

CITY OF ADAMS

REQUEST FOR BIDS

FOR

Softball Field Lights

January 30, 2018

7617 Highway 41N, Suite 101

Adams, Tennessee 37010

**CITY OF ADAMS, TENNESSEE**

**REQUEST FOR SEALED BIDS**

1. **INTRODUCTION**
	1. **General Information**

The City of Adams is requesting bids from qualified companies to provide 16 1500W Metal Halide Lights and two (2) 45 foot metal poles with full installation.

There is no expressed or implied obligation for the City of Adams to reimburse responding firms for any expenses incurred in preparing bids in response to this request.

To be considered, please submit one (1) copy of the bid sealed in an envelope. The bid must be received by Ms. Dawn Ray, City Recorder at 7617 Highway 41N, Suite 101, Adams, Tennessee, 37010 **before** 4:00 PM on Monday, March 5, 2018. Bids will be opened and read aloud, at the regularly scheduled City Meeting on Thursday, March 8, 2018 at 7:00 PM.

The City of Adams reserves the right to reject any or all bids submitted.

During the evaluation process, the City reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

Any brand name called for on the bid specifications is provided and mandatory. Alternate brand name items offered for bid will not be accepted.

The City of Adams reserves the right to retain all bids submitted and to use any ideas in a bid regardless of whether that bid is selected. Submission of a bid indicates acceptance by the company of the conditions contained in this request for sealed bids, unless clearly and specifically noted in the bid submitted and confirmed in the contract between the City of Adams and the firm selected.

It is anticipated the selection of a company will be completed by March 8, 2018. Following the notification of the selected firm it is expected a contract will be executed between both parties following the March 8, 2018 meeting of the City of Adams Board of Commissioners.

* 1. **Term of Engagement**

A term of engagement is within thirty (30) days of being awarded the contract.

1. **NATURE OF SERVICES REQUIED**

The selected company will be required to provide services including, but not limited to, the following:

Supplier Obligations:

1. Shall provide and obtain all necessary components as set forth below.
2. Shall adhere to specifications. The City of Adams reserves the right to withhold partial or all payment until all items have been received and to the specifications and satisfaction of the City of Adams. Any items not completed to specifications will be the Contractor’s sole responsibility and expense to redo.

Specific Information:

1. Sixteen (16) 1500W Metal Halide Lights
2. Two (2) 45-foot metal poles
3. One (1) 200A service on existing structure with existing panels
4. Installation of eight (8) lights on existing poles
5. Installation of eight (8) lights on new poles
6. All electrical work and conduits will be inspected by the TN State Electrical Inspector
7. Installation of conduit as needed for underground electrical work
8. **AWARDED BID REQUIREMENTS**
9. Must submit warranty information with bid proposal.
10. **SUBMITAL REQUIREMENTS**

One (1) copy of the company’s bid shall be submitted to the City of Adams no later than 4:00 PM on Monday, March 5, 2018. **Please have company information on the outside of the bid envelope.**

 City of Adams---Bid#2018-001 Softball Field Lighting

 Attention: Dawn M. Ray, City Recorder

 7617 Highway 41N, Suite 101

 Adams, TN 37010

1. **SCHEDULE**

Advertisement publication date………………………………..January 30, 2018

RFP Deadline (4:00 PM CST)…………………………………….March 5, 2018

Award Contract by this date, if applicable…………………March 8, 2018

Start Date for Project, if applicable………..………………..Within 30 days of being awarded bid

1. **BID OPENING**

Sealed bids shall be opened publicly on March 8, 2018 at 7:00 PM.

1. **NEGOTIATIONS**

The City retains the right to make an award based on initial bids without negotiations.

1. **CHANGES IN BID DOCUMENTS**

Any communication from the City to a Company will be transmitted simultaneously to all Companies along with written questions submitted. Any Company who fails to recognize or utilize this process of communication will be notified of its violation of the process and may be disqualified. All agenda will be numbered in sequence, dated as of the date of issue, and sent via email, fax, or mail to all Proposers.

1. **VERBAL AGREEMENTS**

No verbal agreement or conversation with any officer, agent or employee of the City, either before or after execution of the Contract, shall affect or modify any of the terms or obligations contained in the Contract. Any such verbal agreement or conversation shall be considered unofficial information and in no way binding upon the City or the Contractor.

1. **RESERVATION OF RIGHTS**

The City reserves and holds at its discretion the following rights and options:

1. Issue addenda to the Request for Bids, including extending or otherwise revising the timeline for submittals;
2. Withdraw the Request for Bids;
3. Request clarification and/or additional information from the Company at any point in the procurement process;
4. Execute a Contract with a Company, on the sole basis of the original bid;
5. Reject any or all Bids, waive irregularities in any Bid, accept or reject all or any part of any Bid, waive any requirements of the Request, as may be deemed to be in the best interest of the City; and
6. Reissue or modify the Request for Bids.

In order to be considered for selection, responses must be received on or before the date and time specified. Firms mailing responses should allow normal mail delivery time to ensure timely receipt by the City. Bids received after the stated time shall not be considered. No fax or email transmittals will be accepted.

1. **DISPOSITION OF BIDS**

All materials submitted in response to this Bid will become the property of the City of Adams. One (1) copy of each bid shall be retained for official files. It is understood that the bid will become part of the official file on this matter without obligation on the part of the City of Adams. All Bids become the property of the City upon submission and will not be returned to the applicant.

1. **DISCLOSURE**

Any trade secrets or proprietary information submitted by a vendor in connection with this procurement shall not be subject to public disclosure. However, the vendor must invoke the protection of this section prior to or upon submission of the data or other materials by identifying the specific area or scope of data or other materials to be protected and state the reasons protection is necessary. An all-inclusive statement that the entire bid is proprietary is not acceptable. A statement that cost bids are to be protected is not acceptable. There is no expressed or implied obligation for the City of Adams to reimburse responding firms for any expenses incurred in preparing bids in response to this request.

1. **PAYMENT**

The City of Adams terms are Net 30 days upon completion of the project and satisfactory submission of invoice.

BID SHEET

SOFTBALL FIELD LIGHTING

LUMP SUM PRICE Sixteen (16) 1500W Metal Halide Lights; 200A Service; two (2) 45 foot metal poles; conduit as needed; and full installation and inspection by a TN State Electrical Inspector

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

Estimate From Contract Date to Completion of Project \_\_\_\_\_\_\_\_\_\_\_\_ days

Bid Price Shall Be Good For \_\_\_\_\_\_\_\_\_\_\_\_ Months

Non-Collusion Affidavit

 The agent of the bidding firm hereby certifies to the best of his/her knowledge and belief that this bid proposal to the City of Adams Tennessee has not been prepared in collusion with any other seller of similar products. The agent also certifies that the prices, terms, and conditions of said bid proposal have not been communicated by the undersigned, nor by any employee or agent of the bidding firm, to any other seller of similar products and will not be communicated to any such seller prior to the official opening of said bid. The agent further states that no official or employee of the City of Adams Government has promised any personal financial or other beneficial interest, either directly or indirectly in order to influence award of this bid.

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AUTHORIZED COMPANY REPRESENTATIVE (Signature)

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AUTHORIZED COMPANY REPRESENTATIVE (Printed)

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PHONE EMAIL

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COMPANY NAME

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DATE