

LAWRENCE COUNTY
SCHOOL  SYSTEM

MEMO

To: Vendors

Date: October 23, 2024

Re: JC Barnett Education Center HVAC

INVITATION TO BID

The Lawrence County, Tennessee Board of Education is soliciting bids for “HVAC replacement” at the JC Barnett Center. **Sealed bids must be received by the Lawrence County Board of Education, 1620 Springer Rd., Lawrenceburg, TN 38464 by November 6, 2024 at 10:00 A.M. All bids will be opened on November 6, 2024 at 10:00 A.M.**

A pre-bid site visit will be held on October 29, 2024 at The JC Barnett Education Center at 9:00 a.m., 610 Mahr Ave., Lawrenceburg, TN 38464. If you are not able to come that day, you may contact Josh Jones (931-762-3581 Ext. 2525) to set up an appointment. The vendor is responsible for all measurements.

Envelopes containing bids must be sealed and sent postpaid or hand delivered, marked on the lower left-hand corner with name and address of bidder, and identified as **“JC Barnett HVAC”** to be opened at the date and time specified in the invitation.

The Lawrence County, Tennessee Board of Education reserves the right to reject any or all bids, to waive any informality(s) in bids received, and to accept or reject any items of any bids.

In compliance with the invitation for bids, and subject to all the conditions thereof, the bidder offers, and agrees, if this bid is accepted, to furnish the items quoted at the prices set and on the date specified. Bid specifications are attached.

LAWRENCE COUNTY, TENNESSEE BOARD OF EDUCATION

BID REQUIREMENTS

OBJECTIVE

The Lawrence County School System (LCSS) is accepting bids for the replacement of five (5) window air conditioners with ductless mini-split units at the JC Barnett Education Center. The bid will be awarded to the most responsible bidders offering proposals that are deemed the most acceptable and advantageous to the Lawrence County School System and most closely meeting the specs. The bid will be awarded to one vendor who can best meet the requirements and provide the product(s) and services described.

HVAC replacement Scope:

Install four (4) 18K Mitsubishi single zone wall mount hyper-heat units

Install one (1) 24K Mitsubishi (GS Model) single zone wall mount unit

Provide and install the five (5) condensing units on wall mounts on the exterior walls of each classroom

Provide and install line set covers for a pleasing aesthetic effect both interior and exterior

Provide and install wall mounted thermostats

Provide at least a 5 year parts warranty and a 1 year labor warranty

Provide the labor and all job materials for the completion of this project

Clean up work area to match pre-installation condition

TECHNICAL SUPPORT/SERVICE

Technical/end user support should be provided on a 24/7 basis. Vendors are expected to provide technical information as needed for proper configuration and deployment. Vendor bid should include documentation that supports vendor qualifications for providing accurate and detailed technical support/service.

PRICES

Bids should be submitted on furnished specification sheets in addition to the proposals. All prices submitted on the bid shall not include any state or local tax. Be sure the envelope is completely and properly identified and sealed.

Telephone, email, or faxed bids will not be accepted.

AWARD

The Lawrence County Board of Education reserves the right to reject any or all of the bid proposals, to verify that the product meets specifications, and to waive technical errors if the best interest of the Lawrence County Board of Education will thereby be promoted. The right is reserved to reject any or all bids, to waive any informality(s) in bids received, and to accept or reject any items of any bids.

It is the bidder's responsibility to comply with all local, state and federal laws as they apply to this bid. In addition to a formal proposal, all bidders must use our Bid Response Form for providing a summary for submitting their bid. The final awarding of this bid will be made by the Board of Education based on recommendations from the Facility and/or Maintenance Supervisors.

The System reserves the right to cancel the contract/bid with the vendor for non-performance at any time during the contract period. Nonperformance includes, but is not limited to; failure to supply good quality service or equipment, poor billing and customer services, and failure to maintain status as an authorized representative of services and equipment sales.

PRODUCT SPECIFICATIONS REQUIREMENTS

All purchased items will be inspected upon delivery for meeting specifications. Any items NOT meeting the specifications agreement at the time of purchase will be rejected and returned at the vendor's expense.

PAYMENT AND INVOICE PROVISIONS

All invoices **shall** be forwarded to the:

Lawrence County School System
Attention: Accounts Payable
1620 Springer Rd.
Lawrenceburg, TN 38464

Payment will be made in accordance with applicable Lawrence County School System accounting procedures upon acceptance by the Agency. LCSS may not be invoiced in advance of delivery and acceptance of any equipment, service or commodity. Payment will be made only after the contractor has successfully satisfied LCSS as to the goods and/or services purchased. Vendors should invoice the agency by an itemized list of charges. Purchase Order Number and/or Contract Number should be referenced on each invoice.

ADDITIONAL INFORMATION

Vendor should include any additional information that is believed to be pertinent but not explicitly asked for elsewhere in the specifications. If applicable, product warranty information must be included in writing.

Failure to examine any drawings, specifications, and instructions will be a bidder's risk. Bids and modifications or corrections received after the closing time specified will not be considered. LCSS is not responsible for delays in delivery by mail, courier, etc.

Any alteration, erasure, addition to or omission of requested information, change of the specifications, or bidding schedule, is made at the risk of the bidder and may result in the rejection of the bid, unless such changes are authorized by the specifications.

INQUIRIES

Any questions that arise concerning technical or purchasing information must be submitted in writing to:

Contact:

Josh Jones
Phone: (931) 762-3581 ext. 2525

Bid Specifications

The following is a list of minimum specifications that the “**JC Barnett HVAC replacement**” should meet. Compliance with the specifications shall be so noted in the YES or NO columns designated. Any addition, deletion, or variation from the following specifications shall be so stated in the space provided. These specifications shall be construed as minimum; however, all exceptions will be weighed carefully against the needs, experiences, and resources of the Lawrence County School System. These specifications also require the bidder to furnish descriptive literature, complete specifications, and all other technical data on the equipment as proposed by the prospective bidder. Failure to comply with these conditions will deem the bidder as non-responsive.

Bidder Complies	YES	NO	Comment
General Specifications			
<i>Install four (4) 18K Mitsubishi single zone wall mount hyper-heat units</i>			
<i>Install one (1) 24K Mitsubishi (GS Model) single zone wall mount unit</i>			
<i>Provide and install the five (5) condensing units on wall mounts on the exterior walls of each classroom</i>			
<i>Provide and install line set covers for a pleasing aesthetic effect both interior and exterior</i>			
<i>Provide and install wall mounted thermostats</i>			
<i>Provide at least a 5 year parts warranty and a 1 year labor warranty (Please put how many years you can provide in the comments.)</i>			
<i>Provide the labor and all job materials for the completion of this project</i>			
<i>Clean up work area to match pre-installation condition</i>			

**BID RESPONSE FORM
LAWRENCE COUNTY SCHOOL SYSTEM**

All bids should be on this BID RESPONSE FORM. Bid will be awarded to the lowest “responsible” bidders meeting specifications on the purchase.

- Please submit documentation, a description and key features of the product, and a list of items included.
- Use additional copies of this form if submitting bids for multiple system configurations.

Item	Quantity	Description	Unit Price	Total Price
1				

Items and pricing should be reflective for 120 days minimum of award.

The below signed as Bidder hereby declares that this Bid is made without any expressed or implied connection (financial or otherwise) with any other person or company or parties making a Bid on the above named Project; and that this Bid is, in all respects, fair and in good faith without collusion of fraud or in conflict of interest. Items meet or exceed all product specs.

Company Name

Signature

Authorized Representative

Date