

HAMBLEN COUNTY GOVERNMENT
Invitation To Bid – Manufactured Steel Detention Cells for the Hamblen County Justice Center
(2021-06)

INVITATION TO BID

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

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

Date Issued:	Thursday, February 11, 2021
ITB Title:	Manufactured Steel Detention Cells for the Hamblen County Justice Center (2021-06)
ITB Question Deadline:	Wednesday, February 17, 2021 @ 2:00p.m. <i>All correspondence and communication must be via email to the designated Hamblen County point of contact listed below. Questions submitted by telephone call will <u>not</u> be answered. Questions submitted after this deadline will <u>not</u> be answered.</i>
ITB Answer Deadline:	Friday, February 19, 2021 @ 4:00p.m.
Bid Submission Deadline Date & Time:	Tuesday, March 2, 2021 @ 2:-00p.m. <i>If the Hamblen County Courthouse is closed for business at the time scheduled for proposal opening, for whatever reason, proposals 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 st Floor, Administrative Building

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INTRODUCTION:

Hamblen County (hereafter referred to as “County”) is soliciting bids for the manufacturing, fabrication and delivery of the Manufactured Steel Detention Cells as described in the bid documents and project manual for the Hamblen County Justice Center dated 1/15/2021 by the architect listed below. The proposed Justice Center is a three (3)-story building with basement in approximately 199,000 square feet including a 600-625-bed jail facility.

The County’s selection process will be based on compatibility of specifications and competitiveness of proposed fees, as well as any subsequent supplemental evaluation process deemed necessary by the Justice Center Committee. Only bid submissions from pre-qualified vendors will be considered.

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I. PROJECT OVERVIEW:

The County is currently in the process of bidding the construction phase of the Justice Center Project. The facility will be constructed on county-owned property located on 440 North Jackson Street in Morristown, TN. The grading and construction is expected to begin in April 2021 with construction duration of approximately 24 months.

Project Team:

Moseley Architects located in Charlotte, North Carolina has been contracted for Architectural and Engineering services for this project. BurWil Construction Company located in Knoxville, Tennessee has been contracted for Project Management Services.

Bid Documents:

Bid Documents and Project Manual dated 1/15/2021 can be accessed by registering at www.MoseleyArchitects.com for a key access code. After receiving the access code, go to the bidding tab, then select Hamblen County Justice Center Project.

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Anticipated Project Schedule:

Projected Project Activity Duration	
Schematic Design Drawings:	Completed
Design Development Phase:	Completed
Commission Approval of Project Concept:	Completed
Construction Drawings Preparation:	Completed
Commission Approval of Construction Drawings:	Completed
Authorization to Bid the Project:	Completed
Award of Construction Contract:	March 2021
Grading and Construction to Begin	April 2021
Anticipated Substantial Completion	May 2022

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II. SCOPE OF WORK:

- Bidders are required to be pre-qualified. Interested bidders should submit a substitution request for prequalification at www.moseleyarchitects.com 14 days prior to the bid opening.
- Manufacture and deliver Steel Detention Cells as indicated on the bid documents and specified in the Project Manual identified as the Hamblen County Justice Center dated January 15, 2021 as issued by the designer, Moseley Architects.
- Receiving, off loading and installing steel detention cells will be the responsibility of the successful general contractor.
- All bid documents will be made available for pre-qualified bidders to use in preparing their proposals. Section 134263.16 Manufactured Steel Detention Cells should be thoroughly reviewed. Documents can be accessed by registering at www.MoseleyArchitects.com for a key access code. After receiving the access code, go to the bidding tab, then select Hamblen County Justice Center Project.
- All bidders should review the civil drawings in order to determine logistics of delivery of their product.
- Manufactured Steel Detention Cells should be bid to include all required submittals and shop drawings, all equipment, miscellaneous items, accessories, etc. to allow the general contractor and the installing contractor to complete the manufactured steel detention cells. The bid should also include freight-on-board to the project site located at 440 North Jackson Street, Morristown, TN.
- Successful bidder is **required** to adopt and adhere to the general contractor's schedule for delivery and **must** coordinate delivery with the successful general contractor.

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III. GENERAL INFORMATION:

Project Administrator:

The County Finance Department is the sole point of contact for this procurement. All communication between prospective proposers 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 bidder.

ITB Questions and Answers:

Questions regarding this ITB will be accepted via email to the Project Administrator until 2:00p.m. Wednesday, February 17, 2021. Questions submitted by telephone call will not be answered. Questions submitted after this deadline will not be answered.

Questions *and* Answers will be posted to the Hamblen County Government website, www.hamblencountyttn.gov, under the Bids & Proposals Tab no later than 4:00p.m. Friday, February 19, 2021.

Proprietary Information and Public Disclosure:

Materials submitted in response to this competitive procurement shall become the property of Hamblen County. All bids submitted shall 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.

Cost of Proposal Submission:

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

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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.hamblencountytn.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 and/or issuance of a purchase order.

Period of Performance:

The period of performance of any purchase order resulting from this ITB is tentatively scheduled to begin upon vendor's receipt of the purchase order.

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.

Purchase Order Termination:

The County reserves the right to cancel the purchase order at any time for breach of contractual obligations without penalty or recourse by giving the successful bidder a written notice of such termination of at least thirty (30) calendar days prior to said cancellation. Prior to issuing such a notice, the County will, if appropriate, provide the successful bidder with an opportunity to cure the breach within a reasonable period of time. Should the County exercise its right to terminate the purchase order for such reasons, the termination shall become effective on the date as specified in the notice of termination sent to the successful bidder. The successful bidder shall be entitled to receive just and equitable compensation for the work provided pursuant to the purchase order prior to the effective date of cancellation.

No Obligation:

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 purchase order 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.

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Right To Withdraw:

Respondents have the right to request 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 and/or purchase order resulting from this ITB. No cost chargeable to the proposed contract and/or purchase order may be incurred before receipt of a fully executed contract and/or completed purchase order. Obligations on contracts and/or purchase orders that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.

Invoice Requirements:

The successful bidder will submit invoices to the County Finance Department for the mutually agreed upon amounts for delivery of the detention cells. Each invoice will include a detailed account of the following:

1. Purchase Order number assigned by the County;
2. A description of the product delivered (including quantity); and
3. The date(s) the product was delivered.

IV. **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 Tuesday, March 2, 2021.

Instructions for Submitting Bids Electronically:

Electronic submissions should be sent to 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: **MANUFACTURED STEEL DETENTION CELLS FOR THE HAMBLEN COUNTY JUSTICE CENTER ITB #2021-06, MARCH 2, 2021 @ 2:00P.M.** Please note: Bids should be submitted no earlier than February 26, 2021 as the documents are only available for download for seven (7) days and we cannot access them for any reason prior to Tuesday, March 2, 2021 @ 2:00p.m.

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Instructions for Submitting Hard Copies of Bids:

Envelopes **must** arrive **sealed** and clearly **marked** with **MANUFACTURED STEEL DETENTION CELLS FOR THE HAMBLEN COUNTY JUSTICE CENTER ITB #2021-06, MARCH 2, 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 proposals will not be accepted.

Proposal Content:

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

1. Bid Proposal Form (attached)
2. Preliminary Delivery Schedule
3. Copy of W-9
4. Exceptions Form (attached)
5. Anti-Collusion Statement (attached)
6. 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 vendor contact information, product questions and proposed cost including alternate pricing.

Preliminary Delivery Schedule:

Provide a preliminary delivery schedule with your bid submission. Include durations for shop drawings (allow two weeks for shop drawing review), fabrication, beginning delivery through final delivery.

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 the Bidder Takes Exceptions, the specific exception must be listed.

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Anti-Collusion Statement:

The respondent certifies by signing the anti-collusion statement on page 13 of this ITB that this proposal 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 Bid Proposal Form, 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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V. FORMS:

a) BID PROPOSAL:

Information of company or individual with whom the contract would be written	
Company Legal Name:	
Primary Point-of-Contact:	
Email of Primary Point-of-Contact:	
Address:	
Phone:	

Product Questions	
How long will it take to produce shop drawings after the contract is awarded?	
Once the shop drawings are approved, how long will it take to deliver detention cells for level 1 of the Justice Center?	
What is the approximate weight of the largest cell?	

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BID PROPOSAL continued...

<u>Proposed Cost Including Delivery:</u>	
(Proposed cost should include freight. Receiving, off loading and installing will be the responsibility of the successful general contractor)	\$
Alternate Pricing:	Add to Proposed Cost
<p style="text-align: center;"><u>Alternate #1</u></p> <p>Provide detention cells to allow general contractor to upfit level 3 housing units 3E and 3F</p> <p style="padding-left: 40px;">1. <u>Base Bid:</u> No detention cells required</p> <p>2. <u>Alternate:</u> Provide detention cells of housing units 3E and 3F</p>	\$
<p style="text-align: center;"><u>Alternate #2</u></p> <p>Provide detention cells to allow general contractor to upfit level 3 housing units 3C and 3D</p> <p style="padding-left: 40px;">1. <u>Base Bid:</u> No detention cells required</p> <p>2. <u>Alternate:</u> Provide detention cells of housing units 3C and 3D</p>	\$
<p style="text-align: center;"><u>Alternate #3</u></p> <p>Provide detention cells to allow general contractor to upfit level 3 housing units 3A and 3B</p> <p style="padding-left: 40px;">1. <u>Base Bid:</u> No detention cells required</p> <p>2. <u>Alternate:</u> Provide detention cells of housing units 3A and 3B</p>	\$

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b) EXCEPTIONS FORM

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:	
LIST SPECIFIC EXCEPTIONS BELOW:	

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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 and not photocopies.

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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VI. ITB SUBMISSION CHECKLIST:

- Bid is labeled on the outside of the envelope or in the subject line, if electronically delivered, ‘Manufactured Steel Detention Cells for the Hamblen County Justice Center ITB #2021-06– March 2, 2021 @ 2:00p.m..’ as instructed on pages 7 & 8 Section IV of this document
- Complete ORIGINAL signed and initialed ITB packet
- Bid Proposal Form completed (pages 10 & 11 Section V.a. of this document)
- Preliminary Delivery Scheduled Included
- Copy of W-9
- Exceptions Form completed (page 12, Section V. b. of this document)
- Anti-Collusion Statement Signed (page 13 Section V.c. of this document)
- Certification of Compliance with Iran Divestment Act completed and signed (page 14 Section V.d. of this document)