



WHITE COUNTY, TENNESSEE
DEPARTMENT OF FINANCE
COURTHOUSE ROOM 204
1 EAST BOCKMAN WAY
SPARTA, TENNESSEE 38583
PHONE (931)-836-3216 FAX (931)-836-3343
finance@whitecountyttn.gov

WHITE COUNTY, TENNESSEE
Bid Package
for
ITB Number: 2020-0710-03-009

White County Middle School
HVAC Rooftop Unit Repairs and Replacements

Bid Opening:
July 10, 2020
2:00pm Central Time

Bid Opening Location:
White County Department of Finance
1 East Bockman Way, Room 204
Sparta, Tennessee 38583

Posted for public inspection at
whitecountyttn.gov/bids

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I. Purpose and Overview

A. Purpose

The White County Department of Finance, on behalf of the White County Board of Education, is soliciting bids for repairs and replacements of multiple heating, ventilation, and air condition (HVAC) rooftop units (RTU) at White County Middle School located at 300 Turntable Road in Sparta, Tennessee.

B. Project Description

The objective of this project is to replace seven (7) existing RTUs and comb the fins of fifteen (15) RTUs, all of which were damaged by hail. Work should begin immediately after award of bid, so that as many units as possible may be operational when school starts back in August. All work will be completed at White County Middle School located at 300 Turntable Road in Sparta.

To schedule a time to inspect the existing units, please contact Randy Alley, Supervisor of Transportation and Maintenance at 931-316-1470 or 931-739-2011. Site visits are by appointment only.

II. Project Specifications

A. RTU Replacements

A total of seven (7) RTUs are to be replaced as part of this project. Below are the existing unit numbers, manufacturer, model, and serial numbers as available for the units to be replaced.

<u>Unit Number</u>	<u>Manufacturer</u>	<u>Model Number</u>	<u>Serial Number</u>
RTU-101	York	DM300	N0F6493253
RTU-105	York	DM240N32A4AAA1C	N0F6562762
RTU-107	York	DM036	N0F6532862
RTU-110	York	DM090	N0F6547596
RTU-112	York	D6CG060	NLEM126515
RTU-203	York	DM060N10N4AAA2A	N0F65535452
RTU-301	York	X25A42QDBEA	NLEM129007

1. Removal of Old Equipment

- a) Remove the seven (7) existing RTUs as noted above
- b) Property disposed of equipment as per applicable state and federal regulations
- c) Refrigerant should be recaptured for reuse in newly installed equipment, as appropriate

2. Provide New Equipment

- a) Provide seven (7) new high efficiency rooftop units to replace those removed
- b) The newly installed units must be 100% new
- c) Acceptable brands include York, Trane, or American Standard. Alternative brands may be proposed, but will be deemed acceptable only by written consent of White County. Any alternative brand proposed must meet or exceed the quality of the aforementioned brands
- d) All new units must be equipped with hail guards
- e) New thermostats should be provided

3. Install New Equipment

- a) Install the seven (7) new high efficiency rooftop units in place of the removed units
- b) Provide any necessary adapter curbs, electrical, and controls as necessary. Make all connections for proper operation
- c) Install new thermostats
- d) Startup new units and verify the equipment is operating correctly. Provide training to maintenance department staff, as necessary, on the new equipment

4. Materials and Labor

- a) Provide all labor and materials needed to properly complete removal, installation, and startup. This includes any crane needed to remove old units and set new units

5. Warranty

- a) One (1) year complete warranty on parts and labor, minimum
- b) Five (5) year compressor warranty, minimum
- c) Ten (10) year heat exchanger warranty, minimum

B. RTU Repairs

A total of fifteen (15) RTUs are to be repaired as part of this project. Below are the existing unit numbers that are to be repaired.

RTU-102	RTU-104	RTU-103	RTU-109	RTU-111
RTU-204	RTU-205	RTU-206	RTU-302	RTU-305
RTU-307	RTU-308	RTU-309	1 (# on unit)	2 (# on unit)

1. Repairs Required

- a) The damaged condenser coils on the above units should be repaired by straightening or “combing” the coils with a tool designed for this specific purpose
- b) It is the express intent of White County to repair the above units by combing, therefore every effort should be made to correctly comb the coils for proper unit operation

2. Unrepairable Units

- a) If it is determined in the field that repairs as described above cannot be made to a unit so as to provide for proper operation, the contractor should immediately inform Mr. Randy Alley, Supervisor of Transportation and Maintenance at 931-316-1470
- b) For those units determined to be unrepairable, the contractor may be asked to provide pricing for the installation of a specific unit part or for replacement of an entire unit, at White County’s sole discretion
- c) In no event, does the request for pricing on the installation of a specific unit part or for the replacement of an entire unit guarantee the contractor will be asked to perform this work. This decision will be made by White County, at its sole discretion

C. Roof Care

Care should be taken to not damage the existing roof when removing, installing, repairing, or inspecting equipment.

D. Insurance and Bonding

A Certificate of Insurance must be provided to White County upon execution of a contract. White County waives any perceived requirements for bid, performance, and payment bonds on this project.

E. Licensing

Bidders must hold a valid HVAC contractor's license with the State of Tennessee.

F. Project Timetable

This project should be started as soon as possible and completed by August 7, 2020. White County reserves the right to charge liquidated damages in the amount of \$200 per calendar day, if it is determined that the contractor is willfully or negligently failing to achieve the desired project completion date. Delays outside of the contractor's control, including but not limited to, weather, acts of God, or ordering lead times will not be held against the contractor.

The contractor should receive notice of award within one business day, after bid opening, barring any unforeseen circumstances.

The contractor should continuously communicate with White County's its progress throughout the project.

III. Instructions for Invitation to Bid Responses

A. Compliance with ITB

Submissions must be in strict compliance with this Invitation to Bid. Failure to comply with all provisions of the ITB may result in disqualification.

Requests for additional information or clarifications by potential Bidders must be made in writing. Bidders may email requests for additional information or clarifications.

Requests for additional information or clarifications shall be sent to:

Randy Alley
Supervisor of Transportation and Maintenance
White County Schools
763 Millers Point Road
Sparta, Tennessee 38583
randy.alley@whitecoschools.net

Prior to the due date, responses to inquiries and all ITB amendments White County deemed necessary will be issued and published on the solicitation web page. Bidders should not rely on any representations, statements, or explanations other than those made in any written addendum to this ITB. Where there appears to be a conflict between the ITB and any addenda issued, the last addendum issued shall prevail.

Addenda will be made available on the solicitation web page and it is solely the Bidder's responsibility to assure receipt of all addenda.

Solicitation Web Page is: www.whitecountyttn.gov/bids

B. Delivery of ITB Response

Submissions will be accepted by the White County Department of Finance no later than **2:00 p.m. July 10, 2020** (local time).

All documents shall be submitted to the following:

Chad S. Marcum
Director of Finance
White County Department of Finance
1 East Bockman Way, Room 204
Sparta, Tennessee 38583

All submissions must be written, sealed, and labeled as a response to this ITB. Submission by electronic means will not be accepted. Bidders should make note of envelope disclosure requirements as outlined in Section IV-C “Disclosures by Bidders” below.

IV. General Terms and Conditions

A. Bid Document

For certain projects White County will supply a bid form to be completed by the bidder. When such forms are issued, only bids returned with the proper forms will be accepted. Envelopes must be sealed and marked as a bid document. Any bid may be withdrawn prior to the day, date and time as set forth in the “bid invitation”. On construction related bids, the envelope must contain the following information visible from the outside: TN License number, expiration date, classifications and limitations.

B. Electronic Transmissions

Electronic transmissions will not be accepted, except when in the course of the bidding process addendums or other notifications of errors on behalf of the owner places an undue hardship upon prospective bidders. Written notification by the owner must precede the acceptance of facsimile or email transmissions.

C. Disclosures by Bidders

For construction bids in excess of \$25,000 interested bidders must include the following information on the outside of the envelope containing the bid document: Name, License number, Expiration date thereof, and license classification of the contractors applying to bid as stated in T.C.A. §62- 6-119. For construction bids less than \$25,000, the name only is required. White County maintains a drug- free workplace and requires all bidders for construction contracts to comply with T.C.A. §50-9-114.

D. Laws and Regulations

The bidder’s attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full. Bidders may be required to provide proof of valid business license and Workers Compensation Insurance if required by law.

E. Sub-contracts

The Bidder is specifically advised that any person, firm, or other party to whom it is proposed to award a sub-contract under this contract must be acceptable to White County.

F. Award of Contract

White County further reserves the right to reject any and all bids, to waive any and all informalities and to negotiate contract terms with the successful bidder, and the right to disregard all non-conforming, non-responsive or conditional bids. White County may conduct such investigations as it deems necessary to assist in the evaluation of any bid to establish the responsibility, qualifications, and financial ability of the bidder, proposed sub-contractors and other persons and organizations to perform the work in accordance with the contract documents to the bidder who does not pass any such evaluation to the owner's satisfaction. The contract shall be awarded to the lowest, best and most responsible bidder, whose evaluation by the owner indicates to the owner that the award will be in the best interest of White County. It is also understood that the "apparent low bidder" will be announced at the bid opening; however the "successful bidder", who may or may not be the lowest bidder, will not be announced until all issues, which include, but are not limited to quality, service, conformity to specifications, etc. have been resolved and until a period of review has been completed by the County. White County does not enter into contracts which provide for mediation or arbitration.

G. Title VI of the Civil Rights Act of 1964

All interested parties, without regard of race, color or national origin, shall be afforded the opportunity to bid and shall receive equal consideration. Title VI states "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity receiving Federal financial assistance." White County strives to protect individuals' civil rights through active compliance with the requirements of Title VI.

H. Warranty

The vendor shall provide warranty information on the equipment, components, and items bid with the bid submittal.

I. Payments

Invoices or Applications of Payment that are submitted by the awarded bidder are required to provide accurate and current addresses. Payment terms shall be specified in the bid response, including any discounts for early payment. The Finance Department of White County discourages the practice of picking up checks in person, unless there is an emergency situation.

J. Errors in Bids

When an error is made in extending total prices, the unit bid price will govern. Carelessness in quoting prices or in preparation of bid otherwise, will not relieve the bidder. Erasures or changes to bids must be initialed. Any alteration, erasure, addition to or omission of required information, change of the specifications or bidding schedule, is made at the risk of the bidder.

K. Taxes

White County is tax exempt except where T.C.A. §67-6-209 shall be applicable.

L. Tie Bids

If two or more bidders submit identical bids and are equally qualified; selection shall be made at the discretion of the county based upon performance.

M. Background Checks and Dress Code

White County reserves the right to require background checks, dress codes, and certain ethical standards of all employees on its property.

N. Specification Details

These specifications have been designed to meet a certain level of quality as well as to standardize certain components. In numerous places reference to specific brands of components may have been made. This has been done to establish a certain level of quality and in no way is an attempt to write out vendors of similar or equal equipment components.

V. Advertisement for ITB

White County, Tennessee
Invitation to Bid
ITB No. 2020-0710-03-009

Take notice that the Director of Finance for White County shall accept sealed written bids for HVAC unit repairs and replacements.

Proposals, bids, or responses must be submitted to the office of the Director of Finance, Room 204, White County Courthouse, Sparta, Tennessee, 38583, no later than 2:00 P.M. central time, July 10, 2020 at which time the bids will be opened and considered.

Copies of ITB documents may be obtained at whitecountyttn.gov/bids

The owner (White County) further reserves the right to reject any and all bids, to waive any and all informalities and to negotiate contract terms with the successful bidder, and the right to disregard all non-conforming, non-responsive, or conditional bids.

Chad S. Marcum
Director of Finance
Publication Date: 07/02/2020

VI. ITB Response Form

Project: WCMS HVAC Rooftop Unit Repairs and Replacements

Bid Date: July 10, 2020; 2:00p.m. Central Time

Company Name: _____

Address: _____

Phone Number: _____

Contact: _____

Email Address: _____

Base Bid:

Total Price: _____ Dollars.

(\$ _____).

All bidders must return the following completed form(s) with this bid response form:

1. Exception Form (if applicable)
2. Drug-Free Workplace Affidavit (if 5 or more employees)
3. Iran Divestment Act Certification

By signing below, I affirm that I am a duly appointed and authorized representative of the company named herein. Furthermore, acting on behalf the named company I acknowledge that I have read, understand, and agree to abide by all terms and conditions as outlined in this invitation to bid unless otherwise properly and specifically noted.

Signature: _____

Title: _____

Date: _____

VII. Exception Form

Bidder has agreed to abide by all terms and conditions of this bid, except for specific exceptions as noted below. If taking exception, please note the page and section number where exception is taken.

Use Additional Pages as Needed

VIII. Drug-Free Workplace Affidavit

State of _____

County of _____

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with the White County Government to provide construction services, hereby states under oath as follows:

- 1) The undersigned is a principal officer of _____, (hereinafter referred to as "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
- 2) The Company submits this Affidavit pursuant to T.C.A § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the Tennessee Code Annotated.
- 3) The company is in compliance with T.C.A. § 50-9-113.

Further affiant saith not.

Principal Officer

State of _____

County of _____

Before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledge that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20_____.

(seal)

Notary Public

My commission expires: _____

IX. Iran Divestment Act

In compliance with the Iran Divestment Act (State of Tennessee 2016, Public Chapter No. 817), which became effective on July 1, 2016, certification is required of all bidders on contracts over \$1,000.

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 hereto 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 T.C.A. § 12-12-106.

I affirm, under penalties of perjury, this statement to be true and correct.

Date

Signature of Bidder

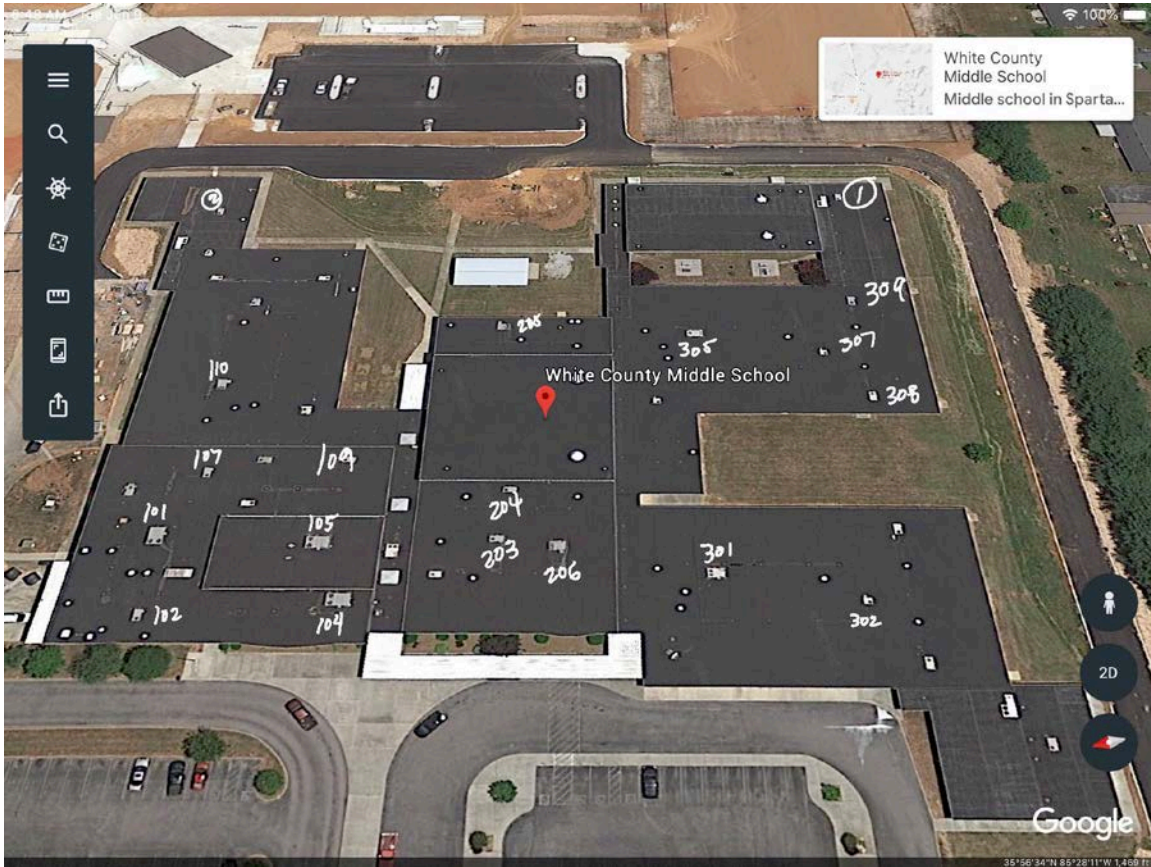
Company Name

A bid shall not be considered for award nor shall award be made where the foregoing certification has been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. White County may award a bid to a bidder who cannot make the certification, on a case-by-case basis if:

- 1) The investment activities in Iran where made before July 1, 2016, the investment activities in Iran have not been expanded or reviewed on or after July 1, 2016, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- 2) White County makes a determination that the goods or services are necessary for White County to perform its functions and that, absent such an exemption, the County will be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

X. Appendices

A. Appendix A – Areal Map



The RTUs to be repaired or replaced are located as indicated above.