

HAMBLLEN COUNTY GOVERNMENT
Invitation to Bid – 2022 Laundry Equipment for Hamblen County Justice Center (2022-16)

INVITATION TO BID

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

ITB TIMELINE: Times listed below are in local time.

Date Issued:	Friday, April 29, 2022
ITB Title:	2022 Laundry Equipment for Hamblen County Justice Center (2022-16)
ITB Question Deadline:	Monday, May 16, 2022 @ 2:00p.m. <i>All correspondence and communication must be via email to the designated Hamblen County point of contact listed on page 6. 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:	Wednesday, May 18, 2022 @ 4:00p.m.
Bid Submission Deadline Date & Time:	Friday, May 27, 2022 @ 3:00p.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
Contract Award:	June 24, 2022

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INTRODUCTION:

Hamblen County (hereafter referred to as “County”) is soliciting sealed, competitive bids for laundry equipment for the Justice Center (Architect’s Project Number 590418) currently under construction. The items should be based on the specifications listed in this document.

The County’s selection process will be based on compatibility with the specifications, delivery time and competitiveness of proposed fees.

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I. SPECIFICATIONS – Section 114000 Laundry Equipment:

- Shop drawings and product data to be included.
- Close out documents and warranties to be furnished.
- Bid submissions for Laundry Equipment must include furnishing, unloading and setting in place for final use.
- Must include all necessary trim, sealants, accessories for the complete installation and training.

General

1.1 Related Documents

- A. The general provisions of the contract including general and supplementary conditions and general requirements apply to the work specified in this section.

1.2 The following work will be done by other vendors.

- A. Plumbing: Refer to Division 22, including:
 - 1. Rough-in piping for gas and water supply and waste lines.
 - 2. Piping for supply and waste lines.
 - 3. Traps, grease traps, line strainers, tail pieces, valves, stops, shut-offs and miscellaneous fittings required for complete installation.
 - 4. Final connections.
- B. Electrical: Refer to Division 26, including:
 - 1. Rough-in conduit, wiring, line and disconnect switches, safety cut-offs and fittings, control panels, fuses, boxes and fittings required for complete installation.
 - 2. Final connections, including mounting and wiring of switches furnished as part of the laundry equipment (unless otherwise indicated on the drawings).

1.3 WORK INCLUDED THIS SECTION:

- A. Furnish and install all laundry equipment as specified herein, including that which is reasonably inferred, with all related items necessary to complete work shown on contract drawings and/or required by these specifications.

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ITEM 61 WASHER/EXTRACTOR, 55 LB. QUANTITY AS SCHEDULED

Provide soft-mount Washer-Extractor with the following features:

- A. 99 programming options.
- B. Slanted accessible control panel
- C. Stainless steel front, top and side panels.
- D. Stainless steel inner drum and tub.
- E. Large drain valve.
- F. High-capacity water inlets.
- G. Four (4) compartment dispenser.
- H. Eight (8) liquid chemical connections.
- I. Thirteen (13) chemical ports of various sizes including 1/2" manifold flush connections.
- J. Large door opening.
- K. Ozone-compatible design
- L. Durable micro-v belt.
- M. Voltage as scheduled, direction connection.
- Washer-Extractor to be as manufactured by Unimac, Model UY55, Continental, Speed Queen or exact equivalent.

ITEM 62 TUMBLE DRYER, 75 LB. QUANTITY AS SCHEDULED

Provide dryer with the following features:

- A. Standard air flow, 8" dia. maximum vent size.
- B. Multiple burner heat system provide quick, stable temperature control.
- C. Electrostatically applied paint for exterior finish.
- D. Self-cleaning lint filter.
- E. Galvanized pre-coated steel cylinder.
- F. Embossed steel front and side panels.
- G. Reversing cylinder option.
- H. Solid steel cap over top of dryer.
- I. Extended tumble to prevent wrinkling.
- J. Long-lasting 7/8" heavy duty rubber door gasket.
- K. Voltage as scheduled, direct connection.
- Dryer to be as manufactured by Unimac, Model UT-75, Continental, Speed Queen or exact equivalent.

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ITEM 66 COMMERCIAL WASHER, 16 LBS. QUANTITY AS SCHEDULED

Provide small chassis washer with the following features:

- A. 16 lb. capacity, 3.26 cubic feet wash basket.
- B. Safety door interlock.
- C. Vibration safety shut off.
- D. Manual controls.
- E. Top load model.
- F. Multi-speed drive motor wired as scheduled, direct connection.
- G. Manufacturers standard finishes, white.
- Washer to be as manufactured by Unimac, Model UWNMN25115CW01, Continental Speed Queen or exact equivalent.

ITEM 67 Commercial, Dryer, 18 LBS. QUANTITY AS SCHEDULED

Provide small chassis dryer with the following features:

- A. 18 lb. capacity, 7.0 cubic feet cylinder, front loading.
- B. Manufacturer's standard finishes.
- C. Electrical characteristics as scheduled, direct connection.
- D. Rear control.
- E. Motors wired for 120/208/1 phase operation.
- F. 4" diameter exhaust, 220 CFM.
- G. Gas: Field verify type
- Dryer to be as manufactured by Unimac, Model UDEMNRG173CW01, Continental, Speed Queen or exact equivalent.

II. GENERAL CONTRACTOR'S PROJECT SCHEDULE:

Approximately four weeks after award, provide plumbing and electrical submittal information plus information on extractor foundation requirements.

Approximately six to eight weeks after award, provide the balance of the required submittals.

Approximately December 2023 and/or January 2024, set laundry equipment.

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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 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.

ITB Questions and Answers:

Questions regarding this ITB will be accepted via email to the Project Administrator until 2:00p.m. Monday, May 16, 2022. 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., Wednesday, May 18, 2022.

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.

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, 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. All addenda issued must be signed and included with the bid submission.

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 contract resulting from this ITB is tentatively scheduled to begin upon award of a contract.

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 thirty (30) 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.

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.

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Right To Withdraw:

Respondents have the right to request a withdrawal of their proposals 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 and/or County-issued purchase order. Obligations on contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.

Invoice Requirements:

The County will pay one (1) invoice for the cost proposed in the successful bid submission. Payments will be made within fifteen (15) days after product training is complete.

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

1. Purchase order number assigned by the County;
2. A description of the product delivered and installed; and
3. The date(s) the product was delivered, installed and training completed.

IV. SUBMISSION REQUIREMENTS:

Respondents are required to submit one (1) complete 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 3:00p.m. local time on Friday, May 27, 2022.

Instructions for Submitting Bids Electronically:

Electronic submission 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 must state: **2022 LAUNDRY EQUIPMENT FOR HAMBLLEN COUNTY JUSTICE CENTER ITB#2022-16, MAY 27, 2022 @3:00P.M.** Please note: Bids should be submitted no earlier than May 21, 2022 as the documents are only available for download for seven (7) days and we cannot access them for any reason prior to Friday, May 27, 2022 @ 3:00p.m.

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Instructions for Submitting Hard Copies of Bids:

Envelopes **must** arrive **sealed** and clearly **marked** with **2022 LAUNDRY EQUIPMENT FOR HAMBLLEN COUNTY JUSTICE CENTER ITB#2022-16 MAY 27, 2022 @ 3:00P.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.

Submission Content:

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

1. Bid Form (included)
2. Exceptions Form (included)
3. Anti-Collusion Statement (included)
4. Certificate of Compliance with Iran Divestment Act (included)
5. Any addenda issued

Bid Form:

The respondent must complete the bid form on page 11 of this document. This includes the respondent’s contact information and proposed cost.

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 proposal is made without prior understanding, agreement, or accord with any other person submitting proposals 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.

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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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V. FORMS:

a) BID FORM:

Information of company or individual with whom the contract would be written	
Company Legal Name:	
Address:	
Phone:	
Primary Point-of-Contact Email Address:	
How long are quotes guaranteed for?	

Quote for Justice Center Laundry Equipment. Please quote each item on a per unit basis and based on specifications listed in this document.
 If a separate sheet is needed for quoting, please note “Bid Form – Quote Section” at the top.

Item	Manufacturer	Model	Cost
Washer/Extractor 55lb.			\$
Tumble Dryer 75lb.			\$
Commercial Washer 16lb,			\$
Commercial Dryer 18lb.			\$
Warranty Information:			
<u>Grand Total:</u>			\$
Including equipment, trim, sealants, and accessories needed for complete installation.			
Includes unloading, setting in place for final use and training.			

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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:	
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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VI. ITB SUBMISSION CHECKLIST:

- Submission is labeled on the outside of the envelope or in the subject line, if electronically submitted, '2022 LAUNDRY EQUIPMENT FOR HAMBLLEN COUNTY JUSTICE CENTER ITB#2022-16, MAY 27, 2022 @ 3:00p.m.' as instructed on pages 8 & 9 Section IV of this document
- Bid Form completed (pages 11 Section V.a. of this document)
- Exceptions Form completed and signed (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)
- Signed Addenda (if applicable)