

Bedford County Department of Finance

841 Union Street, Suite 102
Shelbyville, TN 37160
(931) 685-2024 FAX (931) 680-1029

Request for Proposal

**Emergency Generator System
(Health Department)
Bid No. 10-57**

The Bedford County Department of Finance is requesting proposals for an Emergency Generator System for the Health Department. **Sealed bids will be received until 2:00 p.m., Friday, May 28, 2010**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. The Department of Finance reserves the right to reject any and all bids and waive any irregularities for the purpose of making the award it feels is in the best interest of Bedford County. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

GENERAL BID TERMS AND CONDITIONS

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

- 1. Meet or exceed the minimum requirements specified.**
- 2. Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the bid opening.**
- 3. Submit their completed bid prior to the bid opening date and time.**
- 4. Have bid name and bid number placed on the outside lower left corner of the sealed envelope containing the bid form. (Facsimile bids will not be considered.)**

Award

A Purchase Order from the Bedford County Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendor's proposal form will become a part of the purchase order.

Prospective bidders may contact Valerie Clanton at the Health Department at (931) 684-3426 for any questions as to the specifications of the bid.

Lowest and/or best bid will be awarded.

Other Considerations

Bedford County Department of Finance reserves the right to purchase only those bid items and quantities that conform to overall budgetary, functional, and performance constraints.

The terms of this bid will be extended to other local government agencies, other municipalities, and Boards of Education. Bedford County is responsible only for purchases made and received by Bedford County.

INSTRUCTIONS TO BIDDERS

All Proposals are to be made on the Proposal Form provided. Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, **Bid No. 10-57 Emergency Generator System.** Bids will be received and opened on **Friday, May 28, 2010, at 2:00 p.m.** **Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.**

Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete, conditional, contain irregularities of any kind, or which are not in accord with the Instructions to Bidders and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Bidder has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Department of Finance reserves the right to accept or reject in whole or in part any or all proposals submitted, without liability whatsoever, and waive informalities therein, if deemed by the Department of Finance in their best interest to do so.

SPECIFICATIONS

Vendor to furnish labor, equipment, and material to install one (1) new 8 KW standby generator with automatic transfer switch to serve one (1) refrigerator and one (1) freezer circuit.

1. Install concrete pad for generator.
2. Secure generator to pad.
3. Install natural gas piping from existing meter to generator.
4. Install main electrical circuit from generator to existing building electrical room.
5. Connect critical circuits to the generator transfer switch in electrical room.
6. Install 6' tall security fence with 3' wide access door around generator.

All applicable permit and inspection fees to be paid by Vendor.

PROPOSAL FORM

**TO: Bedford County Department of Finance
841 Union Street, Suite 102
Shelbyville, Tennessee 37160**

Re: Bid No. 10-57

Gentlemen:

Having examined the specifications for the **Emergency Generator System** at the Bedford County Health Department, we (I) submit the following proposal:

Total Bid Price \$ _____

Company Name: _____

Mailing Address: _____

Signature and title of bidder: _____

Date: _____

Telephone Number: _____