

CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID – SCOREBOARDS

INVITATION TO BID

Office of Finance
100 West First North Street
Morristown, TN 37814

INTRODUCTION

The City of Morristown is accepting sealed bids for scoreboards for the Parks & Recreation Department.

Bidder shall return bids in **SEALED** envelope to:

**City of Morristown
Attn: Ashley Ahl
100 West First North Street
Morristown, TN 37814**

Public opening of sealed bids will be held at the above address at the deadline date and time listed below.

DATE ISSUED:	Friday, January 12, 2018
BID TITLE:	Scoreboard Bid
BID DEADLINE DATE & TIME:	Friday, January 26, 2018, at 2:00 P.M.
BID OPENING LOCATION:	Morristown City Center, Training Room, 1 st Floor
BID CONTACT:	Ashley Ahl, Purchasing Assistant
CONTACT PHONE:	423.585.4622
CONTACT EMAIL:	purchasing@mymorristown.com

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TERMS AND CONDITIONS

1. REQUIREMENTS FOR SEALED BID SUBMISSION.

- a. COMPLETE, UNBOUND, ORIGINAL, sealed bid.
- b. Complete and original invitation to bid with “Bidder Initial” completed by authorized representative.
- c. All bids shall be submitted SEALED, envelope clearly marked with the bid name, date, and time ON THE OUTSIDE OF THE SEALED ENVELOPE.
- d. Copy of Firm’s IRS W-9 Form.

2. BIDS RECEIVED ON TIME. Bids and amendments thereto, if received by the City of Morristown’s Finance Office after the date and time specified for opening, will not be considered. It will be the responsibility of the BIDDER to see that the bid is received by the City of Morristown’s Finance Office by the specified time and date. There will be no exceptions. Date of postmark will not be considered. Telephone, facsimile, electronic, and verbal bids will not be accepted. Any bid received after the opening date and time will remain unopened and on file. The City of Morristown will not be responsible for bids received late because of delays by a third party delivery service, i.e., U.S. Mail, UPS, Federal Express, etc.

3. TAX EXEMPT. The City of Morristown is a tax exempt entity. The successful vendor will be provided with an executed copy of tax exempt form.

4. ANTI-COLLUSION. The Bidder certifies by signing this document that the bid is made without prior understanding, agreement, or accord with any person submitting a bid for the same services and that this bid is in all respects bona fide, fair, and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment, as well as civil damages.

5. AWARD IN WHOLE OR IN PART. The City of Morristown reserves the right to: award by item, groups of items, or total bid; to reject any and/or all bids in whole or in part, and to waive any informality if it is determined to be in the best interest of City of Morristown.

6. OPEN RECORDS ACT. Once the bid document is submitted to the City of Morristown and is opened, it constitutes a public record and is subject to open records requests pursuant to the Tennessee Open Records Act.

7. PAYMENT TERMS. The City of Morristown pays from monthly statements for services rendered. Payments are made within 15 days of the previous month’s statement being received in the City of Morristown’s Finance Office.

8. RECEIPT DOES NOT CONSTITUTE AWARD. Receipt of your bid by the City of Morristown is not to be construed as an award for services.

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9. **AVAILABILITY OF FUNDS.** Obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.
10. **AUTHORIZED SIGNATURE.** All bids must be signed by an authorized, responsible officer or employee having the authority to enter into contracts. Obligations assumed by such signature must be fulfilled.
11. **NO SUBMISSION.** If you choose to not respond to this sealed bid request, advise City of Morristown of your intent and state the reason. Failure to do so may risk removal of your name from our mailing list/e-mail list.
12. **KNOWLEDGE OF LAWS AND REGULATIONS.** The Bidder shall keep fully informed of all Federal, State, and Local laws, ordinances, and regulations that in any manner affect the conduct of the work. The Bidder shall observe and comply with all such laws, ordinances, and regulations and shall protect and indemnify the City of Morristown and its representatives against any claim or liability arising from or based on any violations of the same, whether by the Bidder, the Bidder's subcontractors, suppliers, or others by the Bidder or the employee of any of them.
13. **DRUG-FREE WORKPLACE.** The Bidder understands that the City of Morristown operates a drug-free workplace program. Any good or service provided to the City of Morristown by the Bidder must comply with all State and Federal drug-free workplace laws, rules and regulations. The Bidder agrees to comply by the execution of the "Bidder Initial" located at the bottom of the page
14. **DIRECT CONTACT PROHIBITED.** Direct contact with City Departments other than the City of Morristown's Finance Office representatives on the subject of this bid is expressly forbidden except with the foreknowledge and permission of the City of Morristown Finance's Office.
15. **NON-DISCRIMINATION.** During the performance of this contract, the Bidder agrees as follows: he/she will not discriminate against any employees or applicants for employment because of race, religion, color, sex, national origin, age, disability or any other basis prohibited by federal or state law relating to discrimination in employment, except where one or more of these are a bona fide occupational qualification reasonably necessary to the normal operations of the Bidder. The Bidder agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. During the performance of this contract, the contractor agrees to provide a drug-free workplace.
16. **RIGHT TO WITHDRAWAL.** Bidders have the right to request withdrawal of their bid from consideration due to error by giving notice at any time before and not later than two (2) days after bids are publically opened.
17. **ORIGINAL BID DOCUMENT.** The original bid document maintained by the City of Morristown's Finance Office shall be considered the official copy document.

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18. **CLOSED FOR BUSINESS.** If the City of Morristown is closed for business at the time scheduled for the bid opening, for whatever reason, sealed bids will be accepted and opened on the next business day of the City, at the originally scheduled hour.
19. **BID APPROVAL BY LEGISLATIVE BODY.** The bid awarding must be approved by the City of Morristown, City Council.
20. **REFERENCE TO BRAND NAMES.** Any reference to brand names, trade names, model numbers, catalog numbers or other descriptions peculiar to any item is made to establish a required level of quality and functional capabilities and is for reference only; it is not intended to exclude other products of that level. Please include with bid any specifications, brochures, catalogs, etc., or other data as will provide adequate basis of determining the quality and functional capabilities of the product offered if applicable.
21. **VENDOR POOR PERFORMANCE.** The City of Morristown may cancel the contract with the vendor at any time for vendor poor performance. Cancellation shall not release the vendor from legal remedies available to the City of Morristown.
22. **PURCHASE ORDERS.** The City of Morristown utilizes purchase orders for ordering goods and/or services. An order may not be fulfilled without a purchase order number from the City of Morristown.
23. **FORCE MAJEURE.** The City of Morristown or bidder shall not be liable for any failure of or delay in the performance of this contract for the period that such delay or failure is due to causes beyond reasonable control, including but not limited to acts of God, labor disputes, government orders or any other force majeure event.
24. **ADDENDA.** In the event that it becomes necessary to revise any part of this bid, written addenda will be issued. Any and all addenda will be numbered in sequence, dated as of the date of issue, and sent via fax or email to all prospective Bidders. The Bidder shall acknowledge receipt of each addendum by signing in the space provided on the issued addendum and by submitting all addenda with their bid.
25. **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 part thereto certifies as to its own 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 TCA 12-12-106.
26. **PAST PERFORMANCE.** If it is determined to be in the best interest of the City of Morristown, the City reserves the right to reject any proposal based on unsatisfactory past performance.
27. **QUESTIONS.** All questions shall be directed to the bid contact listed on the first page of this document unless otherwise stated. All communication shall be received by email to purchasing@mymorristown.com.

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Overview

The City of Morristown is requesting bids for the purchase of nine (9) electronic Baseball Scoreboards and one (1) electronic Football Scoreboard for the Parks and Recreation Department. Scoreboards must be designed for permanent installation outdoors, one piece design and construction, and to display scoring information for the specific sport requested. Please note per # 20 in the terms and conditions that any reference to brand or other descriptions peculiar to any item is made to establish a required level of quality and functional capabilities and is for reference only; not intended to exclude other products of that level.

All alternates must be explained in written detail.

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Baseball Scoreboard Specifications	Comply	Does NOT Comply
Standard Package to include one (1) scoreboard cabinet, four (4) mounting clamp assemblies, one (1) control console, one (1) stereo patch cable, one (1) junction box (when configured to use hardwired data cable)		
Dimensions: 10 ft x 5 ft x 6		
One piece design and construction		
Weight: 170 pounds		
Electrical: 1.4 amps, 120 VAC		
Scoreboard cabinet to include a self-supporting frame constructed from extruded aluminum channel and formed aluminum pieces. The face and back sections to be made from aluminum sheet material. No steel cabinet construction will be allowed. The masks protecting the LED displays to be made from aluminum sheet material. Mask and face pieces to be finished with enamel paint. All other cabinet surfaces to be mill finish. Captions, optional accent striping, and other decorative elements to be cut from exterior grade vinyl.		
LED Displays: Red or amber LEDs mounted on printed circuit boards form all digits, indicators, and text displays. Display PCBs to include conformal coating for protection from weather. Circuit boards to be mounted behind aluminum masks, painted black to increase contrast. Rated for 100,000 hours of use.		
Additional Features: All serviceable components accessible from the front of the cabinet, eye bolts for lifting, and integrated mounting points		

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Baseball Scoreboard Specifications Cont.	Comply	Does NOT Comply
<p>Display Features:</p> <ul style="list-style-type: none"> • 2-Digit Total Runs, 18 inches tall, to 99. • 2-Digit Inning, 18 inches tall, to 9. • 2-Digit Timer, 18 inches tall, shows Time in Minutes (MM), counts up or down, shows Seconds (SS) in the final minute of a down-counting Period. • 1-Bullet Time Activity Indicator, 4-inch diameter, blinks while Timer runs. • 3-Bullet Ball Count Indicators, 4-inch diameter. • 2-Bullet Strike Count Indicators, 4-inch diameter. • 2-Bullet Out Count Indicators, 4-inch in diameter. 		
<p>Control Console: The console to include customer software running on an internal microprocessor, a 15-button sealed membrane keypad, and a 6-ft. power cord. The console enclosure to consist of an ABS plastic base and top with a metal back plate. The single data output port can directly drive the scoreboard through a single cable run and indirectly drive up to ten displays in synchronization via daisy chaining.</p>		
<p>Optional Equipment and Features:</p> <ul style="list-style-type: none"> • Data cable for hard-wired installations • ScoreLink RF communications system for wireless data transmission • Hard carrying case for control console and accessories • Non-illuminated, illuminated, and fully electronic ID panels, message centers and video displays • Stadium Sound systems. 		
<p>Standard 5 year limited warranty</p>		
<p>Service Representative lives within 65 miles</p>		

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Football Scoreboard Specifications	Comply	Does NOT Comply
Dimensions: 10 ft x 5 ft		
One piece design and construction		
Weight: 125 lbs		
Electrical: 1.7 amps, 120 VAC		
Single cabinet design with heavy duty extruded aluminum framing		
Light weight, rust free, all aluminum construction		
Mounting hardware for permanent installation on two posts without the need for on-site fabrication Automotive grade baked on enamel based paint applied to the scoreboard face		
Choice of paint colors		
Choice of amber or red LED displays		
LED display circuit scoreboards conformal coated for outdoor use		
Period Clock Digits to be 18 inches tall, while others are 15 inches tall. Digits and indicators to be formed from matrices of super-bright long-lasting, energy-efficient LEDs.		
Internally mounted horn		
Full-sized 37-key control console		
Six selectable brightness levels		
Junction box and patch cable for hardwired installations		
Five-year limited warranty		
Service Representative lives within 65 miles		
Optional Equipment and Upgrades: <ul style="list-style-type: none"> • Electronic Team Names • ID Panels with custom graphics to mount above or below the scoreboard • Extended configurations for ID panels built into the left or right side of the scoreboard cabinet • Full color video and other electronic display panels • Stadium sound system packages • Custom paint colors • Up to 1.000 feet of data cable for hardwired installations • ScoreLink Wireless RF modem system for wireless communication • Additional warranty and support plans 		

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Price Form

Item

Unit Price

Baseball Scoreboard

\$ _____

Football Scoreboard

\$ _____

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VENDOR INFORMATION and ANTI-COLLUSION STATEMENT

Please print or type clearly. Complete each section entirely and verify for accuracy.

By signing this form the Bidder agrees that he/she has not divulged to, discussed, or compared his/her bid with other Bidders and has not colluded with any other Bidder or parties regarding the bid whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of service and or materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from the bid list and could constitute a felony and result in a fine, imprisonment, as well as civil damages.

In compliance with this sealed bid invitation, and subject to all the conditions thereof, the undersigned offers, if this bid is accepted, to furnish any or all of the items and/or services as described herein. The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of the firm named below. This form must be signed personally by the Bidder or the Bidder's authorized agent. All signatures must be original and not photocopies.

COMPANY NAME:	
CONTACT PERSON:	
CONTACT PERSON TITLE:	
SIGNATURE OF AUTHORIZED REPRESENTATIVE:	
FEDERAL TAX ID # (or Social Security #, if applicable)	
Name and Contact of Service Representative within 65 miles:	
STREET ADDRESS:	
CITY, STATE, ZIP:	
TELEPHONE NUMBER:	
FAX NUMBER:	
EMAIL:	
DATE:	

**By signing this form, the Bidder signifies understanding and agreement with the City of Morristown's Terms and Conditions.

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EXCEPTIONS

Bidder MUST sign the appropriate statement below, as applicable.

Bidder understands and agrees to all terms, conditions, requirements and specifications stated herein. **NO EXCEPTIONS ARE TAKEN.**

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	

Bidder takes exception to the following terms, conditions, requirements and specifications stated herein.

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	
EXCEPTIONS TO NOTE:	

Vendors should note that any exceptions taken from the stated terms and/or specifications may be cause for their submittal to be deemed “Non-Responsive”, risking the rejection of their submittal.

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**THE CITY OF MORRISTOWN, TENNESSEE
COMPANY/CONTRACTOR AFFIDAVIT FORM**
Conflict of Interest Statement

THE AFFIANT STATES TO CITY OF MORRISTOWN, TENNESSEE:

I (WE) HEREBY CERTIFY THAT IF THE CONTRACT IS AWARDED TO OUR FIRM THAT NO MEMBER OR MEMBERS OF THE GOVERNING BODY, ELECTED OFFICIAL OR OFFICIALS, EMPLOYEE OR EMPLOYEES OF SAID CITY OF MORRISTOWN, TENNESSEE, OR ANY PERSON REPRESENTING OR PURPORTING TO REPRESENT CITY OF MORRISTOWN, TENNESSEE, OR ANY FAMILY MEMBER INCLUDING SPOUSE, PARENTS, CHILDREN OF SAID GROUP, HAS RECEIVED OR HAS BEEN PROMISED, DIRECTLY, OR INDIRECTLY, ANY FINANCIAL BENEFIT, BY WAY OF FEE, COMMISSION, FINDER'S FEES OR ANY OTHER FINANCIAL BENEFIT ON ACCOUNT OF THE ACT OF AWARDED AND/OR EXECUTING THE CONTRACT.

THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE HAS FULL AUTHORITY TO BIND THE COMPANY AND THAT HE/SHE HAS PERSONALLY REVIEWED THE INFORMATION CONTAINED IN THIS SEALED BID, INCLUDING ALL ATTACHMENTS, ENCLOSURES, APPENDICES, ETC. AND DO HEREBY ATTEST TO THE ACCURACY OF ALL INFORMATION CONTAINED IN THIS BID, INCLUDING ALL ATTACHMENTS, ENCLOSURES, EXHIBITS, ETC.

THE UNDERSIGNED ACKNOWLEDGES THAT ANY MISREPRESENTATION WILL RESULT IN IMMEDIATE DISQUALIFICATION FROM ANY CONTRACT CONSIDERATION.

THE UNDERSIGNED FURTHER RECOGNIZES THAT THE CITY OF MORRISTOWN CITY COUNCIL HAS THE RIGHT TO MAKE THE CONTRACT AWARD FOR ANY REASON CONSIDERED IN THE BEST INTEREST OF CITY OF MORRISTOWN.

This certification shall be included with the bid. Failure of this properly executed document to be included with the bid shall render the bid as incomplete and void.

COMPANY NAME _____

NAME (PRINT) _____ PHONE _____

TITLE _____ FAX _____

SIGNATURE _____ DATE _____

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(TO BE COMPLETED BY NOTARY)

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 for the purposes therein contained.

Witness my hand and seal at office this day of _____, 20__

Notary Public

My commission expires: _____