

***Bid Package
for
Swimming Pool Equipment
and
Installation Consultation***



**City of Sevierville
Department of Park & Recreation
200 Gary Wade Boulevard
Phone: (865) 453-5441
Fax: (865) 428-2560
Contact: Bob Parker - Director of Parks & Recreation
Email: bparker@sevierville.tn.org**

August 2017

INFORMATION FOR BIDDERS

RECEIPT AND OPENING OF BIDS

The City of Sevierville, Tennessee (herein called the "Owner") invites bids on the form(s) attached hereto for **Equipment for Swimming Pool Equipment and Installation Consultation**. The Owner will **RECEIVE BIDS UNTIL JULY 28, 2017 at 10:00 AM** at Sevierville City Hall, 120 Gary Wade Boulevard, Sevierville, TN 37862 (Mailing address: P.O. Box 5500, Sevierville, TN 37864). Bids will then be **PUBLICLY OPENED AND READ ALOUD** at Sevierville City Hall, 120 Gary Wade Boulevard, Sevierville, Tennessee 37862. The envelopes containing the bids must be sealed, addressed to Tracy Baker, Assistant City Administrator, and must bear the following information:

Name of Bidder

Bidders Address

Date and Time of Bid Opening

Bid Enclosed: **Swimming Pool Equipment and Installation Consultation**

NOTE: Each bidder shall submit **three (3) copies** of the completed bid packet or bid packet may be rejected.

The Owner may consider informal any bid not prepared and submitted in accordance with the provisions hereof, and may waive any informality or reject any and all bids. Any bid received after the time and date specified shall not be considered.

QUALIFICATIONS OF BIDDERS

The Owner may make such investigations as he/she deems necessary to determine the ability of the bidder to supply the necessary supplies, and the bidder shall furnish to the Owner all such information and data for the purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Owner that such bidder is properly qualified to carry out the obligation of the Contract by supplying the supplies contemplated therein. Conditional bids will not be accepted.

METHOD OF AWARD - LOWEST QUALIFIED BIDDER

If at the time this contract is to be awarded the lowest base bid submitted by a responsible Bidder does not exceed the amount of funds then estimated by the Owner as available to finance the contract; the contract will be awarded on the bid. If such bid exceeds such amount, the Owner may reject all bids or may award the contract on the lowest bid with such deductible alternates to produce a net amount, which is within the available funds.

Only one (1) award will be made from this contract.

The Owner reserves the right to determine the low Bidder by durability and maintenance costs over the life of the equipment. This may be done by means of past experience or research. Initial cost may not determine low bid. In case of error or discrepancy in the mathematics of the bid price, the unit prices shall prevail.

QUANTITIES AND LENGTH OF CONTRACT

This contract is for the sale and delivery of swimming pool equipment plus installation consultation of such equipment to the City of Sevierville. **After the award of the contract, equipment and installation consultation must be completed by October 31, 2017.** Delivery past the required date may result in damages of up to \$50 per day.

Prices contained herein are to be firm for the term of the contract. The Owner reserves the right to re-bid anytime during the term of the contract. Owner and Vendor may renew contract annually at bid pricing for up to three (3) years if all parties are in agreement.

OBLIGATION OF BIDDERS

At the time of the opening of bids, each bidder will be presumed to have read and to be thoroughly familiar with the specifications. The failure or omission of any bidder to examine all the forms, instruments, and documents shall in no way relieve the bidder from any obligation in respect to his/her bid.

Each bidder is requested to fill out and return the attached bid form, vendor sheet, Title VI information, and W-9 form as a part of the bid package.

IRAN DIVESTMENT ACT

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-15-106.

VENDOR INFORMATION

The equipment offered under this bid shall be new, unused, or demonstration model capable of performing its intended function in accordance with the operation and performance requirements specified. The equipment will be complete, so that when put into service it may be used for the function intended.

The equipment offered for bid shall meet or exceed the following requirements, which shall be considered as minimums, unless otherwise indicated. **Any deviations from the required specifications must be listed on this form or on a separate sheet and enclosed as part of the bid package.**

Where a brand or trade name appears in the specifications, it is understood that the brand or trade name referred to, or its approved equivalent, shall be furnished. If no mention is made of any exceptions, it is assumed that the Bidder is bidding on the equipment mentioned and not an approved equivalent. If a brand name is listed in the bid package and a Bidder intends to bid another name, it is the responsibility of the bidder to notify the Owner of his intent to do so by seven (7) days prior to bid opening and supply any and all materials, demos, etc. needed to make this evaluation before bid opening. An approved equivalent is defined as a bid item that meets or exceeds every specification provided in the bid specifications and is approved by the Owner. However, the Owner reserves the right to choose a specific brand or trade name if standardizing to accommodate parts supply, knowledge of maintenance, and to prevent the purchase of specialty tools.

SHIPPING/DELIVERY

Delivery shall be FOB Department of Parks and Recreation, 200 Gary Wade Blvd. Sevierville, Tennessee 37862.

Any and all shipping and/or handling charges to be included in the bid price.

SPECIFICATIONS FOR SWIMMING POOL FILTERS

EQUIPMENT TO BE PROVIDED:

- TWO (2) PENTAIR GPM SWIMMING POOL FILTERS
- EACH FILTER MUST BE 34"X61"/13.5 SQ FT OF FILTER SPACE/203 GPM
- PRICE FOR EQUIPMENT INCLUDES: FILTERS, VALVES, PLUMBING MATERIAL, AND SAND

CONSULTING FEE

- The City of Sevierville employs two full time certified pool operators who will be responsible for general labor of equipment installation.
- The bid must include a minimum of 16 hours of consulting services from the vendor for providing guidance for installation of the filters by City Staff.

BID FORM
Swimming Pool Filters and Consulting Services

Company: _____

Contact Name: _____

Email Address: _____

Address: _____

Phone: _____ Fax: _____

Federal Tax Identification Number: _____

Business License # _____ City: _____

Item	Manufacturer	Price (each)	Quantity	Total
Pool Filters	_____	_____	2	_____
Consulting (per hour)		_____	16	_____
			TOTAL	_____

It is further understood and agreed by the undersigned in submitting this proposal that the Owner reserves the following rights and privileges:

- a. To accept or reject any or all bids, and/or waive any of the informalities in the bidding.
- b. To reject any or all supplies which do not conform to or exceed these specifications, without altering bid price of this proposal.
- c. To re-bid any or all supplies during the term of the contract.

Note: Bidders shall not add any conditions or qualifying statements to this bid, except as provided herein, as otherwise the bid may be declared irregular as not being responsive to the Advertisement for Bids.

If you have questions regarding the specifications contained in this bid package, please contact:

Bob Parker – Director of Parks and Recreation
Phone (865) 453-5441
Email: bparker@seviervilletn.org

Bid Submitted by:

 Authorized Signature

 Name (Printed)

 Title

 Date



City of Sevierville

P.O. Box 5500
Sevierville, TN 37864-5500
865-453-5504

VENDOR INFORMATION FORM

Name: _____

Federal Tax ID Number: _____

Business License Number: _____

County and State of License: _____

Email Address: _____

Mailing Address: _____

Shipping Address: _____

Phone Number: _____

Fax Number: _____

Contact Person: _____

Corporation, Sole Proprietor, or Partnership: _____

(If the business is a sole proprietor the owners name): _____

NEW VENDORS WILL BE ADDED AFTER RECEIPT OF THIS COMPLETED FORM AND VERIFICATION OF A CURRENT BUSINESS LICENSE. VENDORS WITHOUT A CURRENT BUSINESS LICENSE WILL NOT BE ACCEPTED.

Revised 7-17-07

TITLE VI INFORMATION

The City of Sevierville complies with all applicable federal and state civil rights laws, including but not limited to Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e.), and the City does not discriminate based on race, color, gender, religion, age or national origin. By virtue of submitting a response to this solicitation, bidders agree to comply with the same non-discrimination policy.

Bid Item/Project Name: _____

Bid Date: _____

*For Title VI compliance, we ask for voluntary disclosure of the following information for the majority owner of the business:

Gender: ___ Male ___ Female
Race: ___ Caucasian ___ African American
 ___ Other (please specify)

Company Name: _____

**Request for Taxpayer
 Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: Individual/Sole proprietor Corporation Partnership
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ Exempt payee
 Other (see instructions) ▶

Address (number, street, and apt. or suite no.) Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

OF

Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such businesses. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,