



JEFFERSON COUNTY

FINANCE DEPARTMENT & BOARD OF EDUCATION



Invitation to Bid (ITB) Jefferson County Board of Education- Jefferson County High School (JCHS) Baseball Field Restroom Building

Prepared in accordance with Tennessee Code Annotated (T.C.A.) and applicable requirements governing 1981 Act counties. The Jefferson County Finance Department is receiving sealed bids for the above-mentioned project. Bids shall be identified on the exterior of the sealed envelope with all the information requested in the specifications included in this bid packet. Bids are to be addressed to the Jefferson County Finance Department and mailed or delivered to the following address:

Jefferson County Finance Department
Attn: Purchasing Agent
1244 Gay St./P.O. Box 1749
Dandridge, TN 37725

Bids will be received until **2:00 pm ET on August 20, 2026**. Late bids will be rejected and will not be considered under any circumstances nor returned. Jefferson County Board of Education is not responsible for any delays due to weather, traffic conditions, nor postal services.

During the evaluation process Jefferson County Board of Education reserves the right, where it may serve the school's best interest, to request additional information or clarifications from suppliers/vendors.

Questions and requests for clarification or additional information should be directed by email to:

Julie Anglea, Purchasing Agent
Janglea@jeffersoncountyttn.gov

Jefferson County Board of Education will consider all submittals that meet bid requirements as specified within the bid packet herein and to award contracts to the lowest, responsive, responsible bidder. Jefferson County Board of Education reserves the right to reject any and all bids, to waive irregularities or informalities in any proposal, and to make an award in any manner, consistent with law, deemed in the best interest of schools.



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SECTION 1: GENERAL TERMS AND CONDITIONS

General administrative, submission, and evaluation requirements applicable to all solicitations issued by Jefferson County and Jefferson County Board of Education.

1.0 General Information/Intent

Sealed bids are invited for the construction of a new Baseball Restroom Building located at Jefferson County High School (JCHS) 115 W. Dumplin Valley Rd. Dandridge, TN 37725. This project consists of the construction of a new baseball restroom building to provide safe, accessible, and convenient restroom facilities for players, coaches, officials, and spectators. The building will include all necessary site work, utilities, plumbing, electrical, and associated construction required for a complete and operational facility in accordance with the project plans and specifications.

1.2 Timeline (All Times are Eastern Standard Time):

1.2.1 ITB Issued: July 30, 2026

1.2.2 Mandatory Pre-Bid Meeting: August 11, 2026 @ 10:30am ET @ JCHS Baseball Field

1.2.3 Last Day for Questions: August 13, 2026, by 12pm ET

1.2.4 Addendum Issued (if applicable): August 14, 2026, by 4pm ET

1.2.5 Bid Opening: August 20, 2026, at 2:00 pm ET

1.2.6 Anticipated Start Date: As soon as contract is finalized.

1.2.7 Expected Completion Date: December 31, 2026

1.3 Additional Information

Information about the Jefferson County Finance Department, ITB, specifications, and scope of work for this project can be obtained on the Jefferson County website at <https://jeffersoncountyttn.gov/finance-department>. Additional information about Jefferson County Schools may be found at <https://www.jc-tn.net>.

1.4 Copies of Bids: Jefferson County Board of Education requires that submitted bids include two (2) identical copies one marked “original” and one marked “copy”. Bid pages must be single sided.

1.5 Bid Submittal: Vendors shall hold their price firm and subject to acceptance by Jefferson County Board of Education for a period of forty-five (45) days from the date of bid opening unless otherwise indicated in the bid proposal. Any bid submittal may be withdrawn prior to the scheduled time for the opening of bids, otherwise, bids will be reviewed as submitted. Jefferson County Board of Education



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reserves the right to reject any and or all bids and to waive any informality, technical defect, or clerical error in any bid submittal.

1.6 Bidder Obligation: Each bidder shall become fully acquainted with conditions relating to the scope and restrictions attending the execution of the work specified. Failure or omission of a vendor to become acquainted with existing conditions shall in no way relieve the bidder of any obligations with respect to the specifications or the contract.

1.7 Bid Delivery: Jefferson County Board of Education requires all bids/proposals to be submitted in sealed envelopes, addressed to the Jefferson County Finance Department, and clearly marked with the bid name by time of opening of the specified bid. Bid/proposal must be mailed or hand delivered. No bids/proposals will be accepted electronically, by fax, or by email. All bids will be opened at the specified time, and all suppliers/vendors and other people shall be invited to be present. Jefferson County Board of Education will not be responsible for any lost or misdirect mail sent by common carriers, delivery to addresses other than the one listed in solicitation, or for any late bid submissions received after the time and/or date specified. Not properly sealed and/or not properly labeled bids will not be accepted. Any bid/proposal may be withdrawn prior to the scheduled time of bid opening.

1.8 Signing Bids/Proposals & Use of Bid Forms: To be considered the bid proposal must be signed. By signing the bid proposal, the vendor acknowledges and accepts the terms and conditions stated in the document and bid packet. Vendors must complete the requested forms contained in the bid packet. Failure to complete requested forms may result in rejection of their bid proposal.

1.9 Bid Acceptance/Award: Jefferson County Board of Education reserves the right to use all, part, or none of the submitted proposal or bid in order to provide the broadest coverage of requested parts, equipment, products, or services. Award will be made to the lowest, responsive, responsible bidder(s) meeting specifications that present the product or service that is most advantageous to Jefferson County Schools. Jefferson County Board of Education reserves the right to award this bid on an all or none basis, or by multiple awards, whichever is in the best interest of the schools. Award of specified bid (if any) should be made within thirty (30) days of bid opening. Bidders will be notified by email of the results regarding specified bid. The bidder(s) to whom the award is given may be required to enter a written contract.

1.10 Anticipated Contract Term: This contract will begin once contract is signed and received. Anticipated Contract dates are August 2026-December 31, 2026.

1.11 Rejection of Bids: Jefferson County Board of Education reserves the right to reject any and all bids received and to waive any informality, technical defect or clerical error in any bid. Non-acceptance of any bid will be devoid of any criticism of the bid and of any implication that the bid is deficient in any manner. Non-acceptance of a bid shall be construed as meaning simply Jefferson County Board of Education does not deem the bid acceptable or that another bid was deemed to be more advantageous for the services or goods proposed.



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1.12 Evaluation Review: Jefferson County Board of Education reserves the right to use all pertinent information that might affect the school's judgement as to the appropriateness of an award to the best evaluated supplier/vendor. This information may be appended to the bids evaluation process results. Information on a service provider from reliable sources, and not within the service provider's bid proposal, may also be noted and made part of the evaluation file. Jefferson County Board of Education shall have sole responsibility for determining a reliable source. Jefferson County Board of Education reserves the right to conduct written and/or oral discussions/interviews after bid opening. The purpose of such discussions/interviews is to provide clarification and/or additional information to make an award that is in the best interest of the schools.

1.13 Restrictive or Ambiguous Specifications: It is the responsibility of the prospective bidder to review the entire bid packet and to notify the Jefferson County Finance Department Purchasing Agent if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding specifications or bid procedures must be received in the Jefferson County Finance Dept. no later than seven (7) business days prior to bid opening to provide ample time, if necessary, to issue an addendum to the bid specifications. These requirements also apply to specifications that are ambiguous.

1.13.1 No oral interpretation will be made to any supplier/vendor regarding the meaning of specifications. All questions are to be submitted electronically by email and will be answered in the form of an Addendum to the solicitation by the Jefferson County Purchasing Agent.

1.13.2 Bidders taking exception to any part or section of bid specifications shall indicate such exceptions or deviations in their bid response. Failure to indicate any exceptions shall be interpreted as the bidder's intent to fully comply with the specifications as written. Conditional or qualified offers are subject to rejection in whole or in part. Exceptions will be negotiated for a mutual resolution.

1.14 Questions and Addendum: Vendor(s) shall carefully examine the ITB and any addenda. Vendor(s) are responsible for seeking clarification of any ambiguity, conflict, omission, or other errors in this specified bid writing. If the answer materially affects the specified bid the information will be incorporated into an addendum and provided to all bidders and will also be posted on the county website. Questions are limited to no more than fifteen (15) questions per vendor/supplier. Any questions exceeding the limit may not be answered. An Addendum will be issued with answers to questions per Section 1.2.

1.15 Vendor Default: Jefferson County Board of Education reserves the right, in case of vendor default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby. Should the vendor default be due to failure to perform or because of a request for a price increase, Jefferson County Board of Education reserves the right to remove the vendor from the school's bidder list for twenty-four (24) months.



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1.16 Term Bid Agreements: If this bid results in a term bid contract with the supplier/vendor, Jefferson County Board of Education must receive all general price decreases that other similar customers receive.

1.17 Alternative Bids: Jefferson County Board of Education will not accept alternate bids (those not equal to specifications) unless authorized by Jefferson County Board of Education and/or the Purchasing Agent.

1.18 Additions and/or Deletions: Jefferson County Board of Education reserves the right to consider adding goods and/or services to this bid or deleting goods and/or services that are deemed necessary and/or unnecessary. Any additions and/or deletions must be approved in writing by the Jefferson County Finance Department prior to any changes in service.

1.19 Cooperative Purchasing: Bidders must indicate whether it is permissible for other governments in Tennessee to purchase these items or services at the same price. Freight charges can be adjusted to reflect differences in delivery costs.

1.20 Declarative Statement: Any statement or words (e.g.: must, shall, will) are declarative statements that the vendor/supplier must comply with the condition. Failure to comply with any such condition may result in their bid being non-responsive and disqualified.

1.21 Incurred Costs: Jefferson County Board of Education will not be responsible for any costs incurred in the preparation, submission, nor to procure or contract for any services or goods.

1.22 Taxes: Jefferson County Board of Education purchases are not subject to taxation. Tax exemption certificates will be provided upon request.

1.23 Proof of Financial and Business Capability: Bidder must, upon request, furnish satisfactory evidence of the ability to furnish products or services in accordance with the terms and conditions of these specifications. Jefferson County Board of Education will make the final determination as to the bidder's ability.

1.24 Public Records Act: Jefferson County Board of Education is subject to the Tennessee Public Records Act 10-7-503 et seq. Bidders are cautioned that all documents submitted on behalf of this solicitation shall be open to the public for viewing and inspection and Jefferson County Board of Education will comply with all legitimate requests.

1.25 Removal of Vendor's Employees: The successful contractor(s) agrees to utilize only experienced licensed, responsible, and capable people in the performance of the work specified under contract. Jefferson County Board of Education may require that the contractor remove employees who endanger persons or property, or whose continued employment under this contract is inconsistent with the interest of the schools.



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1.26 State Licensing Requirements: Vendors must be properly licensed, if applicable, by the State of Tennessee for the type of work requested and must submit a copy of the license with their bid. All licensing must be in accordance with the Tennessee Code Annotated.

1.27 News Releases by Vendors/Suppliers: As a matter of policy, Jefferson County Board of Education does not endorse the services of a vendor/supplier. A vendor/supplier will not make news releases concerning any resultant contract from this solicitation without prior written approval of Jefferson County Board of Education.

1.28 Closures: During periods of closure due to unforeseen circumstances or inclement weather in Jefferson County or closures at the direction of the School Superintendent, Jefferson County Mayor; the Jefferson County Finance Department/Purchasing Department will enact the following procedures in regard to solicitations, pre-bid meetings, and closures:

1.28.1 If the mayor and/or School Superintendent closes the administrative offices prior to the time set for solicitation opening of any business day, all solicitations due that same day will be moved to the next operational business day.

1.28.2 Pre-Bid Meetings may be cancelled if closures occur. If a change is required due to unforeseen circumstances or inclement weather, an addendum will be issued for any changes and can be found on the county website. You may also contact the Purchasing Agent for any updates by email or telephone.

1.28.3 Other unforeseen circumstances shall be at the sole discretion of the Jefferson County Finance Director.

1.28.4 Jefferson County and/or Jefferson County Board of Education shall not be liable for any commercial carrier's decision regarding deliveries during any unforeseen circumstances.

1.29 Communications: The successful execution of this contract will require extensive communication between all parties involved. While information may be transmitted via telephone, it should always be followed up with an email. It is essential that the Vendor(s) have email capabilities.

1.30 Compliance with all Applicable Regulations: Vendor agrees and covenants that the company, its agents, and employees will comply with all city, county, state and federal codes, laws, rules, and regulations applicable to the business to be conducted under this contract. If the vendor performs any work knowing it to be contrary to such laws, ordinances, rules, and regulations, the vendor shall bear all costs arising from them.

1.31 Contact Personnel: It shall be essential to the success of this contract to develop a good working relationship with the vendor(s). It is imperative that the Jefferson County Board of Education account be handled efficiently and professionally. Jefferson County Board of Education should be assigned no more than two (2) vendor contacts to handle billing inquiries and service-related issues. In the event one (1) or both contacts leave the Jefferson County Board of Education account, the vendor shall



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formally introduce the new contacts to school personnel. These contacts must be knowledgeable of the Jefferson County Board of Education account to avoid any interruption of services.

1.32 Pricing: The vendor(s) warrants that the unit price stated for all items shall remain firm for a period of twelve (12) months from the first day of the contract period or until June 30 (the end of the government fiscal year) whichever comes first. If the vendor's price is increased after the initial year, Jefferson County Board of Education must be given written notice 30 days prior to contract end to consider continuation of services. Such a request shall include as a minimum 1) the cause for the adjustment; 2) the amount of the change requested with documentation to support the requested adjustment. Price increases will only be considered at renewal period(s). If the price increase is rejected the vendor may:

1.32.1 Continue with existing prices.

1.32.2 Request a lower price increase.

1.32.3 Not accept the renewal offer.

1.32.4 Re-submit a bid once the product/service goes back out to bid.

1.32.5 Vendor(s) must submit proof of price increase. If a price increase is approved by the Jefferson County Finance Department and the requesting department the approval notification will be made in writing and the vendor(s) will be notified of the new price schedule and the effective date of the increase. This documentation will become part of the bid file. No approvals will be authorized verbally.

1.33 Invoice Detail: Jefferson County Board of Education requests invoices show the following details to help expedite review for payment. The vendor(s) may be required to modify invoicing procedures to show detail. All potential vendor(s) are hereby cautioned that Jefferson County Board of Education will only pay from the original invoices and not facsimiles or copies. Invoices which do not adhere to these details may be returned to the vendor(s). Vendor(s) may be asked to submit a sample copy of their invoice for review during evaluation of this solicitation. Account information may be deleted.

1.33.1 The invoice must show the amount due to the vendor(s) by Jefferson County Board of Education.

1.33.2 The invoice must show an itemized detailed part and material count including dates of service, location of service, type of part, the associated unit price for the materials, parts, and/or services provided, and the total price for materials, parts, and/or services provided.

1.33.3 Invoices are to be original and uniquely pre-numbered.

1.33.4 Invoices should indicate PO number and/or department ordering.



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1.34 Invoice Review: Jefferson County Board of Education shall review all invoices for adherence to the terms and conditions of the contract. Variations from the contract and contract pricing are strictly prohibited. Any variations found in the invoice will result in the rejection of those invoices. Rejected invoices will be returned to the vendor for correction. If a discount for prompt payment is offered, the timeline does not commence until Jefferson County Board of Education receives the invoice.

1.35 Processing Time for Payment: Vendor(s) are advised that a minimum of thirty (30) days is required to process invoices for payment when the invoice instructions herein are followed.

1.35.1 Invoices will be mailed to:

Jefferson County Finance Department
Attn: School Account Payables
P.O. Box 1749
Dandridge, TN 37725

1.35.2 Electronic Invoices must be emailed to: amcfarlane@jeffersoncountyttn.gov and/or Julieanglea@jeffersoncountyttn.gov

1.36 Payment: Payment will be issued for goods received and/or services completed after final inspection and approval. Payment will be issued in full unless otherwise stated in the contract.

Section 2: Obligations, Rights, and Remedies

These terms and conditions shall be part of the contract. Jefferson County Board of Education reserves the right to negotiate other terms and conditions it deems appropriate and necessary under the circumstances to protect the public's trust.

2.0 Alterations or Amendments: No alterations, amendments, changes, modifications, or deletions to this contract shall be binding without the prior written approval by Jefferson County Board of Education.

2.1 Appropriation: In the event no funds are appropriated by Jefferson County Board of Education for the goods or services in any fiscal year or insufficient funds exist to purchase the goods or services, then the contract shall expire upon the expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.

2.2 Assignment: Vendor shall not assign or sub-contract this agreement, its obligations or rights hereunder to any party, company, partnership, incorporation, or person without the prior written specific consent of Jefferson County Board of Education.

2.3 Books and Records: Vendor shall maintain all relevant records for a minimum of three (3) years and make them available for audit or inspection.



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2.4 Public Records Act: Jefferson County Board of Education is subject to the Tennessee Public Records Act T.C.A. § 10-7-503 et seq. Vendors are cautioned that all documents submitted on behalf of this solicitation shall be open to the public for viewing and inspection and Jefferson County Board of Education will comply with all legitimate requests.

2.5 Compliance with All Laws: Vendors shall comply with all applicable federal, state, and local laws, regulations, and licensing requirements affecting the provision of goods and/or services.

2.6 Default: Failure to perform or comply with any provision of this contract or the terms and conditions of any documents referenced and made a part hereof, Jefferson County Board of Education may terminate the contract, in whole or in part, and may consider such failure or noncompliance a breach of contract. Jefferson County Board of Education expressly retains all its rights and remedies provided by law in case of such breach, and no action by Jefferson County Board of Education shall constitute a waiver of any such rights or remedies. In the event of termination for default, Jefferson County Board of Education reserves the right to purchase requirements elsewhere.

2.7 Governing Law: This agreement shall be governed by the laws of the State of Tennessee with venue in Jefferson County. The Chancery Court and/or Circuit Court of Jefferson County, TN shall have exclusive and concurrent jurisdiction of any disputes which arise hereunder.

2.8 Indemnification/Hold Harmless: Vendor shall indemnify and hold harmless Jefferson County and/or Jefferson County Board of Education, its officials, and employees from all claims arising out of vendor performance, negligent act, occurrence, omission, or commission of vendor, its sub-vendors, suppliers, agents, or employees.

2.9 Non-Collusion: By submission of a signed bid/proposal the vendor certifies the proposal is made without collusion with any other person or company engaged in the same line of business or commence, or fraudulent act punishable under TN or US law

2.10 Title VI of the Civil Rights Act: Non-discrimination in Federally Assisted Programs- No person in the US shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial Assistance 42 U.S.C. Section 2000d. It is the policy of Jefferson County Board of Education that all its services and activities be administered in conformance with the requirements of Title VI.

2.11 Independent Contractor: Vendor/Contractor acknowledges that it is an independent vendor/contractor and not an employee or agent of Jefferson County, TN.

2.12 Criminal History Check: Any and all contractors, subcontractors, vendors, vendor employees, agree to comply with T.C.A. § 49-5-413 requiring that all parties providing services for Jefferson County Board of Education must submit a criminal history records check at their expense. The criminal history check is to be conducted by the TN Bureau of Investigation and the Federal Bureau of Investigation.



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2.13 No Boycott of Israel: Pursuant to TCA Title 12, Chapter 4, Part 1, by submission of a response to this solicitation, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint response each party thereto as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each person is not currently engaged in, and will not for the duration of the agreement engage in, a Boycott of Israel.

2.14 Iran Divestment Act: By submission of this solicitation, each vendor and each person signing on behalf of any vendor certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each vendor is not on the list created pursuant to T.C.A. § 12-12106.

2.15 Non-Discrimination and Non-Conflict Statement: Vendor shall comply with all nondiscrimination laws including Title VI. Vendors shall comply with the Fair Wage and Hour Laws, the National Labor Relations Act, and other federal and state employment laws as applicable. Vendors covenant that it does not engage in any illegal employment practices. The vendor covenants that it has no public or private interest and shall not acquire directly or indirectly any interest, which would conflict in any manner with the provision of its goods or the performance of its services. Vendor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of Jefferson County Board of Education as wages, compensation, or gifts in exchange for acting as officer, agent, employee, sub-vendor, or consultant to vendor in connection with any goods provided or work contemplated or performed relative to the agreement.

2.16 Drug-Free Affidavit: Construction bidders in Tennessee with five (5) or more employees must submit a notarized affidavit (T.C.A. § 50-9-113) with their bid, certifying they have a drug-free workplace program in effect. The affidavit must affirm compliance with Tennessee Code Annotated Title 50, Chapter 9.

2.17 Warranty/Inspection/Acceptance: Vendor warrants all goods and services are of merchantable quality, fit for purpose, and conform to specifications. Warranty periods shall not commence until Jefferson County Board of Education inspects and formally accepts goods and/or services. Acceptance of goods or services does not constitute a waiver of latent or hidden defects or defects not readily detectable by a reasonable person under the circumstances. Jefferson County Board of Education reserves the right to reject any or all items or services not in conformance to applicable specifications. Vendor assumes the costs associated with such nonconformance.

2.18 Limitations of Liability: In no event shall Jefferson County Board of Education be liable for any indirect, incidental, consequential, special, exemplary damage, or lost profits even if Jefferson County Board of Education has been advised of the possibility of such damages.

2.19 Order of Precedence: In the event of inconsistent or conflicting provisions the following order shall prevail: Change Orders and Written Amendments (executed after the contract), Contract, Addenda, RFP/ITB, Award, Supplementary Terms and Conditions, General Terms and Conditions, Specifications, Drawings/Plans, Vendor Bid/Proposal response.



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2.20 Remedies: Jefferson County Board of Education retains all remedies available under Tennessee Law, including damages and termination.

2.21 Right to Inspect: Jefferson County Board of Education reserves the right to inspect work, services, and materials at any time.

2.22 Severability: If any provision is invalid, remaining provisions remain in effect.

2.23 Tax Compliance: Vendor acknowledges, by submission of bid and signature, that it is current in its respective Federal, State, County, and City taxes of whatever kind or nature and is not delinquent in any way. Delinquent status must be disclosed or risk debarment by Jefferson County and Jefferson County Board of Education.

2.24 Gratuities and Kickbacks: It shall be a breach of ethical standards for any person or company to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person or company gratuities or kickbacks. Breach of these provisions is a breach of contract & ethical standards and will result in disqualification, legal action, and/or debarment or suspension from being a vendor or sub-vendor under Jefferson County Board of Education contracts.

2.25 Insurance: Vendor shall maintain required insurance and provide proof of insurance. A copy of COI may be requested for proof of insurance. The successful vendor will be required to submit a COI with the specified coverage and listing Jefferson County Board of Education as additional insured; endorsement pages shall be included. It shall be the successful vendor's responsibility to keep current COI and endorsement pages on file with the Jefferson County Finance Department if the contract is in effect. The contractor shall, at its sole cost and expense, carry and maintain statutory workers' compensation insurance, employer's liability insurance, and professional liability insurance (if applicable) for any and all persons employed directly or indirectly by the contractor for the duration of the contract. The limits of liability therein shall meet, at a minimum, the limits of liability stated within the Standard Liability Insurance Requirements.

2.26 Environmental Liability: Vendor assumes responsibility for proper handling and disposal of materials in accordance with TN law.



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Section 3 Specifications:

3.1 Baseball Restroom Building:

- **24' X 24' Opened face block building**
- **Contractor is responsible for demolition and removal of existing bathroom**
- **Bathrooms will span 10'X24' each with a Utility chase spanning 4'x24'**
- **Utility chase will be between the bathrooms with exposed plumbing**
- **Block will include ½ or thicker rebar and cells will be filled with concrete (interior and exterior block walls)**
- **Interior ceilings will be 8'**
- **All exterior block will be open faced block**
- **All interior walls will be primed using Heavy duty block filler**
- **Interior walls will be painted using pre-catalyzed water-based epoxy semigloss**
- **Concrete footers with ½ "rebar or larger**
- **Three Holow metal doors (Men's, Women's, Utility) with metal door frames**
- **Metal roof color to be selected by owner**
- **Roof to include panels, Edge trim, drip edge, ridge cap, synthetic underlayment**
- **2" roofing screws with rubber washer spaced 24" on center in every high rib**
- **6" seamless gutters with downspouts on both sides**
- **Downspouts will be connected to PVC at ground level and daylight down hill**
- **Exterior LED light placed in the center of the front and back of building**
- **Three 4' LED flush mount light panels in each of the 3 rooms**
- **Interior Lights should be motion activated**
- **Exterior light should be controlled by a switch located in the Utility room**
- **Door will have pictograms indicating Men's, Women's, and Utility**
- **Roof will be wood trusses with a 6/12 pitch and minimum of 16" overhang**
- **Roof will be sheathed with ½" or thicker plywood**
- **Facia board and Frieze board will be PVC or Hardie Board**
- **Soffit will be vented**
- **Building will include a concrete sidewalk to each of the three front doors**
- **Sidewalk should be 4" thick or more and contain ½" or thicker rebar**
- **Building will have a concrete slab of 4" thick**
- **Slab should contain ½" rebar running entire length every 4' both directions**
- **Rebar in slab should be anchored into the block to prevent settling**
- **6 mil vapor barrier to be placed beneath slab**
- **Men's Restroom will contain 2 sinks, 2 urinals, 1 toilet**
- **Women's Restroom will contain 2 sinks, 3 toilets**
- **Utility room will contain all electric panels and access to all plumbing**
- **All interior walls will be constructed with block including bathroom partitions**
- **Building will include 3 partition doors in women's room and 1 in the men's**
- **All water lines should be PEX or Copper**
- **All drain lines should be PVC**
- **Water lines and drain lines will connect to existing underground**



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- Contractor is responsible for leveling yard and seeding grass
- Building will include two 4' wall louvers on the front and back of building
- HVAC to be installed and thermostat located in the utility room
- HVAC will be a 1 ton Trane unit
- HVAC register and return will be located in each side of restroom and Utility room in the ceiling
- Cleanouts should be located in utility room
- Floor finish will be epoxy, color to be provided by customer
- Door hardware should be Best double barrel core compatible
- R38 Insulation will be placed 24" thick above ceiling
- Ceiling will be 5/8 drywall finished and painted
- Water heater will be Tankless and supply a minimum of 5.5 GPM with 240V
- Power will be pulled from an existing nearby building by contractor
- Building will contain a 4 receptacles (1 in each bathroom and 2 in utility room)
- Building should include 1) 100 amp 240V breaker panel in Utility room
- Solid plastic stall doors will be installed on block partitions
- Install a minimum of 500 CFM exhaust fan in each side of bathroom
- Exhaust fan will be ducted to the soffit.
- Exhaust fan should be wired to come on with the lights
- Hand dryers will be installed in each bathroom



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Vendor Information Sheet

Company Name:

Company

Address:

Billing

Address:

Contact

Name:

Phone

Number:

Email

Address:

List of References (List at least 3 references: Name, Phone Number, Email)

Will you allow cooperative purchasing according to Section 1.19 for this bid? YES or NO

Print Name:

Signature:

Title:

Date:

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. By signing and submitting this proposal, the vendor acknowledges that they have read, understand, and agree to all aspects of the specifications and proposal requirements as presented without reservation or alteration. This proposal, if accepted, will constitute an agreement and contract with Jefferson County Board of Education. Prices are firm during this agreement term, unless agreed upon in writing by the BOE.



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Iran Divestment Act Affidavit

Iran Divestment Act Affidavit as per Tennessee Code Annotated, Title 12, and effective July 1, 2016: 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 party 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 12-12106.

Date Bid

Submitted: _____

Title: _____

Company

Name: _____

Address: _____ Phone

Number: _____

Email Address: _____

Print Name

Signature

Date



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Title VI Contract Assurance

It is the policy of Jefferson County Board of Education not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring practices; or in admission to, access to, or operation of its programs services or activities. With regard to all aspects of this contract, Contractor certifies and warrants it will comply with this policy.

Please print: _____

Vendor Name

Street Address

City

State

Zip Code

Phone Number

Email

I _____, hereby agree to abide by the
Title VI regulations.

Signature _____ Date _____

Ownership Type (please check all that apply)

☐	African American Owned Business	☐	Asian Owned Business
☐	Women Minority Owned Business	☐	Disabled Owned Business
☐	Native American Owned Business	☐	All Others
☐	Hispanic Owned Business	☐	



JEFFERSON COUNTY

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Non-Collusion Affidavit

_____, being first duly sworn, deposes and says
that:

- 1) He/She is _____ of _____, the
bidder that has submitted the attached proposal;
- 2) He/She is fully informed respecting the preparation and contents of the attached proposal and of all
pertinent circumstances respecting such proposal;
- 3) Such proposal is genuine and is not a collusive or sham proposal;
- 4) Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees,
or partied interest, including this affiant, has in any way colluded, conspired, connived, or agree,
directly or indirectly, with any other bidder, firm or person to submit a collusive or sham bid in
connection with the contract for which the attached proposal has been submitted or to retain from
bidding in connection with such contract, or has in any manner, directly or indirectly, sought by
agreement or collusion or communication or conference with any other bidder, firm, or person to
fix the price of prices in the attached proposal, or of any other bidder, or to fix any overhead,
profit, or cost element or the bid price or the bid price of any other bidder, or to secure through any
collusion, conspiracy, connivance, or unlawful agreement any advantage against Jefferson County
or any person interested in the proposed contract; and
- 5) The price or prices quoted in the attached proposal are fair and proper and are not tainted by any
collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its
agents, representatives, owners, employees, or parties of interest, including this affiant.

Signature _____

Print Name _____

Title _____

Date _____



JEFFERSON COUNTY

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Non-Discrimination, Non-Debarment, & Lobbying Affidavit

I do hereby certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud.

I understand that collusive pricing is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards and that no collusion with another firm was used in preparation of this bid.

I also certify that this firm does not discriminate against any employee or applicant for employment on the grounds of race, color, national origin or sex; and does not and will not maintain or provide for his employees any segregated facilities at any of its establishments, and further, that the firm does not and will not permit their employees to perform their services at any location under this contract where segregated facilities are maintained.

By submission of this bid, the bidder certifies that neither it or its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State department or agency.

I further certify that during the Invitation to Bid solicitation and/or during the performance of this contract that neither it nor its principals will participate in lobbying activities in conjunction with this project.

I agree to abide by all terms and conditions of this Invitation to Bid and certify that I am authorized to sign this affidavit for the vendor.

Please indicate which of the following apply to your company. This information is requested for information purposes only. Jefferson County currently has no policy that allows for set asides or preferences for woman owned or minority owned businesses.

_____ African American _____ Native American Owned _____ Hispanic Owned

_____ Caucasian Owned _____ Asian Owned _____ Women Owned _____ Other Owned

Signature: _____ Title _____ Date _____



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Addendum Acknowledgement (if applicable)

If applicable, please complete and return this with bid proposal response.

I the undersigned acknowledge the receipt of the following addenda to this solicitation.

Addendum #1- Date Received _____

Addendum #2- Date Received _____

Addendum #3- Date Received _____

Addendum #4- Date Received _____

Signature _____

Print Name _____

Title _____

Company Name _____

Email _____

Phone Number _____



JEFFERSON COUNTY

FINANCE DEPARTMENT & BOARD OF EDUCATION



Drug-Free Workplace Affidavit

State of _____

County of _____

The undersigned, principal officer of _____,
an employer of five (5) or more employees contracting with Jefferson County Government and Board
of Education to provide construction services, hereby states under oath as follows:

- 1) The undersigned is a principal officer of _____ (hereinafter referred to as the
"Company") and is duly authorized to execute this Affidavit on behalf of the Company.
- 2) The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each
employer with no less than five (5) employees receiving pay who contracts with the state or
any local government to provide construction services to submit an affidavit stating that such
employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the
Tennessee Code Annotated.
- 3) The Company is in compliance with T.C.A. . § 50-9-113. Further affiant saith not.

Principal Officer

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 affidavit for the purpose of therein contained.

Witness my hand and seal at office this _____ day of _____,
2026

Notary Public _____ My Commission
Expires _____



JEFFERSON COUNTY

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No Contact/No Advocacy Affidavit

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

(1) He/She is the owner, partner, officer, representative, or agent of _____, the Proposer that has submitted the attached Proposal;

(2) The Proposer _____ swears or affirms that he/she will abide by the following “No Contact” and “No Advocacy” clauses:

- a) NO CONTACT POLICY: After the posting of this solicitation to the Purchasing Division’s website, any contact initiated by any proposer with any Jefferson County and/or Jefferson County Schools representative concerning this proposal is strictly prohibited, unless such contact is made with the Jefferson County Purchasing Agent. Any unauthorized contact may cause the disqualification of the proposer from this procurement transaction.
- b) NO ADVOCATING POLICY: To ensure the integrity of the review and evaluation process, companies and/or individuals submitting proposals for any part of this project, as well as those persons and/or companies representing such proposers, may not lobby or advocate to Jefferson County and/or Jefferson County Schools staff including, but not limited to, members of Jefferson County Commission, Jefferson County Offices, Office of the Mayor, Jefferson County School Board or any other Jefferson County staff.

Any company and/or individual who does not comply with the above stated “No Contact” and “NO Advocating” policies may be subject to having their proposal rejected from consideration.

Signed: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 2026

Notary
Public _____
____ My Commission expires:



JEFFERSON COUNTY

FINANCE DEPARTMENT & BOARD OF EDUCATION



Price Sheet:

1.) Construction of Baseball Restroom Building:

- Bid Price shall include all labor, materials, equipment, permits, utilities, site work, plumbing, electrical, concrete, flooring, roofing, finishes, cleanup, and all work necessary to provide a complete operational facility in accordance with the plans and specifications.
- Bid Price shall also include all insurance, overhead profit, and all incidental costs necessary to complete the project in accordance with the contract documents.
- No additional compensation will be allowed except through an approved written change order.

Total Bid Price:

Base Bid Total (Lump Sum): \$_____

Contractor Information:

Company Name: _____

Authorized Representative: _____

Signature: _____

Date: _____

Phone: _____

Email: _____



JEFFERSON COUNTY

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To:	Jefferson County Purchasing Attn: Julie Anglea P.O. Box 1749/1244 Gay St. Dandridge, TN 37725	Project:	JCHS Baseball Restroom Building
Date:	August 20, 2026	Time:	2:00pm ET
Site Location:	JCHS-Baseball Field 115 W. Dumplin Valley Rd. Dandridge, TN 37725	Bid Opening:	JC Finance Dept. 1244 Gay St. Dandridge, TN 37725

Name of Bidder:		Bidder's License Classification:	
		Expiration Date:	
License No.:		Monetary Limits:	

*If the Bid involves: Electrical, Plumbing, HVAC, Masonry, Roofing, or Geothermal Work, complete below section. If not enter "NONE" in the space provided under Section (A) for each work of service. *

Electrical	Plumbing	HVAC	Masonry	Roofing	Geothermal
A. Name of Sub holding electrical license	Name of Sub holding plumbing license	Name of Sub holding HVAC license	Name of Sub holding Masonry license	Name of Sub holding Roofing license	Name of Sub holding Geothermal license
B. License No. of Contractor holding Electrical License	License No. of Contractor holding Plumbing License	License No. of Contractor holding HVAC License	License No. of Contractor holding Masonry License	License No. of Contractor holding Roofing License	License No. of Contractor holding Geothermal License
C. License Classification & Limits	License Classification & Limits	License Classification & Limits	License Classification & Limits	License Classification & Limits	License Classification & Limits
D. Expiration Date of Electrical License	Expiration Date of Plumbing License	Expiration Date of HVAC License	Expiration Date of Masonry License	Expiration Date of Roofing License	Expiration Date of Geothermal License