

# CITY OF ELIZABETHTON, TENNESSEE

## Purchasing Department

136 SOUTH SYCAMORE STREET  
ELIZABETHTON, TN 37643  
423-542-1505

Date: 12/20/2016

### (This is NOT an Order) REQUEST FOR BID

TERMS: \_\_\_\_\_  
DELIVERY DATE: \_\_\_\_\_

BID # <b>567</b> Page 1
BID OPENING DATE: <b>January 18th, 2017</b>
BID OPENING TIME: <b>2:00 pm</b>

**ALL QUOTATIONS MUST BE F.O.B. ELIZABETHTON, TENNESSEE**

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1			<p>DISPOSAL OF THE BRUSH ACCUMULATED AT THE CITY'S BRUSH YARD LOCATED AT 217 SYCAMORE SHOALS DRIVE. THE CONTRACTOR MAY CHOOSE TO REMOVE THE BRUSH WITHOUT PROCESSING, OR MAY FIRST GRIND THE BRUSH AND THEN DISPOSE OF THE GROUND PRODUCT.</p> <p>SPECIFY DAYS BEFORE START OF WORK AFTER NOTICE TO PROCEED (MAXIMUM OF 30 DAYS)</p> <p style="text-align: center;">_____</p> <p>SPECIFY DAYS NEEDED FOR COMPLETION (MAXIMUM 120 DAYS)</p> <p style="text-align: center;">_____</p> <p>ALL WOOD WASTE MUST BE REMOVED AND DISPOSED OF REGARDLESS OF SIZE. IF CONTRACTOR CHOOSES TO GRIND, THE PRODUCT MUST BE PLACED IN WINDROWS TO MINIMIZE THE POSSIBILITY OF SPONTANEOUS COMBUSTION. THE CONTRACTOR MUST START WORK WITHIN 30 DAYS OF RECEIVING NOTICE TO PROCEED AND MUST HAVE THE WORK COMPLETED WITHIN 120 DAYS OF THE START DATE.</p> <p>(CONTINUED ON NEXT PAGE)</p>		\$ _____

Person to contact regarding this bid: DANNY HILBERT (423) 895-0613

<b>DELIVERY INSTRUCTIONS</b>
WASTEWATER TREATMENT PLANT 217 SYCAMORE SHOALS DRIVE ELIZABETHTON, TN 37643

In submitting the above, the undersigned agrees to sell to the City the material or service at the price shown and further agrees to all terms and conditions contained in this bid agreement. Acceptance of any or all of the above within a reasonable period will constitute a contract between both parties.

NAME OF FIRM \_\_\_\_\_  
(Purchase Order will be issued to the above vendor)

By \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CITY OF ELIZABETHTON, TENNESSEE**

**Purchasing Department**

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ELIZABETHTON, TN 37643  
423-542-1505

Date: 12/20/2016

**(This is NOT an Order)  
REQUEST FOR BID**

TERMS: \_\_\_\_\_  
DELIVERY DATE: \_\_\_\_\_

BID # <b>567</b> Page 2
BID OPENING DATE: <b>January 18th, 2017</b>
BID OPENING TIME: <b>2:00 pm</b>

**ALL QUOTATIONS MUST BE F.O.B. ELIZABETHTON, TENNESSEE**

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1			<p>THE CONTRACTOR IS RESPONSIBLE FOR COMPLIANCE WITH ALL REGULATIONS AND OBTAINING THE NECESSARY PERMITS FOR ALL ASPECTS OF THE OPERATION, INCLUDING DISPOSAL. PAYMENT WILL MADE IN A LUMP SUM UPON COMPLETION OF THE WORK.</p> <p>NOTE: THE BRUSH YARD IS CONSTRUCTED OF COMPACTED SURFACE MATERIAL STABILIZED BY A LAYER OF GEOTEXTILE FABRIC 6" UNDER THE SURFACE. THE CONTRACTOR IS TO AVOID CUTTING INTO THE SURFACE WITH EQUIPMENT, THEREBY REDUCING THE COVER AND EXPOSING THE TEXTILE.</p> <p>THE SUCCESSFUL CONTRACTOR AGREES TO RELEASE THE CITY OF ELIZABETHTON FROM ALL RESPONSIBILITY/LIABILITY FROM ANY ACCIDENT OR INJURY THAT MAY OCCUR WHILE UNDER CONTRACTOR'S OPERATION AND SHALL FURNISH A CERTIFICATE OF INSURANCE, INCLUDING GENERAL LIABILITY MINIMUM OF \$1,000,000, VEHICULAR LIABILITY, PROPERTY DAMAGE AND WORKMAN'S COMPENSATION ACCEPTABLE TO THE CITY, NAMING THE CITY OF ELIZABETHTON AS CO-INSURER PRIOR TO BEGINNING WORK.</p> <p>(CONTINUED ON NEXT PAGE)</p>		

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(Purchase Order will be issued to the above vendor)  
By \_\_\_\_\_  
Address \_\_\_\_\_  
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## Purchasing Department

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BID # <b>567</b> Page 3
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**ALL QUOTATIONS MUST BE F.O.B. ELIZABETHTON, TENNESSEE**

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1			<p>A CERTIFIED CHECK OR BANK DRAFT PAYABLE TO THE CITY OF ELIZABETHTON, NEGOTIABLE U.S. GOVERNMENT BONDS, OR A SATISFACTORY BID BOND EXECUTED BY THE BIDDER AND AN ACCEPTABLE SURETY, IN THE AMOUNT EQUAL TO TEN PERCENT (10%) OF THE ESTIMATED COST OF THE PROJECT SHALL BE SUBMITTED WITH EACH BID.</p> <p>NOTE: INTERESTED BIDDERS TO CONTACT DANNY HILBERT, STREET/SANITATION SUPERVISOR, AT 423-895-0613 IN ORDER TO ARRANGE A TIME TO VISIT JOB SITE OR TO ANSWER ANY QUESTIONS YOU MAY HAVE.</p>		

Person to contact regarding this bid: DANNY HILBERT (423) 895-0613

<b>DELIVERY INSTRUCTIONS</b>
WASTEWATER TREATMENT PLANT 217 SYCAMORE SHOALS DRIVE ELIZABETHTON, TN 37643

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NAME OF FIRM  
(Purchase Order will be issued to the above vendor)

By \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BID MUST BE SIGNED TO BE VALID****GENERAL CONDITIONS  
(READ CAREFULLY)****1. PREPARATION OF BIDS.**

1. Only bids submitted on bid forms furnished by the City will be considered. The City may consider telegraphic bids received prior to the closing time specified if promptly confirmed on bid forms furnished by the City and received two (2) day prior to the bid award date. NO TELEPHONE BIDS WILL BE ACCEPTED.

2. Bids to be enclosed in a sealed envelope, plainly identified in the upper left hand corner with the company name and address and in the lower left hand corner, the bid number and due date.

3. All bids must be delivered or mailed to the Director of Purchasing, City of Elizabethton, 136 South Sycamore Street, Elizabethton, TN 37643 unless otherwise directed on the bid form.

4. It is the bidder's responsibility to insure that the written bid is delivered at the proper time and place of the bid opening.

5. No bid received after closing time will be considered. Late bids will be returned unopened.

6. If not offering a bid, bidder must return the bid form marked 'NO BID' and state reason for not responding

**2. PRICING.**

Each item must be priced separately. Unit prices shall be shown. In case of error in the extension of prices in the bid, the unit price will govern. No bid shall be altered, amended or withdrawn after specified time for bid opening. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.

**3. BID OPENINGS.**

Bids will be opened and read aloud at the specified time and date set in the Invitation to Bid. These meetings are open to the public.

**4. SIGNATURE ON BIDS.**

Each bid must give full name and business address of the bidder and be signed, in ink, by the official of the company authorized to bind his company in contract.

**5. ACCEPTANCE & REJECTION.**

The City reserves the right to reject any or all bids, to waive informalities and to accept the bid to bids in its judgement is in the best interest of the City. If a bidder fails to state a time in which a bid must be accepted, it is understood and agreed that the City shall have sixty (60) day to issue a purchase order.

**6. BID EVALUATION.**

Bids will be evaluated according to the criteria set forth in the Invitation to Bid with the degree of importance to be determined by the City.

**7. AWARD.**

Contracts and purchases will be entered into or made with the lowest responsible compliant bidder meeting specifications for material or services as deemed in the best interest and advantage of the City except as otherwise specified in the Invitation to Bid.

**8. MULTIPLE ITEM BIDS.**

When more than one item is specified in the Invitation to Bid, the City will determine that low bidder either on the basis of the individual items or on all the items included in the bid. ALL OR NONE bids must be clearly identified on the bid form and will be considered only if in the best interest of the City.

**9. TIME OF DELIVERY.**

Time of delivery is a part of the consideration and must be stated in definite terms and adhered to. If time varies on different items, the bidder shall so state. When no time of delivery is stated, it is understood and agreed that delivery is to be made within two (2) weeks after receipt of order.

The contractor shall be required to maintain or have available an inventory sufficient to make shipment within the time stated in his bid. The vendor may request a delivery extension in a letter to the Director of Purchasing if conditions arise that would prevent him from meeting his quoted delivery schedule. The City reserves the right to accept or reject this request.

**10. DEFAULT.**

In case of default of the Contractor, the City may procure the articles or services from other sources and hold the contractor responsible for any excess cost resulting from this action.

**11. BRAND NAMES.**

Specifications furnished in the Invitation to Bid are intended to establish a desired quality of performance level or other minimum requirements which will provide the City with the best product available at the lowest possible price.

If a bidder offers an alternate he must include the brand name and/or model he proposes to furnish and include complete descriptive literature and specifications that clearly describes the article offered and how it differs from the referenced brand. Reference to literature previously furnished will not satisfy this provision.

**12. SAMPLES.**

The City may request a sample product as part of a bid. This will be provided at no charge to the City.

Samples remain in the Purchasing Department for a period to two (2) weeks following the award of a bid. Vendors are responsible for picking up their samples during that period. Samples not collected by the specified time allowed will become the property of the City. Samples of successful bidders will be retained until delivery is received and is accepted as being equal to their sample.

**13. DISCOUNT PERIOD.**

Time in connection with discount offered will be computed from the date of satisfactory delivery at destination, or from the date of satisfactory delivery at destination, or from the date the correct invoice is received, whichever is later.

**14. FOB POINT.**

All prices quoted are to be FOB delivered to the using department, City of Elizabethton, Tennessee (unless another FOB point is stated on the bid form). The successful bidder will assume all responsibility for damage in transit.

**15. TAXES.**

The City is exempt from Federal excise taxes and state and local sales or use taxes. Exemption certificates will be furnished upon request.

**16. CONDITION STANDARDS.**

It is understood and agreed that any item offered or shipped as a result of this bid shall be new and unused and shall be the manufacturer's latest model unless otherwise stated in the bid.

**17. INSPECTION.**

All supplies or materials are subject to inspection and rejection by the City. Rejected materials shall be returned at the bidder's expense.

**18. SAFETY STANDARDS.**

Unless otherwise stipulated in the bid all manufactured items and fabricated assemblies shall comply with applicable requirement of OSHA and any standards thereunder.

**19. PARTS AND SERVICE.**

The successful bidder must be able to provide adequate parts and service for items bid.

**20. BID TABULATIONS.**

Tabulations of bids will be furnished upon request.

**PENALTIES**

Bidders may be removed from our active bid file for a period determined by the City as a result of any of the following:

1. Failure to respond to a bid request.
2. Failure to meet delivery requirements.
3. Failure to furnish specified items as a result of a bid award

4. Offers of gratuities or favors to any employee of the City.

Bids may be removed from consideration for the following reasons:

1. Bid received after bid opening time.
2. Bid not signed.
3. Descriptive literature not included with bid.
4. Sample not provided with bid if requested.