



INVITATION TO BID

JOHNSON COUNTY PURCHASING AGENT
211 N. CHURCH STREET
MOUNTAIN CITY, TN 37683
Phone: (423) 727-7861

Requisition # 34426
Bid Name Courthouse HVAC 2020

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: REPLACEMENT OF EXISTING HVAC SYSTEMS AND COMPONENTS; MAINTENANCE CONTRACT FOR HVAC ROUTINE MAINTENANCE & REPAIRS SERVICES ON AN AS NEEDED BASIS (Description on Page 3)

For: Johnson County, TN Courthouse

Sealed Bids will be accepted until: August 18, 2020; 2:00 PM

Date/Time of Bid Opening Meeting: August 18, 2020; 2:00 PM (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 & bid opening 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.

Prices quoted must include all transportation charges, packing, and drayage. 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 request additional information from all bidders, 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 bid 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.



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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 bidder.
5. Cost. Will services be performed at fair and reasonable prices? Lowest bid will be accepted by the most responsive and responsible bidder.
6. **All Bid Prices shall be valid for a minimum of 180 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 totaling \$25,000.00 or more, bidders as the prime contractor and when required any subcontractor must be licensed in the State of Tennessee as a Licensed Contractor, holding an appropriate license for the project or appropriate portion. Acceptable license classifications for this project in whole or in part may be, but potentially not limited to, one of the following: (BC), (BC-B), (CE), (CMC), (CMC-C), (CMC-I).

*****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 THE 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 this contract to the successful vendor is contingent upon approval by all necessary involved parties. ***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



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DESCRIPTION OF GOODS/SERVICES WANTED

REPLACEMENT OF EXISTING WATERSOURCE HVAC SYSTEMS AND COMPONENTS; MAINTENANCE AGREEMENT FOR HVAC ROUTINE MAINTENANCE & REPAIRS SERVICES ON AN AS NEEDED BASIS

Specifications: Request for bid pricing for the following project within Johnson County as requested per the following information. Project Location: Johnson County, TN Courthouse

REQUIRED: Potential bidders will be required to perform a building walkthrough prior to bid submission deadline. Any bid will be rejected if a walkthrough has not been performed by the bidder. Potential bidders will need to arrange this building walkthrough with the Johnson County Mayors Office by calling 423-727-9696. A walkthrough signature form must be completed at the time of the walkthrough to be considered as complete. This form will be provided upon arrival to the walkthrough.

Scope of Work: Repairs, Replacement, and Maintenance of system equipment as listed below. **A timeline to complete the work below will be determined with the awarded contractor, but all items must be completed within 2 months of the issuance of the Notice to Proceed.**

Depending on court schedules, the vendor may be required to complete work from the list below outside of normal business hours (8am-5pm Monday thru Friday) in whole or in part. Vendor must take into account within the bid price that afterhours or weekend work may be required. Bid price will be considered firm regardless of what variety of hours the work may take place.



Replace 2 Variable Speed Drives	
Replace 2 Pump Motors	
Upgrade 1 PLC and Sensing Units	
Replace 5 Individual Water Source Heat Pump Units	
Clean and flush all piping, valves, regulators, screens, pumps, & replace defective components.	
Clean all ductwork.	
Clean and check boiler, replace any defective part.	
Clean and check cooling tower, replace any defective part.	
Check all roof top heating/air units, replace any defective part.	

- **Bid Price to Complete Above Checklist** (Price shall include all parts, materials, labor, travel costs, insurance, and performance bond.) Bid Price shall be valid for a minimum of 180 days. ***** (Please Include separately a detailed pricing breakdown, & detailed Equipment List showing what equipment will be used for the replacements.)*****

\$ _____



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• 3 Year Maintenance Contract

Under the proposed 3 Year Maintenance Contract, Johnson County intends to have the provider of the repair portion of this bid agree to an all-inclusive routine maintenance procedures contract to keep a functioning HVAC system at the Johnson County Courthouse. Bidders shall provide a written plan detailing proposed tasks and the appropriate completion timelines of which would be completed under this maintenance contract price in relation to routine maintenance items of the Courthouse HVAC system. Under the proposed agreement all routine maintenance parts, materials, travel costs, and labor during normal business hour response shall be included in the price. Contract language will be negotiated. See notes below regarding contract acceptance. Johnson County holds all authority in the decision to accept this portion of the bid, to deem it as optional, or exclude this proposed contract from the bid process entirely. **Bid Price shall be valid for a minimum of 180 days.**

Bid Price for 3 Year Maintenance Contract (3 Year Total Price)

\$ _____

• Non-Routine Maintenance Labor Price

Bidder shall also provide hourly pricing for normal business hour response & emergency/afterhours response for non-routine work. The routine maintenance contract holder as described above (if awarded) will be the considered the primary vendor for non-routine quotes for service using the hourly labor rates below. Non-routine work may be for the Courthouse or any other building owned by Johnson County, TN. **Bid Price shall be valid for a minimum of 180 days.**

Normal Business Hours (8am-5pm, M-F) Hourly Labor Pricing for Non-Routine Maintenance and Repairs \$ _____

Afterhours/Emergency Hourly Labor Pricing for Non-Routine Maintenance and Repairs \$ _____

For further project details and/or questions please call Dustin Shearin, Johnson County Purchasing Agent at Phone # 423-727-7861 or email purchasing@johnsoncountyttn.gov.

- NOTES:**
1. 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.
 2. 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.
 3. The local government will pay the Contractor per Johnson County policy **AFTER** having received 100% satisfactory project completion or as mutually agreed upon after certain completed portions of the project, as per contract negotiations. A detailed invoice signed by the department head for this project in accordance with awarded bid and its specifications, will be required prior to any payments.



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Vendor Contact Information

Company Name: _____

Company Mailing Address: _____

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, and to negotiate in good faith with Johnson County, TN all portions of this project and if awarded a fully executed contract. We guarantee all the above named goods/services to be in accordance with specifications or equal. I confirm that I have reviewed this document and bid package checklist completely, and also confirm that bid prices are valid for 180 days.

(Printed Name)

(Authorized Signature)

Date: _____



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Bid Package Checklist:

- ☐ Review Specifications & Requirements within Invitation to Bid Document.
- ☐ Bid Price(s) provided on page 3 & 4 of this document.
- ☐ Separate detailed bid price breakdown and detailed list of proposed replacement equipment information based upon Page 3 checklist.
- ☐ Written plan detailing proposed tasks and the appropriate completion timelines under the proposed 3 Year Maintenance Contract.
- ☐ Fully Signed Original Invitation to Bid Document (Include all pages originally provided).
- ☐ Completed Drug Free Workplace Affidavit.
- ☐ W-9 Information.
- ☐ Title VI Voluntary Information Form. (Optional)
- ☐ Insurance documents as required. (May be provided at later time, prior to work authorization.)
- ☐ Contractor Specific Information or Documents. (Optional)
- ☐ 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.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional) JOHNSON COUNTY GOVERNMENT 211 NORTH CHURCH ST MOUNTAIN CITY, TN 37683
	6 City, state, and ZIP code	
	7 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 line 1 to avoid backup withholding. For individuals, this is generally 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 instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	
<div></div>	<div></div>
or	
Employer identification number	
<div></div>	<div></div>

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ▶

General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

• Form 1099-C (canceled debt)

• Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- 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
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



JOHNSON COUNTY PURCHASING DEPT.

211 North Church Street
Mountain City, Tenn. 37683
423-727-7861

DUSTIN SHEARIN
PURCHASING AGENT

CONTRACT MONITORING

Johnson County requires that sub-recipients maintain records of those ethnic and gender groups who are awarded bids on projects.

FOR TITLE VI COMPLIANCE, WE ASK VOLUNTARY DISCLOSURE OF THE FOLLOWING INFORMATION:

GENDER: MALE _____ FEMALE _____

RACE: CAUCASIAN _____

AFRICAN AMERICAN _____

HISPANIC _____

OTHER (PLEASE SPECIFY) _____

Johnson County in accordance with Title VI of the Civil Rights Act of 1964, Stat. 252, 41 U.S.C. 2000d to 2000d-4 and Title 49 Code of Federal Regulations, hereby notifies all proposer's that it will affirmatively insure that in any contract entered into pursuant to this bid proposal, Disadvantaged Business Enterprises (DEB's) will be afforded full opportunity to submit proposals in response to bid invitations and will not be discriminated against on the grounds of race, creed, color, sex, national origin, or handicap in consideration for an award.