



April 16, 2024

# NOTICE TO BIDDERS

## BID #FY24011

Bartlett City Schools will receive bids for **Annual Inspection of Fire Sprinkler Systems and Fire Pump, if applicable.** General Terms and Conditions and Scope of Work are contained in this bid and will be used to inform a separate resulting contract, if any. There will be a public opening of this bid not later than **11:00 A.M., Central Time, Tuesday, April 30, 2024, Purchasing Conference Room, Bartlett City Schools, Administration Offices, 5705 Stage Road, Bartlett, Tennessee 38134.** All bidders will meet in the lobby of Bartlett City Schools Administration Offices, 5705 Stage Road, Bartlett, Tennessee 38134 prior to **11:00 A.M., Central Time, Tuesday, April 30, 2024,** and move to the Conference Room for the bid opening. Due to concerns regarding the COVID-19 pandemic, all safety orders, regulations, and precautionary recommendations issued by federal, state, and local health officials will be strictly enforced. It is recommended that BCS personnel and attendees shall wear protective face coverings and maintain appropriate social distancing.

Pertinent information concerning this bid will be discussed at the mandatory pre-bid meeting. Due to concerns regarding the COVID-19 pandemic, all safety orders, regulations, and precautionary recommendations issued by federal, state, and local health officials will be strictly enforced. It is recommended that BCS personnel and attendees shall wear protective face coverings and maintain appropriate social distancing.

All bids must be received and time stamped in Bartlett City Schools Administration Offices, 5705 Stage Road, Bartlett, Tennessee 38134, prior to stated bid opening date and time. Bids received after the specified date and time will be considered late and will not be opened.

Bartlett City Schools reserves the right to reject any or all bids, waive defects or informalities in bids and to make awards as deemed to be in its best interest. If awarded, awards will be made to the lowest and best vendor.

In compliance with this Invitation to Bid, in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this bid be accepted, to furnish any or all of the items upon which prices have been quoted in accordance with the specifications applying at the price set opposite each item. The undersigned further agrees, if awarded an order or contract, to indemnify, protect, defend and hold harmless Bartlett City Schools, its Board Members, agents and employees from all judgments, claims, suits or demands for payment that may be brought against Bartlett City Schools, its agents and employees arising out of the use of any product or article that is provided pursuant to the bid. Bidder further agrees to indemnify, protect, defend and hold harmless Bartlett City Schools, its Board Members, agents and employees from all judgments, claims, demands for payment, or suits or actions of every nature and description brought against the aforementioned alleging injuries or damages sustained by any person arising out of or in the course of the bidder performing or failing to perform the service and/or providing or failing to provide the goods related to this bid.

Bidder also certifies that he/she/it does not discriminate against any employee or applicant for employment on the grounds of race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law; and does not and will not maintain or provide his/her/its employees any segregated facilities at any of his/her/its establishments.

Bartlett City Schools offers educational and employment opportunities without regard to race, age, color, national origin, religion, sex, disability or genetic information.

\_\_\_\_\_  
COMPANY NAME

TERMS: \_\_\_\_\_ DELIVERY: Days A.R.O. \_\_\_\_\_

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE FAX

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
E-MAIL ADDRESS

Name and signature below certifies that you understand and agree to all information contained in this Bid.

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE (Print)

\_\_\_\_\_  
SIGNATURE DATE

## GENERAL TERMS AND CONDITIONS:

- A. All pricing must be completed on Bid Sheet provided. Bidder must indicate **all** cost as specified on Bid Sheets. Bidder must also indicate Total Facility Cost for Bartlett City Schools, Total Lump Sum for Bartlett City Schools, Per Hour Rate for Required and Approved Repairs Per Location for Bartlett City Schools, and % Mark Up from Dealer Costs on all Repair Parts for Bartlett City Schools. All pricing quoted shall be Bartlett City Schools final actual cost F.O.B. destination and also include, but not limited to, all labor, materials, tools, equipment, permits, and clean up required to complete the inspection and/or required and approved repairs. There shall be no charges for consultation or inspections to determine recommended repair(s) for Bartlett City Schools.
- B. It is the intent of this bid to obtain firm prices from a qualified vendor for the annual inspection of Fire Sprinkler System and Fire Pump, if applicable. Routine maintenance inspections are to be performed no less than one (1) time per year beginning July 1, 2024 through June 30, 2025. Prices quoted must be firm for one (1) year (12 months) from July 1, 2024 through June 30, 2025. Bartlett City Schools reserves the right to extend the contract, if agreeable between both parties, for four (4) additional consecutive one (1) year periods at the original bid pricing. Contractors not having the ability and/or staff to perform the described work in the time allotted may be disqualified.
- C. All inspections shall be in compliance with any jurisdictional agency having authority over any fire sprinkler or fire pump owned by a municipal school district. This shall include but is not limited to the NFPA, State of Tennessee, Shelby County Government and/or Fire Departments, city of Bartlett.
- D. **The successful vendor shall be a licensed Fire Sprinkler Contractor in the State of Tennessee and shall meet all necessary legal requirements for conducting business with the municipal school district. The license information must be affixed to this bid.**
- E. The successful bidder's inspector shall have current license as indicated below:  
NICET Level II Inspection and Testing Water Based Systems  
Fire Pump Testing-National Fire Sprinkler Association, Inc.  
Licensed through the TN Fire Prevention Division, State Fire Marshal's Office
- F. Requests for any and/or all Change Orders must be submitted in writing to Jeff Waller, Operations Director, [jwaller@bartlettschools.org](mailto:jwaller@bartlettschools.org). No work on any and/or all Change Orders may begin without prior written approval from Jeff Waller, Operations Director, [jwaller@bartlettschools.org](mailto:jwaller@bartlettschools.org). Bartlett City Schools will not be responsible for any charges occurring for any Change Order that occurred in whole or in part without prior written approval from Jeff Waller, Operations Directions, [jwaller@bartlettschools.org](mailto:jwaller@bartlettschools.org).
- G. Any and/or all equipment damaged upon receipt and/or resulting from installations shall be repaired within five (5) business days after notification by Bartlett City Schools at no additional charge to Bartlett City Schools. Any damages to Bartlett City Schools' property shall be repaired at no additional cost and in accordance to Bartlett City Schools' guidelines. Bartlett City Schools reserves the right to withhold any payments, until the repair is made and accepted by Bartlett City Schools.
- H. Bidder shall submit a list of five (5) references for projects completed. References shall be for projects of similar size and scope. References shall include: company name, address, telephone number, contact name, email address, and date project was completed.

## GENERAL TERMS AND CONDITIONS: cont'd.

- I. Warranty: As specified. Warranty shall include but not be limited to, all labor, materials, permits, supervision, tools, equipment, cleanup and/or any other activities. Warranty period shall begin from the date of acceptance by Bartlett City Schools. Successful vendor will be responsible for securing warranty documents and delivering them to Jeff Waller, Operations Director, Bartlett City Schools.
- J. All work should be performed in a neat and workman like manner. Any and all cleanup of debris is the responsibility of the successful bidder.
- K. Successful bidder will be required to obtain approvals and all permits prior to start of work on this project. The successful bidder shall use materials and applications approved and specified by federal, state, and municipal authorities. The successful bidder shall take all reasonable actions to protect private and public areas, as well as the public.
- L. Bidder's recommendations must be in compliance with all local, state and federal codes, ordinances, regulations and laws. The successful bidder shall perform its obligations hereunder in compliance with any and all applicable federal, state, and local laws; rules, and regulations, including applicable licensing requirements, according to sound engineering, management and safety practices, and in compliance with any and all reasonable rules of the Bartlett City Schools relative to the premises. Such rules include, but are not limited to, health and safety precautions related to the COVID-19 pandemic. No instructions given in the contract documents shall be construed as an authorization to violate any codes, ordinances, regulations, or laws.
- M. The General Terms and Conditions and Scope of Work, and resulting contract, if any, will constitute the requirements for this project. The successful bidder will be responsible for final verification of requirements for completion of this project. Bartlett City Schools will not be bound by conditions other than those stated. Bid award will be made to the best responsive company and/or firm meeting the requirements of Bartlett City Schools. **Bartlett City Schools reserves the right to make final determination as to the award of this bid and resulting separate contract with Bartlett City Schools, if any. Bid award is contingent upon Board approval.**
- N. The General Terms and Conditions and Scope of Work in no way favor one (1) vendor over another. Bidders shall abide by and comply with the true intent of the General Terms and Conditions and Specifications and not take advantage of any unintentional error or omission of Bartlett City Schools.
- O. All bids must meet or exceed the enclosed scope of work. All items supplied by the successful bidder(s) shall be: 1) as per manufacturer's name, and description quoted, and 2) new and unused. Remanufactured and/or reconditioned items will be unacceptable. New, as used in this clause, means previously unused materials. Materials includes but are not limited to, raw material, parts, items, components, and end products. Items delivered not meeting these requirements shall be subject to return and replaced at no additional cost to Bartlett City Schools in addition to applicable liquidated damages. Installation of refurbished supplies and/or equipment after this bid is awarded will be considered a breach of contract. Any exceptions to the specifications must be clearly noted and documented. **Literature to be included with bid for all items quoted. Bids without such documentation will be considered incomplete for failing to include required product literature along with bid and may be rejected.**
- P. Bartlett City Schools reserves the right to award this bid by line item, groups of items or the entire list of items (Lump Sum Total), whichever is deemed to be in the best interest of Bartlett City Schools. Lump sum totals will be determined by the sum total of the extended unit cost of each item in a lump sum grouping. In all cases, the unit cost multiplied by the quantity bid will determine the extended cost of a line item.

## GENERAL TERMS AND CONDITIONS: cont'd.

- Q. Costs not delineated in the bid response will not be negotiated in the contract.
- R. Successful bidder and their employees must adhere to all applicable Bartlett City Schools' policies and procedures.
- S. The successful vendor shall be a licensed contractor in the State of Tennessee and shall meet all necessary legal requirements for conducting business with the Bartlett City Schools. Responsive bidders shall attach the appropriate state license to the front cover sheet of their bids upon submission.
- T. If at any time Bartlett City Schools is dissatisfied with the quality of service provided, a written notice of the specific problem(s) will be furnished to the vendor by certified letter. If the problem is not corrected to the satisfaction of Bartlett City Schools within thirty (30) days of this written notice, this entire contract may be unilaterally terminated by Bartlett City Schools with no further obligation on the part of Bartlett City Schools. Contract may also be terminated if three (3) or more such occurrences occur within any twelve (12) month period.
- U. **Any and/all revisions made to this bid prior to due date will be posted on the following website and will be the responsibility of the bidder to check for any and/all revisions, <http://www.bartlettschools.org>, under About US click Bid & RFP Opportunities.**
- V. No bid may be withdrawn for a period of sixty (60) days after the bid opening without written approval of Purchasing Agent.
- W. Bartlett City Schools reserves the right to request any additional information deemed necessary in the evaluation of this bid. Requested information shall be submitted within five (5) business days from date of request.
- X. An agent that can legally bind the bidding vendor must sign Bid Cover Sheet and Hold Harmless Agreement and include both documents with their bid response.
- Y. It is understood that the bidder, if awarded an order or contract pursuant to this bid, agrees to function as an independent contractor and agrees to indemnify, protect, defend and hold harmless, Bartlett City Schools, its Board Members, employees, and agents from and against any and all claims, suits, or demands for payment that may arise out of this bid and any resulting contract. The successful bidder agrees that this paragraph consists of non-negotiable, material terms of any resulting contract.
- Z. **All price quotations and related materials must be received in a sealed envelope. Time, date and nature of bid must be clearly marked on face of sealed envelope as well as appropriate Contractor's License information, refer to Paragraphs S and D1. Attach label from last page of this document to the outside of your bid submission.**
- A1. The successful vendor must carry insurance as specified below and must submit evidence of such insurance within five (5) business days from date of request. Insurance shall be provided by a company licensed to write insurance policies in the State of Tennessee and acceptable to Bartlett City Schools. All such insurance shall be in form and substance satisfactory to BCS and shall provide that it will not be subject to cancellation or non-renewal except after thirty (30) days prior written notice to Bartlett City Schools.
1. Worker's compensation coverage in accordance with the statutory requirement and limits of the State of Tennessee
  2. Employer's Liability Insurance including coverage for claims for damages arising out of bodily injury, occupational sickness or disease or death of vendor's employees under any applicable workers' compensation statute or any other applicable employers' liability law for an amount not less than \$1,000,000 bodily injury each

## GENERAL TERMS AND CONDITIONS: cont'd.

accident, \$1,000,000 bodily injury by disease each employee, and \$1,000,000 bodily injury by disease in the aggregate.

3. Comprehensive General Liability Insurance for bodily injury (including death) and property damage for an amount not less than \$1,000,000.00 per occurrence.
4. Comprehensive automobile liability insurance covering owned, hired and non-owned vehicles to apply to all liability arising out of the ownership or use of any automobile for an amount not less than \$1,000,000.00 combined single limit each accident.
5. Excess Liability or Umbrella Liability Insurance for an amount not less than \$1,000,000.00 per occurrence. Any combination of primary and excess or umbrella limits totaling \$2,000,000 or greater is acceptable.

B1. Purchasing Services shall be supplied satisfactory proof of coverage of the above required insurance and vendor shall also provide certificates evidencing all renewals of such policies. In addition Bartlett City Schools shall be conspicuously named on the Certificate of Insurance as an additional insured on all Policies. Any coverage applicable to Bartlett City Schools under vendor's insurance policies shall be primary and non-contributing with any insurance maintained by BCS in its own name and on its own behalf. In the event the vendor fails to furnish and maintain the required insurance or to furnish certificates of insurance Bartlett City Schools shall have the right, at its option, to terminate this bid or to take out and maintain such insurance and hold the vendor liable for the cost. Compliance by the vendor with the insurance requirements above shall in no way relieve the vendor from liability under any other provision of this bid agreement or subsequent contract documents if any.

C1. By agreeing to provide goods or services to any school within Bartlett City Schools, proposer is attesting that it is aware of its obligations under T.C.A. 49-5-413(d) to ensure that all of its employees who have direct contact with BCS students or to BCS children in a child care program or who have access to the grounds of any BCS school when children are present have done the following:

- (1) Supplied a fingerprint sample and submitted to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to having any contact with children or entering BCS grounds;
- (2) Received confirmation that the criminal history records check indicates that the employee has not ever been convicted of an offense, or the same or similar offense in any jurisdiction, enumerated in T.C.A. §49-5-413. If the employee has ever been convicted of any of the enumerated offenses, then the employee may not enter BCS or have any direct contact with BCS students or to children in BCS child care program.

The proposer also agrees that if one of your employees commits such an offense after you have conducted the initial criminal history check on the employee, said employee will notify you of the offense and you will subsequently not permit that employee to have contact with BCS students, to have contact with children in a child care program or to enter or come upon any BCS grounds.

You also agree and understand that your failure to satisfy all of the requirements of T.C.A. 49-5-413(d) will be deemed to be a material breach of this contract which could subject you to breach of contract damages.

D1. The Contractors Licensing Act of 1994 of the General Assembly of the State of Tennessee and Amendments thereto, Tennessee Code Annotated (T.C.A.), Title 62, Chapter 6, Section 62-6-119 requires that all contractors must be licensed contractors in the State of Tennessee. Companies responding to this invitation to bid shall provide, in accordance to T.C.A., Title 62, Chapter 6, Section 62-6-119, Paragraph (b), **"...name, license number, expiration date thereof, and license classification of the contractors applying to bid for the prime contract and for the masonry**

**GENERAL TERMS AND CONDITIONS:** cont'd.

contract where the total cost of the masonry portion of the construction project exceeds one hundred thousand dollars (\$100,000), materials and labor, electrical, plumbing, heating, ventilation, and air conditioning contracts, appear on the outside of the envelope containing the bid or in the submission of an electronic bid except when the bid is in an amount less than twenty-five thousand dollars (\$25,000). Only one (1) contractor in such classification may be listed. Prime contractor bidders who are to perform the masonry portion of the construction project which exceeds one hundred thousand dollars (\$100,000), materials and labor, the electrical, plumbing, heating, ventilation and air conditioning must be so designated upon the outside of the envelope or in the electronic bid. Failure of any bidder to comply therewith shall void such bid and such bid shall not be considered. It is the duty and responsibly of the awarding person or entity who received the envelope containing the bid or the electronic bid to verify only the completeness of the required licensure information. Prior to the opening of the envelope or acceptance of an electronic bid, the names of all contractors listed thereon or therein shall be read aloud at the official bid opening and incorporated into the bid. Prior to awarding a contract, the awarding person or entity and its authorized representatives shall verify the accuracy, correctness and completeness of the information required hereby. The failure of any bidder to comply with all of the provisions hereof shall automatically disqualify such bid. However, bids administered by the Tennessee department of general services shall require that the information be furnished within the bid or bid document only. When the bid is less than twenty-five thousand dollars, (\$25,000), the name of the contractor only may appear on the outside of the envelope containing the bid or in the electronic bid document, and upon opening the envelope or review of the electronic bid, if such bid is in excess of twenty-five thousand (\$25,000), the same shall automatically be disqualified.

E1. In accordance with the 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 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 § 12-12-106."**

F1. I further attest and agree to immediately notify Purchasing Services if either I or the entity I represent can no longer make the foregoing certification. I understand that failure to notify Purchasing Services may invalidate any and all agreements I have with the municipal school districts.

G1. Bartlett City Schools reserves the right to require a Performance, Materials and Labor Bond from the successful vendor. If a notarized Performance, Materials and Labor Bond is required by the Owner, the notarized Performance, Materials and Labor Bond must be from an insurance company licensed in the State of Tennessee for 100% of the contract amount awarded. The document cost for the Performance, Materials and Labor Bond will be reimbursed to the successful vendor. If required the notarized Performance, Materials and Labor Bond must be provided to:

Jeff Waller  
Operations  
Bartlett City Schools  
5705 Stage Road  
Bartlett, Tennessee 38134

State your cost per \$1,000.00 for Performance, Materials and Labor Bond, if required \$\_\_\_\_\_

H1. As deemed necessary, Purchasing Services reserves the right to seek competitive pricing for bid items listed during the duration of the awarded contract.

I1. Successful bidder must supply manufacturer's Safety Data Sheets (SDS) on all products where applicable, prior to payment of any Purchase Order.

## GENERAL TERMS AND CONDITIONS: cont'd.

- J1. The successful vendor will be responsible for making all inspections and submitting reports in a timely manner so that no system or pump is delinquent or overdue for an inspection. Failure to maintain inspections current and on time may result in loss of contract.
- K1. A detailed inspection report must be submitted for each school/facility as it is inspected. Each report shall include findings of any repairs or deficiencies found during inspection. Any deficiency change/recommendation shall reference the proper section of the Fire Code mandating change. Quotations for repairs and/or deficiency changes shall be requested and/or furnished as needed.
- L1. **All inspections performed shall be performed between the hours of 7:00 A.M. and 3:00 P.M., Monday through Friday, except on holidays as observed by Bartlett City Schools with no disruption to the educational process.**
- M1. Bartlett City Schools reserves the right to add and/or delete locations during the term of this agreement. Any new location within the school district during this agreement reserves the right to add at the appropriate quoted bid price. Any school district reserves the right to participate and/or not participate in this bid award.
- N1. Bartlett City Schools has the right at its discretion to terminate or renegotiate this Agreement due to occurrence of any event or action beyond Bartlett City Schools' control.
- O1. NON-APPROPRIATION OF FUNDS: Notwithstanding any other provision of this Contract, funds for this Contract are payable from state, federal and or local appropriations. In the event that no funds or insufficient funds are appropriated and budgeted for monetary obligations which would otherwise be due and owing under the terms of this Contract, this Contract shall become null and void. After such termination of this Contract, the Customer shall have no continuing obligation under the terms of this Contract.
- P1. Any alteration to this bid document by a vendor will deem that vendor's response to this bid as null and void.
- Q1. Bartlett City Schools offers educational and employment opportunities without regard to race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law.
- R1. Bartlett City Schools reserve the right to extend the terms, conditions, and prices of this contract to other Institutions (such as State, Local and/or Public Agencies and/or School Districts) who express an interest in participating in any contract that results from the bid. Each of the piggyback Institutions will issue their own purchasing documents for purchasing of the goods/services by bidding of this service. Bidder agrees that Bartlett City Schools shall bear no responsibility or liability for any agreements between bidder and the other Institution(s) who desire to exercise this option.
- S1. Bartlett City Schools encourages qualified minority and/or women-owned businesses to submit bids. Bartlett City Schools awards bids without regard to race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law.
- T1. Questions regarding bid specifications should be directed to Jeff Waller, Operations Director, Bartlett City Schools, [jwaller@bartlettschools.org](mailto:jwaller@bartlettschools.org), no later than 4:00 P.M., **Tuesday, April 23, 2024**. Purchasing questions should be directed to Shelia Johnson, Purchasing Agent, [sjohnson2@bartlettschools.org](mailto:sjohnson2@bartlettschools.org), no later than 4:00 P.M., **Tuesday, April 23, 2024**. **All questions must be submitted by email.**

**HOLD HARMLESS AGREEMENT**

This Hold Harmless Agreement is between \_\_\_\_\_

Name of Contractor

(hereinafter Contractor), and Bartlett City Schools named in this bid. Contractor agrees that as a condition precedent to "Contractor" being awarded a contract from Bartlett City Schools "Contractor" agrees to indemnify, protect, defend, and hold harmless Bartlett City Schools, its Board Members, agents, and employees from all judgments, claims, demands for payment, suits or actions of every nature and description brought against Bartlett City Schools, its Board Members, agents and employees alleging injuries or damages sustained by any person arising out of or in the course of "Contractor's" providing goods or services to Bartlett City Schools.

(Name of Contractor) \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

State of Tennessee

County of Shelby

\_\_\_\_\_ personally appeared before me, the undersigned, with whom I am personally acquainted and who, upon oath, acknowledged that he/she/it executed the within instrument for the purposes therein contained, and who further acknowledge that he/she/it is authorized to execute this interment on behalf of \_\_\_\_\_.

Signature

Witness by hand and Notaries seal at office this \_\_\_\_\_ day of \_\_\_\_\_, year of \_\_\_\_\_.

Notary Public

My Commission Expires: \_\_\_\_\_



**SECTION 00 45 21  
DRUG FREE WORKPLACE AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The undersigned, principal officer of \_\_\_\_\_, the Contractor, an employer of five or more employees contracting with \_\_\_\_\_, the Owner, to provide construction services, hereby states under oath as follows:

1. The undersigned is a principal officer of the Contractor and is duly authorized to execute this Affidavit on behalf of the Contractor.
2. The Contractor submits this Affidavit pursuant to Tennessee Code Annotated (TCA) § 50-9- 113, which requires each employer with five or more employees receiving pay who contracts with the state to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with TCA Title 50, Chapter 9.
3. The Company is in compliance with TCA § 50-9-113.

Further affiant stateth not.

\_\_\_\_\_  
Principal Officer

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me personally appeared \_\_\_\_\_, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

END OF AFFIDAVIT

**00 45 21**

STREAM August 2018 004521 Drug Free Affidavit Page 1 of 1

## SCOPE OF WORK:

1. It is the intent of this bid to obtain firm prices from a qualified vendor for the annual inspection of Fire Sprinkler System and Fire Pump, if applicable. Routine maintenance inspections are to be performed no less than one (1) time per year beginning July 1, 2024 through June 30, 2025. Prices quoted must be firm for one (1) year (12 months) from July 1, 2024 through June 30, 2025. Bartlett City Schools reserves the right to extend the contract, if agreeable between both parties, for four (4) additional consecutive one (1) year periods at the original bid pricing. Contractors not having the ability and/or staff to perform the described work in the time allotted may be disqualified.
2. Annual inspection shall consist of a thorough examination of each Fire Sprinkler System and Fire Pump, if applicable for proper operation and certify that the Fire Sprinkler System is compliant with Shelby County Fire Department Codes, NFPA #72 guidelines, and other applicable state, local, and federal government codes.
3. After the award of the bid, the successful vendor must notify Bartlett City Schools to schedule a complete NFPA mandated inspection examining the insides of the fire sprinklers' piping. This examination must be carried out a minimum of every five (5) years. The purpose of the inspection is to ensure there are no blockages in the piping that would hinder the effective and free flow of water through the piping when needed in the event of a fire. Bartlett City Schools must be notified immediately of any problem(s).
4. After inspection each device must be tagged and the affixed tag must contain the following information: Inspection Company, Inspector, Inspection Type, and Inspection Date.
5. Service requests must be answered within (24) hours. If required, all repairs must be approved by each site and all equipment must be repaired within five (5) business days.
6. All invoices must be submitted with the following:
  - Work performed and date
  - Description and cost of repairs
  - Start and finish time
  - Total hours worked
  - Labor cost
7. The successful bidder(s) must meet all necessary legal requirements for conducting business with Bartlett City Schools.

**Bartlett City Schools:**

Appling Md.  
3700 Appling Rd.  
Bartlett, TN 38133  
901.373.1410

Bartlett Elem.  
3932 Billy Maher Rd.  
Bartlett, TN 38135  
901.373.2610

Bartlett High School  
5688 Woodlawn  
Bartlett, TN 38134  
901.373.2620

Bon Lin Elem.  
3940 North Germantown Rd.  
Bartlett, TN 38133  
901.937.2344

Bon Lin Md.  
3862 North Germantown Rd.  
Bartlett, TN 38133  
901.347.1520

Elmore Park Md.  
6330 Althorne Rd.  
Bartlett, TN 38134  
901.373.2642

Oak Elem. School  
3573 Oak Rd.  
Bartlett, TN 38134  
901.373.2646

Rivercrest Elem. School  
4825 Rivercrest Lane  
Bartlett, TN 38134  
901.373.1373

Bartlett Ninth Grade Academy  
4734 Shadowlawn Rd.  
Arlington, TN 38002  
901.373.2654

Bartlett City Schools Administration Offices  
5705 Stage Road  
Bartlett, TN 38134  
901.202.0855 ext. 2237

**Bartlett City Schools  
Administration Offices  
5705 Stage Road  
Bartlett, Tennessee 38134**

**BID SHEET**

There is no guarantee as to the total amount of funds in the award of this bid. Each school will be invoiced separately and will be responsible for payment of the invoice. Bidder must also indicate Total Facility Cost for Bartlett City Schools, Total Lump Sum for Bartlett City Schools, Per Hour Rate for Required and Approved Repairs Per Location for Bartlett City Schools, and % Mark Up from Dealer Costs on all Repair Parts for Bartlett City Schools. All pricing quoted shall be Bartlett City Schools final actual cost F.O.B. destination and include, but not limited to, all labor, materials, tools, equipment, permits, and clean up required to complete the inspection and/or required and approved repairs. There shall be no charges for consultation or inspections to determine recommended repair(s) for Bartlett City Schools.

Item No.	Number/Type of Systems	Total Facility Cost
<b>1. Bartlett City Schools:</b>		
1. Appling Middle	2 Wet	\$ _____
2. Bartlett Elementary	1 Wet	\$ _____
3. Bartlett High School	16 Wet	\$ _____
4. Bartlett Ninth Grade Academy	1 Wet	\$ _____
5. Bon Lin Elementary	3 Wet	\$ _____
6. Bon Lin Middle	3 Wet	\$ _____
7. Elmore Park Middle	3 Wet	\$ _____
8. Oak Elementary	1 Wet	\$ _____
9. Rivercrest Elementary	3 Wet	\$ _____
10. Administration Offices	1 Wet	\$ _____
Total Lump Sum Annual Inspections for Bartlett City Schools		\$ _____

<b>REQUIRED AND APPROVED REPAIRS: Bartlett City Schools:</b>		Per Hour Rate Per Location
1. Appling Middle	2 Wet	\$ _____
2. Bartlett Elementary	1 Wet	\$ _____
3. Bartlett High School	16 Wet	\$ _____
4. Bartlett Ninth Grade Academy	1 Wet	\$ _____
5. Bon Lin Elementary	3 Wet	\$ _____
6. Bon Lin Middle	3 Wet	\$ _____
7. Elmore Park Middle	3 Wet	\$ _____
8. Oak Elementary	1 Wet	\$ _____
9. Rivercrest Elementary	3 Wet	\$ _____
10. Administration Offices	1 Wet	\$ _____

% Mark Up from Dealer Costs on all Repair Parts \_\_\_\_\_%

State your cost per \$1,000.00 for Performance, Materials and Labor Bond, if required \$ \_\_\_\_\_

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

All bids must be received and time stamped in Bartlett City Schools Administration Offices, 5705 Stage Road, Bartlett, Tennessee 38134, prior to stated opening date and time. Bids received after the specific date and time are considered late and will not be opened. All price quotations and related materials must be received in a sealed envelope. Time, date and nature of bid must be clearly marked on face of sealed envelope as well as appropriate Contractor's License information.

FIRM NAME

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

License Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

License Classification \_\_\_\_\_

List information for all Contractors

**BID #FY24011 \_**

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

Time: \_\_\_\_\_

Nature of Bid: \_\_\_\_\_

**BARTLETT CITY SCHOOLS  
ADMINISTRATIVE OFFICES  
5705 STAGE ROAD  
BARTLETT, TN 38134**

