

CITY OF WHITE HOUSE

REQUEST FOR BID

BRUSH GRINDING AND REMOVAL

PURCHASING DEPARTMENT

105 COLLEGE STREET

WHITE HOUSE, TN 37188

PHONE: 615-672-4350 Extension 2130 FAX: 615-672-2939

BID NO. 18-1058PS

DATE: July 17, 2018

**BIDS WILL BE RECEIVED UNTIL
2:00 PM ON AUGUST 7, 2018.
PUBLIC OPENING AT 2:00 PM
ON AUGUST 7, 2018.**

TO BIDDER:

PLEASE QUOTE YOUR LOWEST PRICE, BEST DELIVERY DATE, CASH DISCOUNT TERMS, AND F.O.B. POINT FOR THE FOLLOWING. THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL QUOTATIONS AND TO ACCEPT ANY OR ALL ITEMS AT THE PRICE QUOTED. UNLESS OTHERWISE STATED, ALL QUOTATIONS ARE CONSIDERED TO BE FIRM QUOTATIONS FOR A PERIOD OF 30 DAYS FROM DATE OF QUOTATION DUE DATE. PLEASE QUOTE ON THIS FORM AND RETURN IT MARKED "NO QUOTE" IF YOU CANNOT QUOTE IN ORDER TO REMAIN ON THE CITY'S VENDOR LIST.

FIRM'S NAME:

ADDRESS: _____

TELEPHONE: _____ FAX: _____ EMAIL: _____

NAME: _____ TITLE: _____

DATE _____ SIGNATURE _____

GRAND TOTAL OF BID: _____

DELIVERY TIME/PROJECT DATE IF APPLICABLE: _____

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Brush Grinding and Removal
BID NO: 18-1058PS

GENERAL

- A. It is the intent of these specifications to describe the minimum requirements in sufficient detail to secure bids for the aforementioned.
- B. All bids must be received in the City Purchasing Office on or before the date and hour designated due date. Any bids received after this time will not be considered and will be rejected. **BIDS MAY NOT BE DELIVERED TO ANY OFFICE EXCEPT PURCHASING OR ADMINISTRATION.**
- C. All Quotations must be signed with the firm's name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled. Bid documents that are unsigned will be classed as irresponsible offers and will not receive any consideration.
- D. State brand or make on each item: if quoting on other than make, model or brand specified, the manufacturer's name and catalog number must be given, or descriptive cut and complete technical data covering the item attached to the quotation.
- E. Bid Bonds and/or Performance Bonds are required on all City contracts. Bid Bonds will be considered waived if not specifically called for on the Bid Call.
- F. The CITY OF WHITE HOUSE reserves the right to reject any or all bids or accept any presented which meet or exceed these specifications, and/or which would be in the best interest of the City and will not necessarily be bound to accept the lowest bid.
- G. CANCELLATION OF AND CHANGES TO PURCHASE ORDERS

No cancellation of, or changes, to a **City of White House** purchase order may be made, except in writing, by the Purchasing Office. Orders may be cancelled without the consent of the vendor in case of any default by the vendor.

H. CONTRACT ADMINISTRATOR

Questions or problems arising from bid procedures or subsequent order ad delivery procedures should be directed to the CITY OF WHITE HOUSE Purchasing Office, 105 College Street, White House, TN 37188 to the attention of Derek Watson, Purchasing Coordinator.

Bids shall be submitted to the City Purchasing Office, White House City Hall, 105 College Street, by 2:00 PM., Tuesday, AUGUST 7, 2018 in a sealed envelope with company information and labeled Bid No. 18-1058PS including quotation due date.

Each bidder is required to list on the proposal and/or bid form the number of calendar days he expects project to be completed at the destination in terms of time interval following notice to proceed. If time varies on different items, the bidder shall so state the delivery time for each item.

Failure to include a specific number of calendar days may be sufficient grounds for rejection of proposals.

In comparing the bids and proposals and making awards, the City may consider such factors as quality and adaptability of services, the bidder's record of experience and integrity and performance assurance in addition to that of the bid price. The City reserves the right to cancel this order, or any part thereof without penalty.

Each bid shall be complete. Incomplete or unresponsive bids may be rejected.

The successful vendor agrees that he shall and does comply with all Tennessee local, state and/or federal laws, statues, rules and regulations including but not limited to the Rehabilitation Act of 1973 and the Americans with Disabilities Act. In the event that any claim should arise with regard to this contract for a violation of any such local, state and/or federal law, statue, rule or regulation, the provider will indemnify and hold the City of White House harmless for any damages, including court costs or attorney fees which might be incurred.

Any contract will be interpreted under the laws and statues of the State of Tennessee.

Payments:

Vendor is to submit properly completed invoice(s) to the address specified on the purchase order. To insure prompt payment each invoice should cite the purchase order number, bid number, project description, unit and total price, discount terms and include the vendor's name and return remittance address.

Payment will be mailed within thirty (30) days of (a) the receipt and acceptance of the items, including all paper work and (b) receipt of a properly completed invoice.

The City of White House is exempt from Tennessee State Sales Tax. An exemption certificate will be furnished at the request of the successful vendor.

SPECIFICATIONS

- 1.0 GENERAL** The City of White House is soliciting bids for the Grinding of all Brush and stumps at the City of White House, Brush Site, 725 Industrial Drive, White House, Tennessee 37188.
- 2.0 SCOPE OF WORK** Contractors will provide all necessary labor, equipment, material and supplies necessary for the processing of all brush and stumps located at the City of White House, Brush Site, 725 Industrial Drive, White House, Tennessee 37188 in accordance with the attached Contract. The end processed material shall be in finished sizes no greater than 4” measured in any direction.
- 3.0 BY-PRODUCT** All processed material shall be removed by contractor of winning bid, and brush site to be left clean.
- 4.0** The City estimates that there is, **MORE OR LESS**, approximately 12,000 cubic yards (200’x100’x10’x0.037037), of un-ground brush and stumps will be present at the site at the time of contract execution.
- 5.0 Bidders shall examine the site to obtain firsthand knowledge of existing conditions and MORE EXACT QUANTITIES.**
- 6.0** Contractors will not be given extra payments for conditions that can be determined by examining the site.
- 7.0 PAYMENT** The City will pay for the work within 30 days after invoice following the City’s acceptance of the work.
- 8.0 INSURANCE** Prior to the City’s execution of the contract to perform this work, the contractor will provide a certificate of insurance meeting the requirements of the attached Contract.
- 9.0 INSPECTION** All work by the Contractor is subject to inspection by the City of White House representatives at any time during normal working hours.

**CITY OF WHITE HOUSE
NONDISCRIMINATION POLICY**

It is the policy of the City of White House not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities. In addition, the City of White House does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d). With regard to all aspects of this contract, the contractor certifies and warrants it will comply with this policy.

COMPANY NAME

DATE

REPRESENTATIVE

TITLE

**CITY OF WHITE HOUSE
105 COLLEGE STREET
WHITE HOUSE, TN 37188
615.672.4350
615.672.2939 FAX**

STATE OF TENNESSEE/CITY OF WHITE HOUSE
COUNTY OF SUMNER/ROBERTSON

DRUG-FREE WORKPLACE AFFIDAVIT OF PRIME BIDDER

NOW COMES AFFIANT, who being duly sworn, deposes and says:

1. He/She is the principal officer for;

Company Name

Address

2. That the proposing entity has submitted a Proposal to the City of White House for;

Project

3. That the proposing entity employs no less than five (5) employees;
4. That Affiant certifies that the Proposing entity has in effect, at the time of submission of its Proposal to perform the construction referred to above, a drug-free workplace program that complies with 50-9-113, Tennessee Code Annotated.
5. That this affidavit is made on personal knowledge.

Further Affiant saith not.

Affiant

SUBSCRIBED AND SWORN TO before me this _____ day of _____.

Notary Public

My commission expires:_____

**STATE OF TENNESSEE
IRAN DIVESTMENT ACT AGREEMENT**

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 Tennessee Code Annotated § 12-12-106.

Tenn. Code Ann. § 12-12-106 requires the chief procurement officer to publish, using credible information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in § 12-12-105. For these purposes, the State intends to use **the attached list** of “Entities Ineligible to Contract with the State of South Carolina or any Political Subdivision of the State per the Iran Divestment Act of 2014, S.C. Code Ann. §§ 11-57-10, et. seq.”

While inclusion on this list would make a person ineligible to contract with the state of Tennessee, if a person ceases its engagement in investment activities in Iran, it may be removed from the list.

If you feel as though you have been erroneously included on this list please contact the Central Procurement Office at CPO.Website@tn.gov.

COMPANY NAME

DATE

REPRESENTATIVE

TITLE