

## Invitation to Bid

### 20160323 PORTABLE RELOCATION

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 20160323 PORTABLE RELOCATION until 9:00 a.m. CDT March 23, 2016. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please contact Don Long – Project Manager at [don.long@sumnerschools.org](mailto:don.long@sumnerschools.org). 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).

## 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 **9:00 A.M. Local Time MARCH 23, 2016** for **20160323 PORTABLE RELOCATION**, 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 **20160323 PORTABLE RELOCATION** 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: 20160323 PORTABLE RELOCATION**  
**DEADLINE: MARCH 23, 2016 @ 9:00 A.M.**
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 **20160323 PORTABLE RELOCATION** 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.

## **PORTABLE RELOCATION FOR SCHOOL YEAR 2016-2017**

The Sumner County Board of Education will receive sealed bids for the disassembly, transport and assemblage at the new designated site of single and double portable classrooms (hereinafter Portables). The contents of these specifications are legally binding and will serve as the Contract between the moving contractor (hereinafter the Contractor) and the Sumner County Board of Education (hereinafter the Owner) for this service. The Owner will determine at a later date the total number of Portables to be relocated. The Owner will provide the Contractor with a dated and signed Notice to Proceed once all approvals have been obtained. The length of the Contract will extend from the date of the Notice to Proceed until April 30<sup>th</sup>, 2017. Prior to being awarded the Contract, the Contractor will furnish the Owner with a Performance Bond in the dollar amount of the work as established by the Owner and this will become part of the Contract. A Certificate of Liability Insurance in the amount of a minimum of \$1,000,000.00 will be required, with the Sumner County Board of Education listed as the Certificate Holder, prior to awarding any work. The Contractor will be required to furnish a notarized Drug Free Workplace affidavit and to prove compliance with Public Chapter No. 587, T.C.A. 49-5-413 (d), background checks.

### **GENERAL SCOPE OF WORK**

The Contractor will provide all labor, materials, tools, expertise, and heavy equipment needed to disassemble, transport, and re-assemble existing Portable to new locations as designated by the authorized representative of the Owner. The aforementioned work is to be all-inclusive and include every aspect of re-location and setup. The Contractor will obtain all necessary permits and pay all fees required for code compliance including approval by the State Fire Marshal and the State Electrical Inspector. **The Contractor will obtain all permits, license, and comply with all regulations as governed by the Tennessee State Department of Transportation (TDOT), State Fire Marshal, County, and local government highway departments for the transport of large buildings on State and local highways and byways.** The Contractor, and any sub-contractors that are retained by the Contractor, shall be licensed for the classification of work required for this project in accordance to the laws, rules, and regulations for the State of Tennessee. Contractors and sub-contractors shall be licensed as required by Public Chapter No. 822 (House Bill No. 2180, Contractors' Licensing Act of 1976) and any subsequent amendments thereto or any rules and regulations promulgated by the State Board for Licensing Contractors and approved by proper legal authority. The entire wording of the Act will be considered to be included by reference in this Contract document. No bid for work or services under this Contract will be considered, regardless if the bidder is a resident of the State of Tennessee, until bidder can show evidence of current State license.

**A. DISASSEMBLY AT SITE**

The Contractor will be required to disassemble all wood or aluminum steps, ramps, landings, handrails, and all associated hardware and miscellaneous attachments. All aluminum steps, ramps, handrails, landings, reusable concrete blocks, piers, underpinning, and lumber after disassembly is to be transported to the new site. The Contractor will cover concrete footers with topsoil and level the site after the Portable is removed. All disturbed areas, including any ruts made by moving equipment, are to be hand raked and seeded with Fescue grass and strewn. Unusable building materials shall be considered debris and will be cleared from the site. The quoted price is to include the disconnection of all electrical, communications, and associated wiring and secured in a manner to protect the safety and well-being of children and school staff. This includes securing in such a manner that the vacated wiring is not reachable from ground level.

**B. TRANSPORT TO NEW SITE**

The Contractor will be responsible for disconnecting the Portable from the concrete block piers (the metal hold-down or “hurricane” straps), raising the Portable to sufficient clearance to allow loading onto the transport mechanism, and physically transporting the Portable to the new site as designated by the Owner. The Contractor will be responsible for inspecting the Portable and contents prior to starting any disassembly work and to denote and record any defects on the interior or exterior of the building. An Owner’s representative will be present for the inspection if requested by the Contractor. The resulting inspection report and associated pictures, video, etc., will be signed by both the Contractor and Owner and will serve as legal documentation of the condition of the Portable prior to disassembly and transport. Failure to perform this pre-disassembly and transport inspection, or to acquire the aforementioned signatures on said inspection, will not relieve the Contractor of liability for damages incurred or identified by the Owner to the Portable before, during, and after transport. A final inspection of the Portable after set-up by the Contractor with the Owner present will identify any damages to the Portable incurred by the re-location process and will be transcribed as part of the project punch-list of items to be corrected by the Contractor prior to release of retainage being held for the project. The Contractor will be responsible for the repair and/or replacement of any mailboxes, road signs, fences, or any other private or public property not listed that is destroyed or damaged during the transportation of the Portable. The Owner will be held harmless for all aforementioned loses or damages as a result of transporting the Portable.

### **C. REASSEMBLY AT THE NEW SITE**

The Contractor will deliver the building, building contents, and associated materials to the new site. The work under this section is for the complete re-assembly and set up of the Portable so that the Owner can immediately occupy and the assigned Teacher may conduct regular classroom activities. Any item or detail not mentioned in this section that precludes the immediate, full use of the Portable after re-assembly is implied and the Owner expects the Contractor to provide.

1. Prepare the concrete footers and piers with embedded metal tie-down straps per the International Building Code, 2009 edition (see attached drawings). Actual dimensions between the piers may vary with each Portable. Actual number of concrete blocks and piers may vary depending on the size and/or construction of the Portable. The average single Portable is 24 feet by 36 feet and requires 15 piers. Double Portables will require more. Extra concrete blocks and/or piers required to properly and safely set up the Portable at the new is the responsibility of the Contractor and should be included in the bid price. The Contractor will be responsible for all field measurements including distances from the main building and other Portables to meet State Fire Marshal and City fire codes. The Contractor will level the Portable at the new site by varying the number of blocks and using shims. Minimum usage of shims to achieve leveling is encouraged.
2. Transport and re-assemble any aluminum ramps, steps, landings and handrails that are presently attached to the Portable. If the ramps, steps, landings, and handrails on the Portable to be re-located are wood, the Owner will work with the Contractor to replace with aluminum. It is the responsibility of the Contractor to assure that the ramps as installed at the new site will meet or exceed State fire code NCHC 4.1, CABO/ANSI 4.8.2. and ADA requirements (see attached drawings).
3. It will be the responsibility of the Contractor to furnish labor, materials, and tools needed to reconnect the electrical service. It will be the responsibility of the Contractor to obtain any permits and approvals from the State Electrical Inspector, and to assure the restoration of electrical power to the Portable after re-location. All electrical work must be performed by a State licensed electrician and must conform to all State and local Electrical Codes.

All reasonable consideration will be given to weather conditions, acquiring permits and releases, and code compliances in getting the Portable relocated. The Portable is to be in place at the new designated site and operational within 45 calendar days of the date that the Owner gives the written Notice to Proceed, hereinafter the Completion Date. Liquidated damages of \$150.00 per day may be assessed by the Owner for every day past the Completion Date that the Portable is not operational. Operational is considered to be in a condition as intended to allow normal daily educational activity inside the Portable including operational lights, heating, and cooling systems. The Owner must approve in writing, 7 calendar days prior to the Completion Date, any requested weather related or other delays in achieving the Completion Date.

The Owner will hold a 5% retainage until the Contractor meets all conditions of the Contract. For any questions concerning these specifications, contact Don Long at [don.long@sumnerschools.org](mailto:don.long@sumnerschools.org).

## BID SHEET

Charges for the variance of the grades at new locations are to be listed below. If there is no additional charge, enter 0's.

<b>A. 0% - 10%</b>	\$ _____
<b>B. 10% - 20%</b>	\$ _____
<b>C. 20% - 50%</b>	\$ _____

**Price quoted for a single portable relocation throughout Sumner County:**

\$ \_\_\_\_\_

**Price quoted for a double portable relocation throughout Sumner County:**

\$ \_\_\_\_\_

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

COMPANY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

BUSINESS FAX OR E-MAIL: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Company Representative

\_\_\_\_\_  
Date