

**HAMBLEN COUNTY GOVERNMENT**  
**Invitation to Bid – Bathroom Upgrades at Cherokee Park (2021-01)**

**INVITATION TO BID**

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

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**ITB TIMELINE:** Times listed below are in Eastern Standard Time.

Date Issued:	Tuesday, January 12, 2021
ITB Title:	Bathroom Upgrades at Cherokee Park (2021-01)
Project Question Deadline:	Monday, January 18, 2021 @ 2:00p.m. <i>All correspondence and communication must be via email to the designated Hamblen County point-of-contact listed on page 4 of this document. Questions submitted by telephone will <u>not</u> be answered. Questions submitted after this deadline will <u>not</u> be answered.</i>
Posting of Responses to Questions:	Wednesday, January 20, 2021 @4:00p.m.
Bid Submission Deadline Date & Time:	Wednesday, January 27, 2021 @ 2:00p.m. <i>If the Hamblen County Courthouse is closed for business at the time scheduled for bid opening, for whatever reason, bids will be accepted and opened on the next business day of the County, at the originally scheduled hour.</i>
Bid Submission Opening Location:	Hamblen County Courthouse, West Wing Conference Room, 1 <sup>st</sup> Floor, Administrative Building
Project Award:	Friday, February 19, 2021

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**INTRODUCTION:**

Hamblen County (hereafter referred to as “County”) is soliciting sealed, competitive bids for bathroom upgrades at Cherokee Park located at 3075 Floyd Hall Road, Morristown, TN 37814.

The successful bidder **must** hold an LLP (Limited Licensed Plumber) license in the State of Tennessee.

The County’s selection process will be based on qualifications and experience with similar projects and competitiveness of proposed fees.

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**I. SCOPE OF SERVICES:**

<b>Work To Be Completed</b>	<b>Bathroom Location</b>
Replace current bathroom flooring with new waterproof epoxy flooring	Walking Trail
Paint two (2) bathrooms with paint supplied by County	Walking Trail
Repair ceiling	Walking Trail
Repair ceiling	Veteran’s pavilion
Install new sinks, faucets, and new commode with new flush valve	Walking Trail
Install new urinal and flush valve	Walking Trail
Rebuild six (6) flush valves	Walking Trail
Rebuild one (1) urinal flush valve	Front Office
Install new commode seat	Front Office
Install five (5) new tank-type commodes	Front Office
Install new urinal flush valve	Front Office
Install four (4) new sinks and four (4) new faucets	Front Office
Install four (4) polished stainless steel mirrors	Front Office
Install new drop-in-sink	Hale Matney Pavilion

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**II. GENERAL INFORMATION:**

**Project Administrator:**

The County Finance Department is the sole point of contact for this procurement. All communication between prospective bidders and the County upon receipt of this ITB shall be in email form to the County Finance Department as follows:

Johnna Harrell  
511 West Second North Street  
Morristown, TN 37814  
Telephone: 423-586-1931  
Email: Johnna.harrell@co.hamblen.tn.us

Any other communication will be considered unofficial and non-binding on the County. Communication directed to parties other than the County Finance Department may result in disqualification of the prospective proposer.

**Site Visit:**

There is not a scheduled pre-bid site visit. Nor is a site visit mandatory. However, interested bidders may contact the park director at 423-312-1367 to schedule a site visit. Site visits are meant to help prospective bidders in preparing an accurate proposal. Site visits carry no weight in awarding this project.

**ITB Questions and Answers:**

Questions regarding this bid should be emailed to the project administrator listed above by Monday, January 18, 2021 @2:00p.m.

Questions and answers will be posted on the Hamblen County website at hamblencountytn.gov under the bids and proposals tab and emailed to all prospective bidders known to the County by 4:00p.m., Wednesday, January 20, 2021.

All correspondence and communication must be via email to the project administrator. Questions submitted by telephone will not be answered. Questions submitted after the deadline will not be answered.

**Proprietary Information and Public Disclosure:**

Materials submitted in response to this competitive procurement shall become the property of Hamblen County. All bids submitted will remain sealed until the deadline for submission of bids has expired. Once a bid is submitted to Hamblen County Government and is opened, it constitutes a public record and is subject to the open records request pursuant to the Tennessee Open Records Act.

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**Cost of Bid Submission:**

The County will not be liable for any costs incurred by any respondent in preparation of a response to this ITB or any other activities related to responding to this ITB.

**Revisions to the ITB:**

In the event it becomes necessary to revise any part of this ITB, addenda will be produced in writing and submitted to all prospective respondents known to the County and will be listed on the Hamblen County website, [www.hamblencountyttn.gov](http://www.hamblencountyttn.gov), under the Bids and Proposals Tab.

The County reserves the right to cancel or to reissue this ITB in whole or in part prior to the execution of a contract.

**Period of Performance:**

The period of performance of any work resulting from this ITB is scheduled to begin upon award of the project and issuance of purchase order. The project **must** be completed within sixty (60) days from issuance of purchase order.

**Subcontract Terms:**

If a subcontractor is to be used, the subcontractor section of the Bid Proposal located on page 10, Section IV.a. of this document **must** be completed. Copies of necessary license for the subcontractor **must** also be submitted with the bid packet.

**Contract Terms:**

All items in this ITB must be included with the bid submission. All contracts between parties as a result of this ITB shall be governed by and enforced in accordance with the laws of the State of Tennessee. In the event a dispute arises, the venue shall be in Hamblen County, Tennessee. The County shall require the person with authority to bind the company to sign all agreement(s) with the County.

**Contract Termination:**

The County reserves the right to cancel the contract at any time for breach of contractual obligations without penalty or recourse by giving the contracted firm a written notice of such termination of at least fifteen (15) calendar days prior to said cancellation. Prior to issuing such a notice, the County will, if appropriate, provide the contracted firm with an opportunity to cure the breach within a reasonable period of time. Should the County exercise its right to terminate the contract for such reasons, the termination shall become effective on the date as specified in the notice of termination sent to the contracted firm. The contracted firm shall be entitled to receive just and equitable compensation for the work provided pursuant to the contract prior to the effective date of cancellation.

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**No Obligation Contract:**

The County reserves the right to accept or reject any or all bid submissions at its sole discretion without penalty and to not issue a contract as a result of this ITB. The County also has the right to waive any formal defects in submissions when deemed in the best interest of the County. Further, the County reserves the right to negotiate with any respondent concerning matters which the County determines require clarification or changes not in conformity with the specific requirements set forth herein.

**Right To Withdraw:**

Respondents have the right to request a withdrawal of their bids from consideration due to error by giving notice at any time before and not later than two (2) days after submissions are publicly opened.

**Commitment of Funds:**

The Hamblen County Legislative Body are the only individuals who may legally commit the County to the expenditures of funds for a contract resulting from this ITB. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

**Purchase Order:**

The County will issue a purchase order for the proposed amount once the Hamblen County Legislative Board has awarded the project. This purchase order number must be referenced on the invoice that is submitted.

**Invoice Requirements:**

The County will pay one (1) invoice for the full purchase order amount. The payment will be made within fifteen (15) days after the project has passed final inspection.

The successful firm will submit an invoice to the County Finance Department for the purchase order amount. The invoice will include the following:

1. Purchase order number assigned by the County;
2. A description of the work performed; and
3. The date(s) the work was performed.

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**III. SUBMISSION REQUIREMENTS:**

Respondents are required to submit one (1) complete bid packet either electronically or in a sealed envelope based on the instructions below. Bids, whether mailed, hand-delivered, or electronically submitted must arrive no later than 2:00p.m. Eastern Standard Time on Wednesday, January 27, 2021.

**Instructions for Submitting Bids Electronically:**

Electronic submissions should be sent to [Johnna.harrell@co.hamblen.tn.us](mailto:Johnna.harrell@co.hamblen.tn.us) via WeTransfer.com, an internet-based computer file transfer service. The message line of the WeTransfer page should state: **BATHROOM UPGRADES AT CHEROKEE PARK ITB #2021-01, January 27, 2021 @ 2:00p.m.** Please note: Bids should be submitted no earlier than January 21, 2021 as the documents are only available for download for seven (7) days and we cannot access them for any reason prior to Wednesday, January 27, 2021 @ 2:00p.m.

**Instructions for Submitting Hard Copies of Bids:**

Envelopes **must** arrive **sealed** and clearly **marked** with **BATHROOM UPGRADES AT CHEROKEE PARK ITB #2021-01, January 27, 2021 @ 2:00P.M.** on the outside of the envelope to the Hamblen County Mayor’s Office, 511 West Second North Street, Morristown, TN 37814, Attention: Johnna Harrell.

Respondents assume the risk for the method of delivery chosen. The County assumes no responsibility for delays caused by any delivery service whether in person or electronically. Late bids will not be accepted.

**Submission Content:**

All items listed below **must** be included in your submission.

1. Bid Proposal Form (attached)
2. Copy of Required License – LLP (Limited Licensed Plumber)
3. Exceptions Form (attached)
4. Anti-Collusion Statement (attached)
5. Certificate of Compliance with Iran Divestment Act (attached)

**Bid Proposal Form:**

The respondent must complete the bid proposal form on pages 10 & 11 of this document. This includes the respondent’s contact information, lists of licenses and proposed cost. Also included is the subcontractor section. Respondents should complete the information requested for any subcontractor to be used in this project. If there will not be a subcontractor used, then the “No Subcontractors” section should be marked.

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**Insurance Requirements:**

a. Certificates of Insurance

Upon award of the contract for this bid, the chosen firm **must** provide to the County certificates of the insurance requirements listed below **before** the contract is executed and duties commence. Policies must be endorsed to provide the County at least 30 days written notice of reduction, cancellation or intent not to renew coverages as listed below. If insurance is canceled, reduced, non-renewed or otherwise is not in effect to the minimum required coverage, the contracted firm **must** cease work on this project.

b. Liability Coverages

1. The chosen firm must furnish at their own expense and keep in full force during the terms of this contract the following coverages which **must** list Hamblen County Government as an additional insured:

- Insurance covering bodily injury in the minimum sum of \$1,000,000 for each occurrence
- Insurance covering property damage in the minimum sum of \$1,000,000 for each occurrence, \$2,000,000 aggregate
- Automobile liability insurance in the minimum of \$1,000,000 combined single limit for bodily injury and property damage.

2. The Contractor's commercial general liability policy shall not contain an exclusion or restriction of coverage for the following:

- Claims for property damage to the Contractor's work arising out of the products-completed operations hazard where the damaged work or the work out of which the damage arises was performed by a subcontractor.

c. Worker's Compensation Compliance

The chosen firm must also comply with all requirements of the Workers' Compensation Law and must at their own expense, maintain such insurance including employer's liability, as will protect him from claims under said law and from any other claims for personal injuries, including death which may arise from the operations under the contract, whether operations be by himself or anyone directly or indirectly employed by him.

d. Subcontractor Insurance

Contractor shall cause each subcontractor employed by the Contractor to purchase and maintain insurance of the type specified above. When requested by the County, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

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**Exceptions Form:**

The exceptions form listed on page 12 of this document give options of “NO EXCEPTIONS TAKEN” or “BIDDER TAKES EXCEPTIONS”. One of these should be selected and submitted with the sealed bid.

If a bidder **has** exceptions to the scope of services listed in this document, they must be listed on the exceptions form on page 12 of this document.

If the bidder **has no** exceptions to the scope of services listed in this document, they should indicate so by selecting, “NO EXCEPTIONS ARE TAKEN” on the exceptions form on page 12 of this document.

**Anti-Collusion Statement:**

The respondent certifies by signing the anti-collusion statement on page 13 of this ITB that this bid is made without prior understanding, agreement, or accord with any other person submitting bids for the same service and that this submission 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.

**Iran Divestment Act:**

The respondent must certify on page 14 of this ITB that neither they nor any of their successors, parent companies, subsidiaries or companies under common ownership or control certifies, under penalty of perjury, that to the best of their knowledge and belief that they are not on the list created pursuant to Tennessee Code Annotated § 12-12-106.

**Signatures:**

The Exceptions Form, Anti-Collusion Statement, Certification of Compliance with the Iran Divestment Act, and all ITB Amendments **must** be signed and dated by a person authorized to legally bind the respondent to a contractual relationship.

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**IV. FORMS:**

**a) BID PROPOSAL**

<b>Information of company or individual with whom the contract would be written</b>	
Company Legal Name:	
Address:	
Phone:	
Primary Point-of-Contact Email Address:	
State of Tennessee LLP (Limited Licensed Plumber) License Number – <b>Include copy of license with bid</b>	

If any subcontractors are to be used on this project, their information **must** be listed below. If no subcontractors will be used indicate that below by selecting the option, “NO SUBCONTRACTORS WILL BE USED IN THIS PROJECT”.

<b>Subcontractor Information:</b>	
Company Legal Name:	
Address:	
Phone:	
Primary Point-of-Contact Email Address:	
List any Tennessee license held relevant to this project:	
<b>NO SUBCONTRACTORS WILL BE USED IN THIS PROJECT:</b>	

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**BID PROPOSAL continued...**

**Total Cost Proposed for Scope of Services  
as Listed in this Document**

\$ \_\_\_\_\_

**Cost proposed MUST include all material, except paint as  
referenced in bullet #2 under scope of services, and all labor**

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**b) EXCEPTIONS FORM**

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

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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:	

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**c) ANTI-COLLUSION STATEMENT**

By signing this form the respondent agrees that he/she has not divulged to, discussed, or compared his/her submission with other respondents and has not colluded with any other respondent whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of service. Any such violation will result in any contract related to this ITB being null and void and could constitute a felony and result in a fine, imprisonment and civil damages.

The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this ITB, and is authorized to enter into a contract with Hamblen County Government. This form must be signed personally by the respondent or the respondent's authorized agent. All signatures must be original.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

By signing this form, the respondent signifies understanding and agreement with Hamblen County Government's Terms and Conditions.

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**d) 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 these qualifications, each respondent certifies, and in the case of a joint submission each party certifies, under penalty of perjury, that to the best of their knowledge and belief that each respondent is not on the list created pursuant to the Iran Divestment Act, Tenn. Code Ann. § 12-12-106.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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**V. ITB SUBMISSION CHECKLIST:**

- Bid packet is labeled on the outside of the envelope or in the message line if submitted electronically, ‘**Bathroom Upgrades at Cherokee Park ITB #2021-01– January 27, 2021 @ 2p.m.,** as instructed on page 7 Section III of this document.
- Complete ORIGINAL signed and initialed ITB packet
- Bid Proposal Form completed (pages 10 & 11 Section IV.a. of this document)
- Copy of Required License – LLP (Limited Licensed Plumber)
- Exceptions Form completed and signed (page 12 Section IV.b. of this document)
- Anti-Collusion Statement Signed (page 13 Section IV.c. of this document)
- Certification of Compliance with Iran Divestment Act completed and signed (page 14 Section IV.d. of this document)