



REQUEST FOR PROPOSALS

Upgrade Tube System at Newport Utilities Drive-Thru

RESPONSE DUE DATE – FEBRUARY 16, 2023 @ 2:00 PM

Newport Utilities (NU) is soliciting **sealed** proposals to provide an updated tube system for our drive-thru at our Main Office. NU will receive proposals for the following item(s) until the date and time shown above, at which time they will be opened. **All proposals must be mailed or delivered, at the vendor's sole risk, to the address shown in this request for proposal.**

NU is not obligated to accept proposals received after the date and time stated above.

This proprietary information is for the expressed purpose of providing information for prospective vendors to prepare their proposal for NU. Any other use of this information is expressly prohibited.

Exceptions, if any, will be considered in the proposal evaluation in determining the successful vendor. Vendor must provide supporting documentation with its proposals for any exceptions.

NU reserves the right to reject any or all proposals, to waive any and all informalities and/or irregularities in the proposal, to negotiate and/or renegotiate with any vendor the terms of its proposal, and to accept any proposal which in its opinion may be in the best interest of NU.

Proposals may be held by NU for a period of time not to exceed sixty (60) days from the due date of the proposals for the purpose of evaluating the proposals or investigating the qualifications of the vendors, prior to awarding of the order. All proposals shall remain effective for at least sixty (60) days after the due date of the proposals.

Each vendor's proposal shall constitute an offer to sell the goods or services sought by this Request for proposals. The award shall be made by execution of a contract mutually agreed upon by both parties.

Questions regarding this request for proposal should be submitted in writing to the person listed below. Questions may be faxed or emailed.

BY: John Johnson
TITLE: Purchasing, Logistics, & Fleet Manager
Email: jjohnson@newportutilities.com
PHONE: (423) 625-2843 FAX: (423) 613-9786

NUB's proposed schedule for this Project is as follows:

- A. Contractor invitation on January 23, 2023
- B. Facilitate pre-bid meeting at 2:00pm on February 1, 2023 at NU Main Office located at 170 Cope Blvd, Newport, TN 37821. Attendance required in person, in order to bid on this project.
- C. Questions due by February 10, 2023.
- D. Bid opening at 2:00pm February 16, 2023 at NU Main Office, 170 Cope Blvd, Newport TN.
- E. Notice of award on March 2, 2023.
- F. Drive Thru work to commence as soon as bid is awarded.

(<https://www.bidnetdirect.com/tennessee/newportutilities>)

To submit a bid, you must register as a vendor on the link above. Below are instructions on how to register as a vendor for free: Newport Utilities utilizes this procurement system to post all solicitation opportunities. We welcome all vendors to register to the Tennessee Purchasing Group. There is NO CHARGE to register, simply follow the registration path and select the "Limited" package, select "Tennessee" for your state, enter your information, toggle the advertising option to OFF, and select "Finalize the registration". You will receive notifications of matching solicitations and addenda even when selecting the Free, Limited Access package. To receive notifications from other Purchasing Groups or Statewide notifications, select one of the other registration options. Call the Bidnet Support Team at 800-835-4603, option 2 for assistance

Following the receipt of responses which shall be labeled "Update current tube system" due no later than 2:00 Pm, February 16, 2023 (local time), your proposal will be thoroughly evaluated and awarded thereafter.

Electronic copies through Bidnet or hard copies of your response must be submitted no later than 2:00 p.m. February 16th, 2023 (local time) to:

VIA US POSTAL SERVICE:

Newport Utilities

Attn: John Johnson, Purchasing, Logistics, & Fleet Manager

P.O. Box 519

Newport, TN 37822

VIA OVERNIGHT DELIVERY SERVICE OR HAND DELIVERY:

Newport Utilities

Attn: John Johnson, Purchasing, Logistics, & Fleet Manager

170 Cope Boulevard

Newport, TN 37821

All bids shall be clearly labeled on outside of envelope – SEALED BID – Upgrade Tube System -DUE FEBRUARY 16, 2023 AT 2:00 PM

SCOPE OF PROJECT

NU has two drive-thru lanes located by the main building. The tube system is currently used only to accept cash or check payments and to send documents. At this time, the tube system does not allow the customer service representative to accept credit card payments due to customer privacy concerns. Our primary concern is the replacement of the existing pneumatic tube system due to end of life/inability to replace obsolete parts. Optional incorporation of a secure credit card handling method within the tube system requested.

PROPOSAL MEETING

Proposers are invited to a pre-proposal meeting at the NU main office building to inspect current drive-thru and workstation setup located at 170 Cope Boulevard, Newport TN, 37821 at 2:00 pm local time on February 1, 2023.

Attendance is required for proposal to be accepted.

PROPOSED EVALUATION

Proposals will be evaluated based on the following criteria:

- a) Thoroughness of response to proposal
- b) Total Job Cost
- c) Work quality based on references

FEES

Proposals must include all applicable fees including shipping charges to work site. NU is exempt from all federal, state, and local taxes.

PAYMENT

Payment will be made within thirty (30) days of the completion of delivery and installation of all items or service, in acceptable condition, to Newport Utilities and receipt of invoice, whichever is later.

OTHER INFORMATION

Proposers shall include any other information about your firm and equipment including brochures, etc. that might be pertinent to selection.

SEALED proposals will be received by Newport Utilities by one of the above methods until Thursday, February 16, 2023 at 2:00 pm local time and immediately thereafter will be opened, and publicly read. Bids will then be evaluated and submitted for NU Board approval on Tuesday, February 28, 2023 at 10:30 am local time. The Newport Utilities Board shall have the final and binding authority to accept or reject any and all bids.

CHECKLIST FOR BIDDERS

Attach any required submittals and submit this Specification with the following completed.

- Bid Envelope Information Clearly Labeled on Outside of Envelope
- Completion of Bid Proposal Sheet Listing Bid Price and Projected Completion Time and Terms
- Include any warranties that might be pertinent to equipment being installed
- Include 3 References
- Addenda & Exceptions to the Specification (if any)

BID PROPOSAL SHEET

February, 2023

To: Newport Utilities

Attention Purchasing:

The undersigned, hereinafter called the "Company", hereby proposes to sell, deliver and install to Newport Utilities hereinafter called "NU" upon the terms and conditions herein stated, the labor, equipment, and material necessary to furnish install, test, and place in operation items required for the redesign of the existing drive thru and inside payment window work area.

Bid Amount: _____

Expected Completion Date: _____

Terms: _____

Company: _____

By: _____

Title: _____

Date: _____

EXCEPTIONS: _____

