



Robertson County Tennessee  
*Jody Stewart, Finance Director*  
*Finance Department*  
523 South Brown Street, Springfield, TN 37172  
(615) 384-0202 Fax (615) 384-0237

POST DATE: **1/31/2017**

**Upgrade Elevator Equipment**

Sealed bids must be received by: **2/13/2017 at 2:00 PM**

Robertson County Finance Office  
523 South Brown Street  
Springfield, TN 37172

**THE OUTSIDE OF THE ENVELOPE MUST BE MARKED WITH THE BIDDER'S COMPANY NAME, ITEM BID, TIME OF BID OPENING, DATE OF BID OPENING, BID NO. 1344 AND MUST BE MARKED "SEALED BID, DO NOT OPEN."**

Bids are opened and read aloud to the public at the Robertson County Finance Office, 523 S. Brown Street, Springfield, TN 37172 immediately after the bid receipt deadline. Each vendor may submit more than one bid provided each bid meets the stated specifications. Each bid must be submitted in a separate sealed envelope with the appropriate notation on the outside. All bids must be signed by an authorized agent and submitted on the prescribed forms. Submission of bids by telegraph, telephone, or other electronic means is strictly prohibited. Any brand name called for in the bid specifications is provided as a reference only. Alternate brand name items offered for bid must be equivalent as to function, basic design, type and quality of material, method of construction, and any required dimensions. Bidder must attach a letter of exception to specifications.

For assistance with technical / product information contact Joe Fort, Supervisor, Buildings & Grounds at 566-7100. For assistance with bid procedures contact Cheryl Moon, Robertson County Finance Office at (615) 384-0202 or by email: [cheryl.moon@robertsoncountyttn.org](mailto:cheryl.moon@robertsoncountyttn.org).

**Note: Robertson County reserves the right to reject any or all bids, to waive any technicalities or informalities, and to accept any bid deemed in the best interest of the County. All bids will be considered in accordance with Title VI and without regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit the performance of duty.**

## **RFP #1344 Upgrade Elevator Equipment**

Robertson County is accepting sealed requests for proposal for the following:

### **Upgrade Elevator Equipment**

#### **INTENT**

It is the intent of Robertson County to upgrade four (4) passenger elevators in the Robertson County Office Building.

#### **SCOPE**

Provide a complete modernization of all components, panels and controls for four (4) passenger elevators including geared hoisting machines as determined by a licensed engineer. Except for new car doors and new car operating panels, all aesthetic upgrades are excluded.

#### **JOB PERFORMANCE**

All work shall be performed by the Contractor unless work by other trades is required to satisfy the State of Tennessee requirements pertaining to this project. All "Work by Other Trades" must be noted and the same contract stipulations applied to those subcontractors. A Performance Bond in the amount of \$500,000 shall be required upon successful contract award and before commencement of work.

#### **CONTRACTOR RESPONSIBILITIES**

The Contractor shall be responsible for all subcontractor payments and subcontractor employees pertaining to the project. The contractor shall keep work areas clean and is responsible for the removal and disposal of all old equipment and debris generated as a result of this project.

#### **SITE INSPECTION**

Submission of a proposal shall serve as evidence that the Proposer is aware of all conditions affecting performance and proposed pricing of this project. Please contact Joe Fort, County Buildings Director, at (615) 382-6140 for any additional information or to schedule a walk-through of the project.

#### **SAFETY**

The Contractor shall take precautions to ensure the safety of its employees, subcontractor employees, County employees and the general public during the fulfillment of this project. Protective clothing, equipment and devices shall, as a minimum, conform to OSHA standards.

#### **DAMAGE / INJURY**

The Contractor shall be responsible for any damage and/or injury that may occur as a result of the performance and fulfillment of the contract.

#### **INSURANCE & LICENSES**

Each Proposer shall provide proof of a valid Robertson County Business License.

Each Proposer shall maintain and provide proof of all necessary trade licenses in good standing with the State of Tennessee licensing authority.

Proposers are required to submit a Certificate of Insurance with their proposal showing the minimum insurance requirements listed below. Upon successful contract award, the Contractor must provide a Certificate of Insurance naming Robertson County as "Additionally Insured" for the project duration and before commencement of contracted work.

The liability insurance coverage shall be considered as primary and not as excess insurance. The carrier(s) shall provide thirty-day written notice to the County by registered mail prior to any modifica-

## RFP #1344 Upgrade Elevator Equipment

tion, cancellation, non-renewal or other change in coverage. Failure to name Robertson County to the carrier for notification of the listed changes described above will result in the termination of the contract.

Policies must be effective prior to the commencement of work and must remain in force until termination of work under this contract. In the event of interruption of coverage for any reason, all work under the contract shall cease and shall not resume until coverage has been restored.

If at any time during the term of this contract or any extension thereof, any required policies of insurance should expire, or are canceled, it will be the responsibility of the contractor to furnish the County a Certificate of Insurance indicating renewal or an acceptable replacement of the expiring policy prior to the expiration or cancellation date so that there will be no lapse in coverage.

The minimum coverage required is:

- A. Workers' Compensation – **REQUIRED** or proof of **Registration with the State of Tennessee Online Exemption Registry.**
- B. General Liability in a comprehensive form with a minimum limit of \$1,000,000.00 C.S.L. and \$2,000,000.00 aggregate.
- C. Motor Vehicle Liability in a comprehensive form with a minimum limit of \$100,000.00 C.S.L. with excess covered under the General Liability Insurance policy.

**RFP #1344 Upgrade Elevator Equipment**

**PROJECT: Upgrade Elevator Equipment**

**LUMP SUM PROPOSAL PRICE \$ \_\_\_\_\_**

Estimated completion from time of contract award: \_\_\_\_\_ days.

Price shall be good for \_\_\_\_\_ months.

**BID AUTHORIZATION AND NON-COLLUSION AFFIDAVIT**

The agent of the bidding firm hereby certifies to the best of his/her knowledge and belief that this bid proposal to Robertson County, Tennessee has not been prepared in collusion with any other seller of similar products. The agent also certifies that the prices, terms and conditions of said bid proposal have not been communicated by the undersigned, or by any employee or agent of the bidding firm, to any other seller of similar products and will not be communicated to any such seller prior to the official opening of said bid. The agent further states that no official or employee of Robertson County Government has promised any personal financial or other beneficial interest, either directly or indirectly in order to influence award of this bid.

\_\_\_\_\_  
**Authorized Signature, Title (Owner/ Corporate Officer)** **Date**

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

**Company Name** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

\_\_\_\_\_  
**Telephone No.** **Fax No.**

**Contact email address** \_\_\_\_\_

**RFP #1344 Upgrade Elevator Equipment**

**DRUG-FREE WORKPLACE AFFIDAVIT**

The undersigned, principal officer of \_\_\_\_\_, (hereinafter referred to as the "Company"), an employer of five (5) or more employees contracting with Robertson County, Tennessee government to provide construction services, hereby states under oath as follows:

1.The undersigned is a principal officer of the 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.

\_\_\_\_\_  
**Authorized Signature, Title (Owner/ Corporate Officer)** **Date**

**Printed Name:** \_\_\_\_\_

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Mailing Address**

\_\_\_\_\_  
**Telephone No.** **Fax No.**

**Witness signature :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness printed name:** \_\_\_\_\_