

Attention All Bidders

1. Read conditions of provisions and proposals.
2. **Bidder's name and opening date must be placed on a sealed envelope containing the documents and the envelope plainly marked "Sealed RFP".**
3. Awards are not made at the time of opening RFP. The usual procedure is to prepare a proposal abstract at time of opening. All proposals are subsequently reviewed by the requesting department or activity, which then makes a recommendation for award.
4. This recommendation, with all proposals, goes before the Town council for final decision. After approval by the Council, purchase orders are issued to the successful bidder.
5. Anyone who is unable to attend the proposal opening and wishes to receive proposal information may do so by sending a self-addressed stamped envelope to the Town of Signal Mountain, 1111 Ridgeway Avenue, Signal Mountain, TN 37377.

Honna Rogers
Town Manager

1111 Ridgeway Avenue
Signal Mountain, TN 37377
(423) 886-2177 Fax (423) 886-2939
TOWN OF SIGNAL MOUNTAIN

Request For Proposal (RFP)

Date: _____

Scope: The Town of Signal Mountain is requesting proposal for **work on the central heating and air system in the Fire/Police building.**

Provision

The vendor shall identify any changes to the specification in detail. Vendor's specifications, warranties, demonstrations of equipment (if requested in conditions), delivery dates and other information requested by the Town or identified by the proposal along with the proposal's cost will be used to identify the best proposal as determined by the Town of Signal Mountain based upon the needs of the department.

Special Provision:

- 1) Demonstration is or **is not** requested for this RFP.
- 2) A bid bond of 5% of the total bid is or **is not** required and must be authorized to do business in the State of Tennessee.
- 3) A performance bond in the amount of 100% is or **is not** required and must be authorized to do business in the State of Tennessee.

Conditions:

Proposal Form:

- 1) All proposed cost shall be submitted on the form provided with a clear explanation of changes in the specifications provided by the Town of Signal Mountain. These explanations shall be attached to the proposal form.

Signature of Proposal:

- 2) Each proposal must provide the full name, business address, and phone number of the proposer. The person signing the proposal form shall print or type name and title, and if requested by the purchasing agent, furnish satisfactory proof of his/her authority to bind the company to contract. Proposals must be typed or printed clearly; otherwise they will not be considered. Purchase orders will be issued on the firm name appearing on the proposal form. Person executing bid must affix his/her signature on the proposal.

Delivery of Accepted Proposal:

- 3) Must be FOB; 1111 Ridgeway Avenue; Signal Mountain, TN 37377; unless another location is identified on the proposal form.

Acceptance of Proposals:

- 4) The purchasing Agent reserves the right to reject any and all proposals; to waive any informality in proposals, and unless otherwise specified by the proposer to accept any item on the proposal. The award winning proposal will be based on the requirements of the provisions. If only one proposal is received, the Council reserves the right to reject the proposal.

Error in Proposal:

- 5) In case of error in the extension of prices in the proposal, the unit price will govern. No proposal shall be altered, amended, or withdrawn after specified time for opening proposal. Negligence on the part of the proposer in preparing proposal confers no right for the withdrawal of the proposal after it has been opened.

Default of Contractor:

- 6) In case of default of the contractor, the Purchasing Agent may procure the articles or services from other sources and hold the contractor responsible for any cost occasioned thereby.

Samples of Materials:

- 7) Samples of items, when required, must be furnished free of expense, prior to the opening of the proposal and if not destroyed, will upon request be returned at the proposer's expense.

Specifications:

- 8) It is understood that reference to available specifications shall be sufficient to make the terms of such specifications binding on the contractor. The use of the name of a manufacturer, or any special brand or make in describing an item does not restrict the proposer to that manufacturer or specific article. Unless specifically stated, this means, being used simply to indicate the character or quality of the article desired; but the articles on which the name brand is submitted must be equal to or superior to that specified. When merchandise received from a successful proposer is not to be an equal by the requisitioned, it will be returned to vendor, shipping charges collect.

- 9) The proposer must show the brand or trade name of the equipment which he is proposing, when applicable, as well as the unit price for each item on the proposal form, or the proposal will be subject to rejection.
- 10) Proposals received after the specified time for opening, as shown on the RFP will not be considered. The Town of Signal Mountain will exercise the utmost care to prevent delays in handling proposals received by mail, but will not assume responsibility for late bids not due to negligence on the part of the employees of the Town.

Inspection:

- 11) Final inspection and acceptance or rejection will be made at delivery destination, but all materials and workmanship shall be subject to inspection and test at all times and places and when practicable, during manufacture. The right is reserved to reject articles which contain defective materials and workmanship. Rejected material shall be removed by and at the expense of the contractor. Final inspection and acceptance or rejection of the materials or supplies shall be made as promptly as practicable. Failure to inspect and accept or reject materials or supplies shall not impose liability on the Town of Signal Mountain.
- 12) Contractors making improvements to, additions to, or repair work on real property on behalf of the Town of Signal Mountain must be properly licensed by the Town of Signal Mountain and are liable for any applicable sales or use tax on purchases of tangible personal property for use in connection with the contracts; contractors are likewise liable for any applicable use tax on tangible personal property furnished to them by the Town of Signal Mountain for use in connection with the contracts.
- 13) During the performance of this contract, the contractor agrees as follows: The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, National origin, mental, or physical disability. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, creed, color, National origin, mental, or physical disability. Such action shall include, but not be limited to the Following: Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, the contractor agrees to post in conspicuous places available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

Taxes:

- 14) The Town of Signal Mountain is not subject to Federal Excise Tax nor State or local sales tax, and Tax Exemption Certificate will be furnished as required.

Mailing Proposal:

- 15) The face of each envelope containing a proposal should bear the "Invitation to RFP number and the date of proposal opening.

Insurance:

- 16) Liability insurance coverage is required by the successful proposer. The minimum, unless stated otherwise is \$300,000.00, and a certificate of insurance must be furnished to the Town of Signal Mountain where applicable.

Penalty:

- 17) In the event the delivery date (set by the vendor receiving the award) is not Met for items proposed, the Town of Signal Mountain shall have the right to exercise one of the following two options:
 - A. Cancel acceptance of proposal and purchase order, or
 - B. Attach a 5% penalty per month or any fraction thereof on the total cost of purchase.
- 18) The Town of Signal Mountain does not discriminate on the basis of disability and will make reasonable accommodations for the disabled upon request.
- 19) Should you have any questions, contact:

Chief Boyd Veal at 423-886-2124

OR

Chief John Vlasis at 423-886-7075

Town of Signal Mountain
1111 Ridgeway Avenue, Signal Mountain, TN 37377

RFP ISSUED TO: _____

DATE: _____

Sealed Proposals subject to the provisions and conditions hereof will be received until _____
At _____ EST and then publicly opened.

Delivery charges are to be prepaid, and included in the proposal.

DELIVER TO: Town of Signal Mountain, 1111 Ridgeway Avenue, Signal Mountain, TN 37377.

Item Number	Quantity	Unit	Description	Bid Price
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

SPECIFICATIONS:

See attached specifications

In compliance with the above RFP and subject to all the conditions hereof, the undersigned, offers, and agrees, to furnish and deliver any or all of the items upon which prices are quoted, at the price opposite each item after receipt of the order. The proposer agrees that this proposal shall be good and may not be withdrawn for period of 45 calendar days after the scheduled closing time for receiving proposals. The issuance of a Purchase Order based on this proposal shall constitute a contract.

(Proposer's Firm Name)

(Phone)

(Address)

BY _____
(Signature of Person Authorized to Sign Proposal)

(Title)

Specifications

The following work is to be conducted at:

Signal Mountain Police & Fire Building
1111 Ridgeway Avenue
Signal Mountain, TN 37377

1. An appropriately sized Energy Recovery Ventilator system shall be installed on the HVAC system of the Fire/Police building.
2. All ductwork in the Fire/Police building shall be inspected and fully sealed with special attention being paid to duct – vent connections.
3. Supply airflow rates shall be evaluated for all units and reworked/balanced as necessary.
4. Relocate one component control (thermostat) to opposite side of wall.
5. Relocate one vent, moving approximately 15 feet into adjacent room, to include repair (closing) of previous location.
6. Measure and evaluate airflow into all areas of building and balance, to insure proper CFM delivery to all areas of the building.

Appointments may be made to allow pre-submission inspections of the above location by contacting:

Chief Boyd Veal
Signal Mtn. Police Dept.
423-886-2124

OR

Chief John Vlasis
Signal Mtn. Fire Dept.
423-886-7075