

MONROE COUNTY

MONROE COUNTY BOARD OF COMMISSIONERS

INVITATION TO BID

FOR

**WASTE TIRE HAUL AND DISPOSAL
FOR THE
MONROE COUNTY DEPARTMENT OF
SOLID WASTE**

BID NUMBER – CGD1212-08-24

**Monroe County Department of Finance
103 College Street South Ste 9
Madisonville, Tennessee 37354
(423) 442-9383**

Monroe County Board of Commissioners
Madisonville, Tennessee 37354
(423) 442-9383

Bid Prepared By:
Monroe County Finance Department

Invitation to Bid Number:
CGD1212-08-24

August 6, 2024

Sealed bids, subject to the specifications and conditions contained herein and attached hereto, will be received in the Finance Department, J.P. Kennedy Building, until, but no later than **2:00 P.M. (EST.)** local time prevailing, **Tuesday August 6, 2024**, and then publicly opened and read the bid for the Purchase of Hauling Waste Tires for the Monroe County Solid Waste Department, as authorized by the Monroe County Board of Commissioners.

No bid can be withdrawn after the scheduled closing time for receipt of bids for sixty (60) calendar days.

To be considered, your bid must be submitted on a copy of this Invitation to Bid. Bidders shall sign this form in the space provided and submit the bid document to Monroe County Department of Finance, 103 College Street South Ste. 9, Madisonville, TN 37354. Bids shall be returned in the enclosed bid envelope, properly completed and sealed. Bids will not be accepted via fax machine or e-mail.

Time is of the essence and bids received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. The date and time stamp in the Finance Department shall determine the time of receipt. Bidders are responsible for ensuring that the Finance Department personnel stamps their bids before the deadline indicated. Late bids received will be so noted in the bid file in order that the vendor's name will not be removed from any future bid/vendor list.

If you desire not to quote on the Invitation, please forward your acknowledgment of NO BID. Return of the "Terms and Signature Sheet" with an authorized signature and an indication of NO BID is appropriate. Failure to comply may cause for removal of your company's name from the bid list for the subject commodity.

It is the policy of Monroe County, Tennessee to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, Part 21. No person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance on the grounds of race, color, sex, disability, or national origin.

Terms and Conditions of Request for Bids/Proposals

1. **Award**

The County reserves the right to reject any or all Bids/Proposals/Qualifications, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Bids/Proposals/Qualifications. The County further reserves the right to reject the Bid/Proposal/Qualification of any Bidder/Proposer/Respondent whom it finds, after reasonable inquiry and evaluation, to not be responsible. The County may also reject the Bid/Proposal/Qualification of any Bidder/Proposer/Respondent if the County believes that it would not be in the best interest of the Project to make an award to the Bidder/Proposer/Respondent. The County also reserves the right to waive all informalities not involving price, time, or changes in the Work and to negotiate contract terms with the Successful Bidder/Proposer/Respondent. More than one Bid/Proposal/Qualification for the same work from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any Bidder/Proposer/Respondent has an interest in more than one Bid/Proposal/Qualification for the Work may be cause for disqualification of the Bidder/Proposer/Respondent and the rejections of all Bids/Proposals/Qualifications in which that Bidder/Proposer/Respondent has an interest. If the Contract is to be awarded, the County will award the Contract to the Bidder/Proposer/Respondent whose Bid/Proposal/Qualification is the best interest of the Project. Disputes arising from the award of the Bid/Proposal/Qualification must be submitted in writing to the Monroe County Purchasing Agent and received no later than three (3) calendar days from contract award date. In the event no funds are appropriated by the County for the goods and services specified or insufficient funds exist for future orders, the County is under no obligation to make a contract award, contract renewal, or purchase.
2. **Preparation of Bids/Proposals/Qualifications**
 - (A) Bidders/Proposers/Respondents are expected to examine all Bid/Proposal/Qualification documents. Failure to do so will be at the Bidder/Proposer/Respondent's risk.
 - (B) Each Bidder/Proposer/Respondent shall furnish all information required by the Request. The Bidder/Proposer/Respondent shall sign the Bid/Proposal/Qualification documents; erasures or other changes shall be initialed by the person signing the offer.
 - (C) Unit price shall include freight unless otherwise specified in the request. In case of discrepancy between any unit price and an extended price, the unit price shall govern.
 - (D) Bidder/Proposer/Respondent must state a definite time for delivery of supplies or for performance of services unless otherwise specified in the invitation.
 - (E) Delivery time, when stated as a number of days, will include Saturdays, Sundays, and holidays.
3. **Availability of Requested Items**

Bidder/Proposer/Respondent must accept responsibility for verifying availability of specified items prior to submission of Bid/Proposal/Qualification. Bidder/Proposer/Respondent shall notify the County no less than 96 hours prior to the Bid/Proposal/Qualification deadline per Tennessee Code Annotated (T.C.A.) § 12-4-113 if specified items are discontinued, replaced, or will not be available for an extended period of time.
4. **Restrictive or Ambiguous Specifications**

It is the responsibility of the prospective Bidder/Proposer/Respondent to notify Monroe County Purchasing if there is a question as to the specifications or Bid/Proposal/Qualification procedures being formulated in a manner that would unnecessarily restrict competition. Any such question must be received no less than 96 hours prior to the Bid/Proposal/Qualification deadline per T.C.A. § 12-4-113. These requirements also apply to specifications or procedures that are in error or ambiguous.
5. **Delivery**

Delivery will be f.o.b. destination unless otherwise specified in the Bid/Proposal/Qualification document. This will apply to regular and normal stock items and special items which must be ordered direct from manufacturer.
6. **Federal Tax and State Sales Tax**

Purchases by the County are not subject to any state sales or federal excise taxes. Exemption certificates shall be furnished by the County upon the Contractor's request.
7. **Addenda**

No modifications to the Bid/Proposal/Qualification shall be binding upon the County unless made in writing by an authorized representative of the Monroe County Purchasing Department. Bid/Proposal/Qualification addenda, if issued, are posted on the County's website: www.monroetn.com. Prior to submitting a Bid/Proposal/Qualification, it is the responsibility of the Bidder/Proposer/Respondent to ascertain that they have received all addenda issued and bid/propose/respond accordingly. No addenda will be issued later than 48 hours prior to Bid/Proposal/Qualification deadline per T.C.A. § 12-4-113.
8. **Submission of Bids/Proposals/Qualifications**

Bid/Proposal/Qualification shall be enclosed in a sealed envelope and addressed to the Monroe County Purchasing Department, 103 South College Street, Madisonville, TN 37354. The name and address of the Bidder/Proposer/Respondent shall be identified on the face of the envelope along with the Bid/Proposal/Qualification number and title. Bids/Proposals/Qualifications for construction projects shall comply in all respects with T.C.A. 62-6-119.

 - (A) The County does not accept Bids/Proposals/Qualifications by facsimile or any electronic transmission. See Clause 9 under Terms and Conditions of the request for Bid/Proposal/Qualification regarding Bid/Proposal/Qualification modifications or withdrawal.
 - (B) Samples of items, when required, must be submitted within five (5) calendar days and at no expense to the County unless otherwise specified by the County. If not consumed by testing, samples will be returned at Bidder/Proposer/Respondent's request and expense unless otherwise specified in the Invitation.
 - (C) Samples of items, when required, must be submitted within five (5) calendar days and at no expense to the County unless otherwise specified by the County. If not consumed by testing, samples will be returned at Bidder/Proposer/Respondent's request and expense unless otherwise specified in the Invitation.
9. **Modification or Withdrawal of Bids/Proposals/Qualifications**

Bids/Proposals/Qualifications may be modified or withdrawn by signed written notice to Monroe County Purchasing or in person by an authorized Bidder/Proposer/Respondent representative provided the modification or withdrawal is received prior to the Bid/Proposal/Qualification deadline. A Bidder/Proposer/Respondent representative making a modification in person shall have proper identification and shall initial the change. The Bidder/Proposer/Respondent representative shall sign a receipt for the withdrawal of a Bid/Proposal/Qualification. A telegraphic notice with an authorized signature would be acceptable for Bid/Proposal/Qualification modification or withdrawal. It is the Bidder/Proposer/Respondent's responsibility to confirm receipt of the modification or withdrawal. The telegraphic communications shall not reveal the Bid/Proposal/Qualification price but shall provide the addition, subtraction or other modifications so that the final prices or terms will not be known by the County until the sealed bid/proposal/qualification is opened.
10. **Late Bids/Proposals/Qualifications**

It is the responsibility of the Bidder/Proposer/Respondent to deliver their Bid/Proposal/Qualification or modification on or before the deadline date and time. The time of record will be the date/time stamp of the Monroe County Finance Department. Late bids/proposals/qualifications will not be considered or returned.
11. **Qualifications of Bidder/Proposer/Respondent**

In evaluating Bid/Proposal/Qualifications, the County will consider whether or not the Bid/Proposal/Qualification complies with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid/Proposal/Qualification form or prior to the Notice of Award. The County will consider the qualifications of Bidder/Proposer/Respondent and may consider the qualifications and experience of Subcontractors, Suppliers, and other individuals or entities proposed for those portions of the work which the identity of Subcontractors, Suppliers, and other individuals or entities must be submitted. The County may conduct such investigations as the County deems necessary to establish the responsibility, qualifications, and financial ability of Bidder/Proposer/Respondent, proposed Subcontractors, Suppliers, individuals, or entities proposed for those portions of the Work in accordance with the Contract Documents. The County may make such investigations as are deemed necessary to determine the ability of the Bidder/Proposer/Respondent to perform the work and the Bidder/Proposer/Respondent shall furnish all such information and data for this purpose as the County may request. The County reserves the right to reject any Bid/Proposal/Qualification if the evidence submitted by the investigation of such Bidder/Proposer/Respondent fails to satisfy the County that such Bidder/Proposer/Respondent is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
12. **Subcontracts**

The Bidder/Proposer/Respondent is specifically advised that any person, firm, or other party to whom it is proposed to award a subcontract under this contract must be acceptable to and approved by the County.
13. **Non-Collusion**

The requirements of State and Federal Antitrust Law, as well as the terms and conditions of the Bid/Proposal/Qualifications, require that all decisions made as to matters concerning this Bid/Proposal/Qualification be made on an individual firm basis. By signing this Bid/Proposal/Qualification, the Bidder/Proposer/Respondent certifies that no company employees, agents, or representatives colluded in any respect with any other person or firm as to the terms and conditions of the company's Bid/Proposal/Qualification. Any concerted activity with respect to this Bid/Proposal/Qualification will be reported to the Antitrust Division of the Office of Attorney General, State of Tennessee.

14. Compliance with Applicable Laws

The Bidder/Proposer/Respondent shall comply with all laws relating to the manufacture, sale and purchases of items or services by County Governments insofar as they pertain to the purchase made under this contract.

15. Bid/Proposal/Qualification Acceptance

Bid/Proposal/Qualification prices quoted shall be subject to acceptance by the County for a period of sixty (60) calendar days from the Bid/Proposal/Qualification deadline, unless Bidder/Proposer/Respondent indicates otherwise in their Bid/Proposal/Qualification. If awarded the Bid/Proposal/Qualification within the time frame specified, Bidder/Proposer/Respondent agrees to furnish all services described or specified

16. Acceptance of Bid/Proposal/Qualification Content

The successful contractor's bid/proposal/qualification content shall become a contractual obligation if procurement action ensues. Failure of the successful Bidder/Proposer/Respondent to accept these obligations in a contractual agreement may result in cancellation of the award.

17. Notification to County

If no Bid/Proposal/Qualification is to be submitted in response to this Bid/Proposal/Qualification, it is not necessary to return the request; however, notice should be given to the County if the recipient wishes to remain on the County's Bidder/Proposer/Qualification list for future solicitations.

18. Standard Contract

The County reserves the right to incorporate standard county contract provisions into any contract negotiated as a result of any Bids/Proposals/Qualifications submitted in response to the Request for Bid/Proposal/Qualification.

19. News Releases

News releases pertaining to this procurement or any part of the Bid/Proposal/Qualification shall not be made without the written approval of the County Purchasing Director.

PERIOD OF CONTRACT

The length of the bid will be for one (1) year, commencing September 1, 2024, through August 31, 2025. The contract may be renewed annually for up to three (3) additional years, in 12-month increments, if agreeable to both parties and reduced to written form. This renewal is not automatic and will be based on an annual review of the contract. Renewal fiscal years would be 2025-26, 2026-27, and 2027-28. At any time during the bid period, Monroe County will reserve the right to review all categories of the bid. Monroe County retains the right to re-bid any category because of poor quality, service, or price escalations.

Monroe County reserves the right to terminate this bid in whole or in part for the convenience of the County. Notification of termination must be in writing and issued by the Department of Finance. Monroe County reserves the right to award this bid to multiple vendors if necessary.

SPECIFICATIONS AND MATERIALS

Location 1:

- Location Name: Little Notchey Creek Convenience Center
- Address: 570 Little Notchey Creek Road
- City and State: Madisonville, TN 37354
- Service and Contact: Tara Skinner – Monroe County Solid Waste, Administrative Assistant
- Contact Email: Tara.Skinner@monroetn.gov
- Size Needed: (1) 48/53ft open top Trailer

Location 2:

- Location Name: AgCentral Farmers Co-op
- Address: 776 New Highway 68
- City and State: Sweetwater, TN 37874
- Service and Contact: Tara Skinner- Monroe County Solid Waste, Administrative Assistant
- Contact Email: Tara.Skinner@monroetn.gov
- Size Needed: (1) 48/53ft dry Trailer

Location 3:

- Location Name: AgCentral Farmers Co-op
- Address: 626 Anderson Road
- City and State: Madisonville, TN 37354
- Service and Contact: Tara Skinner – Monroe County Solid Waste, Administrative Assistant
- Contact Email: Tara.Skinner@monroetn.gov
- Size Needed : (1) 48/53ft Dry Trailer

Location 4:

- Location Name: A Plus Tire and Services
- Address: 647 Anderson Road
- City and State: Madisonville, TN 37354

- Service and Contact: Tara Skinner – Monroe County Solid Waste, Administrative Assistant
- Contact Email: Tara.Skinner@monroetn.gov
- Size Needed: (1) 48/53ft dry Trailer

Location 5: (Center Opening TBD 2024)

- Location name: Vonore Convenience Center
- Address: 150 Deer Trace Drive
- City and State: Vonore, TN 37885
- Service and Contact: Tara Skinner – Monroe County Solid Waste, Administrative Assistant
- Contact Email: Tara.Skinner@monroetn.gov
- Size Needed: (1) 48/53ft open top trailer

Location 6 : (Center Opening TBD 2025)

- Location name: New Tellico Plains Convenience Center
- Address: TBD (approx. 8560 New Hwy. 68)
- City and State: Tellico Plains, TN 37385
- Service and Contact: Tara Skinner – Monroe County Solid Waste, Administrative Assistant
- Contact Email: Tara.Skinner@monroetn.gov
- Size Needed: (1) 48/53ft open top trailer

The purpose of the Request for Proposal is the selection of a scrap tire end user or processor to take Monroe County tires for beneficial end use, as defined by the Tennessee Department of Environment & Conservation.

Monroe County disposes of approximately 500 tons of waste tires per year. Monroe County does not guarantee any quantities for the purpose of the request for Proposal.

The Request for Proposal contains only one option.

Option 1 – To provide a recycling program and tire hauling.

For additional information contact:

Mr. Brandon West, Director of Solid Waste, 423-442-2497

Email: Brandon.West@monroetn.gov

PAYMENT

Full Payment upon completion and inspection. The vendor must provide Monroe County Solid Waste Department with an invoice before payment can be issued.

QUALIFICATION OF BIDDER

The bidder shall be a properly licensed contractor. The County may make such investigations as deemed necessary to determine the ability of the Bidder to perform the work. The Bidder shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the County that the Bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.

MUST BE SUBMITTED WITH BID:

- 1. ONE ORIGINAL BID AND ONE EXACT COPY**
- 2. W-9**
- 3. REFERENCES**
- 4. COPY OF CERTIFICATE OF INSURANCE**
- 5. LITIGATIONS IF ANY**

Please include the following information in your response to this Request for Proposal:

- 1. All tires regardless of size, styles, nature, or individual weight, will be billed under the contractually agreed upon price per ton during contract period, unless otherwise agreed upon by both parties in writing. Including, passenger tires, truck tires, farm tires, and skidder/off road tires.**
- 2. Any additional charges (i.e. dirty tires, rims, etc.). Monroe County will not pay any fees or charges which are not identified in the Request for Proposal and/or contract.**
- 3. Detail on the end use of tires from Monroe County including: the Location of all facilities which will receive tires including names, addresses, and phone numbers of all intermediae storage, processing, recycling, and disposal facilities.**

TIRE HAULING

The hauler will provide four (4) trailers, all of road-worthy quality to store and haul Monroe County tires from the Service Locations to the recycling facility.

1. Monroe County staff will contact the contractor when one of the trailers becomes full.
2. The hauler will bring an empty trailer to swap out with a full one within two (2) business days after being contacted.
2a.) Loads not hauled within 72hrs (or 3 business days) will be pro-rated. (See page 11).
3. The hauler will take the loaded trailer to the recycling facility.
4. Trailers are to be picked up between the hours of 8:00 a.m. to 5:00 p.m.
5. The tonnage of the tires that will be used for the tire invoices will be based on the weight of the trailers as they are weighed at a certified scale, with paperwork provided for each trailer.
6. Contract rate cannot be altered during the period of the contract unless both parties agree in writing within 60 days prior to the contract expiration date. Changes to the CPI must be reported to Monroe County Solid Waste Department by May 1st. of each year in order to give Monroe County an opportunity to present an accurate budget proposal to County executives during budget season.

**Please mail the bid to:
Monroe County Dept of Finance
Attn: Morgan Isbill
103 College Street South, Ste 9
Madisonville, TN 37354**

REFERENCES & LITIGATIONS

Please provide three references and state the number of years in business as a tire end user and/or processor.

Name: _____ Phone Number: _____
Address: _____
Period of time services were provided: _____

Name: _____ Phone Number: _____
Address: _____
Period of time services were provided: _____

Name: _____ Phone Number: _____
Address: _____
Period of time services were provided: _____

Please state if your company had been party to any litigations in the past five years. If so, please identify the name of the case, the court in which it was filed or is pending, and the findings of the case if it has been concluded.

NO _____ Name of Case: _____
YES _____ Court Filed or Pending: _____
Findings if concluded: _____

PRICE QUOTE

Price to Haul and Dispose of Tire Per Ton	\$
Prorated Price for Tire not picked up in three (3) business day Per Ton	\$

BIDDER INFORMATION:

Name of Bidder:

(Typed or Printed: Firm, Corporation, Business, or Individual)

Business Address:

The business has been in business under its present name since: _____

At this present time, we understand all requirements and state that as a serious bidder we will comply with all the stipulations included in this package.

The above-named bidder affirms and declares:

1. That the bidder is of lawful age and that no other person, firm, or corporation with another person firm or corporation has any interest in this bid/Proposal or in the contract proposed to be entered into.
2. That this Bid/Proposal is made without any understanding, agreement, or connection with any other person, firm, or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud.
3. That the bidder is not in arrears to Monroe County upon debt or contract and not a defaulter, as surety or otherwise, upon any obligation to Monroe County.
4. That no officer or employee whose salary is payable in whole or in part from the County Treasury shall be or become interested, directly or indirectly, surety or otherwise in this proposal, in the performance of the Contract, in the supplies, materials, equipment and work or labor to which they relate, or in any portion of the profits thereof.

BIDDER: _____

BY: _____

(Authorized Signature in Ink)

PRINTED NAME OF SIGNER: _____

TITLE OF SIGNER: _____

DATE SIGNED: _____

PHONE NUMBER OF SIGNER: _____

ALL VENDORS MUST SUBMIT A W-9 FORM WITH THEIR BID RESPONSE