

CONTRACT DOCUMENTS AND SPECIFICATIONS
for
TRAILER JETTER



Town Council
Paul M. Hendricks – Mayor
Hershel Dick – Vice Mayor
Annette Allen – Councilmember
Bill Lusk – Councilmember
Susan Robertson - Councilmember
Honna Rogers – Town Manager

Town of Signal Mountain
1111 Ridgeway Avenue
Signal Mountain, TN 37377
June 4, 2008

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.
6. The Town of Signal Mountain, Tennessee does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 USC 2000d).

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)

TOWN OF SIGNAL MOUNTAIN
1111 Ridgeway Avenue, Signal Mountain TN 37377

Date: June 4, 2008

Scope: The Town of Signal Mountain is requesting proposal for Trailer Jetter in the Stormwater Department.

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.
(underline)
- 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.
(underline)
- 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.
(underline)

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 the 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 Chuck Gearhiser at 423-886-2177

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

RFP ISSUED TO: Vendors

DATE: May 7, 2008

Sealed Proposals subject to the provisions and conditions hereof will be received until June 24, 2008 at 3:00 PM 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
1.		Lump Sum	Trailer Jetter as specified	\$
2.		Lump Sum	Option A:	\$
			Total:	\$

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)

INVITATION TO BID FOR TRAILER JETTER

Equipment Specifications

The intent of these specifications is to describe the cab and chassis and automated side loading refuse packer for the Town of Signal Mountain Public Works Department. By submitting a bid, the bidder is certifying that these specifications can be used for the intended purpose and is a turnkey job.

The equipment shall be new, unused and of the manufacturer's current production design. Bidder shall state any exceptions with specifications. These specifications are considered the minimum acceptable specifications.

Specification	Yes	No	Explain Exception
1. GENERAL SPECIFICATIONS:			
1.1 Minimum 60 hp diesel engine with hydraulic drive with variable operating speed control			
1.2 All parts, accessories, equipment, and safety features considered as standard by the equipment manufacturer; whether herein specified or not, shall be considered as required.			
1.3 This complete unit(s) shall be built and delivered complete and ready for use in full compliance with federal, state, and local requirements and regulations.			
1.4 This unit and all other related equipment incorporated into this unit shall be designed, built, manufactured, and constructed in accordance with all applicable safety codes, design, and manufacturing standards as outlined by SAE, ANSI, AWSI, FMVSS and related organizations or standards agencies.			
1.5 This unit(s) and attachments shall embody the highest quality materials and workmanship available.			
2.0 – TANK:			
2.1 Plate mounted with sump and side baffles			
2.2 Crowned top & side stabilizers for added strength			
2.3 Sufficient water supply for necessary water flow			
2.4 12” Manhole with basket			
2.5 Minimum 350 gallon tank			
3.0 - TRAILER:			
3.1 6” Channel frame			
3.2 A-frame hitch			
3.3 2 5/16” Ball hitch (pintle opt.)			
3.4 7,000 lb. DOT-rated axle			

INVITATION TO BID FOR TRAILER JETTER

Equipment Specifications
(Continued)

Specification	Yes	No	Exception
3.0 - TRAILER: continued			
3.5 LT-235 x 85R 16 tires			
3.6 Electric brakes (surge opt.)			
3.7 Catwalk fenders			
4.0. - HOSE:			
4.1 400' ½ inch hose			
5.0 – PUMP			
5.1 Pump must meet minimum 15 gpm @ 3000 psi (prefer 3000 psi 18 gpm @ 4000 psi)			
6.0 – OTHER STANDARD COMPONENTS:			
6.1 Two nozzles: penetrator & flusher			
6.2 Toolbox – integrated enclosed tool & battery storage			
6.3 PVC tank drain valve with stainless steel strainer			
6.4 Direct driven “live” hydraulic system with 17-gallon tank			
6.5 17-gallon Fuel tank with cap-mounted gauge			
6.6 Air purge system			
6.7 20' Leader hose contrasting color			
6.8 Two (2) aux 12V power supply outlets			
6.9 2” PVC fill pipe			

INVITATION TO BID FOR TRAILER JETTER

Warranty Specifications

Start date and mileage for all purposes, including warranties, shall coincide with the actual start date of operational service with the Town of Signal Mountain.

Specification			
7.0 - Warranty Specifications	Yes	No	Exception
7.1 Must provide documentation of all warranty information.			
8.0 - MANUALS:			
8.1 Must provide all operating manuals.			
9.0 – DELIVERY			
9.1 Negotiable			

PAUL M. HENDRICKS
Mayor

PHILLIP A. NOBLETT
Town Attorney

HONNA K. ROGERS
Town Manager



HERSHEL DICK
Vice Mayor

ANNETTE ALLEN
Councilmember

BILL LUSK
Councilmember

SUSAN ROBERTSON
Councilmember

Town of Signal Mountain

1111 RIDGEWAY AVENUE
SIGNAL MOUNTAIN, TENNESSEE 37377
423-886-2177

ADDENDUM NO. 1

Date: May 12, 2008

To: All Bidders

From: Chuck Gearhiser

Project: Trailer Jetter

The following revisions shall be applied to the Contract Documents and Specifications prepared by the Town of Signal Mountain.

- Cover Page – change date June 4, 2008 to read May 7, 2008
- Page 3 – change date June 4, 2008 to read May 7, 2008
- Page 6 – Sealed proposals change received date June 24, 2008 to June 4, 2008
- Page 6 – change Item Number 2 remove Option A
- Page 7 – Specifications change The intent of these specifications is to describe the cab and chassis and automated side loading refuse packer for the Town of Signal Mountain Public Works Department to The intent of these specifications is to describe the trailer jetter for the Town of Signal Mountain Stormwater Department
- Page 8 – Specifications Pump change prefer 3000 psi 18 gpm @ 4000 psi to prefer 18 gpm @ 4000 psi

End of Addendum

Please acknowledge receipt of Addendum 1 by signing below and return, faxing to:

Town of Signal Mountain
Stormwater
423-886-2939

Company: _____

Received: _____ Date: _____