



WHITE COUNTY, TENNESSEE  
DEPARTMENT OF FINANCE  
COURTHOUSE ROOM 204  
1 EAST BOCKMAN WAY  
SPARTA, TENNESSEE 38583  
PHONE (931)-836-3216 FAX (931)-836-3343  
[finance@whitecountyttn.gov](mailto:finance@whitecountyttn.gov)

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**WHITE COUNTY, TENNESSEE**  
**Bid Package**  
*for*  
**Bid Number: 2015-0604-01-019**

**Vending Merchandising Kiosk**

Bid Opening:  
June 4, 2015  
2:00pm Central Time

Contents:  
Information to Bidders  
Specifications  
Bid Forms  
Advertisement

*Posted for public inspection at  
[whitecountyttn.gov/bids](http://whitecountyttn.gov/bids)*



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## **Invitation to bid**

### **Description of items/services requested:**

The White County Government, on behalf of the White County School Nutrition Program, is soliciting bids for the purchase of vending merchandising kiosks.

### **General Requirements:**

Proposals, bids, or responses will be accepted by the White County Department of Finance no later than **2:00 p.m. June 4, 2015** (local time). Every document must be enclosed in an envelope clearly marked as a bid document. Any response, bid or proposal received after the above deadline shall be considered late, and will not be opened or considered. Bid prices must be valid for no less than six (6) months from the date of the bid.

All documents shall be submitted to the following address:

Chad S. Marcum, Director of Finance  
White County Department of Finance  
Courthouse Room 204  
1 East Bockman Way  
Sparta, Tennessee 38583

### **Specifications:**

For the purposes of this bid, White County is specifying a Cambro vending merchandising kiosk for which all bids must meet or exceed. Any other product must be of equal or better quality.

Kiosk comparable to Cambro Model No. KVC854158

- Exterior body should be a polyethylene construction. Kiosk should not be in excess of the following dimensions: 86"x34"x71"
- Color – "Hot Red" or approved equal
- Four (4) pan wells
- Foam insulation
- Camchiller or equal, Full Size GN to maintain child foods in transport. Must be dishwasher safe
- 1600DIV401 ThermoBarrier or equal with removable insulated shelf to divide hot and cold areas
- 2 – 1210PW191 Camwarmers or equal, heat resistant top and bottom tray, granite gray
- Canopy is not requested
- Quantity of kiosks to order has yet to be determined. Please supply a per kiosk bid price.



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Delivery will be made at White County Board of Education, 136 Baker Street: Sparta, Tennessee 38583.

Bidders must supply an anticipated delivery date based upon receipt of an executed purchase order. By submitting a bid, the awarded bidder agrees to and understands that White County reserves the right to assess damages in the amount of \$100 per calendar day for each day past the date supplied. Kiosks must be delivered prior to August 1, 2015.

Additional Requirements:

- Executive Order 11246, "Equal Employment Opportunity" applies to all contracts in excess of \$10,000 by grantees and their contractors or sub grantees. Additional information can be obtained from the U.S. Department of Labor and the Tennessee Department of Labor.
- Energy Policy and Conservation Act applies to all contracts. Contracts must contain the appropriate mandatory standards and policies relating to energy efficiency that are contained in the State of Tennessee's energy conservation plan issued in compliance with the Energy Policy and Conservation Act (PL94-163, 89 Statute 871)(PL94-165).
- To encourage business activity and ensure maximum full and open competition, efforts must be taken to solicit participation by minority firms, women's business enterprises, labor surplus area businesses, and minority owned businesses in procurements.
- Suspension and Debarment (7 CFR Part 3017) applies to contracts expected to equal or exceed \$25,000 and contract renewals meeting the applicable dollar thresholds. Potential contractors must certify eligibility with submission of bid documents.
- The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department



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of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish).

- USDA is an equal opportunity provider and employer.

Alternate bids and specifications are not acceptable unless specifically asked for and /or authorized.



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## General Bidding Procedures

**Bid Limit:** White County requires all purchases over \$10,000 to be acquired by sealed competitive bids. Exceptions: Fuel, emergency purchases, and any items excluded by statute

**Location:** All bids must be submitted to the White County Department of Finance at or before the announced deadline.

Courthouse Room 204  
1 East Bockman Way  
Sparta, Tennessee 38583

**Bid Document:** For certain projects the Owner will supply a bid form to be completed by the bidder. When such forms are issued, only bids returned with the proper forms will be accepted. Envelopes must be sealed and marked as a bid document. Any bid may be withdrawn prior to the day, date and time as set forth in the "bid invitation". On construction related bids, the envelope must contain the following information visible from the outside: TN License number, expiration date, classifications and limitations.

**Electronic transmissions:** Electronic transmissions will not be accepted except when in the course of the bidding process addendums or other notifications of errors on behalf of the owner places an undue hardship upon prospective bidders. Written notification by the owner must precede the acceptance of Facsimile transmissions.

**Bid Bond:** For construction related bids, in excess of \$25,000 dollars, the owner requires a bid bond equal to five percent of the total price of the bid. Contracts for the services of a construction manager shall require a bid bond in the amount of ten percent. The owner may request bonds on other services as determined by the Finance Department.

**Performance Bond:** For construction related bids, in excess of \$25,000 dollars, the owner requires a performance bond equal to one hundred percent of the contract price. The owner may request bonds other services as determined by the Finance Department.

**Payment Bond:** For construction related bids, in excess of \$25,000 dollars, the owner requires a payment bond equal to one hundred percent of the contract price except as stipulated under T.C.A. 12-4-201. The owner may request bonds other services as determined by the Finance Department.

**Disclosures by bidders:** For construction bids in excess of \$25,000 interested bidders must include the following information on the outside of the envelope containing the bid document: Name, License number, Expiration date thereof, and license classification of the contractors applying to bid as stated in T.C.A. 62-6-119. For construction bids less than \$25,000, the name only is required. White County maintains a drug-free workplace and requires all bidders for construction contracts to comply with T.C.A. 50-9-114.

**Laws and Regulations:** The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full. Bidders may be required to provide proof of valid business license and Workers Compensation Insurance if required by law.

**Sub-contracts:** The Bidder is specifically advised that any person, firm, or other party to whom it is proposed to award a sub-contract under this contract must be acceptable to the Owner.



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**Award of Contract:** The owner (White County) further reserves the right to reject any and all bids, to waive any and all informalities and to negotiate contract terms with the successful bidder, and the right to disregard all non-conforming, non-responsive or conditional bids. White County may conduct such investigations as it deems necessary to assist in the evaluation of any bid to establish the responsibility, qualifications, and financial ability of the bidder, proposed sub-contractors and other persons and organizations to perform the work in accordance with the contract documents to the bidder who does not pass any such evaluation to the owner's satisfaction. The contract shall be awarded to the lowest, best and most responsible bidder, whose evaluation by the owner indicates to the owner that the award will be in the best interest of White County. It is also understood that the "apparent low bidder" will be announced at the bid opening; however the "successful bidder", who may or may not be the lowest bidder, will not be announced until all issues, which include, but are not limited to quality, service, conformity to specifications, etc. have been resolved and until a period of review has been completed by the County. White County does not enter into contracts which provide for mediation or arbitration.

**Construction Contracts – Retainage:** The Owner will retain five percent of funds on contracts over \$500,000 dollars per T.C.A. 66-11-144.

**Title VI of the Civil Rights Act of 1964:** All interested parties, without regard of race, color or national origin, shall be afforded the opportunity to bid and shall receive equal consideration. Title VI states "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity receiving Federal financial assistance." White County strives to protect individuals' civil rights through active compliance with the requirements of Title VI.

**Warranty:** The vendor shall provide warranty information on the equipment, components and items bid with the bid submittal.

**Payments:** Invoices that are submitted by the awarded bidder are required to provide accurate and current addresses. Payment terms shall be specified in the bid response, including any discounts for early payment. The Finance Department of White County discourages the practice of picking up checks in person, unless there is an emergency situation.

**Errors in Bids:** When an error is made in extending total prices, the unit bid price will govern. Carelessness in quoting prices or in preparation of bid otherwise, will not relieve the bidder. Erasures or changes to bids must be initialed. Any alteration, erasure, addition to or omission of required information, change of the specifications or bidding schedule, is made at the risk of the bidder.

**Taxes:** White County is tax exempt.

**Tie Bids:** If two or more bidders submit identical bids and is equally qualified; selection shall be made at the discretion of the county based on performance.

**Contractors, Subcontractors and employees:** If work is to be performed during regular school hours when children are present, the county reserves the right to require background checks, dress codes and certain ethical standards of all employees on school property.

**Specification details:** These specifications have been designed to meet a certain level of quality as well as to standardize certain components. In numerous places reference to specific brands of components may have been made. This has been done to establish a certain level of quality and in no way is an attempt to write out vendors of similar or equal equipment components.



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### Bid Form

Project: Vending Merchandising Kiosks

Bid Date: June 4, 2015; 2:00p.m. central time

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

Bid Amount: \_\_\_\_\_ Dollars per kiosk.

(\$ \_\_\_\_\_) per kiosk.

Anticipated Delivery Date: \_\_\_\_\_

**By submitting a bid, bidder agrees to and confirms that the above bid price is inclusive of all specifications and conditions as outlined in this invitation to bid unless otherwise specifically noted by the bidder.**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



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**Certification Regarding Debarment, Suspension,  
Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

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- (1) **The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its Principals is presently debarred, suspended, proposed for debarment, declared ineligible, or Voluntarily excluded from participation in this transaction by any Federal department or agency.**
  
- (2) **Where the prospective lower tier participant is unable to certify to any of the statements in this Certification, such prospective participant shall attach an explanation to this proposal.**

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Organization Name Bid Number

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Name(s) and Title(s) of Authorized Representative(s)

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Signature(s) Date

**Please return this form with your bid documents.**



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### CERTIFICATION REGARDING LOBBYING

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certifications shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Name/Title of Submitting Official

\_\_\_\_\_  
Address

\_\_\_\_\_  
Official Signature

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
Date

**Please return this form with your bid documents.**



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## Advertisement for Bid

White County, Tennessee  
Advertisement for Bids  
Bid No. 2015-0604-01-019

Take notice that the Director of Finance for White County shall accept sealed written bids for the purchase of vending merchandising kiosks.

Proposals, bids, or responses must be submitted to the office of the Director of Finance, Room 204, White County Courthouse, Sparta, Tennessee, 38583, no later than 2:00 P.M. central time, June 4, 2015 at which time the bids will be opened and considered.

Copies of bid documents may be obtained at [whitecountyttn.gov/bids](http://whitecountyttn.gov/bids)

The owner (White County) further reserves the right to reject any and all bids, to waive any and all informalities and to negotiate contract terms with the successful bidder, and the right to disregard all nonconforming, non-responsive or conditional bids.

Chad S. Marcum  
Director of Finance  
Publication Date: 05/28/2015