

## Invitation to Bid

### BHS – ELECTRICAL PANEL UPGRADE

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for BHS – ELECTRICAL PANEL UPGRADE until 9:30 a.m. CDT Tuesday, April 1, 2014. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please call Chris Tuttle, Maintenance Department at (615) 451-5255. All proposals are subject to the Board of Education's conditions and specifications which are available from Vicky Currey, Purchasing Supervisor (615) 451-6560. All bids can be viewed on line at [www.sumnerschools.org](http://www.sumnerschools.org).

# **BEECH HIGH SCHOOL**

## **ELECTRICAL PANEL UPGRADE**

The Sumner County Board of Education, herein known as "School System", is soliciting bids to have shunt trips added for the kitchen suppression system. The contractor shall be responsible for all materials and labor.

Jobsite:            Beech High School  
                         3126 Long Hollow Pike  
                         Hendersonville, TN 37075

### **Contractor Obligations**

- Shall provide and obtain all necessary materials, equipment and labor.
- Shall provide and obtain all necessary permits with Local, County, etc. agencies as required by law.
- Shall schedule all necessary inspections with Local, County, etc. agencies as required by law.
- Shall adhere to specification. The School System reserves the right to withhold partial or all payment until the work is completed to the specifications and satisfaction of the School System. Any work not completed to specifications will be the Contractor's sole responsibility and expense to redo.
- Shall provide Worker's Compensation Insurance as required by Tennessee State Law. The Contractor shall prove compliance with Public Chapter No. 587, T.C.A. 49-5-413(d), criminal background check, and provide a Drug Free Workplace Affidavit.
- Shall dispose of all generated waste materials in compliance with all Local, State and Federal guidelines, regulations, and requirements.
- Shall have properly trained and experienced staff to facilitate the specified services.

### **Specific Information**

The contractor shall replace a two section 800A MLO switchboard (marked "PPB") located in the boiler room with a new 800A Switchboard equipped with branch breakers and shunt trips. The shunt circuit is to be routed through the fire suppression system located in the kitchen.

The School System shall retain existing switch gear. The contractor will be required to contact the School System representative, when existing equipment is removed, to schedule a pickup.

The contractor shall include a detailed breakdown of the cost associated with this project. The breakdown must separate the cost for labor and materials. The materials portion must include information relating the brand, model/part number, and/or general description of items used to complete the project.

A mandatory pre-bid meeting shall be held at the jobsite on Tuesday, March 25, 2014 at 9:00 a.m. Contractors must sign in at the front office. The purpose of the pre-bid is to answer any questions and to allow contractors to inspect the jobsite for any necessary measurements or readings. The School System shall not provide any equipment to contractors at the pre-bid meeting.



**BID SHEET**  
**BEECH HIGH SCHOOL**  
**SUPPRESSION REPAIR**

Materials      \$ \_\_\_\_\_

Labor            \$ \_\_\_\_\_

Total Cost     \$ \_\_\_\_\_

*\*The bid must be totaled.*

\_\_\_\_\_  
AUTHORIZED COMPANY REPRESENTATIVE (Signature)

\_\_\_\_\_  
AUTHORIZED COMPANY REPRESENTATIVE (Printed)

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
DATE

## NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by the Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until **9:30 A.M. Local Time TUESDAY, APRIL 1, 2014** for **BEECH HIGH – ELECTRICAL PANEL UPGRADE**, at which time the responses will be opened, taken under advisement and evaluated. ***BIDS WILL BE POSTED ON [www.sumnerschools.org](http://www.sumnerschools.org)***

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### GENERAL REQUIREMENTS AND CONDITIONS

1. The Sumner County Board of Education reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.
2. Any responses received after the scheduled closing time for the receipt for responses will not be considered.
3. If a mistake is discovered after the responses are received, only the Sumner County Board of Education may allow the respondent to withdraw the entire response.
4. Partial payments will not be approved unless justification for such payment can be shown. Terms will be net 30 days.
5. Payment will not be made until the said **BEECH HIGH – ELECTRICAL PANEL UPGRADE** are inspected and approved as meeting all specifications by persons appointed by the Sumner County Board of Education.
6. Responses submitted must be in a sealed envelope and marked on the outside as follows:  
**RESPONSE: BEECH HIGH- ELECTRICAL PANEL UPGRADE**  
**DEADLINE: 9:30 A.M., TUESDAY, APRIL 1, 2014**
7. Facsimile responses will not be considered.
8. If a successful bidder violates any terms of their bid, the contract, school board policy or any law they may be disqualified from bidding for a period of two years for minor violations or longer for major violations. Bids from disqualified bidders will not be accepted during the period of disqualification.
9. Prices quoted on the response (if any) are to be considered firm and binding until the said **BEECH HIGH – ELECTRICAL PANEL UPGRADE** are in the possession of the Sumner County Board of Education.
10. No purchase or contract is authorized or valid until the issuance of a Board Purchase Order in accordance with Board Policy. No Board Employee is authorized to purchase equipment, supplies or services prior to the issuance of such a Purchase Order.
11. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor, Vicky Currey (615) 451-6560.
12. All bids that exceed \$25,000 must have the Company Name, License Number, Expiration Date thereof and License Classification of Contractor listed on outside of sealed envelope. As required by State of Tennessee Code Annotated 62-6-119.
13. The awarded bidder will be required to post a performance and payment bond in the amount of 25% of the contract price if it exceeds \$100,000 as stated by State of Tennessee Code Annotated 12-4-201.
14. If the project cost in excess of \$25,000 a performance bond must be secured by the requesting party in an amount equal to the market improvement value.