Event Description

This Pre-Bid Conference is for a one time purchase to install three modular buildings for Tennessee Department of Transportation. During the pre-bid conference the specifications and terms and conditions will be reviewed.

Meeting Location/TIME: Webex (Virtual) October 8th, 2020; 10:00am Central
Meeting link: https://tngov.webex.com/tngov/j.php?MTID=m28042db2bf1a4f10aff591400ce3f6d5
Meeting number: 171 849 2162
Password: 4r4TN3fRymU
Join by phone
+1-415-655-0003 US TOLL
Access code: 171 849 2162

Procurement Contact: Stephanie Landmark p. 615-741-2026
Email: stephanie.landmark@tn.gov

NOTE: Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615-741-4357
Supplier Portal link: https://sso.edison.tn.gov/pssp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST
(Maintain supplier information)
Central Procurement Office Website: https://www.tn.gov/generalservices/procurement.html

The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to visit the website frequently.

Factor Summary

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
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<tbody>
<tr>
<td>The Respondent affirms the following statement, as required by the Iran Divestment Act Tenn. Code Ann. § 12-12-111: “By submission of this response, each Respondent and each person signing on behalf of any Respondent certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Respondent is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.” For reference purposes, the list is currently available online at: <a href="https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-library--public-information-library.html">https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-library--public-information-library.html</a></td>
<td>Required: Yes Mandatory Response: No</td>
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Response Comments
Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company’s efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved. Confirm below that you have completed this attached form by choosing, “Yes.”

| Required: Yes | Mandatory Response: No |

**Response Comments**

The respondent shall indicate whether or not they plan to sub-contract:

No: The respondent does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s):

Attach list of additional subcontractors to the bid, including the following for each subcontractor:

- List the Sub-Contractor’s Name
- List the Sub-Contractor’s Address
- List the Sub-Contractor’s Contact Person
- List the Sub-Contractor’s Phone Number

| Required: Yes | Mandatory Response: No |

**Response Comments**

Associated Terms:

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.
If the respondent is not registered with the Secretary of State's Office, it will be given seven (7) business days to become registered or the bid will be rejected.

Please provide Secretary of State issued ID Number

Required: Yes   Mandatory Response: No

Response Comments

Associated Terms:
Prior to award and during the contract period, a corporation must be registered and be in good standing with the Secretary of State's Office. The following is the contract information for the Secretary of State's Office: State of Tennessee, Department of State Attn Business Filings and Information 312 Rosa L Parks Ave 6th Floor, WRS Tennessee Tower Nashville TN 37243-1102 Email: TNSOS.CORPINFO@tn.gov Website: https://sos.tn.gov/business-services/business-entity-filings Bid event respondents will be granted seven (7) business days from the date of bid submission to register with the Secretary of State or bid response will be rejected.

I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.

IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Required: Yes   Mandatory Response: Yes

Response Comments

Please list the following information:

List the Contract Administrator's Name
List the Contract Administrator's Address
List the Contract Administrator's Phone Number
List the Respondent's Toll Free Phone Number
List the Contract Administrator's Pager or Cell Number
List the Contract Administrator's Email Address
List the Respondent's Website

Required: Yes   Mandatory Response: No
Response Comments

**Question**

Please answer yes or no to the following. If YES, describe using additional pages and attach to the Response including any relevant details:

(a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;

(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and

(d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes  Mandatory Response: No

Response Comments

Please enter the number of days, from the bid opening date, after which your bid offer will expire:

Required: Yes  Mandatory Response: No

Response Comments
Please provide the brand and model names of the goods included in this bid:

Required: Yes  Mandatory Response: No

Response Comments

How many days after receipt of purchase order will it take to deliver item(s)?

Required: Yes  Mandatory Response: No

Response Comments

Please list the following for all licenses and permits required by federal, state and local law.

Type of license:
Name on the license:
License number:
Expiration date:

Required: Yes  Mandatory Response: No

Response Comments

Associated Terms: **Licenses**
A respondent must have all licenses and permits required by federal, state and local laws for performance of this contract. List the type, description and expiration date for each license respondent holds.

List the length of time your company has been in business and provide evidence of comparable contracts. Respondent must have occupied a place of business for at least one (1) year with suitable equipment, supplies and trained staff capable of providing the goods and/or services requested.

List the average inventory dollar amount:

Enter the information for three (3) comparable contracts, ongoing or completed, within the past two (2) years

Comparable contract:
Name and address of contract:
Contact person:
Contact’s phone number:
Contact’s email:

Required: Yes  Mandatory Response: No
**Time in Business**

A bidder must have occupied a bona fide place of business with a representative inventory of products or supplies necessary for production of the products for at least one (1) year, must furnish satisfactory evidence of successful completion of comparable contracts for at least three (3) customers within the past two (2) years, and must provide any other evidence required and requested in order to establish evidence of its ability to furnish the products or services in accordance with the terms and conditions and specifications. Enter the length of time in business and provide evidence of the completion of three (3) comparable contracts. Failure to provide at least three (3) comparable contract references with satisfactory quality of service may result in the bid being considered non-responsive and cause for rejection of the bid.

**Response Comments**

Respondent shall list their company’s Contact Person. The Contact Person shall be the contact person for all questions regarding the Purchase Order. Note: Respondent may attach a list of alternate contact personnel to the bid comments.

Please enter the supplier contact person’s information for this purchase order:
- **Contact Name**
- **Address**
- **Phone Number**
- **Toll-Free Number**
- **Mobile Phone Number**
- **Email Address**
- **Website URL**

**Required:** Yes  **Mandatory Response:** No

**Response Comments**

Is Respondent a retailer who is licensed to do business in the State of Tennessee?

Contractor shall be a retailer licensed to do business in the State of Tennessee. Installation shall be done by a licensed installer and the installation shall be inspected in accordance with the State’s installation requirements through the Department of Commerce and Insurance, Manufactured Housing and Modular Building Section.

**Required:** Yes  **Mandatory Response:** No
**Question**

Does Respondent confirm its installer is a licensed installer in the State of Tennessee?

**Response**

Contractor shall be a retailer licensed to do business in the State of Tennessee. Installation shall be done by a licensed installer and the installation shall be inspected in accordance with the State's installation requirements through the Department of Commerce and Insurance, Manufactured Housing and Modular Building Section.

Required: Yes  Mandatory Response: No

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**Bidder:** PUBLIC EVENT DETAILS

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**Event Round**

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**Event Name**

| Modular Buildings |

**Start Time**

| 10/05/2020 08:00:00 CDT |

**Finish Time**

| 10/09/2020 17:00:00 CDT |

**Submit To:** Transportation

Call for Shipping Information

United States

**Contact:** Stephanie Landmark

**Phone:** 615/741-2026

**Email:** stephanie.landmark@tn.gov

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**Response Comments**
Bidder: PUBLIC EVENT DETAILS
Submit To: Transportation
Call for Shipping Information
United States
Contact: Stephanie Landmark
Phone: 615/741-2026
Email: stephanie.landmark@tn.gov

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RFI Details (cont.)

PeopleSoft Strategic Sourcing

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Bidder:
PUBLIC EVENT DETAILS

Submit To:
Transportation
Call for Shipping Information
United States

Contact:
Stephanie Landmark

Phone:
615/741-2026

Email:
stephanie.landmark@tn.gov

Bidder Information

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Appendix B - Terms & Conditions

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.

2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal.

   If the information will be submitted in writing please mail to the following address:

   Department of Finance and Administration
   312 Rosa L. Parks Ave.
   21st Floor Tennessee Tower
   ATTN: Supplier Maintenance
   Nashville, TN 37243

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016