



Robertson County Tennessee

Jody Stewart, Finance Director

Finance Department

523 South Brown Street, Springfield, TN 37172

(615) 384-0202 Fax (615) 384-0237

MAIL DATE: **5/12/2014**

HVAC Filter Services

Sealed bids must be received by: **5/29/2014 at 10:15AM**

Robertson County Finance Office

523 South Brown Street

Springfield, TN 37172

THE OUTSIDE OF THE ENVELOPE MUST BE MARKED WITH THE BIDDER'S COMPANY NAME, ITEM BID, TIME OF BID OPENING, DATE OF BID OPENING, BID NO. 1266 AND MUST BE MARKED "SEALED BID, DO NOT OPEN."

Bids are opened and read aloud to the public at the Robertson County Finance Office, 523 S. Brown Street, Springfield, TN 37172 immediately after the bid receipt deadline. Each vendor may submit more than one bid provided each bid meets the stated specifications. Each bid must be submitted in a separate sealed envelope with the appropriate notation on the outside. All bids must be signed by an authorized agent and submitted on the prescribed forms. Submission of bids by telegraph, telephone, or other electronic means is strictly prohibited. Please enclose a stamped, self addressed envelope to receive a completed bid tabulation form. Any brand name called for the bid specifications is provided as a reference only. Alternate brand name items offered for bid must be equivalent as to function, basic design, type and quality of material, method of construction, and any required dimensions. Bidder must attach a letter of exception to specifications.

For assistance with technical / product information contact James Taylor, Supervisor, School Building & Grounds at (615)384-0213. For assistance with bid procedures contact Cheryl Moon, Robertson County Finance Office at (615) 384-0202.

Note: Robertson County reserves the right to reject any or all bids, to waive any technicalities or informalities, and to accept any bid deemed in the best interest of the County. 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.

Bid Schedule #1266

Robertson County is accepting sealed bid proposals for the following:

HVAC Filter Services

Please submit a bid based on the attached specifications.

LUMP SUM Annual Contract Pricing \$ _____

Percent increase of this bid for year (2) 11-2015 through 10-2016 _____ %

Percent increase of this bid for year (3) 11-2016 through 10-2017 _____ %

Non-Collusion Affidavit

The agent of the bidding firm hereby certifies to the best of his/her knowledge and belief that this bid proposal to Robertson County, Tennessee 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 bid proposal have not been communicated by the undersigned, nor by any employee or agent of the bidding firm, to any other seller of similar products and will not be communicated to any such seller prior to the official opening of said bid. The agent further states that no official or employee of Robertson County Government has promised any personal financial or other beneficial interest, either directly or indirectly in order to influence award of this bid.

Authorized Signature, Title (Owner/ Corporate Officer)

Date

Printed Name: _____

Company Name

Mailing Address

Telephone No.

Fax No.

I. INTENT

It is the intent and purpose of these specifications to describe the general conditions and requirements necessary for an agreement and contract for Filter Services as provided herein or as mutually, agreed upon during the period of the contract. The conditions and requirements are intended to be open and nonrestrictive for the sole purpose of obtaining adequate participation of interested vendors, uniformity in the submission of bids and selection of the most responsible contractor. The contract shall be for one (1) year, beginning November 1, 2014 and continuing through October 30, 2015 with the option to renew for up to (2) two additional years for a total of (3) three consecutive years.

2. SCOPE

Contractor shall furnish and change all filter material in twenty-five (25) building sites in the Robertson County School System. The bid shall include the cost of changing all filters, cleaning the area around the return grill and filter area satisfactory to the owner during the contract period. Cleaning in the filter area will be done by removing all dust and foreign material collected in that area during normal operation of the unit. All foreign material will be removed between the filter and the unit. Cleaning the return grills will be done by removing all foreign material from the grills and the surrounding areas. All dust and dirt will be removed in the immediate area around the return grill.

3. SCHEDULE

Filters will be changed on a (90) ninety day schedule unless otherwise specified by representative of the Department of Buildings and Grounds.

4. PERFORMANCE

Upon arrival at a school the serviceman shall report to the Principal prior to performing any work.

5. PAYMENT

Each Invoice shall contain the following information; the building serviced, date of service and material/filters used. Completed invoices shall be presented to: Robertson County Board of Education, Department of Buildings and Grounds, Attn: David Whitaker, 3470 Highway 41 South, Springfield, TN 37172. Payment for Invoices presented on Monday to Building and Grounds will be available no sooner than 12:00 Noon on Friday. Be aware that a payment may be delayed by school closings and holidays.

6. SITE INSPECTION

Bidders shall visit the site and familiarize themselves with any conditions which may affect performance and bid prices. Submission of a bid will be prima facie evidence that the bidder has made site inspections and is aware of all conditions affecting performance and pricing. Please contact David Whitaker or James Taylor at the Department of Buildings and Grounds (615) 384-0213 for inspection access.

7. RELATED SERVICES

The County reserves the right to negotiate an hourly rate plus material with the contractor for

Bid Schedule #1266

services in areas not covered in this contract. The County will pay an hourly rate plus material should the need arise.

8. CONTRACTOR RESPONSIBILITIES

8.1 LICENSING

Bidder shall have all current licensing from the State of Tennessee and Robertson County and shall submit a copy with this bid response.

8.2 LETTER OF COMPLIANCE

Successful bidder must comply and provide a Letter of Compliance. Amendments to the Tennessee Code Annotated Section 49-5-413 require employers doing business with the Robertson County Board of Education to have their employees' criminal history records checked. No employer or employee shall come in direct contact with school children, children in a childcare program, and/or enter the grounds of a school or childcare center operated by the Robertson County Board of Education when children are present without this compliance letter on file.

8.3 IDENTIFICATION

The contractor shall provide each technician with the proper identification. This identification shall be in their possession when performing duties related to this contract within or upon County property.

8.4 SAFETY

The contractor shall be responsible for the safety of their employees. Protective clothing and equipment shall be used when required. OSHA standards shall be enforced at all times.

8.5 COMPLAINTS

Complaints and extra service must be handled within 24 hour period after notification and any cost will be negotiated by the County

8.6 CHANGES

The contractor will provide services at required times as requested by the County. Any changes must be approved by the School Principal or a representative of Robertson County Board of Education. Requested service times may be changed to suit the School's particular needs.

8.7 DAMAGE/INJURY

The contractor shall be responsible for any charges for damages and/or personal injury incurred during the execution of the job.

9. INSURANCE

Each bidder shall be required to submit with their bid a Certificate of Insurance showing that they have the minimum insurance requirements listed below.

The liability insurance coverage shall be considered as primary and not as excess insurance. The carrier(s) shall provide thirty day written notice to the County by registered mail prior to any

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modifications1 cancellation/ non-renewal or other changes in coverage.

Policies must be effective prior to the commencement of work and must remain in force until termination of work under this contract. In the event of interruption of coverage for any reason, all work under the contract shall cease and shall not resume until coverage has been restored.

If at any time during the term of this contract or any extension thereof, any required policies of insurance should expire, or are cancelled, it will be the responsibility of the contractor to furnish the County with a current Certificate of Insurance indicating renewal or an acceptable replacement of the expiring policy prior to the expiration or cancellation date so that there will no lapse in coverage.

The minimum coverage requirements:

Workmen Compensation: Statutory limits.

General Liability: In a comprehensive form with a minimum limit of \$100,000.00 C.S.L. and \$500,000.00 aggregate.

Motor Vehicle Liability: In a comprehensive form with a minimum limit of \$100, 000.00 C.S.L.