver to the County Mayor's Office the performance and payment bond specified, within 10 calendar days after such notification.
3. That the work included under the contract shall be completed within 120 calendar days.
4. No contract is given or implied regarding the project until funding is appropriated and the County has offered a written contract to the contractor and both parties have fully executed the contract. No offer has been made to the contractor until the aforementioned items have transpired.
5. The bidder agrees to furnish for the above sum all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the construction of the work in complete accordance with the shown, noted, described and reasonable intended requirements of the contract document(s) with the definite understanding that no money will be allowed for extra work, except as set forth in the contract documents. Additionally, the bidder agrees, for the above sum, to furnish, without additional compensation, complete, fully functional, and workable systems, as described in the contract document(s), properly coordinated, as required with other portions of the work.
6. The bidder agrees that the bid documents have been thoroughly reviewed prior to submitting a bid and that discrepancies, conflicts, errors, and/or omissions within the documents have been brought to the attention of the County and have been resolved prior to submission of bids.
7. Attachments to be included with the bid form are the bid bond covering the project.
8. By submission of this bid and signature thereof, the bidder acknowledges compliance with the provisions of Tennessee Code Annotated § 50-9-113 (Drug-Free Workplace) enacted by the General Assembly in the year 2000.
9. By submission of this bid and signature thereof, the bidder acknowledges, should they be awarded a contract, the project will be completed in compliance with applicable provisions of Federal, State, and Local law.

Firm Name _____

State of Incorporation _____

By _____

Title _____

Date _____

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VENDOR INFORMATION and ANTI-COLLUSION STATEMENT

Please print or type clearly. Complete each section entirely and verify for accuracy.

By signing this form the bidder agrees that he has not divulged to, discussed, or compared his bid with other bidders and has not colluded with any other bidder or parties to a bid whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from the bid list and could constitute a felony and result in a fine, imprisonment, as well as civil damages.

In compliance with this Invitation for Bid, and subject to all the conditions thereof, the undersigned offers, if this bid is accepted, to furnish any or all of the items and/or services upon which prices are quoted, at the price set opposite each item, to be delivered at the time and place specified herein. The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of the firm named below. This form must be signed personally by the bidder or the bidder's authorized agent. All signatures must be original and not photocopies.

COMPANY NAME:	
CONTACT PERSON:	
CONTACT PERSON TITLE:	
SIGNATURE OF AUTHORIZED REPRESENTATIVE:	
FEDERAL TAX ID # (or Social Security #, if applicable)	
STREET ADDRESS:	
STREET ADDRESS:	
CITY, STATE, ZIP:	
TELEPHONE NUMBER:	
FAX NUMBER:	
EMAIL:	
DATE:	

****By signing this form, the bidder signifies understanding and agreement with Hamblen County Government Terms and Conditions.**

EXCEPTIONS

**HAMBLEN COUNTY GOVERNMENT
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Bidder MUST sign the appropriate statement below, as applicable.

Bidder understands and agrees to all terms, conditions, requirements and specifications stated herein. **NO EXCEPTIONS ARE TAKEN.**

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	

Bidder takes exception to the following terms, conditions, requirements and specifications stated herein.

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	
EXCEPTIONS TO NOTE:	

Vendors should note that any exceptions taken from the stated terms and/or specifications may be cause for their submittal to be deemed "Non-Responsive", risking the rejection of their submittal.

OFFICE OF THE HAMBLLEN COUNTY MAYOR
COMPANY/CONTRACTOR AFFIDAVIT FORM
Conflict of Interest Statement

THE AFFIANT STATES TO HAMBLLEN 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 HAMBLLEN COUNTY, TENNESSEE, OR ANY PERSON REPRESENTING OR PURPORTING TO REPRESENT HAMBLLEN 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 (RFQ/RFP), INCLUDING ALL ATTACHMENTS, ENCLOSURES, APPENDICES, ETC AND DO HEREBY ATTEST TO THE ACCURACY OF ALL INFORMATION CONTAINED IN THIS RFQ/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 HAMBLLEN COUNTY COMMISSION HAS THE RIGHT TO MAKE THE CONTRACT AWARD FOR ANY REASON CONSIDERED IN THE BEST INTEREST OF HAMBLLEN COUNTY.

This certification shall be included with the RFQ/RFP. 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__

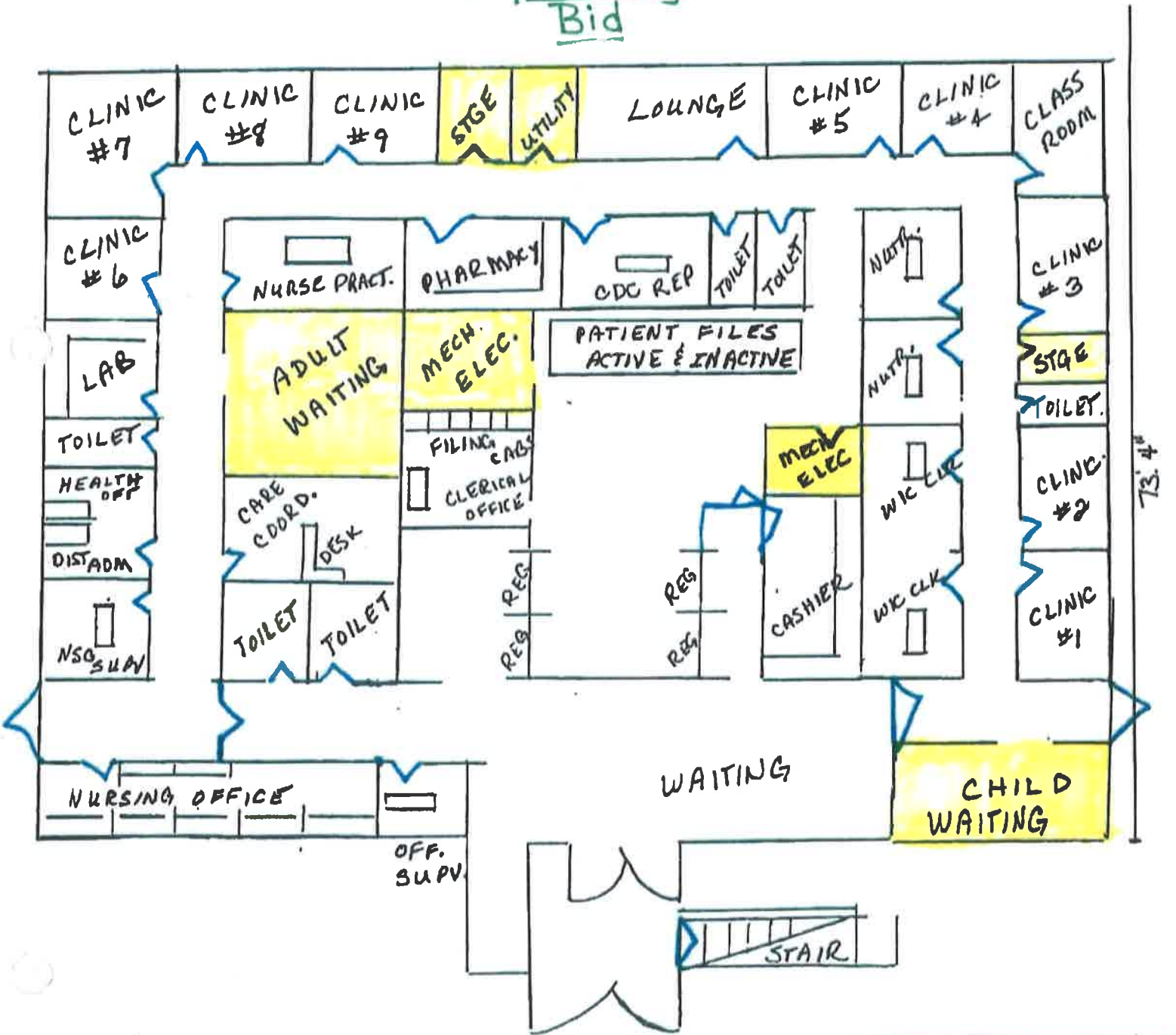
Notary Public

My commission expires: _____

HAMBLLEN COUNTY HEALTH DEPARTMENT

Lower Level plan

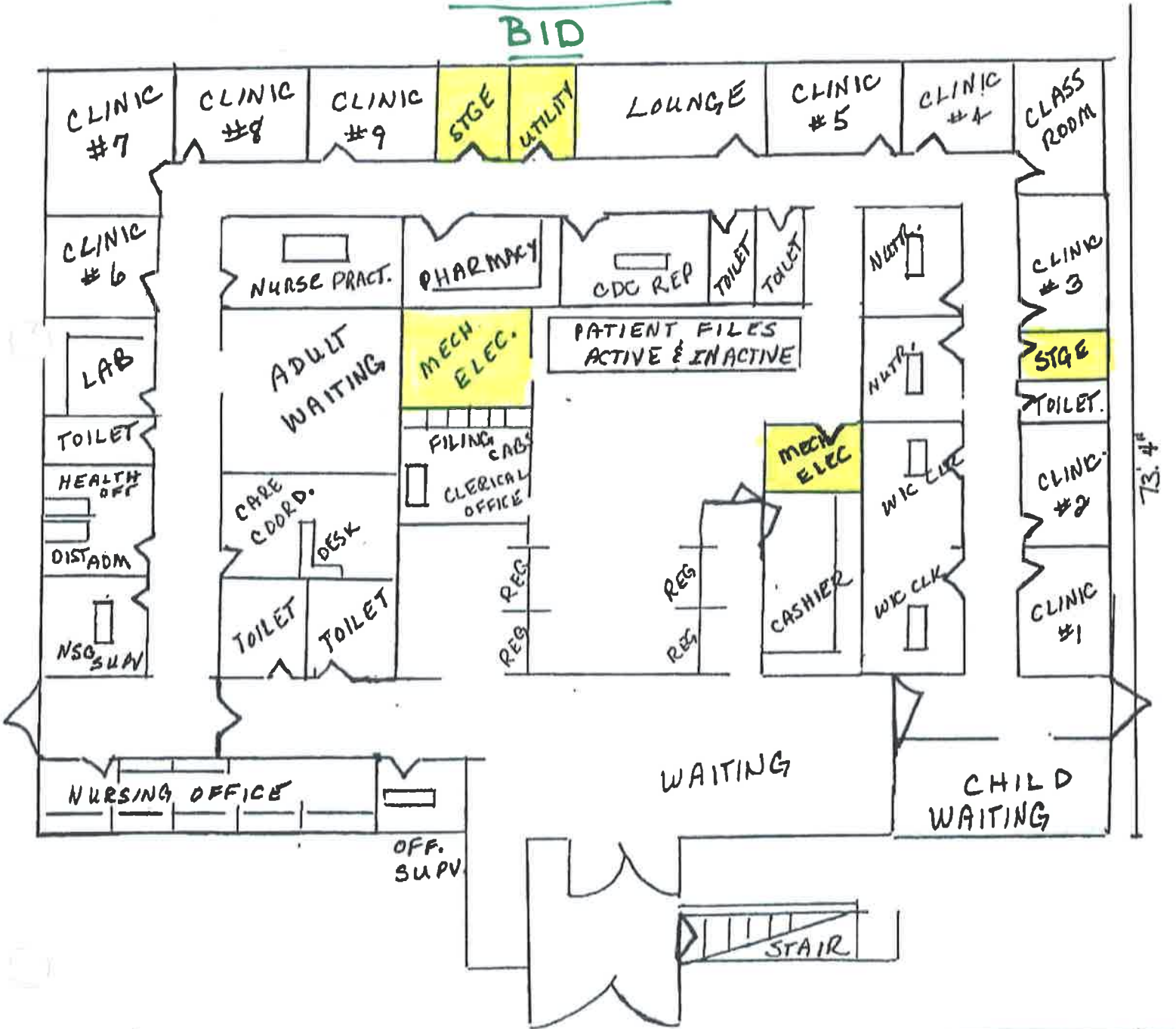
* Painting Bid



HAMBLLEN COUNTY HEALTH DEPARTMENT

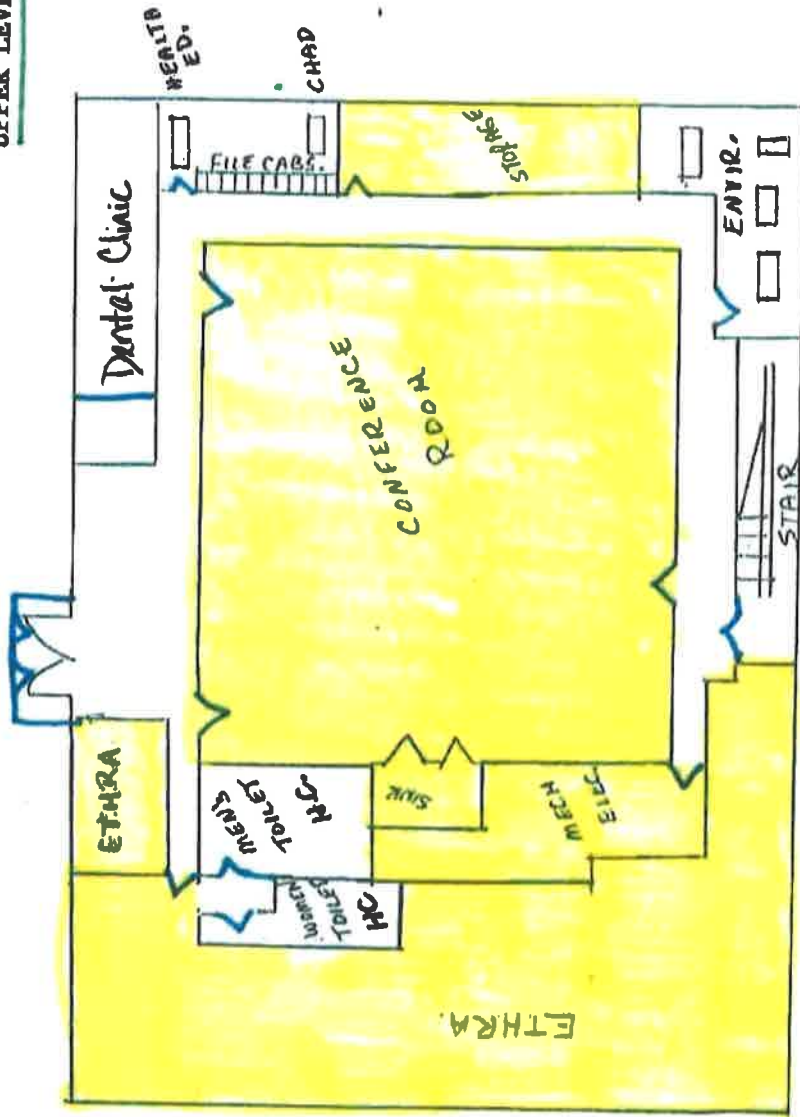
Lower Level plan

* FLOORING
BID



HAMBLETON COUNTY HEALTH DEPARTMENT

UPPER LEVEL PLAN



Painting and Flooring Bid.

Not included

Note: drawing is not to scale

*Conference Rooms Alternate bid C+D.

10-21-96

MRM