

# **Bedford County Department of Finance**

**200 Dover Street, Suite 102  
Shelbyville, TN 37160  
(931) 685-2024 FAX (931) 680-1029**

## **Request for Proposal**

**Countertops  
Bedford County Health Department  
Bid No. 24-38**

The Bedford County Department of Finance is requesting proposals for Countertops for the Bedford County Health Department. **Sealed bids will be received until 2:00 p.m., Friday, April 5, 2024**, 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 ensuring that the award given 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 Jeff Sweeney, Bedford County Owners Representative, [jeffhsweeney@gmail.com](mailto:jeffhsweeney@gmail.com), or 615-892-0599, 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 be 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. 24-38 Countertops (Health Dept). Bids will be received and opened on **Friday, April 5, 2024, 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 reject, without liability whatsoever, any or all bids submitted, and waive informalities therein, if deemed by the Department of Finance for their best interest to do so.

Please complete enclosed W-9 and return with bid.

## **SPECIFICATIONS**

Bedford County Health Department  
140 Dover Street  
Shelbyville, Tenn. 37160

Completion of Project: May 15, 2024

Description: The following project is to supply all labor and material to meet the specs and guidelines for the following project. The project has a completion date of 6/1/24 due to grant requirements. Extensions of time will not be allowed. Price must include delivery, installation and disposal of any debris into the supplied dumpster on site. All residual matter must be vacuumed and removed.

### **Countertop Spec:**

- 1) **Progressive sheet metal**
- 2) **4 inch backsplash 16/300 stainless steel construction**
- 3) **PL-ST Plywood Substrate, 1-1/2" H**

See attached dimensions for all countertops and backsplashes:

### **Immunization Room: 1**

- 1) 188" W x 27" D - # 1, 2 ES Endsplash
- 2) 16 ft Inverted V-Edge
- 3) C-1818 sink bowl, fabricated front to back 12" deep

### **New Storage Room: 1**

- 1) L Shaped Countertop, 4 inch backsplash 66"x44"Wx28"D

### **ADA Wall Desk: 2**

- 1) 4" backsplash, 45"W x 27" D

### **Exam Room:6**

- 1) 36"W x27" D
- 2) (12 ) ES Endsplash

### **Exam Room #2: 6**

- 1) 4" backsplash 85"W x 27"D
- 2) (12) ES Endsplash
- 3) C-1818 Sink Bowl 12" Deep, 16/201 stainless steel

### **Exam Room #3: 2**

- 1) 4" Backsplash, 36"W x 27" D
- 2) (4) ES Endsplash
- 3) 4" Backsplash, 85"W x 27" D
- 4) 32' Inverted V-Edge

- 5) (4) ES Endsplash
- 6) (2) C-1818 Sink Bowl Stainless Steel 12" Deep
- 7) (1) 4" backsplash, 85"W x 27"D
- 8) (2) ES Endsplash
- 9) 16' IVE Inverted V-Edge
- (10) C-1818 Sink Bowl 12" Deep

**PROPOSAL FORM**

**TO: Bedford County Department of Finance  
200 Dover Street, Suite 102  
Shelbyville, Tennessee 37160**

**Re: Bid No. 24-38**

Gentlemen:

Having examined the specifications for a **Countertops for 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:** \_\_\_\_\_

**Email:** \_\_\_\_\_

