Warren County Schools

Plant and Operations

Warren County High School
T12 to T8 Lights Retrofit

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

Warren County Schools is accepting bids for lighting retrofitting T12 to T8 lighting at the Warren County High School.

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 Phillip Crowe 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 **July 1st, 2015 through December 30th, 2015,** or an equivalent period depending on date of contract award.*

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 within 50 feet of a building.

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.

Scope of Work

T12 lighting to T8 lighting retrofitting:

1. Warren County High School
   199 Pioneer Lane
   McMinnville, Tn

2. To provide labor and any other material and equipment to retrofit existing T12 lights to T8 lights.
3. Warren County School Maintenance Department is providing the lamps and ballast.
4. Contractor responsible for properly disposal of old T12 lamps and ballast.

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: _____

Warren County Schools Maintenance Department T8 Lighting Retrofit

Date:_____

Name of Contractor_____

Address: _____

_____

Phone Number: _____

Contact Person Name: _____

Bid Tab

Work Description	Warren County Schools Providing	Total Fixtures To Retrofit Lamps/ballast	Contractor Cost Per Fixture	Amount
Change T12 to T8 2 lamp fixtures	416 lamps 208 ballast	208		
Change T12 to T8 3 lamp fixtures	216 lamps 72 ballast	72		
Change T12 to T8 4 lamp fixtures	3,812 lamps 953 ballast	953		

Sub-Total Amount from Above: _____

Contractor to properly dispose old lamps and ballast
(Contractor must provide copy of statement of properly dispose of lamps and ballast)

Sub-Total Amount for Disposal: _____

Total Bid Cost: _____

_____ _____

Signature **Date**