

*City of*  
**SHELBYVILLE**  
*Tennessee*

DATE: January 5, 2018

NOTICE TO BIDDERS

Notice is hereby given that the CITY OF SHELBYVILLE, TENNESSEE is advertising for sealed bids on:

**ONE (1) COMMERCIAL RIDING LAWN MOWER  
FOR WILLOW MOUNT CEMETERY**

Bids will be accepted by the City of Shelbyville Purchasing Office, 201 N. Spring Street, Shelbyville, TN 37160 or may be mailed to P.O. Box 185, Shelbyville, TN 37162 **until 2:00 P.M. on Tuesday, January 23, 2018**. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

The bids shall be opened and read aloud during a public meeting of the City Council appointed BID COMMITTEE on Tuesday, January 23, 2018 at 2:00 P.M. at CITY HALL, 201 N. Spring Street. Award of the bid will be made at the next scheduled City Council meeting at the Shelbyville City Hall Annex. (February 8, 2018)

GENERAL INFORMATION

It will be the sole responsibility of the Bidder to deliver personally or by mail the proposal or proposals to the City of Shelbyville Purchasing Office, 201 N. Spring Street, Shelbyville, TN 37160 on or before the closing hour and date announced for the receipt of the bids. **The envelope must be sealed and marked on the outside “Sealed Bid on ONE (1) COMMERCIAL RIDING LAWN MOWER FOR WILLOW MOUNT CEMETERY”.**

The City is exempt from taxes imposed by State and/or Federal Government. Exemption certificate, if required, will be furnished by the successful bidder and will be completed by the City.

Each variance to these specifications must be specifically stated by the bidder in the bidding proposal. The City Council reserves the right to reject any or all proposals, to waive informalities and to accept all or any part of any proposal as described therein, as they deem necessary to be in the best interest of the City.

## City of Shelbyville

Bidders guarantee that the prices quoted in the bid will remain firm from the date of the bid opening until the completion of delivery.

All proposals shall be made on forms furnished by the CITY. Supporting information shall be on the bidder's stationery.

All proposals must indicate the firm's name and address and be signed in ink by an officer or employee having authority to bind the company or firm.

The intent of these specifications is to insure delivery of a new complete unit for operation. Omission of any essential detail from these specifications does not relieve the supplier from furnishing such unit. All bids must be on new models. This provision excludes surplus, used or demonstrators.

The bidder, by executing a contract or bid proposal on the terms of the invitation to bid, warrants the product that is supplied to be buyer shall remain fully in accord with the specifications and to be of the highest quality. In the event the product, as supplied to the buyer, is found to be defective or does not conform to the specifications, the buyer reserves the right to cancel the order upon written notice to the supplier and return such product to the supplier at the supplier's expense.

Payments will commence or be made in full after delivery and acceptance of product. All documents, invoice, title and exemption certificate shall be presented to the City of Shelbyville Purchasing Office.

All Bidders must comply with A.D.A. guidelines if required.

All Bidders must be in compliance with Title VI, Civil Rights Act of 1964, which specifies that: No person in the United States 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 a program or activity receiving federal financial assistance from the Department of Transportation or the U.S. Department of Justice.

The City of Shelbyville is subject to the Open Records Act, TCA 10-7-501, et. Seq. Bidders are advised that all documents submitted on behalf of this invitation to bid shall be open to the public for viewing and inspection.

The City of Shelbyville will fulfill Public Record Requests in compliance with Tennessee Open Records Act.

Failure on the part of the bidder to comply with all instructions herein may result in bid rejection.

## BID FORM

TO: CITY OF SHELBYVILLE  
201 N. SPRING ST.  
SHELBYVILLE, TN 37160

Date: \_\_\_\_\_

IN ACCORDANCE WITH YOUR INVITATION TO BID ON:

### ONE (1) COMMERCIAL RIDING LAWN MOWER FOR WILLOW MOUNT CEMETERY

WE HEREBY SUBMIT THE FOLLOWING BID:

<u>MINIMUM SPECIFICATIONS</u>	<u>MEETS</u>	<u>EXCEEDS</u>	<u>DOESN'T MEET</u>
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**ONE (1) COMMERCIAL  
RIDING LAWN MOWER**

- Zero-turn radius
- 25 HP minimum
- Electric PTO
- Electric start
- Fuel tank capacity 10 – 11 gals.
- 52" cutting width
- striping kit
- greaseable spindles
- adjustable coil over shocks, front and rear
- ZT-4400 transaxle or equal

MINIMUM SPECIFICATIONS

MEETS

EXCEEDS

DOESN'T MEET

-seat with arm rest

-fuel gauge

-hour meter

-roll over protection

-rated to mow at least 5 acres  
an hour

-to include delivery to:

Willow Mount Cemetery  
321 Dover St.  
Shelbyville, TN 37160

**To be included with submission:**

- list all warranty information
- complete specification sheet
- estimated delivery date
- Any variations to the above Specifications

A current business license must be furnished upon request.

Any questions may be directed to Public Works Director, Eric Pierce, at 931-684-2644 or Lori Saddler, Purchasing / IT Director, at 931-684-2691.

We hereby submit the following price(s) for your consideration:

_____	\$ _____
_____	\$ _____
_____	\$ _____

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Company Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bid quote good for \_\_\_\_\_ days.