

MONROE COUNTY

MONROE COUNTY BOARD OF COMMISSIONERS

INVITATION TO BID MOWING SERVICES FOR MONROE COUNTY SCHOOLS

BID NUMBER – BOE1208-05-24

**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:

Invitation to Bid Number:

Monroe County Finance Department

BOE1208-05-24

May 30, 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 **May 30, 2024 at 2:00 P.M. (EST.)** local time prevailing, and then publicly opened and read for Mowing Services for Monroe County Board of Education, 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No bid can be withdrawn after the scheduled closing time for receipt of bids for sixty (60) calendar days.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 the copy of this Invitation to Bid. Bidders shall sign this form in the space provided and submit 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 stamp 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 authorized signature and indication of NO BID is appropriate. Failure to comply may cause removal of your company's name from the bid list for 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.

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 hereto 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 § 12-12-106

Terms and Conditions of Request for Bids/Proposals

- 1. Award**

Owner reserves the right to reject any or all Bids/Proposals, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Bids/Proposals. Owner further reserves the right to reject the Bid/Proposal of any Bidder whom it finds, after reasonable inquiry and evaluation, to not be responsible. Owner may also reject the Bid/Proposal of any Bidder if Owner believes that it would not be in the best interest of the Project to make an award to that Bidder. Owner 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. More than one Bid/Proposal 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 has an interest in more than one Bid/Proposal for the Work may be cause for disqualification of the Bidder and the rejection of all Bids/Proposals in which that Bidder has an interest. If the Contract is to be awarded, Owner will award the Contract to the Bidder whose Bid/Proposal is the best interest of the Project. Disputes arising from the award of the Bid/Proposal 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 Monroe County for the goods and services specified or insufficient funds exist for future orders, Monroe County is under no obligation to make a contract award, contract renewal, or purchase.
- 2. Preparation of Bid/Proposal**
 - (A) Vendors are expected to examine all Bid/Proposal documents. Failure to do so will be at the vendor's risk.
 - (B) Each vendor shall furnish all information required by the request. The vendor shall sign the Bid/Proposal 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) Vendors 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**

Vendors must accept responsibility for verifying availability of specified items prior to submission of the Bid/Proposal. Vendor shall notify the County no less than 96 hours prior to the Bid/Proposal 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 vendor to notify Monroe County Purchasing if there is a question as to the specifications or Bid/Proposal 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 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 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 shall be binding upon the County unless made in writing by an authorized representative of the Monroe County Purchasing Department. Bid/ Proposal addenda, if issued, are posted on the County's website: www.monroetn.com. Prior to submitting a Bid/Proposal, it is the responsibility of the vendor to ascertain that they have received all addenda issued and Bid/Propose accordingly. No addenda will be issued later than 48 hours prior to Bid/Proposal deadline per T.C.A. § 12-4-113.
- 8. Submission of Bid/Proposal**
 - (A) Bid/Proposal 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 vendor shall be identified on the face of the envelope along with the Bid/Proposal number and title. Bids/Proposals for construction projects exceeding \$50,000 must include the required contractor license information on the face of the envelope per T.C.A. § 62-6-119.
 - (B) Monroe County does not accept Bids/Proposal by facsimile or any electronic transmission. See Clause 9 under Terms and Conditions of the request for Bid/Proposal regarding Bid/Proposal modifications or withdrawal.
 - (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 vendor's request and expense unless otherwise specified in the Invitation.
- 9. Modification or Withdrawal of Bids**

Bids/Proposal may be modified or withdrawn by signed written notice to Monroe County Purchasing or in person by an authorized vendor representative provided the modification or withdrawal is received prior to the Bid/Proposal deadline. A vendor representative making a modification in person shall have proper identification and shall initial the change. The vendor representative shall sign a receipt for the withdrawal of a Bid/Proposal. A telegraphic notice with an authorized signature would be acceptable for Bid/Proposal modification or withdrawal. It is the vendor's responsibility to confirm receipt of the modification or withdrawal. The telegraphic communications shall not reveal the Bid/Proposal 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 is opened.

Terms and Conditions of Request for Bids/Proposals

- 10. Late Bids/Proposal**
It is the responsibility of the vendor to deliver their bids or proposal 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 will not be considered or returned.
- 11. Qualifications of Vendors**
In evaluating Bids/Proposals, Owner will consider whether or not the Bids/Proposals comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid/Proposal Form or prior to the Notice of Award. Owner will consider the qualifications of Bidders/Proposers 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. Owner may conduct such investigations as Owner deems necessary to establish the responsibility, qualifications, and financial ability of Bidders, 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 vendor to perform the work and the vendor 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 if the evidence submitted by or investigation of such vendor fails to satisfy the County that such vendor is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
- 12. Subcontracts**
The vendor 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, require that all decisions made as to matters concerning this Bid/Proposal be made on an individual firm basis. By signing this Bid/Proposal, the vendor 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. Any concerted activity with respect to this Bid/Proposal will be reported to the Antitrust Division of the Office of Attorney General, State of Tennessee
- 14. Compliance with Applicable Laws**
The vendor 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 Acceptance**
Bid/Proposal prices quoted shall be subject to acceptance by the County for a period of sixty (60) calendar days from the Bid/Proposal deadline, unless vendor indicates otherwise in their Bid/Proposal. If awarded the Bid/Proposal within the time frame specified, vendor agrees to furnish all services described or specified
- 16. ACCEPTANCE OF BID CONTENT**
The successful contractor's bid content shall become a contractual obligation if procurement action ensues. Failure of the successful proposer to accept these obligations in a contractual agreement may result in cancellation of the award.
- 17. Notification to County**
If no Bid/Proposal is to be submitted in response to this Bid/Proposal, 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 vendor list for future solicitations.
- 18. Standard Contract**
Monroe County reserves the right to incorporate standard county contract provisions into any contract negotiated as a result of any Bids/Proposals submitted in response to the Request for Bid.
- 19. News Releases**
News releases pertaining to this procurement or any part of the Bid/Proposal shall not be made without the written approval of the County Purchasing Director.

Terms and Conditions of Purchase

1. **Definitions**
 - A. The "County" is Monroe County, Tennessee, and includes its designated representatives.
 - B. The "Contractor" is those mentioned as such "contractor, seller, vendor, supplier", in the contract and includes their designated representatives.
 - C. The "Specifications" include instructions to vendors, the terms and conditions of purchase, the definitions and the technical specifications of the work.
 - D. A "Subcontractor" is a person, firm or corporation having a contract with the Contractor to furnish labor and materials or both, or who perform services of the project.
 - E. "Calendar Days" are consecutive days, as occurring on a calendar without regard to the day of the week, month, year, or holidays.
 - F. The National Institute of Governmental Purchasing (NIGP) Online Directory of Procurement Terms, at www.nigp.org, will govern on questions as to any other definition in this contract.
2. **Contract Terms**

Upon award, the performance of the contract shall be covered solely by the terms and conditions set forth herein. Authorization to furnish goods/services will be made via purchase order, or blanket order as appropriate, signed by the County Purchasing Agent and Finance Director or other designated personnel. Any language contained on any invoice, shipping order, bill of lading or other document furnished by the seller at any time and the acceptance by the County of any goods/services to be furnished hereunder accompanied by any such document shall not be construed as an acceptance by the County of any terms or conditions contained in such document which are inconsistent with the terms and conditions set forth in this Invitation. Any different or additional terms contained in the seller's acceptance are hereby objected to.
3. **Contract Modification**

The contract expresses the complete agreement of the parties. Any changes hereto must be in writing and signed by the County Purchasing Agent. No other individual is authorized to modify the contract in any manner.
4. **Delivery Requirement**

To insure adequate service level to the people, Monroe County requires that all goods or services ordered will be delivered when specified. Time is, therefore, the essence of this contract. If deliveries are not made or services performed at the time agreed upon, the County reserves the right to cancel and purchase elsewhere and hold seller accountable therefore.
5. **Transportation Charges**

When terms of delivery or conditions of this order are f.o.b. destination, all transportation charges shall be paid by the seller.
6. **Packaging**

The County will not be liable for any charges for packaging, crating, carting, drayage, or storage in excess of the purchase price of this order unless stated otherwise herein.
7. **Quantities**

The County assumes no obligation for articles or materials shipped in excess of the quantity ordered hereunder. Any unauthorized quantity is subject to the County's rejection and return at seller's expense.
8. **Indemnification and Insurance**

If any work covered by this contract is to be done on the County's premises, Contractor agrees to carry liability and Worker's Compensation insurance satisfactory to the County and to indemnify the County against all liability, loss and damage arising out of any injuries to persons and property caused by the Contractor, his employees or agents. The Contractor will furnish written evidence of such insurance coverage.
9. **Inspection and Acceptance**

The Contractor shall be responsible for all material or service until they are delivered and accepted. No material or service received by the County pursuant to this contract shall be deemed accepted until the County has had reasonable opportunity to inspect said material or service. All material discovered to be defective or does not conform to any warranty of the seller herein, upon initial inspection or at any later time if the effects contained in the material were not reasonably ascertainable upon inspection, may be returned at the seller's expense for full credit or replacement. No goods returned as defective will be replaced without buyer's written authorization. Such return shall in no way affect the County's discount privileges or exclude any other legal, equitable or contractual remedies the County may have therefore. Performance of services shall be completed to the County's satisfaction.
10. **Warranty**

The seller expressly warrants that all goods and work covered by this contract will conform to each and every specification, drawing, sample or other description which is furnished to or is adopted by the County and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Such warranty shall survive delivery and shall not be deemed waived either by reason of the County's acceptance of said goods or work or by payments for them.
11. **Invoices**

Invoices shall be submitted to address as noted on Purchase Order. Invoices shall contain the following information: purchase order number, item number, contract description of supplies or services, quantities, unit prices and extended totals. Delay in receiving invoices and errors in omissions on statements or invoices will be considered just cause for withholding settlement without losing privileges.

Terms and Conditions of Purchase

12. Notice and Service Thereof

Any notice to any contractor from the County relative to any part of this contract will be in writing and considered delivered and the service thereof complied when said notice is posted with said contractor or his authorized representative.

13. Acts of God

Neither party shall be liable for delays, or defaults in the performance of this contract due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, governmental action of any kind or any other causes of similar character beyond their control and without their fault or negligence.

14. Patents

The seller guarantees that the articles described herein and the sale or use of them will not infringe upon any U.S. or foreign patent. The seller covenants that he will, at his own expense, defend every suit which may be brought against the County, or those selling or using the County's product (provided seller is promptly notified of such suit and all papers therein are delivered to the seller) for any alleged infringement of any patent by reason of the sale or use of such articles and seller agrees that he will pay all costs, damages and profits recovered in any such suit.

15. Bankruptcy or Insolvency

In the event of any voluntary or involuntary proceedings by or against either party in bankruptcy or insolvency, or for the appointment of a receiver, trustee or an assignee for the benefit of creditors of the property of seller, or in the event of breach of any of the terms hereof including the warranties of the seller, the County may cancel this contract or affirm the contract and hold the seller responsible for damages.

16. Public Notice – Title VI of the 1964 Civil Rights Act

"No person in the United States shall, on the ground 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."

Anyone who believes that an agency or local government receiving federal financial assistance has discriminated against someone on the basis of race, color, or national origin has a right to file a complaint within 180 days of the alleged discrimination. Inquiries and charges of violations concerning Title VI should be directed to the Human Resource Director of Monroe County.

17. Non-Conflict

No employee, officer or agent of Monroe County shall participate in the selection, or award of, or administration of a contract if a conflict of interest, real or apparent, would be involved.

18. Provisions Required by Law Deemed Inserted

Each and every provision of law and clause required by law to be inserted in this contract will be deemed to be inserted herein and the contract will be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon application of either party the contract will forthwith be physically amended to make such assertion or correction.

19. Termination of Contract

The County reserves the right to terminate the contract at any time if any of the provisions of the contract are violated by the contractor or by any of his subcontractors, in the sole judgement and discretion of the Purchasing Agent. In the event of such termination, the Contractor shall be liable for any excess cost incurred by County. If the contract is so terminated the County may purchase, upon such terms and in such manner as the County Purchasing Agent may deem appropriate, supplies or services similar to those so terminated and the Contractor will be liable for excess cost occasioned thereby. In the event the contract is terminated by the County for due cause, the vendor may be barred from bidding on County contracts for a period of 12 months.

The Contract may be cancelled without cause by either party with the giving of written notice of no less than 60 calendar days.

Monroe County Schools is seeking to request bids for the 24-25 school year for Grounds Maintenance. This will be for a 3-year contract that is subject to renewal every year. This will begin July 1st and end on June 30th of every year.

Locations

1. Coker Creek
2. Rural Vale
3. Tellico Plains High School
4. Tellico Plains Junior High School
5. Tellico Plains Elementary School
6. Madisonville Primary School
7. Madisonville Intermediate School
8. Madisonville Middle School
9. Central Office
10. Sequoyah High School
11. Vonore Elementary School
12. Vonore Middle School
13. CSH
14. Sweetwater High School

There will be a mandatory pre-bid inspection for each location on May 23-24th. We will start at Vonore Middle School at 7am. From there we will travel to each location. Please note that this can possibly take 2 days. You must be present for the entirety of the school visits. Please contact Gerald Burrell for more information 423-261-4091. Gerald will have the sign in sheet the day of the pre bid inspection that must be signed by each contractor.

The school property maps will also be given out on this day.

Job Performance

All employees of the contractor shall meet a standard dress code. Shirts shall have standard length sleeves, long pants, or shorts of standard length, (no cutoffs). No portion of the uniform shall include explicit, suggestive, crude, or profane material or language. Loud/callous and or profane language will not be tolerated.

The contractor warrants and represents to the Monroe County School Board of Education that it has all necessary licenses, insurance and permits to perform this work and that it has the skill and expertise to perform the work in accordance with all applicable standards and regulations. The contractor is responsible for any and all damages that results from mowing such as, broken windows on buildings and or vehicles. It will be the contractor's responsibility to make sure if there are any incidents that they are handled in a timely manner. The contractor is also required to let the Director of Maintenance know of all issues.

All employees of the contractor must be eighteen (18) years of age or older.

All school property is a tobacco free zone. All contractors and their employees shall abide by the policies of the Board of Education.

School functions take precedence over mowing and the contractor shall be notified at least two (2) days prior to a school event, including special events, testing, field days, etc., which no mowing shall be permitted during those times, or said contractor will have to work around this particular time.

In performing the work, the contractor is acting as an independent contractor, and not as an employee of the Monroe County Schools Board of Education. The contractor shall furnish all labor and supervision (no sub-contractors will be accepted) to perform the services required for the work. All equipment must be maintained in a satisfactory operative condition. It is understood and agreed that Monroe County Schools retains no control, or right to control, the employees of the contractor except to direct the scope and time frame within which the work is to be performed.

The contractor shall be responsible for picking up small amounts of trash and properly disposed of by the contractor. If there is a large amount of trash the contractor shall notify the school about removal before mowing the area. The contractor must make every effort to avoid mowing over any trash. Should a contractor mow over trash, he must complete a thorough cleanup of the area immediately and done at the contractor's expense.

Work Requirements

Contractors shall park equipment and vehicles in areas so as not to disrupt the normal traffic flow of the school operating time.

The contractor shall furnish all labor, supervision, equipment, and materials to safely and properly mow, trim and remove clippings from sidewalks and entrances to buildings. Mowing will begin around the 2nd week of March and continue through to about the 2nd week of November.

Please see maps for locations to be mowed, string trimmed, and herbicide sprayed. All sidewalks, fences, ditches, around buildings and structures, parking lots, etc shall be included. All grass in these areas shall be cut and maintained. Please make sure and view the maps and give your bid based on this information. In the off season we also want the shrubs trimmed and maintained to no taller than 3ft. All trees shall not have any limbs lower than 6ft. If they are, they will need to be trimmed. This bid shall also include the care of any flower beds on school property. Once per year these will need to be mulched and maintained. During the off season please include in the bid to visit the schools on a weekly to bi-weekly basis to remove any debris such as limbs and or leaves.

Again, please be aware that there will be certain times of the year that we might need to adjust rotations and or times that the school grounds are being mowed such as graduations, field days, special events, etc. It will be the responsibility of the contractor to make sure and work around these times.

The grounds shall be on 5 – 7 day rotation not to exceed 7 days between main mowings. The sections that need to be bushhogged is usually about every other week or about once per month. This depends on the weather and rainfall. Contractor will need the flexibility to adjust accordingly and will work directly with Maintenance Director on this.

Please make your bid as one yearly amount that is based off per site mowing. This total amount will then be divided by 12 to come up with a monthly payment for the contractor. Please note that the winning contractor will work directly with the Monroe County Schools Maintenance Director on any extra mowings or less mowings depending on the weather. Please make sure and include a cost per site in this bid as well to cover this occasion.

If you have any other questions regarding this bid, please contact Phillip Carroll, BOE Maintenance Supervisor, at 423-442-3916.

Invoicing

Invoices must contain date and location work was completed and the purchase order number for that particular order. Invoices will be paid within thirty (30) days once received. **The vendor is not to fulfill any work for the County without a purchase order in place.**

Response Submission

In order to facilitate the bid evaluation process, one (1) original and one (1) exact copy of the bid must be submitted to the Purchasing Department. All bids must be packaged, sealed, and show the following information on the outside of the package:

Company's Name and Address
Bid Number and Title and Bid Due Date and Time

Submit to:
Monroe County Finance Department
Attn: Casey Raper
103 College Street South, Ste. 9
Madisonville, TN 37354

MUST BE SUBMITTED IN BID PACKET

- 1. One original and one exact copy of bid document
- 2. Completed W-9
- 3. Three (3) references
- 4. Completed responses to litigation information

REFERENCES

Please provide three school references within the state of Tennessee for whom the company has provided similar equipment and services in the past three years. (If school references are not available, please provide three business references.)

Name: _____ Phone Number: _____
Address: _____
Type of Equipment: _____
Time Services where Provided: _____

Name: _____ Phone Number: _____
Address: _____
Type of Equipment: _____
Time Services where Provided: _____

Name: _____ Phone Number: _____
Address: _____
Type of Equipment: _____
Time Services where Provided: _____

LITIGATIONS

Please state if your company has been a 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 status and/or disposition of the case if it has been concluded.

NO _____
YES _____

Name of Case (include case or docket number): _____

Court in which case is/was filed: _____

Description of claims that are subject to any litigations: _____

Decision/Verdict of case if concluded: _____

Bid Sheet

Yearly contracted amount total \$ _____

Per location totals

1. Coker Creek-\$ _____
2. Rural Vale-\$ _____
3. Tellico Plains High School-\$ _____
4. Tellico Plains Junior High School-\$ _____
5. Tellico Plains Elementary School-\$ _____
6. Madisonville Primary School-\$ _____
7. Madisonville Intermediate School-\$ _____
8. Madisonville Middle School-\$ _____
9. Central Office-\$ _____
10. Sequoyah High School-\$ _____
11. Vonore Elementary School-\$ _____
12. Vonore Middle School-\$ _____
13. CSH-\$ _____
14. Sweetwater High School-\$ _____