

Bid Solicitation For

BID NUMBER: 2024-1

Liebert Mini-Mate Ceiling-Mounted Cooling System

****Mandatory Pre-Bid Meeting – See Section III.c****

For the

**Hamilton County 9-1-1 Emergency
Communications District
Chattanooga, Tennessee**

**Bid Response Date: Thursday, April 25 2024
Time: 2:00 PM Local Time**

Delivered To:

**Mr. SETH GRAHAM
Hamilton County 911 Emergency Communications District
3404 Amnicola Highway
Chattanooga, TN 37406
Phone: 423-622-1911
Fax: 423-495-1715
E-mail: GRAHAM_S@HC911.ORG**

Date: 3/29/24

Hamilton County E9-1-1 Emergency Communications District
3404 Amnicola Highway
CHATTANOOGA, TENNESSEE
37406

Bid Solicitation
For

BID NUMBER: 2024-1

LIEBERT MINI-MATE CEILING-MOUNTED COOLING SYSTEM
MANDATORY PRE-BID MEETING – SEE SECTION III.C

For the

Hamilton County 9-1-1 Emergency
Communications District
Chattanooga, Tennessee

Buyer: SETH GRAHAM
Phone No.: (423) 622-1911

Items Being Purchased: LIEBERT MINI-MATE CEILING-MOUNTED COOLING SYSTEM

Letters of Intent Response Date: NOT APPLICABLE
BIDS MUST BE RECEIVED
NO LATER THAN:

2:00 PM EST on Thursday, April 25 2024

The Hamilton County 9-1-1 Emergency Communications District reserves the right to reject any and/or all quotes/proposals, waive any informalities in the proposals received, and to accept any quote/proposal which in its opinion may be for the best interest of the District.

The Hamilton County 9-1-1 Emergency Communications District will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin.

PLEASE PROVIDE US WITH THE FOLLOWING

Name: _____
Address: _____
City, State, Zip Code: _____
Phone/Toll Free No.: _____
Fax No.: _____

E-Mail Address: _____

REQUEST FOR QUOTATION
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SECTION I - GENERAL INFORMATION

A. Introduction

The purpose of this section is to describe the purpose of this invitation to bid and define the scope of the project.

B. Purpose of Bid Solicitation

This request solicits bids to furnish the Hamilton County 9-1-1 Emergency Communications District, herein after referred to as the "District", with **the replacement of an existing Liebert Mini-Mate system with a new Liebert Mini-Mate cooling system** herein after referred to as "**Cooling System**". Specifications describing the requirements of the **Cooling System** can be found in Section IV of this document. Technical requirements are also included in Section IV of this document. It is the District's intent to select the most suitable solution based on responses to this invitation to bid.

SECTION II – ADMINISTRATIVE AND CONTRACTUAL INFORMATION

A. Introduction

The purpose of this section is to identify the administrative requirements related to this invitation to bid.

B. Inquiries

Questions concerning this invitation to bid may be sent by fax or e-mail to the attention of:

Mr. SETH GRAHAM
Hamilton County 911 Emergency Communications District
3404 Amnicola Highway
Chattanooga, TN 37406
Phone: 423-622-1911
Fax: 423-495-1715
E-mail: GRAHAM_S@HC911.ORG

C. Exceptions to Bid Specifications

This invitation to bid is intended to describe the District's minimum requirements and response format in sufficient detail to secure comparable quotes. However, Bidders are not precluded from submitting proposals that differ from the described specifications; provided, however, that any proposal from a vendor that does not meet requirements may be rejected as non-compliant. Any exceptions to specifications should be clearly noted and will be considered as they apply to the overall interest of the District.

D. Implied Requirements

All products and services not specifically mentioned in this invitation to bid, but which are necessary to provide the functional capabilities described by the vendor, shall be included in the quotation.

E. Vendor-Supplied Materials

Any material submitted by a vendor shall become the property of the District unless otherwise requested at the time of submission. Any material considered confidential in nature must be so marked.

F. Issuing Office

This invitation to bid shall be governed by the laws of the State of Tennessee, and is issued by the District.

G. Rejection of Proposals

The District reserves the right to reject any and all proposals resulting from this invitation to bid.

H. Incurring Costs

The District is not liable for any cost incurred by bidder prior to the issuance of a purchase agreement for the proposed **Cooling System** and will not pay for information solicited or obtained.

I. Bidder's Proposals

Bidders must submit a printed response and must submit an electronic response. The vendor's proposal must follow the format as defined in Section II of this document. The District reserves the right to reject any proposals that do not follow the format outlined in this invitation to bid. Each proposal must be submitted as a hard copy original to the issuing office. The electronic proposal will be a second (2nd) copy. Bids will not be opened publicly; however, the names of all Bidders will be available.

J. Bid Withdrawal

To withdraw a proposal/quote, the vendor must submit a written request, signed by an authorized representative, to the Bid Buyer. After withdrawing a previously submitted proposal/quote, the vendor may submit another proposal/quote at any time up to the deadline.

K. Amendments

The District shall not accept any amendments, revisions, or alterations to quotes after the deadline for submittal unless the District requests such in writing.

L. Incorrect Information

If the District determines that a bidder has provided, for consideration in the evaluation process or contract negotiations, incorrect information that the bidder knew or should have known was materially incorrect, that quote shall be determined non-responsive, and the quote shall be rejected.

M. Economy of Preparation

Bids must be prepared simply and economically. They should provide a straightforward and concise description of the **Cooling System** proposed. Colorful bindings, displays, promotional materials, etc. are not desired. Emphasis should be placed on clarity and content. Lengthy proposals may be viewed as attempts to obfuscate issues and may be rejected.

N. Insurance

The bidder shall furnish adequate protection through insurance against damage to all work and to repair damages of any kind, to the building or equipment, to the Contractor's own work or to the work of other contractors, for which the Contractor is responsible.

The District shall be an additional named insured on a comprehensive liability insurance policy with a company that is Best-rated no less than A- and is licensed to do business in Tennessee, with minimum limits equal to or greater than those provided in Tennessee Code Annotated, Section 29-20-403, as same may be amended from time to time, or such higher limits as the District may specify.

Workers Compensation insurance shall be maintained throughout the contract term, with minimum limits equal to or greater than those provided in Tennessee Code Annotated.

O. Licensure

Before a contract pursuant to this bid is signed, the Vendor must hold all necessary, applicable business and professional licenses. The District may require any or all bidders to submit evidence of proper licensure.

P. Conflict of Interest and Bid Restrictions

By submitting a quote/proposal, the bidder certifies that no amount shall be paid directly or indirectly to an employee or official of the District as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the bidder in connection with the procurement under this invitation to bid.

The District shall not contract with an individual who is, or within the past six months has been, an employee of the District. Nor shall the District contract with a company in which a District employee holds a controlling interest.

No individual, company, or other entity involved in assisting the District in the development, formulation, or drafting of this invitation to bid or its scope of services may submit a proposal in response to this invitation to bid.

Q. Bid Amendment and Cancellation

The District reserves the unilateral right to amend this bid in writing at any time. The District also reserves the right to cancel or reissue the invitation to bid at its sole discretion. If an amendment is issued it shall be provided to all affected bidders. Bidders shall respond to the final written invitation to bid and any exhibits, attachments, and amendments.

R. Disclosure of Proposal Contents

All proposals and other materials submitted in response to this bid procurement process become the property of the District. Selection or rejection of a quote/proposal does not affect this right. All quote/proposal information, including detailed cost information, shall be held in confidence during the evaluation process.

S. Conditions of Agreement

The successful vendor will be expected to enter into contract negotiations with the District that will result in a formal purchase agreement between the parties. Any contract shall have precedence over all documents. The terms of the invitation to bid, if incorporated into the contract, shall have precedence over the terms within a proposal.

T. Adherence to Laws

Bidders shall comply with all applicable federal, state and local laws and regulations.

U. Applicable Laws and Courts

This bid and any resulting agreements shall be governed in all respects by the laws and courts of the State of Tennessee. Any litigation with respect thereto shall be brought only in the courts of the State of Tennessee with jurisdiction in Hamilton County.

V. Bid Bond, Certificate or Cashier's Check

Not Applicable.

W. Performance Bond

Not Applicable.

X. Nondiscrimination

No person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the District's contracted programs or activities on the grounds of disability, age, race, color, religion, sex, national origin, or any other classifications protected by federal or Tennessee State Constitutional or statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the District or in the employment practices of the District's contractors. Accordingly, all Proposer entering into contracts with the District shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

SECTION III – BID LIFE CYCLE

A. Introduction

The purpose of this section is to inform prospective bidder of the process that will take place as a result of this invitation to bid. The information contained herein discloses all details about dates, times, and places as they pertain to this invitation to bid.

B. Letter of Intent

Not Applicable.

C. Pre-Bid Meeting

A **mandatory** pre-bid meeting will be held on site for a walkthrough. This meeting will be held on Tuesday, April 9th at 9:00 AM. This meeting will NOT be held at the District's main offices. Please contact Seth Graham (graham_s@hc911.org or 423-622-1911) in advance for the address of the meeting location.

D. Response Date

Electronic or Sealed quotes to be considered must arrive at the issuing office on or before the date and time referred to on the cover sheet of this document. Bid number must appear on envelope or package cover, or be appropriately identified in the topic line of an electronic submittal.

E. Proposal/Quote Letter

Each Proposal/Quote shall include a written transmittal and offer of proposal in the form of a standard business letter. The letter shall be signed by a company officer empowered to bind the proposing vendor to the provisions of this invitation to bid and any contract awarded pursuant to it.

The letter shall state that the proposal remains valid for at least one hundred and twenty (120) days subsequent to the date of the Proposal opening and thereafter in accordance with any resulting contract between the Proposer and the District.

The letter shall provide the complete name and Social Security Number of the individual or the legal entity name and Vendor Tax Identification Number of the firm making the proposal.

The letter shall provide the name, mailing address, and telephone number of the person the District should contact regarding the proposal.

F. Initial Screening

The initial screening of submitted proposals will occur as soon as practical following the opening. The initial screening process will involve evaluating all quotes/proposals for completeness, conformity, clarity, and compliance to all the bid requirements. Quotes/proposals not meeting minimum requirements will be rejected and dropped from further consideration.

G. Oral Presentation

Bidders submitting a proposal that passes initial screening may be invited to make an oral presentation of their proposal to the District. Invitations will be given solely at the initiative of the District for such purposes, as the District deems necessary. Such presentations provide an opportunity for the vendor to clarify their proposal and ensure that a thorough, mutual understanding exists. Oral presentations are not mandatory, but may be requested by the District as an option. These conferences may be conducted by telephone or teleconference.

H. Product Demonstration

N/A

I. Final Evaluation

After all requested oral presentations and product demonstrations have been completed, the final evaluation will begin. In the final evaluation, the quotes/proposals submitted will be reviewed and a recommendation made by an evaluation committee for the proposal they consider to best satisfy their requirements.

Any recommendation by the evaluation team or staff members is subject to review and concurrence or non-concurrence by the Executive Director's office that, in turn, will make a recommendation to the Hamilton County 911 Emergency Communications District Board or a committee of the Board. Recommendations of a committee are subject to approval of the Hamilton County 911 Emergency Communications District Board of Directors, whose decision is final and may be based upon whatever factors the Board considers pertinent.

J. Proposal Acceptance

After the final evaluation, the chosen vendor(s) will be notified and contract discussion and negotiation between the District and the selected vendor(s) will begin. The content of this invitation to bid and the successful vendor's proposal will become an integral part of the contract, but may be modified by provision of the contract. Bidders are requested to submit current contract forms with their quote/proposal for review

by the District.

K. Contract Payments

Contract payments shall be made in accordance with the Payment Terms and Conditions Section of the final contract.

No payments shall be made to the Contractor until the contract is established as required by state laws and regulations. Further, the District shall not be liable for work performed, services rendered or materials purchased and/or provided before the contract is established as required by applicable state laws and the Purchasing Rules of Hamilton County

SECTION IV – REQUIREMENTS FOR THE PROPOSED ITEM

A. Introduction

The purpose of this section is to describe the required and desired features of the **Cooling System** for the District. The vendor may propose additional features and options to be considered. The order in which the following items appear in no way represents their priority of importance to this invitation to bid. The District requests that prospective bidders use these specifications to develop quotes within the guidelines set forth in Section II.

B. General Requirements

The District is seeking to purchase a new Liebert Mini-Mate Ceiling-Mounted Cooling System with accessories, including removal and disposal of the old unit. For cost comparison purposes, the vendor must include in their bid an itemized cost schedule.

C. Vendor Information

Vendors should provide information pertaining to their organization and this project to include:

- Size of the organization
- Client list including those using products recommended by the prospective vendor
- Number of years in business providing similar applications
- Number of support personnel in the organization
- Frequency of software updates (if applicable)
- A reference list including clients who have used the vendor's services
- A list of all government clients who have used the vendor's services
- A timeline for implementation (if applicable)

D. Training

Not Applicable.

E. Cost Summary

Vendor must supply a line item detail to support Proposal Cost Summary in Appendix A. All costs associated with the implementation of this proposal should be included. If not, exclusions are to be stated.

F. Functional Requirements and Strategic Goals

No Applicable.

G. Technical Requirements

Background:

The District seeks bids to supply and install a replacement Liebert Mini-Mate cooling system.

Due to limited space, both the indoor and outdoor units will need to be installed in the same footprint as the existing units.

Detailed Scope of Work:

Contractor shall provide the following equipment, including all installation services, startup and checkout, and removal / disposal of old unit.

- One (1) 3 Ton Liebert Mini-Mate Variable Capacity Evaporator Model MT036HE1Y0E531
 - Each system will provide a net total cooling capacity of 32,400 Btuh and net sensible cooling capacity of 28,000 Btuh at 75°F, 45% RH.
 - Unit configured for input voltage of 208/230V/3ph/60Hz

- Split System Evaporator
 - Includes evaporator coil with rifled-copper tubing and lanced aluminum fins, filter drier, thermal expansion valve, nitrogen holding charge, variable speed direct drive centrifugal blower with Electrically Commutated (EC) fan motor, and filter clog switch.
 - Liebert iCOM microprocessor control with audible/visual alarms and base BMS protocols of BACnet IP/MSTP, MODBUS TCP/IP/RTU and SNMP v1, v2, v3.
 - 9" color touchscreen display (field mounted and wired)
 - Room Temperature/humidity sensor (field mounted and wired)
 - ICOM board connections for unit monitoring

- One (1) Liebert Model PFD037A-YL1 Outdoor Prop-Fan Air Cooled Condensing Unit:
 - 208/230V/3ph/60Hz
 - Variable Capacity Digital Scroll Compressor
 - High head pressure switch
 - Low Ambient Starting & Operation at -30°F
 - Nitrogen holding charge (System to be field charged, with field-supplied R-410A refrigerant)

- Factory Installed Options
 - Low-watt density Electric Reheat with a capacity of 7.4 kW.
 - Steam Canister Humidifier with a capacity of 4.3 lbs./hr.
 - Smoke Sensor
 - Locking Disconnect Switch, factory mounted and wired, with short-circuit current rating (SCCR) of 5,000 amps.
 - Building Management System (BMS) access via BACnet/Modbus IP, BACnet/Modbus 485 and SNMP v1, v2, v3. Connections are made on the unit iCOM board. Field wiring to BMS is required.

- Ship-Loose Accessories (field installed)
 - One (1) dual-float condensate pump
 - Air Distribution Plenum with MERV8 Filter

Requirements:

- Services shall be performed by trained technicians during normal business hours.
- Removal of existing unit must not commence until all components of replacement unit are on hand. Replacement process must be quick and efficient to prevent an extended time without cooling.
- Contractor is responsible for purchase and delivery of all equipment.
- Contractor shall coordinate purchase of equipment with Gwyn Sales, Inc.
 - Contacts at Gwyn Sales:

Tim McCord
865-588-3147
timmccord@gwynsales.com

Drew Housewright
865-588-3147
drewhousewright@gwynsales.com

Appendix A

**Hamilton County 9-1-1 Emergency Communications District
3404 Amnicola Highway
CHATTANOOGA, TENNESSEE 37406**

Bid Number 2024-1

Quote/Proposal Cost Summary Form

The undersigned, being familiar with the requirements of the Hamilton County 911 Emergency Communications District Request for Quotation for the **Cooling System** solution, proposes to furnish products and services to the District in accordance with that request.

The summary below reflects projected District costs for the solution acquisition and implementation. Supporting detail must be attached describing hourly rates, projected expenses, software and hardware expenses, annual support and maintenance, discounts along with any other detail that will lead to a clear understanding of the proposal.

ITEM	COST
Equipment	_____
Installation Costs	_____
All Other Costs Associated with this Proposal	_____
TOTAL	_____

In submitting this quote/proposal, I understand that the District reserves the right to reject any and all quotes/proposals. The undersigned further agrees that this quote/proposal is made in good faith and is not founded on, or in consequence of, any collusion, agreement or understanding between his or herself or any other interested party. I further agree that all cost requirements for implementation are included or so stated in this quote/proposal.

OFFICIAL ADDRESS:

FIRM NAME

(Signature of Principal)

(Title)

(Phone #)

(Date)

APPENDIX B

<p>NAME OF VENDOR</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>ATTENTION: SEALED BID</p> <p>TO BE OPENED:</p> <p><u>DATE: Thursday, April 25th 2024</u></p> <p><u>TIME: EOB 2:00pm</u></p> <p><u>PROPOSAL NO.: 2024-1</u></p> <p><u>PROPOSAL (item): Cooling System</u></p> <p>Hamilton County E9-1-1 Emergency Communications District 3404 Amnicola Highway Chattanooga, Tennessee 37406</p>
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SAMPLE ENVELOPE/PACKAGE COVER