

Scope of Services

Shelving & Installation – 3 years, 2 options

1. The Contractor shall provide all services and deliverables as required, described, and detailed herein and shall meet all service and delivery timelines as specified by this contract.

2. Finish:

(Color) All items – for bidding purposes – Black. Note: Tan and grey shall be available upon request

3. General Product Description:

The Contractor shall be able to provide shelving, pallet racks, and lockers. The shelving shall consist of three basic parts: uprights, shelves, and shelf supports, which may be assembled without loose nuts, bolts, or studs of any kind; without sway braces or gussets; and without tools of any kind. There shall be no holes on exposed surfaces. The front and back flange of the shelf shall be flush with the face of the post.

4. Configurations:

- a. Units with 6 openings/7 shelves with 4 dividers per opening shall be available in the following dimensions:

36x15x76

42x15x76

36x18x76

42x18x76

36x24x76

42x24x76

- b. Cantilever shelving shall be available in the following dimensions:

90x36x24 (Double face)

90x36x12 (Single face)

90x36x30 (Double face)

90x36x15 (Single face)

90x36x36 (Double face)

90x36x18 (Single face)

- c. Pallet Racks shall be available, including the following items:

Steel Pallet Rack Starter – Unit 114”W x 42”D x 144”H with Load Capacity: 19,380 lb.

Steel Pallet Rack Add-On Unit – 111”W x 42”D x 144”H with Load Capacity: 19380 lb.

- d. Lockers and locker tops shall be available, including the following items:

Lockers that are 6 tiers tall and 3 units wide. Other configurations shall be available upon request.

Locker tops shall be 3 units wide with dimensions of 36”w x 12”d x 4 1/8”h.

5. Installation:

At the election of the state, the Contractor shall be responsible for the receipt of all products, unloading, delivery and protection of same, and coordination of delivery time with State of Tennessee Real Estate Asset Management (STREAM) at no additional cost to the state. The Contractor shall be able to deliver items using a truck with a lift gate and/or a delivery truck smaller than 53’ upon request. The Contractor shall be prepared to warehouse incomplete shipments until all essential product is available for installation. Warehousing may also be required if product is not delivered precisely as acknowledged and/or to better coordinate installation scheduling. The installation schedule shall be established and adhered to as closely as possible.

The Contractor shall be responsible for coordination with building management officials for any rules and/or regulations applicable to the particular building as well as municipal authorities, obtaining all necessary permits including required insurance, as applicable.

Installation shall include all units to be completely assembled and ready for use and shall include clean-up and removal of all packing materials and trash from the building

- 6. An investigatory trip charge is defined as a fixed rate or flat fee to travel to a project location for the purposes of viewing the space and forming a quote for the requested items or delivering product. Only one trip charge will be approved for each project that requires on-site investigations.

A standard trip charge is defined as a fixed rate or flat fee to travel to a project location for the purposes of installing requested items. Only one trip charge will be approved for each project unless the quantity of items being installed can be demonstrated to take more than a single trip.

All Trip Charges must be approved by the State before being invoiced. Trip Charge will be broken out by Region. Refer to Attachment A.

7. Documentation and Invoicing:

Quotes from the awarded Contractor will be required for each job and shall include price per hour for installation. No additional charges, including mileage, will be allowed.

It is a requirement that sign in and sign out sheets, detailing hours worked on state property, are submitted at time of invoicing.