

Invitation to Bid ~~±~~Advertisement Date November 27 2016

OAK GROVE EMS HVAC IMPROVEMENT PROJECT

# PROPOSAL REQUEST

## Oak Grove EMS HVAC Project

SUMNER COUNTY GOVERNMENT  
SUMNER COUNTY, TENNESSEE

Advertisement Date: November 27 , 2016

**Deadline: December 9, 2016 at 10:30 am**

Introduction

Sumner County Government is hereby requesting a proposal for an HVAC improvement project. Sumner County is requesting proposals for the following location:

Oak Grove EMS Building, 214 Blackey Bandy Rd, Bethpage, Tennessee 37022

Interested bidder is required to complete a site visit with County Maintenance Staff. Specific proposal requirements in section XXII.

General Information

I. Proposal Package

All sealed proposal packages must include all of the following. Any sealed proposals shall be rejected as a non-conforming bid if any applicable item is missing.

- x Three (3) complete copies of proposal
- x Evidence of a valid State of Tennessee Business License and/or Sumner County Business License is required to be eligible to bid
- x You must be licensed in your respective field at the time you bid and evidence of such compliance must be included in the bid or it may be rejected
- x Work to be performed on Sumner County Property
- x Signed and completed Statement of Non-Collusion (Attachment 1)
- x Properly completed Internal Revenue Service Form W-9
- x 2) Drug-Free Workplace Affidavit
- x If bid is in excess of \$25,000, a certification of non-debarment must be completed (Attachment 3) Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- x Certification By Contractor (Attachment 4)

The license requirements stated above applies to every requested project and to all bid responders, and shall include the following information on the outside of the bid envelope

1)

## NEW VENDORS

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days before ' ' ' ' • f Ž ö † † f † Ž All responses to inquiries will be posted on the SumnerCounty website (<http://www.sumnertn.org/>) under ' † •

IV. Proposal Guarantee

Vendors must guarantee that all information included in their proposal will remain valid for a period of 90 days from the date of proposal opening to allow for evaluation of all proposals.

Sumner County Board of Education  
1500 Airport Road  
Gallatin, TN 37066  
Attn: Purchasing Supervisor

XII. Right to Seek a New Proposal

Sumner County reserves the right to accept or reject any and all proposals for any reason. Proposals will be awarded to the best overall respondent as determined by that which is in the best interests of Sumner County.

XIII. Procedures for Evaluating Proposals and Awarding Contract

In comparing the responses to this RFP and making awards, Sumner County may consider such factors as quality and thoroughness of a proposal, the record of experience, the references of the respondents, and the integrity, performance, and assurances in the proposal in addition to that of the proposal price.

- x Proposals will be examined for compliance with all requirements set forth herein.
- x Proposals that do not comply shall be rejected without further evaluation.
- x Proposals will be subjected to a technical analysis and evaluation.
- x Oral presentations and written questions for further clarifications may be required of some or all vendors.

XVIII. Tax Status

Sumner County is tax exempt

XIX. Invoicing

Invoices are to be submitted to:

Sumner County Government  
Attn: Kim Ark  
355 North Belvedere Drive  
Room 102  
Gallatin, TN 37066

The vendor must provide an invoice(s) detailing the terms and amounts due and the dates due. All invoices shall indicate payment terms and any prepayment discounts.







OAK GROVE EMS HVAC IMPROVEMENTS  
BID FORM

Date Submitted \_\_\_\_\_

TO: Sumner County, TN

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## XXII. Termination of Agreement

Either party to this agreement shall have the right to terminate this agreement upon a 30 day written notice. Both parties shall be liable for payments or services due prior to the date of termination , but no further fees shall be due or payable after the notice of termination is received .



## ATTACHMENT2

### DRUGFREE WORKPLACE

Sumner CountyGovernment is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. The goal of this policy is for Sumner County employees and contractors to remain, or become and remain, drugfree. Abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, contractors and citizens, jeopardize personal safety, impact the safety of others and impair job performance.

Drug-Free Workplace Act of 1988 Sumner CountyGovernment is governed by the DrugFree Workplace Act of 1988 (Pub. L. 100690, Title V, Subtitle D).

Omnibus Transportation Employee Testing Act of 1991 Sumner CountyGovernment is governed by the Omnibus Transportation Employee Testing Act of 1991 (Pub.

# DRUGFREE WORKPLACE AFFIDAVIT

### ATTACHMENT 3

#### CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:  
Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded

ATTACHMENT4

CERTIFICATION BY CONTRACTOR

I, the undersigned, certify that on behalf of Contractor, I am authorized to attest and obligate the above certification and to legally bind Contractor to these terms, conditions and obligations.

\_\_\_\_\_ Title

\_\_\_\_\_ Name

\_\_\_\_\_ Date

\_\_\_\_\_ Witness