Warren County Schools

Plant and Operations

Warren County School System
2548 Morrison Street
McMinnville, TN
2016-17 School Year

BLEACHER, GYM DIVIDER CURTAINS AND BASKETBALL BACKSTOP INSPECTION AND MAINTENANCE

Request for Proposal (RFP) 16171

One Team, One Goal, High Levels of Learning for All

Warren County Schools is accepting request for proposal bids for Warren County Schools, bleachers, gym divider curtains and basketball backstop inspection, maintenance and repair.

Complete Bid Tab Sheet (enclosed in this packet) and submit your bid on this form.

Specifications (enclosed in this packet)

Sealed bids, subject to the conditions contained herein, will be accepted by the Warren County Financial Management Committee at the Warren County Administrative Building, Office of the Finance Department, 201 Locust Street, Suite 2, McMinnville, Tennessee, 37110

For bid specifications Warren County Financial Management Director Linda G. Hillis at (931)473-2381 ext. 1001 or by accessing the website www.warrencountytn.gov

or more information regarding bids, please contact Warren County Schools Plant and Operations Donnie Caldwell at (931)668-1246 or by accessing the website www.warrenschools.com under bids.

The successful contractor will be required to coordinate the work with the Owner Representative. Copies of this bid are on file and may be obtained at the

Office of the Finance Department
Warren County Administrative Office Building
201 Locust Street, Suite 2
McMinnville, Tennessee 37110

1.0 Contract Period

The contract shall cover the period from ***June 2016 through June 2017,*** *or an equivalent period depending on date of contract award.* This bid may be renewed for up to three (3) additional one-year periods at a price to be agreed upon by the Warren County School System and the Vendor.

2.0 Insurance

The successful Contractor shall procure, maintain, and provide proof of insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with the work performed on behalf of the County by the Contractor, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted fifteen (15) days prior to the commencement of work and such coverage shall be maintained by the Contractor for the duration of the contract period; for occurrence policies. Claims made policies must be in force or that coverage purchased for three (3) years after contract completion date.

a. *General Liability*

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations.

1. *Minimum Limits*

General Liability

$300,000 General Aggregate Limit

$300,000 Products & Completed Operations

$300,000 Personal and Advertising Injury

$300,000 Each Occurrence Limit

$50,000 Fire Damage Limit

$5,000 Medical Expense Limit

3.0 Hold Harmless Clause

The Contractor shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless the Warren County Schools, its' officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the contractor or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

4.0 Safety

All contractors and subcontractors performing services for the Warren County Schools are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area ***under this contract.***

5.0 Employment Discrimination by Contractors Prohibited

Every Contract shall include the following provisions:

1. *During the performance of this contract, the contractor agrees as follows:*
    a. *The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age or disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.*
    b. *The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, shall state that such contractor is an equal opportunity employer.*
    c. *Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.*

6.0 Drug-free Workplace

Every contract shall include the following provisions:
During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or behalf of the contractor that the contractor maintains a drug-free workplace.
For the purpose of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

7.0 Smoking Policy

Workers are not allowed to smoke on campus, during school time and within 50 feet of any buildings at all time (property of Warren County Schools).

8.0 Criminal Background compliance Affidavit

Contractor must submit the criminal background compliance affidavit on any employees that is working on the school site.

9.0 Faith Based Organizations

Warren County Schools does not discriminate against faith-based organizations.

10.0 Exemption from Taxes

The County is exempt from State Sales Tax and Federal Excise Tax. Tax Exemption Certificates indicating the Count's tax exempt status will be furnished by County of Warren on request.

11.0 Substitutions

NO Substitutions or cancellations permitted after award without written approval by the Warren County Board of Education.

12.0 Workmanship and Inspection

All work under the resulting contract shall be performed in a skillful and workmanlike manner. The Warren County Schools may, in writing, require the Contractor to remove any employee from work that the Warren County Schools deems incompetent or careless.

Further, Warren County Schools may, from time to time, make inspections of the work performed under this contract. Any inspection by the Warren County Schools does not relieve the Contractor from any responsibility regarding defects or other failures to meet the contract requirements.

13.0 Cleaning-Up

The Contractor(s) shall at all times keep the adjacent areas of the property free from rubbish and the accumulation on any waste materials.

14.0 Method of Payment

Contractor shall submit invoices at the end of each calendar month, such statement to include detailed breakdown of all charges, and shall be based on completion of tasks or deliverables.

Invoices shall be submitted to:

Warren County Board of Education
2548 Morrison Street
McMinnville, TN 37110

Upon inspection and acceptance of the work, the Warren County Schools will render payment within thirty (30) days.

Individual Contractors shall provide their social security numbers, and proprietorships, partnerships, and corporations shall provide their federal employer identification number on the pricing form.

The work to be performed under this invitation to bid shall consist of furnishing labor, equipment and materials necessary to Bleacher, Gym Divider Curtain and Basketball Backstop inspection, repair and maintenance. This bid may be renewed for up to three (3) additional one-year periods at a price to be agreed upon by the Warren County, Tennessee School System and the Vendor.

Inspection Times

Completion of all sites to be inspected by August 1, 2016

Work to be schedule repairs from inspections

Indoor Gymnasium Areas to be completed by end of: October 2016

Outdoor Bleachers to be completed by end of: February 2017

Other Repairs during the Year

As needed and must schedule repairs approve by the site school principal

Scope of Work

The scope of work includes the inspection of all indoor and outdoor bleachers owned and operated by Warren County Schools.

Safety and proper operation of all bleacher components, including but not limited to:

- seat and skirt modules,
- deck boards,
- safety rails,
- hinges,
- security locks,
- aisle fillers and treads,
- wall and floor attachments,
- power drive system assemblies,
- row latches and row locking devices,
- scissor brace assemblies and related channels,
- upper guide supports,
- deflector arms,
- friction brake linkages and related pads,
- general frame supports,
- attachment bolts and nuts, and related hardware.

All bleacher inspection and certifications must be in compliance with the NFPA102 Standard for Grandstands, Folding and Telescopic Seating, Tents, and Membrane Structures (or the most current revision).

A detailed report must be provided to the district, including the physical condition of each set of bleachers, photographs of representative defects, coded schematic diagram of bleacher defects, excerpts of applicable NFPA safety codes covered by the defects, and a repair cost for such defects.

The bleacher inspections must be completed by a Licensed Qualified Certified Company required by law.

Vendor Responsibilities

A detailed list of repairs and cost per repair must accompany this bid. The list must be by campus.

- Replace casters where frozen in place or broken
- Replace or repair bent lower wheel channels and replace or repair damaged lower alignment tabs.
- Replace damaged upper alignment yokes and tighten or replace stop bolts
- Inspect and repair all broken, twisted, or bent bracing as needed
- Tighten or replace all bolts on existing undercarriage
- Raise and align horizontal cantilever arms where cantilever arms are welded to vertical attachment bolted to riser
- Grease all moving and sliding parts if applicable by manufacture standards of equipment
- Anchor and square rear vertical uprights and tighten or replace wall attachments
- Replace, repair, or adjust individual row locks located on wheel channel
- Replace or repair all front or rear section locking devices and pads
- Repair power system and replace worn components (friction wheels, motors, and others)
- Check out all sections for proper and smooth operations
- Certify bleacher system for compliance with NEPA #102 as required by law and provide copy to owner of certification.

All gymnasium basketball backstop, gym curtain dividers to be inspected by manufacture standards and make recommendations for any repairs.

Outdoor Stadium Bleachers to be inspected and make recommendations for any repairs.

Purchase Orders will be made by owner for each campus prior to the start of the job.

Contact Person: David Bates, Maintenance Supervisor, 931-668-1246 (work hours 7 am to 3 pm)

Bobby Ray Memorial Elementary School

504 North Chancery Street

McMinnville, TN 37110

BLEACHER, GYM DIVIDER CURTAINS AND BASKETBALL BACKSTOP INSPECTION AND MAINTENANCE

Gym Bleachers Type: _____ Number of Rows:_____ Motorized [ ] Yes [ ] No

Gym Divider Curtain [ ] Yes [ ] No - Number Basketball Backstop ____ Motorized [ ] Manual [ ]

DETAILS LIST OF REPAIRS	COST PER REPAIR

Total Cost: _____

Centertown Elementary School

376 Warrior Blvd.

McMinnville, TN 37110

BLEACHER, GYM DIVIDER CURTAINS AND BASKETBALL BACKSTOP INSPECTION AND MAINTENANCE

Gym Bleachers Type: _____ Number of Rows:_____ Motorized [ ] Yes [ ] No

Gym Divider Curtain [ ] Yes [ ] No - Number Basketball Backstop ____ Motorized [ ] Manual [ ]

DETAILS LIST OF REPAIRS	COST PER REPAIR

Total Cost: _____

Dibrell Elementary School

1759 Mike Muncey Road

McMinnville, TN 37110

BLEACHER, GYM DIVIDER CURTAINS AND BASKETBALL BACKSTOP INSPECTION AND MAINTENANCE

Gym Bleachers Type: _____ Number of Rows:_____ Motorized [ ] Yes [ ] No

Gym Divider Curtain [ ] Yes [ ] No - Number Basketball Backstop ____ Motorized [ ] Manual [ ]

DETAILS LIST OF REPAIRS	COST PER REPAIR

Total Cost: _____

Eastside Elementary School

2121 Old Rock Island Road

Rock Island, TN 35581

BLEACHER, GYM DIVIDER CURTAINS AND BASKETBALL BACKSTOP INSPECTION AND MAINTENANCE

Gym Bleachers Type: _____ Number of Rows:_____ Motorized [ ] Yes [ ] No

Gym Divider Curtain [ ] Yes [ ] No - Number Basketball Backstop ____ Motorized [ ] Manual [ ]

DETAILS LIST OF REPAIRS	COST PER REPAIR

Total Cost: _____

Hickory Creek Elementary School

270 Pioneer Lane

McMinnville, TN 37110

BLEACHER, GYM DIVIDER CURTAINS AND BASKETBALL BACKSTOP INSPECTION AND MAINTENANCE

Gym Bleachers Type: _____ Number of Rows:_____ Motorized [ ] Yes [ ] No

Gym Divider Curtain [ ] Yes [ ] No - Number Basketball Backstop ____ Motorized [ ] Manual [ ]

DETAILS LIST OF REPAIRS	COST PER REPAIR

Total Cost: _____

Irving College Elementary School

115 Dry Creek Road

McMinnville, TN 37110

BLEACHER, GYM DIVIDER CURTAINS AND BASKETBALL BACKSTOP INSPECTION AND MAINTENANCE

Gym Bleachers Type: _____ Number of Rows:_____ Motorized [ ] Yes [ ] No

Gym Divider Curtain [ ] Yes [ ] No - Number Basketball Backstop ____ Motorized [ ] Manual [ ]

DETAILS LIST OF REPAIRS	COST PER REPAIR

Total Cost: _____

Morrison Elementary School

500 South Fair Street

Morrison, TN 37357

BLEACHER, GYM DIVIDER CURTAINS AND BASKETBALL BACKSTOP INSPECTION AND MAINTENANCE

Gym Bleachers Type: _____ Number of Rows:_____ Motorized [ ] Yes [ ] No

Gym Divider Curtain [ ] Yes [ ] No - Number Basketball Backstop ____ Motorized [ ] Manual [ ]

DETAILS LIST OF REPAIRS	COST PER REPAIR

Total Cost: _____

West Elementary School

400 Clark Blvd.

McMinnville, TN 37110

BLEACHER, GYM DIVIDER CURTAINS AND BASKETBALL BACKSTOP INSPECTION AND MAINTENANCE

Gym Bleachers Type: _____ Number of Rows:_____ Motorized [ ] Yes [ ] No

Gym Divider Curtain [ ] Yes [ ] No - Number Basketball Backstop ____ Motorized [ ] Manual [ ]

DETAILS LIST OF REPAIRS	COST PER REPAIR

Total Cost: _____

Warren County Middle School

200 Caldwell Street

McMinnville, TN 37110

BLEACHER, GYM DIVIDER CURTAINS AND BASKETBALL BACKSTOP INSPECTION AND MAINTENANCE

Gym Bleachers Type: _____ Number of Rows:_____ Motorized [ ] Yes [ ] No

Gym Divider Curtain [ ] Yes [ ] No - Number Basketball Backstop ____ Motorized [ ] Manual [ ]

DETAILS LIST OF REPAIRS	COST PER REPAIR

Total Cost: _____

Warren County High School

199 Pioneer Lane

McMinnville, TN 37110

BLEACHER, GYM DIVIDER CURTAINS AND BASKETBALL BACKSTOP INSPECTION AND MAINTENANCE

Gym Bleachers Type: _____ Number of Rows:_____ Motorized [ ] Yes [ ] No

Gym Divider Curtain [ ] Yes [ ] No - Number Basketball Backstop ____ Motorized [ ] Manual [ ]

DETAILS LIST OF REPAIRS	COST PER REPAIR

Total Cost: _____

Warren County High School

199 Pioneer Lane

McMinnville, TN 37110

BASEBALL FIELD OUTDOOR BLEACHERS INSPECTION AND MAINTENANCE

Gym Bleachers Type: _____ Number of Rows:_____ Number of Set_____

DETAILS LIST OF REPAIRS	COST PER REPAIR

Total Cost: _____

Warren County High School

199 Pioneer Lane

McMinnville, TN 37110

SOFTBALL FIELD OUTDOOR BLEACHERS INSPECTION AND MAINTENANCE

Gym Bleachers Type: _____ Number of Rows:_____ Number of Set_____

DETAILS LIST OF REPAIRS	COST PER REPAIR

Total Cost: _____

Warren County High School

199 Pioneer Lane

McMinnville, TN 37110

SOCCER FIELD OUTDOOR BLEACHERS INSPECTION AND MAINTENANCE

Gym Bleachers Type: _____ Number of Rows:_____ Number of Set_____

DETAILS LIST OF REPAIRS	COST PER REPAIR

Total Cost: _____

CONTRACTOR

Name of Contractor: _____

Address: _____

_____

State of Tennessee License Number: _____

Expired Date of License: _____

NOTE: "Provide a copy of State License"

The bidder, in compliance with the Warren County Board of Education invitation for bids for annual testing and inspection of fire sprinkler systems, having examined the documentation and visit the sites of the proposal work, and being familiar with all of the conditions surrounding the schools.

Contractor must notify the Warren County Schools Maintenance Department three (3) days in advance before starting any work.

Bid Awarded

Will be a total package bid.

_____ _____

Signature of Contractor *Date*

Criminal Background Compliance Affidavit

State of Tennessee

County of Warren

*The undersigned, principal officer of_____, * an employer contracting with Warren County Board of Education to provide services having direct contact with children or access to grounds of a Warren County public school, hereby states under oath as follows:*

1. *The undersigned is a principal officer of_____ * (hereinafter referred to as 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. 49-5-413 as amended effective September 1, 2007 for entities entering into contracts with a local board of education where the company's employees will have direct contact with school children or access to the grounds of a school when children are present. It is the duty of the Company to require applicants supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds and to take certain other actions based upon the results of the records check.*

3. *The Company is in compliance with the terms of T.C.A. 49-5-413.*

Further affiant saith naught.

**The Company's Name*

NOTARY

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 acknowledged that he/she is the _____of_____, and is authorized to execute this instrument on behalf of the principal for the purposes therein contained.

Witness my hand and seal at office this _____day of _____,

_____

Notary Public

My commission expires: _____