

HAMBLEN COUNTY GOVERNMENT
Invitation to Bid –Flooring at County Clerk and Trustee Offices (2019-04)

INVITATION TO BID

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

Hamblen County Government is accepting sealed bids for **FLOORING AT HAMBLEN COUNTY CLERK AND TRUSTEE OFFICES** with specifications stated herein.

Bidder shall return bid in **sealed envelope** to:

Hamblen County Mayor's Office
Attn: Wendy Williams
511 West Second North Street
Morristown, TN 37814

Public opening of sealed bids will be held at the above address at the deadline date and time listed below.

DATE ISSUED:	Friday, April 26, 2019
BID TITLE:	Flooring at Hamblen County Clerk and Trustee Offices # 2019-04
MANDATORY WALK-THROUGH & CONFERENCE:	Thursday, May 2, 2019 @ 10:00a.m.
BID DEADLINE & PUBLIC OPENING DATE & TIME:	Tuesday, May 21, 2019 @ 2:00p.m.
BID OPENING LOCATION:	Hamblen County Courthouse, West Wing Conference Room 1 st Floor, Administrative Building
BID CONTACT:	Wendy Williams
CONTACT PHONE:	(423) 586-1931
CONTACT EMAIL:	wendy.williams@co.hamblen.tn.us

HAMBLLEN COUNTY GOVERNMENT
Invitation to Bid –Flooring at County Clerk and Trustee Offices (2019-04)

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 submitted to Hamblen County Government 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 statement 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 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

HAMBLEN COUNTY GOVERNMENT
Invitation to Bid –Flooring at County Clerk and Trustee Offices (2019-04)

	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. All communication shall be received by email to wendy.williams@co.hamblen.tn.us unless an alternative method is provided in this document.
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 for this bid shall span approximately 14 days from beginning to end. The subject county offices may need to be closed for business during the process and therefore scheduling and timeliness of the flooring work is necessary and expected.
33	INTENT TO PURCHASE. Hamblen County Government intends to purchase Flooring replacement services for the office areas as stated herein.
34	IRAN DIVESTMENT ACT. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each part thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to TCA 12-12-106.
35	<p>REQUIREMENTS FOR SEALED BID SUBMISSION.</p> <ul style="list-style-type: none"> a. COMPLETE, UNBOUND, ORIGINAL Invitation to Bid packet. Pages marked with “Bidder Initial” MUST be completed by authorized representative and are considered a part of the Invitation to Bid packet. 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. Copy of Vendor’s Worker’s Compensation Insurance d. Copy of Vendor’s Surety Bond or Employee Dishonesty Coverage e. Copy of Vendor’s General Liability Insurance f. Upon awarding of a contract, vendor will be required to name Hamblen County Government as an Additional Insured on vendor’s insurance policies. g. Vendor Information and Anti-Collusion Statement (page 8 of this document) h. Vendor Certification Iran Divestment Act (page 10 of this document) i. Copy of Vendor’s IRS W-9 Form

HAMBLLEN COUNTY GOVERNMENT
Invitation to Bid –Flooring at County Clerk and Trustee Offices (2019-04)

BID TIMELINE

Bid Release	Friday, April 26, 2019
Walk-Through & Conference	Thursday May 2, 2019 @ 10:00a.m.
Bid Question Deadline	Friday, May 6, 2019 @ 4:30p.m.
Bid Answer Deadline	Tuesday, May 7, 2019 @ 4:30p.m.
Bid Opening	Tuesday, May 21, 2019 @ 2:00p.m.
Finance Committee Review	Monday, June 13, 2019
Legislative Body Award	Thursday, June 20, 2019
Anticipated Notice of Award	Friday, June 21, 2019

BID QUESTIONS

Bid questions should be addressed as follows:

Procedural
Hamblen County Mayors Office
Wendy Williams
511 West Second North Street
Morristown, TN 37814
Phone: (423) 586-1931
Email: wendy.williams@co.hamblen.tn.us

Technical
Hamblen County Maintenance Manager
Terry Myers
511 West Second North Street
Morristown, TN 37814
Phone: (423) 312-0587
Email: tmyers@co.hamblen.tn.us

HAMBLLEN COUNTY GOVERNMENT
Invitation to Bid –Flooring at County Clerk and Trustee Offices (2019-04)

Introduction

Hamblen County Government is seeking SEALED bids for flooring at the Hamblen County Clerk and Trustee Offices located at 511 West Second North Street, Morristown, TN 37814.

Work shall be completed as much as possible after normal business hours and/or on weekends.

Contractors are not responsible for moving and replacing office cubical partitions/desks to allow for completion of the project.

Project Scope - FLOORING

1. Removal and replacement of the flooring in the subject offices.
2. Areas with existing carpet will require carpet to be removed and replaced with vinyl engineered flooring.
3. Removal of existing cove base.
4. Installation of new cove base.
5. Installation of any needed thresholds, etc.
6. Awarded contractor, in consultation with Hamblen County Maintenance Manager, will determine if doors require shortening to accommodate for new flooring.
7. Disposal of all old materials.
8. Replacement material: **Market Place EVP Flooring or Equivalent - 15 year Commercial Warranty Engineered Vinyl Flooring and Cove Base throughout.**
9. Color of replacement material:
 - To be determined

HAMBLLEN COUNTY GOVERNMENT
Invitation to Bid –Flooring at County Clerk and Trustee Offices (2019-04)

PROPOSAL BID FORM

Vendor Name:	
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The undersigned, having carefully familiarized themselves with the existing conditions at the Hamblen County Clerk and Trustee Offices via walk-through with Terry Myers, Maintenance Manager, hereby proposes to perform flooring services for the sum of:

BID PRICE "A": All work associated with replacing and installing new FLOORING at the Hamblen County **Clerk's Office.**

_____ Dollars (\$_____)

Hereinafter referred to as "Bid Price A"

BID PRICE "B": All work associated with replacing and installing new FLOORING at the Hamblen County **Trustee's Office.**

_____ Dollars (\$_____)

Hereinafter referred to as "Bid Price B"

TOTAL COMBINED PRICE (Both A & B Projects):

_____ Dollars (\$_____)

By _____

Title _____

Date _____

HAMBLEN COUNTY GOVERNMENT
Invitation to Bid –Flooring at County Clerk and Trustee Offices (2019-04)

STIPULATIONS

In submitting a bid, the undersigned agrees:

1. If notified of the acceptance of this bid, the work included under the contract shall be completed within 30 calendar days after award and will span no longer than 14 days from start to finish.
2. 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 flooring work in complete accordance with the requirements of the contract with the definite understanding that no money will be allowed for extra work.
3. 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.
4. Attachments to be included with the bid form are the bid bond covering the project.
5. 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.
6. 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_____

HAMBLEN COUNTY GOVERNMENT
Invitation to Bid –Flooring at County Clerk and Trustee Offices (2019-04)

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.

HAMBLEN COUNTY GOVERNMENT
Invitation to Bid –Flooring at County Clerk and Trustee Offices (2019-04)

EXCEPTIONS

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.

BIDDER’S CERTIFICATION OF COMPLIANCE
WITH
IRAN DIVESTMENT ACT
Tenn. Code Ann. § 12-12-101 et seq.

Comes _____, for and on behalf of
(Printed name of Principal Officer of Company)

_____, (the “Company”) and, after being duly authorized
by the Company so to do, makes oath that:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to the Iran Divestment Act, Tenn. Code Ann. § 12-12-106.

Signature

Title

Date