



## WILLIAMSON COUNTY GOVERNMENT

August 17, 2021

To Whom It May Concern:

Williamson County accepting bids for janitorial services at the Indoor Sports Complex, 920 Heritage Way, Brentwood, TN 37027. Minimum bid specifications are enclosed. Please note any exceptions to the bid.

It is not the intent of Williamson County to favor one vendor; however, we do, from time to time, have to rely on vendors' help in writing specifications. We will accept all bids with exceptions noted, and all bids will be given equal consideration.

Bids will be opened September 14, 2021, 2:00 p.m. Bids shall be submitted in a sealed envelope to the County Mayor's Office, 1320 West Main Street, Suite 125, Franklin, TN 37064. Each envelope should be plainly marked: **Janitorial Services, ISC, September 14, 2021, 2:00 p.m. Envelope must also include bidder's company name. IF THE SEALED PACKAGE IS NOT LABELED EXACTLY AS SPECIFIED ABOVE, THE BID WILL NOT BE OPENED.**

Williamson County reserves the right to reject any and/or all proposals, to waive technicalities or informalities, and to accept any proposal deemed to be in the best interest of Williamson County. **No bid shall be valid unless signed.** No bid shall be accepted by FAX machine or e-mail.

Enclosed is a *Drug Free Affidavit, Ethical Standards Affidavit, Iran Divestment Act Affidavit, Fair Employment Affidavit, Immigration Attestation and Immigration Compliance Affidavit, and Business Tax and License Affidavit.* Please complete these documents and return them with your bid.

The successful bidder will be required to comply with contract, insurance and drug-free requirements. Sample contracts are draft only and terms can change at the discretion of the County.

If you have any questions, please e-mail [leslie.mitchell@williamsoncounty-tn.gov](mailto:leslie.mitchell@williamsoncounty-tn.gov). All questions must be submitted in writing by 4:30 p.m. CST on September 8, 2021. No addenda will be issued within 48 hours of the bid opening date and time.

Sincerely,

Leslie Mitchell, NIGP-CPP, CPPO, CPPB  
Purchasing Agent



**SPECIFICATIONS  
FOR  
JANITORIAL SERVICES  
INDOOR SPORTS COMPLEX  
WILLIAMSON COUNTY  
PARKS & RECREATION DEPARTMENT**

**I Physical Location:**

Indoor Sports Complex (ISC)  
920 Heritage Way  
Brentwood, TN. 37027

**II Program Requirements:**

A. General

The contractor shall furnish all supervision, cleaning personnel, equipment, supplies, tools, and other materials required for janitorial services for the above named facility.

B. Level of Cleanliness

It will be the responsibility of the contractor to provide janitorial services for the above location in keeping with WCPR high standards for recreation complexes from the perspective of sanitation, public relations, and protection of the physical facility. Therefore the intent of this specification is to approach this matter from a verifiable level of cleanliness concept, and a detailed cleaning schedule is included.

**III Scope of Program:**

A. General

In general, the overall requirement is to provide complete janitorial services as per this specification. The janitorial services shall be performed by the contractor's employees unless otherwise approved by Williamson County and only if the subcontractor's qualifications, experience, and resources are provided as part of the contractor's bid response for Williamson County's consideration.

Janitorial services shall be performed Monday – Friday 9:30 pm – 5:00 am and Saturday and Sunday 6:30 pm – 2:00am.

Events scheduled beyond normal business hours must be taken into consideration to determine start times. WCPR will provide contractor with as much advanced notice as reasonably possible, and a list of scheduled activities subject to be held beyond normal business hours.

Unless otherwise required by County, Janitorial services are not expected to be performed on legal holidays that WCPR proclaims the facility closed. Facilities are closed on New Year's Day, Easter Sunday, July 4<sup>th</sup>, Thanksgiving Day, Christmas Eve and Christmas Day.

**B. Involved Space**

To the extent reasonably possible, additional information will be furnished to the contractor upon request. However, it shall be the responsibility of the contractor to verify measurements, locations, and working conditions as deemed applicable for submission of a bid. The estimated square footage to be cleaned at the Indoor Sports Complex is 18,500.

**IV Requirements for Submission of a bid:**

**A. Qualifications**

Each contractor shall submit evidence of qualifications which would influence the ability to perform satisfactorily the janitorial services defined in this specification. At a minimum, contractor will submit evidence of five (5) years of business performing janitorial services on a similar scale and must provide a list of three (3) accounts and contact information similar in size and quality of cleaning to this proposal. Should contractor intend to use a subcontractor for the provision of any janitorial services contemplated herein, contractor shall provide evidence of the qualifications and experience in the same manner as is required for contractor in this request for bids to be considered by Williamson County. Failure to comply with the instructions or requirements of the bid will result in the bid being rejected and not considered for the contract.

**B. Unit and Cost Total:**

Contractor's bid shall include a monthly cost and per square foot cost figure.

WCPR reserves the right to increase or decrease the amount of cleanable square footage during the term of the contract. The amount will be added / subtracted during the effective term of the contract at the monthly cost per cleanable square foot as calculated in the original bid submission.

Successful bidder will be paid in twelve (12) equal monthly installments for the satisfactory completion of all obligations under the contract to the satisfaction of WCPR and upon submission of monthly invoice.

**V. Contract:**

The successful proposer will be required to comply with Williamson County's contract and insurance requirements. The terms contained herein are in addition to the terms contained in Williamson County's contract and are not to be viewed as an all-inclusive list of terms having the effect of excluding other terms. Williamson County reserves the absolute right to revise, delete, or add terms and obligations to the contract as Williamson County determines are in its best interest.

A. Term / Award

It is the full intent, assuming that satisfactory proposals are received, to make an award to the best responsive bidder. If an award is made, it will be for a twelve (12) month period beginning on the date of the contract. WCPR reserves the option to renew or negotiate annual extensions based on the same material terms contained in the contract up to and not to exceed a total of four (4) one (1) year extensions. This is an option to renew and is not an automatic or assumed renewal. Renewals will be based on service quality and price.

Extensions will be made based on the recommendation of the WCPR Facility Administrator as well as the availability of funds.

During extensions the cost figure may be negotiated subject to the limitations contained in the contract. During negotiations, the former year's prices will remain in effect. If subsequent annual renewals are exercised after the initial twelve (12) months, contract increase shall not exceed one and one half percent (1.5%) per year.

B Cancellation / Termination

1. Cancellation: WCPR may cancel the contract by providing the contractor with a thirty (30) day written notice.
2. Notice of Breach; Grace Period; Termination: If contractor breaches one or more of its obligations hereunder, contractor shall then have ten (10) days from the receipt of such notice to remedy the breach for which such notice has been given. If at the end of the ten (10) day period, the contractor has not cured the breach to the satisfaction of WCPR, the contract shall terminate at the expiration of the tenth day following the delivery of notice of such breach, the contract shall be deemed to be terminated, and WCPR shall be relieved from the further performance of its obligations hereunder. Termination for breach shall not relieve contractor from any liability to Williamson County. Janitorial.
3. WCPR reserves the right to withhold payment or make deductions for documented failure to perform duties. See "Penalty for Non-Compliant Work". As a governmental entity, payment by WCPR is guaranteed assuming satisfactory performance.

C. Payments

Payment for satisfactory services received will be made on a monthly basis pursuant to twelve (12) equal monthly invoices. Invoices must be original and submitted to WCPR for payment. Williamson County will pay contractor within thirty (30) working days after receipt of invoice of the undisputed amounts earned by contractor.

D. Insurance

The contractor shall provide, at all times during the contract period, insurance as required and specified by Williamson County, Tennessee Government in accordance with the requirements contained in the contract.

Williamson County Parks & Recreation Department must have thirty (30) days' notice of cancellation or change in insurance coverage and give its approval.

**VI. Responsibilities of Contractor:**

A. Personnel

The recruitment, screening, hiring, and retention of employees shall be the exclusive responsibility of the contractor.

Only those personnel who have been properly trained shall be assigned duties under this proposal.

Bidders must ensure that all employees are authorized to work in the U.S. and maintain such documentation as required by IRS, Federal, and or State regulations or laws including but not limited to properly executed I9s.

Due to the fact that contractor employees will have access to government buildings after operational hours, contractor shall be responsible for verifying that all contractor's employees and subcontractor employees have not been convicted of a criminal felony or a misdemeanor concerning fraud or theft. **Working with a company of their choice, Contractor shall obtain police background records prior to placement for each of contractor's employees as well as employees of subcontractor employees. All costs pertaining to criminal background checks shall be the sole responsibility of the contractor regardless of whether or not the contractor is awarded the contract for janitorial services.**

The contractor hereby warrants that all labor furnished under the contract shall be competent to perform the services undertaken, that the product of such labor shall yield only high-quality results, and that all services will strictly comply with the requirements of the contract. Any services not strictly complying with the requirements of the contract shall constitute a material breach of the contract and contractor's warranty.

B. Safety

The contractor shall be responsible for training its employees and subcontractor's employees as necessary in the application of chemicals and the use of equipment to facilitate safe conditions for its employees, WCPR staff, and facility. Training will include Hazardous Materials, Hazardous Communications, Blood Borne Pathogens, and general Fire/Electric Safety. Material Safety Data sheets/ information shall be kept onsite for all chemicals used at that site.

C. Security

A list of all employees shall be provided to WCPR at the start of contract period which shall be updated upon any changes to the list. WCPR will be notified immediately of any changes. The staffing list will be kept current on a weekly basis.

No one will be permitted access to the facility whose name does not appear on the employee list. Family members of contractor's employees are not permitted in the facility while employees are performing their duties.

Additionally, each contractor employee providing services under the contract shall be informed of the following:

- The contractor shall be responsible for safeguarding against loss, theft, or damage of all materials, property, equipment, and accessories.
- WCPR property, materials, equipment and accessories, which might be exposed to the contractor's personnel.
- Guns, knives or other dangerous weapons shall not be allowed in the facility.
- Smoking is not allowed in any Williamson County owned and operated facility.
- WCPR will issue one (1) set of keys for the facility. The contractor may request additional sets if needed. Contractor shall furnish a list of all employees holding keys. Upon cancellation of the contract, the contractor must return all keys issued to them and their employees prior to payment of final invoice.
- Contractor will be responsible for all unauthorized long distance telephone calls placed by contractor's employees. All related costs to be reimbursed to WCPR.
- Contractor shall be responsible for securing the facility by means of locking all doors at the end of each shift.
- Use of computers, wellness equipment, etc. within the facility is not permitted.

#### D. Supervision

The contractor shall do all supervision and training as required for the execution of those contractual responsibilities by the contractor.

The contractor shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the provision of the services. Contractor shall take all precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury, or loss to any and all persons, or to the facilities. The contractor shall comply with all applicable laws, ordinances, rules, regulations, and orders of any public authority having jurisdiction for the safety of persons or property or to protect them from damage, injury, or loss.

Contractor shall provide a nightly on-site supervisor at all times that contractor's employees are present in a Williamson County facility.

E. Damages

WCPR's Contractor shall be responsible for the repair/replacement to the satisfaction of representative of any and all damage to the facility caused by the contractor's employees, subcontractors, and any supplies, materials, or equipment provided by or on behalf of contractor.

F. Equipment and Supplies/Materials

The procurement and maintenance of all equipment for the successful execution of all obligations shall be the contractor's responsibility.

WCPR, in its complete discretion, may provide locked storage areas to contractor to store material and equipment, but it shall not be responsible for losses, which may be incurred due to theft and/or vandalism. It shall be the responsibility of the contractor to ensure all janitorial spaces are locked and secured at end of shift.

All equipment shall be maintained properly and kept in clean condition.

All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. Material Safety Data Sheets (MSDS) will be maintained on job site for all chemicals used. A complete set will also be provided to WCPR's representative. MSDS must be maintained on the job site easily accessible by the contractor's employees in languages easily understood by contractor's employees.

G. Emergencies

All emergency conditions shall be promptly reported to WCPR's representative.

1. The contractor will be solely and completely responsible for the condition of the job site as a result of the services provided by contractor's employees and subcontractors, including the health and safety of all persons, employees, agents, subcontractors and all property during performance of the services. This requirement will apply continuously and not be limited to normal working hours.
2. Health and safety provisions will conform to the following: U. S. Department of Labor, Occupational Safety and Health Act; all other applicable Federal, State, County and local laws, ordinances, codes, landfill regulations; and any other regulations as may be cited in the bid document. When any of these are in conflict, the more stringent regulation/requirement will be followed. The contractor's failure to thoroughly familiarize himself/herself with the aforementioned safety provisions will not relieve him/her from his/her responsibility to comply with the safety provisions.
3. If death, serious injuries, or serious property damages are caused, the accident or loss will be reported verbally and immediately to Williamson County Government, Risk Management Division at (615) 790-5466 during business hours and at (615) 791-6200 after business hours. In addition, the contractor must promptly report in writing to Williamson

County Government, Risk Management Division within twenty-four (24) hours of all accidents or incidents of loss whatsoever arising out of or in connection with the performance of the services, whether in or adjacent to the facility, giving full details.

4. If a claim is made by anyone against the contractor due to any accident or incident of loss, the contractor will promptly report the facts in writing to Williamson County Government, Risk Management Division, giving full details of the claim.

H. Contractor's Representative

A representative of the contractor shall be appointed within twenty-four (24) hours after receiving notice of award. Contractor shall provide all contact information for the representative. This person will be available for purposes of reporting problems, requesting scheduling changes, etc. This person shall be someone other than the job supervisors, and he/she shall be the sole contact person for routine matters.

I. Scheduling Services

All Janitorial Services shall be done with minimal disruption should after-hours programs/events be in session.

Janitorial Services shall be scheduled between the following hours:

Monday – Friday 9:30 p.m. – 5:00 a.m.

Saturday and Sunday 6:30 p.m. – 2:00 a.m.

J. Legal Holidays

WCPR will provide a list of holiday closings for facility. Contractor will not perform services on these dates.

K. Contractor's Responsibility

The contractor shall be responsible for supplying all material, tools, chemicals, and equipment needed to fully comply with the contract and to maintain a successful housekeeping program for WCPR (see item IX) to the satisfaction of Williamson County. The contractor shall be responsible for filling all dispensers with towels, tissues, and for replacing trash can liners. *Exception: WCPR will provide and fill all soap and hand sanitizer dispenser, and paper products and trash liners.*

L. Maintenance Problems

Any maintenance problem discovered by the contractor's employees must be reported to the WCPR's representative no later than the next business day.

M. Determination of Specifications

1. Non-Compliant Work



WCPR shall be the sole judge as to whether the contractor has accomplished the specifications as outlined in the contract. A representative of WCPR will conduct frequent inspections of the facility. If the specifications are not met, the WCPR will subtract a dollar amount of Twenty and 00/100 Dollars (**\$20.00**) **an hour**, multiplied by the amount of time and personnel required for in-house staff to complete said specification. This amount will be subtracted from the monthly invoice amount.

N. Training

All contractors submitting a bid shall provide evidence of a formal training program for janitorial employees and supervisors. A copy of this plan must be submitted with the bid.

O. Consumables:

The contractor shall install provide on a regular basis and as needed or as directed by WCPR towels, tissues, wax bags and liners to fit current dispensers for the contract.

P. Logbook

The contractor will be responsible for supplying a logbook at the facility for WCPR's employees to report problems. This logbook shall be kept at the reception desk and be checked, by the contractor's employees, before each work shift and shall include the names of each employee providing janitorial services for the particular work shift.

**VII. Responsibilities of Williamson County Parks & Recreation Department:**

A. Determination of Specifications

WCPR shall be the sole judge as to whether the contractor has accomplished the services as provided in the specifications as outlined in the contract documents. If specifications are not met, WCPR will subtract an amount as provided in the contract for each specification not met from the amount to be paid the contractor.

B. Utilities

All utilities will be furnished by WCPR.

C. Storage

WCPR shall provide secured space to the contractor to store equipment and supplies/materials normally required for the types of services to be provided under the contract. The secured space shall be kept clean and well organized at all times. The secured space shall be locked at the end of each shift.

D. Trash Disposal

WCPR shall furnish, in a reasonably convenient location, a container for use by the contractor in the removal of waste paper, trash, debris, etc. Contractor is responsible for providing all carts necessary for the conveyance of trash from building to container.

E. WCPR Representative

After the award of the contract, the WCPR representative will be named and the representative's contact information shall be provided to contractor. This representative shall be available, within reason, anytime for consultation and liaison purposes. Communication from the contractor shall be handled through this person.

**VIII. Method of Communication:**

Communication between WCPR's representative and contractor shall be via email to allow for a record of communication.

In the case of **Non- Compliant Work** – The WCPR's representative will contact contractor within twenty-four (24) hours notifying contractor of specific services not completed as outlined in specifications.

WCPR's representative shall determine if **Non-Compliant Work** requires immediate attention by in-house staff or held over to be handled by contractor on next visit.

**IX. Use of WCPR on-site Equipment:**

**(Possible on-site equipment available – Auto Scrubber, Slow Speed Scrubber and KaiVac- No Touch Restroom Cleaning System)**

A. Contractor may choose to use equipment owned by WCPR if WCPR grants contractor permission. Should contractor elect to use WCPR equipment, the following will apply.

1. Contractor will be responsible for the up keep and repair of equipment.
2. Contractor will be responsible for purchasing/furnishing ONLY cleaning chemicals recommended by equipment manufacturer.
3. Contractor will be required to be trained on equipment by WCPR staff prior to use.

**X. Performance Evaluation:**

A. Bi- Monthly Evaluation

On a bi-monthly basis or more frequently as deemed necessary, a scheduled walk through evaluation of the facility from a housekeeping perspective shall be made by the contractors account representative and WCPR's representative during normal business hours.

**IX. Cleaning Specifications:**

The following specifications are intended to define the scope of work for this proposal, and to form the basis for daily/monthly inspection forms and a comprehensive custodial training program.

*Front Entrance – Area 99 – Outside Front Entrance*

**DAILY SERVICES (7 Days Per Week) Watch For Cross Contamination Hazards**

- Empty Trash/Replace Liner
- Wipe Down Trash Can Top
- Clean Exterior Front Door Glass
- Clean/Sanitize Door Handles

*Entrance Vestibule – Area 100*

**DAILY SERVICES (7 Days Per Week) Watch For Cross Contamination Hazards**

- Sweep/Damp Mop Floor
- Clean Glass/Frames – Inside and Outside
- Clean/Sanitize Door Handles

*All Offices – Areas 101 – 105 and 133 – 137 and 139*

**DAILY SERVICES (7 Days Per Week) Watch For Cross Contamination Hazards**

- Empty Trash/Replace Liner
- Vacuum Carpets
- Spot Clean Carpet as needed
- Clean/Sanitize Door Handles

*Reception – Area 106*

**DAILY SERVICES (7 Days Per Week) Watch For Cross Contamination Hazards**

- Empty Trash/Replace Liner
- Vacuum Carpets
- Spot Clean Carpet as needed
- Clean/Sanitize All Counters Tops and Counter Faces

*Lobby – Areas 107 and 142*

**DAILY SERVICES (7 Days Per Week) Watch For Cross Contamination Hazards**

- Empty Trash/Replace Liners
- Vacuum Mats
- Sweep and Mop Floor
- Spot Clean Lobby Side Glass Door – Pool, Vending & Wellness of Hand Prints and Smudges
- Clean Lobby Side Pool, Vending, Wellness Windows as needed
- Clean/Sanitize Door Handles
- **Wet Mop/Machine/Power/Auto Scrub Floor**

*Vending – Area 108*

**DAILY SERVICES (7 Days Per Week) Watch For Cross Contamination Hazards**

- Sweep and Mop Floor
- Empty Trash/Replace Liner
- Clean/Sanitize Counter Tops and Cabinet Fronts
- Spot Clean Windows
- **Wet Mop/Machine/Power/Auto Scrub Floor**

*Multi-Purpose Room – Area 140*

**DAILY SERVICES (7 Days Per Week) Watch For Cross Contamination Hazards**

- Empty Trash/Replace Liner
- Dust Mop Floor
- Spot Mop as needed
- Spot Clean Mirrors
- Clean Door Glass

*Wellness – Area 109*

**DAILY SERVICES (7 Days Per Week) Watch For Cross Contamination Hazards**

- **Sweep and Mop Floor (under, around and between equipment) with Germicidal Cleaner**
- Empty Trash/Replace Liner
- Clean/Sanitize Counter Tops, Shelves and Cabinet Fronts
- Clean and Sanitize Water Fountains
- Spot Clean Mirrors
- Spot Clean Walls
- Spot Clean Windows (at lobby)
- Clean Door Glass
- Vacuum any Walk-off Mats

*Restrooms – Areas 144 and 145*

**DAILY SERVICES (7 Days Per Week) *Watch For Cross Contamination Hazards***

- Empty Trash/Replace Liner
- Sweep and Mop Floor with Germicidal Cleaner
- Clean and Sanitize all Fixtures including Toilets, Urinals, and Sinks
- Clean and Sanitize all Counter Tops
- Clean and Sanitize Baby Change Stations
- Clean and Polish all Chrome Fixtures – non abrasive
- Clean and Polish Mirrors
- Re-stock all Tissue and Paper Towels
- Spot Clean Partitions
- Spot Clean Walls of Marks and Graffiti
- Sweep Floors
- **Wet Mop/Machine/Power/Auto Scrub Floor**

*Tennis Hallway – Areas 143 and 132*

**DAILY SERVICES (7 Days Per Week) *Watch For Cross Contamination Hazards***

- Empty Trash/Replace Liners
- Vacuum Mats
- Sweep and Mop Floor
- Clean Tennis Glass Doors
- Spot Clean Tennis Windows as needed ( remove smudge marks)
- Clean/Sanitize Door Handles
- Clean/Sanitize Water Fountains
- Spot Wet Mop

*Showers in Locker Rooms – Wet Area - Areas 123 and 127*

**DAILY SERVICES (7 Days Per Week) *Watch For Cross Contamination Hazards***

- Clean and Sanitize all Fixtures
- Clean and Polish all Chrome/Stainless Steel Fixtures – non abrasive
- Spot Clean Partitions
- **Thoroughly Clean Shower Stall Walls/Partitions – Leaving No Signs of Mildew or Soap Scum**
  - **OR Steam Clean**
- Sweep Floors
- **Machine/Power Scrub Floor with Germicidal Cleaner - Leaving No Signs of Mildew or Soap Scum**
  - **OR Steam Clean**
- **Scrub Corners and Edges of Floor**

*Toilet Areas in Locker Rooms – Wet Areas - Areas 124 and 128*

**DAILY SERVICES (7 Days Per Week) Watch For Cross Contamination Hazards**

- Empty Trash/Replace Liner
- Clean and Sanitize all Fixtures including Toilets, Urinals, and Sinks
- Clean and Sanitize all Counter Tops
- Clean and Sanitize Baby Change Stations
- Clean and Polish all Chrome Fixtures – non abrasive
- Clean and Polish Mirrors
- Re-stock all Tissue and Paper Towels
- Spot Clean Partitions
- Spot Clean Walls of Marks and Graffiti
- Sweep Floors
- **Wet Mop/Machine/Power/Auto Scrub Floor**

*Locker Areas in Locker Rooms – Dry Area - Areas 125 and 129*

**DAILY SERVICES (7 Days Per Week) Watch For Cross Contamination Hazards**

- Sweep and Mop Floor with Germicidal Cleaner
- Wipe Down Benches
- Spot Clean Walls of Marks and Graffiti
- **Wet Mop/Machine/Power/Auto Scrub Floor**

*Dressing Rooms – Areas 130 and 131*

**DAILY SERVICES (7 Days Per Week) Watch For Cross Contamination Hazards**

- Vacuum Carpets or Sweep/Mop Floors
- Clean/Sanitize benches
- Spot Clean Carpet as needed

*Family Restroom – Area 126*

**DAILY SERVICES (7 Days Per Week) Watch For Cross Contamination Hazards**

- Empty Trash/Replace Liner
- Clean and Sanitize all Fixtures including Toilet, and Sink
- Clean and Sanitize Bench
- Clean and Polish all Chrome Fixtures – non abrasive
- Clean and Polish Mirrors
- Re-stock all Tissue and Paper Towels
- Spot Clean Walls of Marks and Graffiti
- Sweep Floors
- **Wet Mop/Machine/Power/Auto Scrub Floor**

*Childcare Restroom in Multi-Purpose Room – Area 152*

**DAILY SERVICES (7 Days Per Week) Watch For Cross Contamination Hazards**

- Empty Trash/Replace Liner
- Clean and Sanitize all Fixtures including Toilet, and Sink
- Clean and Sanitize all Counter Tops
- Clean and Sanitize Baby Change Stations
- Clean and Polish all Chrome Fixtures – non abrasive
- Clean and Polish Mirrors
- Re-stock all Tissue and Paper Towels
- Spot Clean Walls of Marks and Graffiti
- Sweep Floors
- **Wet Mop/Machine/Power/Auto Scrub Floor**

*Basketball Lobby – Area 160*

**DAILY SERVICES (7 Days Per Week) Watch For Cross Contamination Hazards**

- Empty Trash/Replace Liners
- Vacuum Mats
- Sweep and Mop Floor
- Spot Clean Lobby Side Glass Door – Pool, Vending & Wellness of Hand Prints and Smudges
- Clean Lobby Side Pool, Vending, Wellness Windows as needed
- Clean/Sanitize Door Handles
- **Wet Mop/Machine/Power/Auto Scrub Floor**

*Basketball Area Restrooms – Areas 161 and 162*

**DAILY SERVICES (7 Days Per Week) Watch For Cross Contamination Hazards**

- Sweep and Mop Floor with Germicidal Cleaner
- Empty Trash/Replace Liner
- Clean and Sanitize all Fixtures including Toilets, Urinals, and Sinks
- Clean and Sanitize all Counter Tops
- Clean and Sanitize Baby Change Stations

*Basketball Hallway – Area 163*

**DAILY SERVICES (7 Days Per Week) Watch For Cross Contamination Hazards**

- Empty Trash/Replace Liners
- Vacuum Mats
- Sweep and Mop Floor
- Clean Basketball Glass Doors
- Spot Clean Tennis Windows as needed ( remove smudge marks)
- Clean/Sanitize Door Handles
- Clean/Sanitize Water Fountains
- **Wet Mop/Machine/Power/Auto Scrub Floor**

**BID REPLY SHEET**

**Janitorial Services  
Indoor Sports Complex  
Williamson County Parks & Recreation Department**

In the event that contractor is awarded this bid the terms and conditions of the Contract and Specification Documents shall be binding and shall constitute the contract between the below stated contractor and Williamson County Parks & Recreation Department.

\_\_\_\_\_ hereby propose to agree to furnish all tools,  
(FIRM NAME - PRINT)  
labor, equipment and materials as specified and necessary for satisfactory completion of  
the project in accordance with all specifications, requirements, conditions, and terms of  
the contract document for the below stated price amounts.

Does contractor wish to use WCPR Auto Scrubber, Slow Speed Scrubber, KaiVac System:

YES NO

Total Cost per Month *without* use of WCPR Equipment: \$ \_\_\_\_\_ Cost Per Square Foot  
\$ \_\_\_\_\_

**OR**

Total Cost per Month *with* use of WCPR Equipment: \$ \_\_\_\_\_ Cost Per Square Foot  
\$ \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature Date

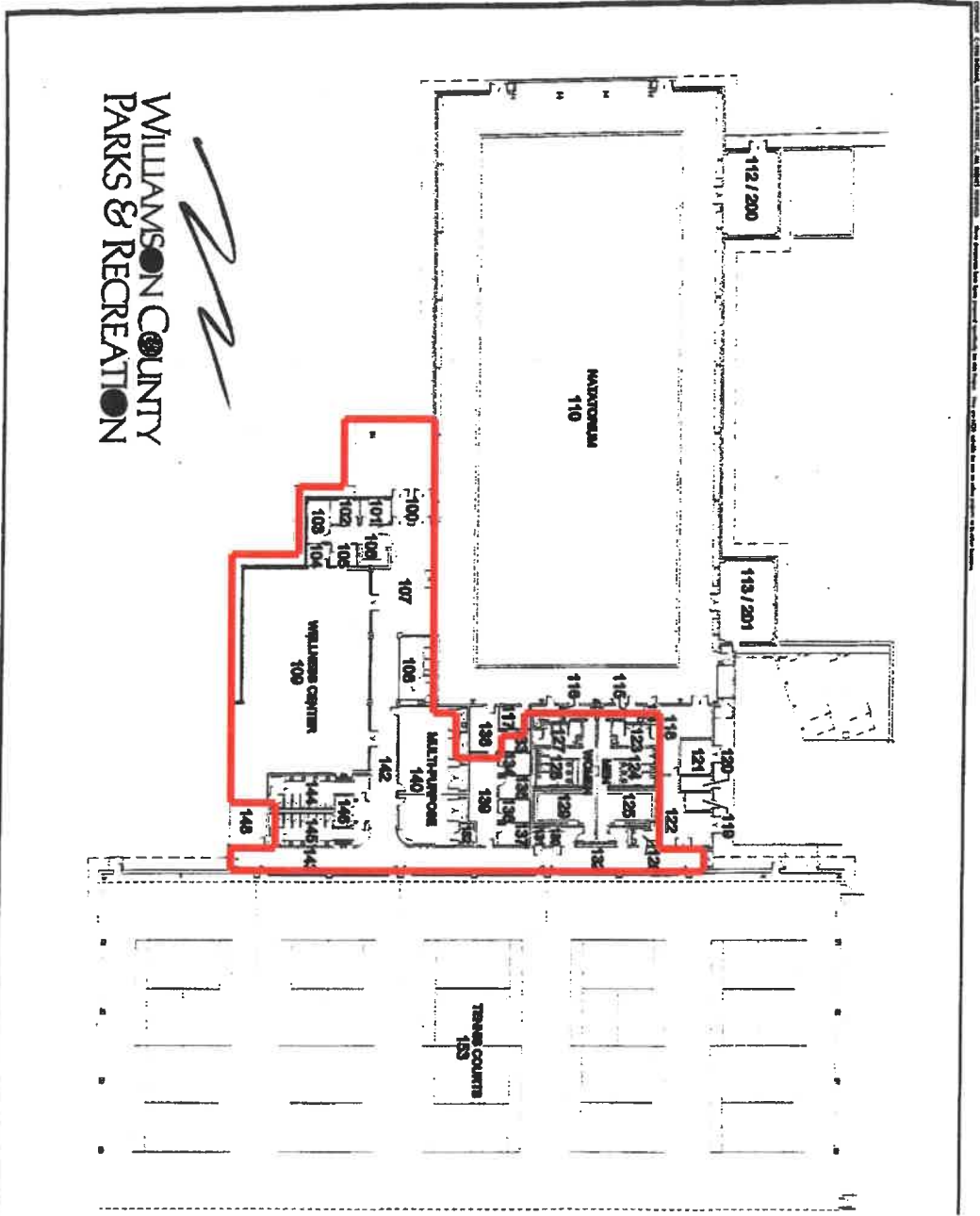
Printed Name \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

Contractor Contact: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

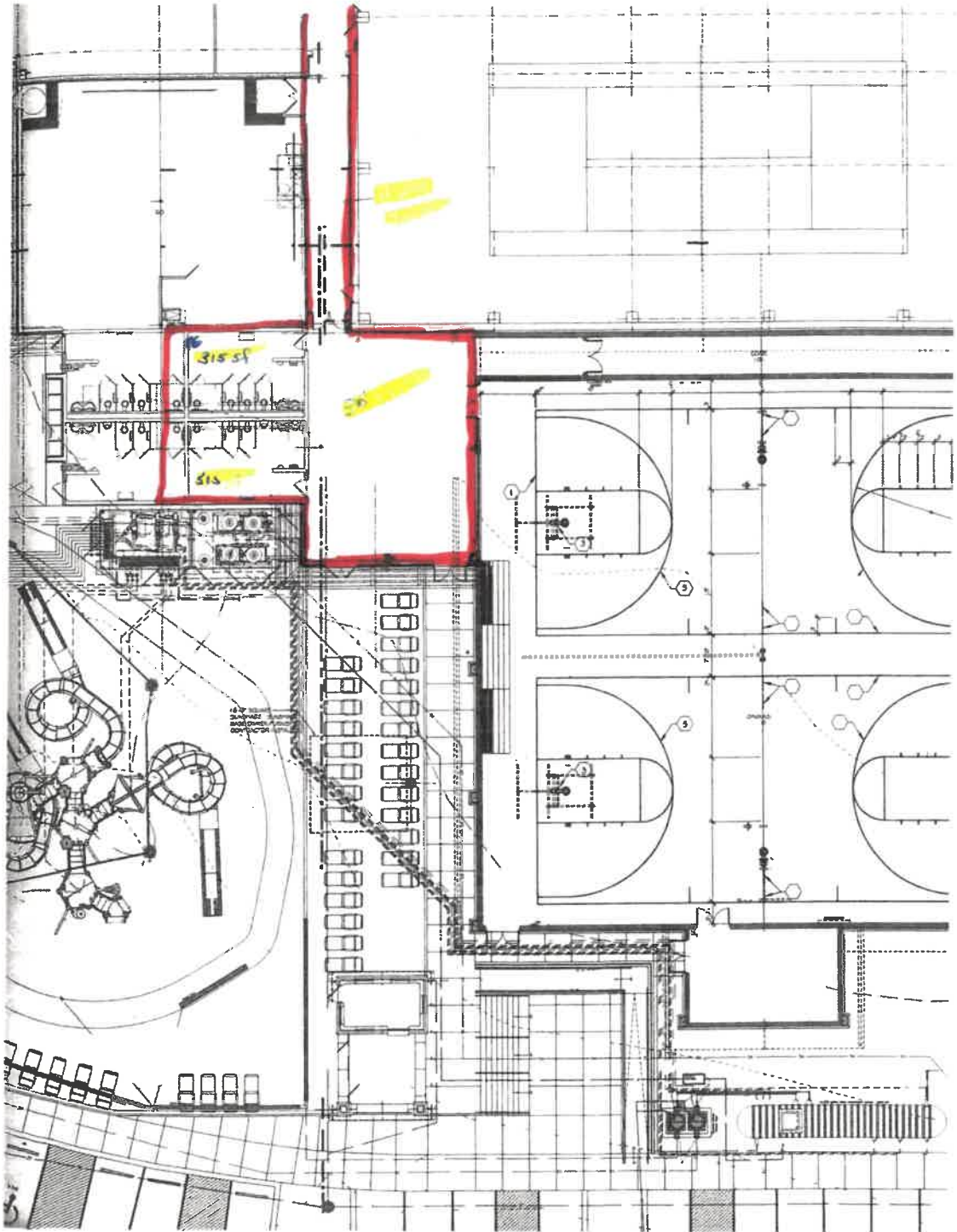




WILLIAMSON COUNTY  
PARKS & RECREATION

*[Handwritten signature]*

AREA TO BE CLEANED



AREA TO BE CLEANED

**AGREEMENT FOR THE  
PURCHASE OF SERVICES AND GOODS**

*THIS AGREEMENT* is entered into by and between WILLIAMSON COUNTY, TENNESSEE, a political subdivision of the State of Tennessee, located at 1320 West Main Street, Franklin, Tennessee, 37064, and \_\_\_\_\_, located at \_\_\_\_\_, for the provision of goods and construction services.

This Agreement incorporates the following affidavits by reference and made a part hereof:

1. **Fair Employment Affidavit**
2. **Ethical Standards Affidavit**
3. **Drug-Free Workplace Affidavit**
4. **Illegal Immigration Attestation Affidavit**

**ARTICLE I  
DEFINITIONS**

A. As used in this Agreement, the following terms have the specific meaning assigned them:

1. "Agreement" means the entire Agreement between County and Contractor as contained herein and in any attachments or exhibits to this Agreement explicitly incorporated into this Agreement by the parties;
2. "Contract Documents" means this Agreement and any attachments, exhibits, construction plans, amendments, addendums, bonds, bid request documents, bid response and all other documents relating to the Goods and Services;
3. "Contractor" means \_\_\_\_\_ of \_\_\_\_\_;
4. "County" means Williamson County, Tennessee;
5. "Fee" or "Contract Price" means the total compensation that County shall pay to the Contractor for the provision of Goods and the performance of all Services required for the satisfactory completion of the Project as required by this Agreement;
6. "Final Completion" means that point at which, as certified in writing by the County, the Project is 100% complete and in conformance with the Agreement.
7. "Goods" mean \_\_\_\_\_;
8. "Project" means \_\_\_\_\_;
9. "Services" mean the provision of all labor, equipment, activities and material required to complete the Project to the specifications and contractual duties contained herein; and

B. Quotation marks and capital letters are not part of the defined terms above.

**ARTICLE II  
INTENT AND INTERPRETATION**

With respect to the intent and interpretation of this Agreement, Williamson County and the Contractor agree as follows:

- A. Unless specifically stated to be the responsibility of Williamson County, anything that may be required, implied or inferred by the Contract Documents, shall be provided by the Contractor for no extra fees. Specifications stating that the Contractor shall perform any particular responsibility at Contractor's own cost and/or expense shall not imply that any other obligation or responsibility of Contractor is not to be performed at Contractor's cost and expense;
- B. Nothing contained in this Agreement shall create, nor be interpreted to create, privity or any other relationship whatsoever between Williamson County and any person except the Contractor;
- C. Whenever a word, term, or phrase is used in the Contract Documents, it shall be interpreted or construed first, as defined herein; second, if not defined, according to its generally accepted meaning in

the construction industry; and third, if there is no generally accepted meaning in the construction industry, according to its common and customary usage;

**D.** The words "include", "includes" or "including", as used in this Agreement shall be deemed to be followed by the phrase, "without limitation";

**E.** The specifications herein of any act, failure, refusal, omission, event, occurrence or condition as constituting a material breach of this Agreement shall not imply that any other, non-specified act, failure, refusal, omission, event, occurrence or condition shall be deemed not to constitute a material breach of this Agreement;

**F.** The Contractor shall have a continuing duty to read, examine, review, compare and contrast each of the documents which make up the Contract Documents, shop drawings and other submittals and shall give written notice to Williamson County of any conflict, ambiguity, error or omission which the Contractor may find with respect to the Contract Documents before proceeding with the affected Goods or Services. The express or implied approval of Williamson County of any shop drawings or other submittals shall not relieve the Contractor of the continuing duties imposed by this Agreement, nor shall any such approval be evidence of the Contractor's compliance with the Contract Documents; and,

**G.** In the event of any conflict, discrepancy or inconsistency among any of the documents which make up this Agreement, the following shall control:

1. As between figures given on plans and scaled measurements, the figures shall govern;
2. As between large scale plans and small scale plans, the large scale plans shall govern;
3. As between plans and specifications, the requirements of the specifications shall govern;
4. As between this document and the plans or specifications, this document shall govern; and
5. As between this document and any Exhibit included herewith, this document shall govern.

### **ARTICLE III TERM OF AGREEMENT**

The Term of this Agreement shall extend from \_\_\_\_\_ to \_\_\_\_\_ or on the date that the Contractor has fulfilled all of its obligations contained herein to the satisfaction of the County. This Agreement may not be extended unless agreed in writing by the parties. The option to extend shall be exercised and in the discretion of the Williamson County Mayor. To be effective, any extension must be approved by the County's Attorney and the Purchasing Agent and signed by the Williamson County Mayor. In no event shall the term of the Agreement extend beyond 5 years.

### **ARTICLE IV REPRESENTATIONS OF THE CONTRACTOR**

In order to induce Williamson County to execute this Agreement and recognizing that the County is relying thereon, the Contractor, by executing this Agreement, makes the following express representations to Williamson County:

**A.** The Contractor is fully qualified to act as the contractor for this Project and has, and shall maintain, all licenses, permits or other authorizations necessary to act as the contractor to provide the Goods and complete the Services required to complete the Project;

**B.** The Contractor has become familiar with the Project site and the local conditions under which the Project is to be constructed and operated;

**C.** The Contractor has received, reviewed and carefully examined all of the documents which make up this Agreement, including, but not limited to, the plans and specifications, and has found them to be generally sufficient to indicate and convey understanding of the terms and conditions for the provision of Goods and Services required to complete the Project. Contractor further agrees to notify the County immediately of all conflicts, errors, ambiguities or discrepancies that are discovered in this Agreement, including, but not limited to, the plans and specifications;

**D.** The Contractor had access to the site for examinations, explorations, tests and studies prior to submitting Contractor's Bid, and relied exclusively upon the Contractor's own estimates and

investigations and other data which was necessary for full and complete information upon which the Contractor's Bid was based;

**E.** It is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department, State Department or Local Department;

**F.** It has not, within a 3-year period preceding this proposal, been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

**G.** It is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of other similar crimes;

**H.** It has not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default; and

**I.** It will comply with all Federal, State, and local governmental laws, rules, and regulations relating to its responsibilities, as set forth in the Contract Documents.

#### **ARTICLE V DUTIES, OBLIGATIONS AND RESPONSIBILITIES OF THE CONTRACTOR**

In addition to any and all other duties, obligations and responsibilities of the Contractor, the Contractor shall have and perform the following duties, obligations and responsibilities at Contractor's expense:

**A.** The Contractor shall provide the Goods at the location and in the manner specified by the County. The Goods shall meet all requirements and specifications defined in the Contract Documents. The Goods shall not be considered accepted by the County until such time that it has had an opportunity to inspect the Goods. **All Goods shall be new and of superior quality.**

**B.** The Contractor shall provide and deliver the Goods as expeditiously as is consistent with professional skill and care to the location.

**C.** The provision or furnishing, and the prompt payment of the labor, adequate supervision, Services, materials, supplies, equipment, fixtures, appliances, facilities, tools, transportation, storage, power, fuel, heat, light, cooling or other utilities required for the provision of the Goods and Services required for the satisfactory completion of the Project and all necessary building permits and other permits required for the provision of Services, including any use and occupancy or similar permit(s) that may be required before the completed Project may be put in use.

**D.** The Contractor shall not perform the Services without adequate plans and specifications, or, as appropriate, approved shop drawings or other submittals. If the Contractor performs the Services knowing, or under circumstances that the Contractor should reasonably have known, the Work involves an error, or inconsistency with this Agreement without first providing written notice to the County, the Contractor shall be responsible for such work;

**E.** Ensure that the Goods and Services shall strictly conform to the requirements of the Contract Documents;

**F.** The Contractor shall strictly supervise the Services and bear full responsibility for any and all acts or omissions of those engaged in the provision of Goods and Services on behalf of the Contractor;

**G.** The Contractor hereby warrants that the Goods and Services, and labor furnished under this Agreement shall be competent to perform the tasks undertaken, that the product of such Services and labor shall yield only high quality results, that the Goods and other materials provided shall be new and of high quality, that the completed Project will be of high quality and without defects, and that all Goods and Services will strictly comply with the requirements of this Agreement. Any Goods and Services not strictly complying with the requirements of this Agreement shall constitute a breach of the Contractor's warranty;

**H.** The Contractor shall comply with all legal requirements applicable to the Contractor's obligations under the Contract Documents and shall obtain and pay for all required permits, fees and licenses customarily obtained by a Contractor. Any required permits for sites used for the disposal and/or

stockpiling of material must be obtained by the Contractor. The Contractor shall be responsible for any costs of moving materials, including illegally stored materials;

I. The Contractor shall employ and maintain at the Project site only competent supervisory personnel. Williamson County reserves the right to require the Contractor to remove any individual from the Project when in Williamson County's judgment said individual is detrimental to the Project. The Contractor shall provide the name, phone number and other contact information of a supervisory personnel who can be reached 24 hours a day in case of emergencies to the County representative. The Contractor shall provide updated information should the name of the responsible supervisory personnel change.

J. The Contractor shall maintain the Project site in a reasonably clean condition during performance of Services. Upon Final Completion, the Contractor shall thoroughly clean the Project site of all debris, trash and excess materials or equipment;

K. The Contractor shall furnish such watchmen, guards, fences, warning signs, lights, walkways, and shall take all other precautions as shall be necessary, to prevent damage to persons or property. All structures and improvements in the vicinity of the Services shall be protected by the Contractor and, if such property is damaged, injured or destroyed by the Contractor, Contractor's employees, subcontractors or agents, it shall be restored to a condition as good as prior to the provision of the Services. All safety provisions contained in applicable laws, regulations, ordinances, guidelines or building and construction codes, shall be strictly adhered to;

L. Unless otherwise indicated in the Contract Documents, or unless otherwise taken care of by the County thereof, all utilities and all structures of any nature, whether below or above ground, that may be affected by the provision of Services, shall be protected by the Contractor and shall not be disturbed or damaged by the Contractor during the progress of the Services. Should the Contractor disturb, disconnect or damage any utility or any structure, all expenses of whatever nature arising from such disturbance or the replacement or repair thereof shall be borne by the Contractor;

M. At all times relevant to this Agreement, the Contractor shall permit the County to enter upon the Project site and to review or inspect the Goods and Services without formality or other procedure;

N. Contractor shall be responsible for the cost of storing, moving, and transporting the Goods and other materials stored off-site; and

O. Contractor shall make all inspections or testing, in addition to those required in the Contract Document, that are required for the completion of the Services and the Project.

#### **ARTICLE VI TIME FOR CONTRACTOR'S PERFORMANCE**

A. The Contractor shall provide the Goods and provide the Services within the period specified by the Contract Documents. Once timely commenced, Contractor shall diligently continue its performance of Services to and until final completion of the Project.

B. Guarantees and Goods warranties required by this Agreement shall commence on the date of Final Completion.

C. All limitations of time set forth herein are material and are of the essence of this Agreement.

#### **ARTICLE VII ADDITIONAL DUTIES OF CONTRACTOR**

A. Contractor shall submit to the County any needed requests for interpretations necessary for the proper execution or progress of the Services.

B. Contractor shall submit to the County all requests and recommendations for Change Orders.

C. The Contractor shall be responsible for making requests to the County for required inspections.

**D. THE DUTIES, OBLIGATIONS, AND RESPONSIBILITIES OF THE CONTRACTOR UNDER THIS AGREEMENT SHALL IN NO MANNER WHATSOEVER BE CHANGED, ALTERED, DISCHARGED, RELEASED, OR SATISFIED BY ANY DUTY, OBLIGATION, OR RESPONSIBILITY OF ANY THIRD PARTY. THE CONTRACTOR IS NOT A THIRD-PARTY BENEFICIARY OF ANY AGREEMENT BY AND BETWEEN WILLIAMSON COUNTY AND OTHER THIRD PARTIES. IT IS EXPRESSLY ACKNOWLEDGED AND AGREED THAT THE**

**DUTIES OF THE CONTRACTOR TO WILLIAMSON COUNTY ARE INDEPENDENT OF, AND ARE NOT DIMINISHED BY, ANY DUTIES OF A THIRD PARTY TO WILLIAMSON COUNTY.**

**ARTICLE VIII  
ETHICAL STANDARDS**

**A.** It shall be a breach of ethical standards for any person to offer, give or agree to give any Williamson County employee or former Williamson County employee, or for any Williamson County employee or former Williamson County employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor.

**B.** It shall also be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the Contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

**C.** It shall also be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or to secure a contract with Williamson County upon the agreement or understanding for a contingent commission, percentage or brokerage fee, except for the retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

**D.** The Contractor affirms that it has not retained anyone in violation of this Article VIII. A breach of ethical standards is a material breach of this Agreement and could result in civil or criminal sanctions and debarment or suspension from being a contractor or subcontractor under contracts with the County.

**ARTICLE IX  
COMPENSATION (FIXED PRICE)--AMOUNT AND PROCEDURES**

**A.** Williamson County shall pay and the Contractor shall accept, as full and complete payment for the Contractor's provision of goods and the timely performance of its obligations hereunder, for the Contract Price of \$ \_\_\_\_\_. The Contract Price shall not be modified except by Change Order as provided for in this Agreement. **Because time is of the essence and in order to secure this Agreement, and within the time specified, Contractor distinctly agrees that damages arising from the non-fulfillment of this Agreement regarding the failure to meet the date of Final Completion would be substantial and difficult to measure and shall be deducted from the Contract Price, as liquidated damages and not in the nature of a penalty, and shall be Two Hundred Fifty and 00/100 dollars per calendar day beyond the scheduled date.**

**B.** Williamson County shall pay the Contract Price to the Contractor in accordance with the procedures set forth in this Article. On or before the 10th day of each month after commencement of performance, but no more frequently than once monthly, the Contractor may submit a Payment Request for the period ending on the last day of the prior month. Therein, the Contractor may request payment for the provision of Goods and the satisfactory completion of Services allocable to the Contract Documents requirements properly provided, labor, materials and equipment properly incorporated in the Project, and materials or equipment necessary for the Project and properly stored at a secured location. Any request for payment on account of stored Goods, materials, or equipment must be accompanied by written proof that the County has free and clear title to such Goods, materials or equipment and that they are fully insured by Contractor against loss or damage. As a condition precedent to payment, the Contractor shall, if required by Williamson County, also furnish to Williamson County properly executed waivers of lien or other claims, in a form acceptable to Williamson County, from all subcontractors, materialmen, suppliers or others having lien or other claim rights, wherein said subcontractors, materialmen, suppliers or others having lien or other claim rights shall acknowledge receipt of all sums due pursuant to all prior Payment Requests and waive and relinquish any liens, lien rights or other claims relating to the Project. Each Payment Request shall be signed by the Contractor and notarized and shall constitute the Contractor's representation that the quantity of work has reached the level for which payment is requested, that the work has been properly installed or performed in strict compliance with

this Agreement and that the Contractor knows of no reason why payment should not be made as requested. The submission by the Contractor of a Payment Request also constitutes an affirmative representation and warranty that all Goods and Services for which the County has previously paid is free and clear of any lien, claim or other encumbrance of any person whatsoever. Furthermore, the Contractor warrants and represents that, upon payment of the Payment Request submitted, title to all Goods, Services, materials and equipment included in such payment shall be vested in Williamson County. Thereafter, the County shall review the Payment Request and may also review the work at the Project site or elsewhere to determine whether the quantity and quality of the Goods and Services, materials and equipment are as represented by the Payment Request and are as required by this Agreement. Williamson County shall make every attempt to make payment to the Contractor within 30 days following the approval of a Payment Request. The amount of each such payment shall be the amount approved for payment by the County less such amounts, if any, otherwise owing by the Contractor to Williamson County or which Williamson County shall have the right to withhold as authorized by this Agreement. The County's approval of the Contractor's Payment Requests shall not preclude Williamson County from the exercise of any of its rights as set forth in this Agreement.

**C.** When payment is received from Williamson County, the Contractor shall within 14 calendar days pay all vendors, subcontractors, materialmen, laborers and suppliers the amounts they are due for the Work covered by such payment. In the event Williamson County becomes informed that the Contractor has not paid a subcontractor, materialman, laborer or supplier as provided herein, Williamson County shall have the right, but not the duty, to issue future checks and payments to the Contractor of amounts otherwise due hereunder naming the Contractor and any such subcontractor, materialman, laborer or supplier as joint payees. Such joint check procedure, if employed by Williamson County, shall create no rights in favor of any person or entity beyond the right of the named payees to payment of the check and shall not be deemed to commit Williamson County to repeat the procedure in the future.

**D.** Neither payment to the Contractor, acceptance of Goods, utilization of the Project for any purpose by Williamson County, nor any other act or omission by Williamson County shall be interpreted or construed as an acceptance of any work of the Contractor not strictly in compliance with this Agreement.

**E.** In addition to all other rights available to Williamson County, the County shall have the right to refuse to make payment and, if necessary, may demand the return of a portion or all of the amount previously paid to the Contractor due to:

- 1) The quality or quantity of Goods not being in accordance with the requirements of the Contract Documents;
- 2) The quality or quantity of the Contractor's Services not being as represented in the Contractor's request for documents;
- 3) The Contractor's rate of progress being such that, in Williamson County's sole opinion, Final Completion may be inexcusably delayed;
- 4) The Contractor's failure to use the compensation, previously paid to the Contractor to pay Contractor's provision of Goods and Project-related obligations including, but not limited to, subcontractors, laborers and material, and equipment suppliers;
- 5) Claims made, pending or known against Williamson County or its property in relation to this Agreement or the acts or omissions of the Contractor or any of its subcontractors;
- 6) Loss caused by the Contractor; and,
- 7) The Contractor's failure or refusal to perform any of its obligations to Williamson County.

In the event that Williamson County makes written demand upon the Contractor for amounts previously paid by Williamson County as contemplated in this Article, the Contractor shall promptly comply with such demand.

**F.** If within 45 days from the date payment to the Contractor is due, Williamson County, without cause or basis hereunder, fails to pay the Contractor any amount then due and payable to the Contractor, the Contractor shall have the right to cease work until receipt of proper payment after first providing 10 days written notice to Williamson County of the Contractor's intent to cease work.

**G.** When Williamson County reasonably believes that Final Completion will be inexcusably delayed, Williamson County shall be entitled, but not required, to withhold from any amounts otherwise due the Contractor an amount specified herein to recover liquidated damages applicable to such delays.

**H.** Prior to being entitled to receive final payment, and as a condition precedent thereto, the Contractor shall furnish Williamson County, in the form and manner required by Williamson County, if any:



- 1) An affidavit that all Goods have been fully paid for and all of the Contractor's obligations to subcontractors, laborers, equipment and material suppliers and other third parties in connection with the Project have been paid or otherwise satisfied;
- 2) Separate releases of claims or claim waivers from each subcontractor, lower tier subcontractor, laborer, supplier or other person or entity who has or might have a claim against Williamson County or the payment bond;
- 3) Consent(s) of surety to final payment; and,
- 4) All Good's warranties, operating manuals, instruction manuals and other record documents, drawings and things customarily required of the Contractor, or expressly required herein, as part of or prior to Project close-out.

#### **ARTICLE X CHANGE ORDERS**

**A.** Changes to the work within the general scope of this Agreement shall be ordered by Change Order and must be submitted on a Change Order Form. To be authorized and implemented, all Change Orders shall be prepared and signed by the Contractor. The Change Order shall be signed by the County Mayor, and the Williamson County Budget Director, prior to the Contractor proceeding with any such change(s). Prior to final payment, a statement shall be prepared by the Contractor that reflects all changes to the Contract Price.

**B.** Should Contractor wish to substitute any materials or items, such substitutions must be approved as a Change Order as provided in this Article. Further, all substitutions must be of equal or superior character, quality and design as that specified, and must be equally suited to the needs of Williamson County as the item(s) specified.

**C.** The provision of Goods and performance of Services pursuant to a Change Order by the Contractor shall constitute conclusive evidence of the Contractor's agreement to the ordered changes in the work and this Agreement as thus amended, including the Contract Price and the time for performance by the Contractor. The Contractor, by executing the Change Order, waives and forever releases any claim against the County for additional time or compensation for matters relating to or arising out of or resulting from the work included within or affected by the executed Change Order; and

**D.** The Contractor shall notify and obtain the consent and approval of the Contractor's surety with reference to all Change Orders. The Contractor's execution of the Change Order shall constitute the Contractor's warranty to Williamson County that the surety has been notified of and consents to such Change Order, and the surety shall be conclusively deemed to have been notified of such Change Order and to have expressly consented thereto.

#### **ARTICLE XI DISPUTE RESOLUTION**

The parties agree to make a reasonable effort to informally resolve, among themselves, disputes that may arise during the performance of this Agreement in a timely, professional and non-adversarial manner. In an effort to limit any disputes, the parties agree to periodically meet and evaluate the progress of performance under this Agreement. Any agreements reached by the parties utilizing these informal dispute resolution procedures are not binding unless this Agreement is contained in an amendment to this Agreement or a properly executed Change Order. Williamson County and the Contractor may exercise such rights or remedies as either may otherwise have with respect to any dispute. Nothing in this provision shall create any right of either party to alternative dispute resolution, arbitration, mediation or partnering.

#### **ARTICLE XII CLAIMS BY THE CONTRACTOR**

Claims by the Contractor against Williamson County are subject to the following terms and conditions:

**A.** All Contractor claims, including any claim for an extension of time, against Williamson County shall be initiated by a written claim submitted to the County. Such claim shall be received by Williamson

County no later than 10 calendar days after the event, or the first appearance of the circumstances causing the claim, and same shall set forth in detail all known facts and circumstances supporting the claim;

**B.** The Contractor and Williamson County shall continue their performance of this Agreement regardless of the existence of any claim submitted by the Contractor;

**C.** The Contractor bears the risk of:

1. subsurface or otherwise concealed physical conditions which do not differ materially from those indicated in the Contract Documents taking into account that unless otherwise stipulated in the Contract Document, excavations and other subsurface construction activity shall be unclassified down to design depth, regardless of substrate and abandoned or inactive infrastructures;

2. unknown physical conditions which do not differ materially from those ordinarily found to exist and are generally recognized as inherent in construction activities of the character provided for in the Contract Documents; and

3. the location of utilities.

**D.** No change shall be made in the Contract Price as a result of the foregoing risks borne by the Contractor. Changes in the Contract Price shall be made by a Change Order, if increased costs will result from risks not borne by the Contractor, including conditions that require redesign in order for the Project to be completed.

**E.** In the event the Contractor seeks to make a claim for an increase in the Contract Price, as a condition precedent to any liability of Williamson County therefor the Contractor shall strictly comply with the requirements defined in this Article and such claim shall be made by the Contractor before proceeding to execute any additional or changed work. Failure of the condition precedent to occur shall constitute a waiver by the Contractor of any claim for additional compensation.

**F.** Williamson County shall have no liability for any claims or cost if the Contractor failed to obtain an approved change order in connection with the claim. Under no circumstances shall Williamson County be liable to the Contractor for claims of third-parties including subcontractors.

**G.** In the event the Contractor should be delayed in providing Goods or performing any Services which at the time of the delay is then critical, or which during the delay becomes critical, as the sole result of any act or omission of Williamson County or someone acting on Williamson County's behalf, or by Williamson County authorized Change Orders, unusually bad weather not reasonably anticipated, fire or other Acts of God, the date for achieving Final Completion shall be appropriately adjusted by Williamson County upon the written claim of the Contractor to Williamson County. A task is critical within the meaning of this Article if, and only if, said task is on the critical path of the Project Schedule so that a delay in performing such task will delay the ultimate completion of the Project. Any claim for an extension of time by the Contractor shall strictly comply with the requirements of this Article. If the Contractor fails to make such claim as required in this Article, any claim for an extension of time shall be waived. Further, extensions of time shall be Contractor's sole remedy for any and all delays. No payment or compensation of any kind shall be made to Contractor for damages because of hindrance in the orderly progress of the Work or delay from any cause in the progress of the Work, whether such hindrances or delays be avoidable or unavoidable. Contractor expressly agrees not to make, and hereby waives, any claim for damages on account of any delay, obstruction or hindrance attributable to any cause whatsoever and agrees that Contractor's sole right and remedy in the case of any delay, obstruction or hindrance, shall be an extension of the time fixed for completion of this Agreement.

### **ARTICLE XIII**

#### **DISCOVERING AND CORRECTING DEFECTIVE OR INCOMPLETE WORK**

**A.** In the event that the Contractor covers, conceals or obscures its work in violation of this Agreement or in violation of a directive from Williamson County such work shall be uncovered and displayed for Williamson County's inspection upon request and shall be reworked at no cost in time or money to Williamson County.

**B.** If any of the work is covered, concealed or obscured in a manner not covered by this Article, the Contractor shall, if directed by Williamson County, be uncovered and displayed for Williamson County's inspection. If the uncovered work conforms strictly with the Contract Documents in all aspects, the costs incurred by the Contractor to uncover and subsequently replace such work shall be borne by Williamson County. Otherwise, such costs shall be borne by the Contractor.

C. The Contractor shall, at no cost in time or money to Williamson County, correct work rejected by Williamson County or by defective or failing to conform to the Contract Documents. Additionally, the Contractor shall reimburse Williamson County for all testing, inspections and other expense incurred as a result of the rejected work.

D. In addition to its warranty obligations set forth in this Agreement, the Contractor shall be specifically obligated to correct any and all defective or nonconforming work without additional compensation for a period of 12 months following the date of Final Completion upon receiving written notice from Williamson County.

E. Williamson County may, but shall in no event be required to, choose to accept defective or nonconforming Goods and Services. If the remaining portion of the unpaid Contract Price, if any, is insufficient to compensate Williamson County for the acceptance of the defective or nonconforming Goods or Services, the Contractor shall, upon written demand from the County, pay the County such remaining compensation for accepting defective or nonconforming Goods and Services.

#### **ARTICLE XIV INFORMATION AND MATERIAL SUPPLIED BY WILLIAMSON COUNTY**

A. Williamson County shall furnish to the Contractor, prior to the execution of this Agreement, any and all written and tangible material known by Williamson County to be in its possession concerning conditions above or below ground at the site of the Project. Such written and tangible material is furnished to the Contractor only in order to make complete disclosure of such material in the possession of Williamson County and for no other purpose. By furnishing such material, Williamson County does not represent, warrant or guarantee its accuracy either in whole, in part, implicitly or explicitly, or at all, and shall have no liability therefor.

**B. WILLIAMSON COUNTY DOES NOT REPRESENT, WARRANT OR GUARANTEE THE ACCURACY, EITHER IN WHOLE, IN PART, IMPLICITLY OR EXPLICITLY, OR AT ALL, OF ANY ESTIMATES PROVIDED IN THIS AGREEMENT OR IN THE INVITATION TO BID OR ANY OF THE OTHER CONTRACT DOCUMENTS, AND SHALL HAVE NO LIABILITY THEREFOR.**

#### **ARTICLE XV WILLIAMSON COUNTY'S RIGHT TO SUSPEND CONTRACTOR'S PERFORMANCE**

A. Williamson County shall have the right, at any time, to direct the Contractor to suspend the performance, or any designated part thereof, for any reason whatsoever, or without reason. Upon notification of the suspension, the Contractor shall immediately comply with the suspension and shall demobilize as directed by Williamson County.

B. In the event Williamson County directs a suspension of performance under this Article, through no fault of the Contractor, Williamson County shall pay the Contractor as full compensation for such suspension the Contractor's reasonable costs, actually incurred and paid, of:

- 1) demobilization and remobilization, including such costs paid to subcontractors;
- 2) preserving and protecting work in place; and
- 3) storage of Goods, materials, or equipment purchased for the Project.

#### **ARTICLE XVI CEASE AND DESIST ORDER**

In the event the Contractor fails or refuses to perform the work as required herein, Williamson County may issue a cease and desist order to the Contractor to cease and desist from performing further work in whole or in part. Upon receipt of such order, the Contractor shall immediately cease and desist as instructed by Williamson County and shall not proceed further until the cause for Williamson County's order has been corrected, or no longer exists, or Williamson County instructs the Contractor to resume the Work. In the event Williamson County issues a cease and desist order to the Contractor and in the further event that the Contractor fails or refuses to remedy the cause of the order or to provide adequate assurances to Williamson County within 7 days, then Williamson County shall have the right, but not the

obligation, to carry out the Work with its own force or with the forces of a third party contractor, and the Contractor shall be fully responsible and liable for the costs of performing such work. The rights provided herein are in addition to, and without prejudice to, any other rights or remedies Williamson County may have against the Contractor whether under the terms of this Agreement or otherwise provided under law.

#### **ARTICLE XVII TERMINATION BY WILLIAMSON COUNTY**

Williamson County may terminate this Agreement in accordance with the following terms and conditions:

**A.** Williamson County may, for any reason whatsoever, terminate performance or any designated part thereof under this Agreement by the Contractor for convenience. Williamson County shall give written notice of such termination to the Contractor specifying when the termination becomes effective. The Contractor shall incur no further obligations in connection with the provision of Goods and Services, and the Contractor shall not deliver any further Goods or provide Service when such termination becomes effective. The Contractor shall take such action as Williamson County may direct, for the protection, preservation and/or return of Goods or other property which is in the possession of the Contractor and in which Williamson County has or may acquire an interest. The Contractor shall also terminate outstanding orders, services and subcontractors. The Contractor shall settle the liability and claims arising out of the termination of vendors, subcontractors and orders. Williamson County may direct the Contractor to assign the Contractor's right, title and interest under termination orders or subcontracts to Williamson County or its designee. The Contractor shall transfer title and deliver to Williamson County the Goods paid for by the County. If Williamson County terminates this Agreement for convenience, the Contractor shall be compensated as follows:

1. The Contractor shall submit a Termination Claim to Williamson County specifying the amounts due because of the termination for convenience together with costs, pricing or other data required by Williamson County. If the Contractor fails to file a termination claim within 1 year from the effective date of termination, Williamson County shall pay the Contractor an amount derived in accordance with this Article (A)(3) below;
2. Williamson County and the Contractor may agree to the compensation, if any, due to the Contractor hereunder;
3. Absent agreement to the amount due to the Contractor, Williamson County shall pay the Contractor the following amounts:
  - a. Contract Price for the Goods, Services, labor, materials, and equipment as agreed by Williamson County;
  - b. Reasonable costs incurred in preparing to perform and in performing the terminated portion of the Work and in terminating the Contractor's performance, plus a fair and reasonable allowance for direct jobsite overhead and actual reasonable profit (such profit shall not in any circumstances include anticipated profit or consequential damages). But if it appears that the Contractor would not have profited or would have sustained a loss if the entire Agreement would have been completed, no profit shall be allowed or included and the amount of compensation shall be reduced to reflect the anticipated rate of loss, if any; and
  - c. Reasonable costs of settling and paying claims arising out of the termination of subcontracts or orders pursuant to this Article. These costs shall not include amounts paid in accordance with other provisions of this Agreement.
4. The total sum to be paid the Contractor under this Article shall not exceed the total Contract Price under any circumstances, as properly adjusted, reduced by the amount of payments otherwise made, and shall in no event include duplication of payment.

**B.** In addition to any rights or remedies available to Williamson County, the County may terminate the performance of the Contractor and assume possession of the Goods and Project and of the materials and equipment and may complete the work if the Contractor commits any of the following:

1. Fails to perform the work, or any part thereof, in a timely manner;
2. Begins the Services within the time as defined in this Agreement;
3. Supplies adequate labor, supervisory personnel and proper equipment and materials;

4. If Contractor fails to timely discharge its obligations for labor, equipment, and materials in the manner as provided for in the Contract Documents;
  5. If Contractor disobeys applicable law; or
  6. Otherwise commits a violation of a material provision of this Agreement.
- C. If Williamson County exercises the right to take possession of the Project, then the Contractor shall not be paid further until all Work is completed and all obligations contained in the Contract Documents have been satisfied.
- D. After Final Completion has been achieved, if any portion of the Contract Price, as it may be modified hereunder, remains after the cost to Williamson County of completing the Work, including all costs and expenses of every nature incurred, has been deducted by Williamson County, such remainder shall belong to the Contractor. Otherwise, the Contractor shall pay and make whole Williamson County for such cost. This obligation for payment shall survive the termination of this Agreement and shall only be limited to applicable statute of limitations. In the event the employment of the Contractor is terminated by Williamson County for cause and it is subsequently determined by a Court of competent jurisdiction that such termination was without cause, such termination shall thereupon be deemed a Termination for Convenience under this Agreement and as such, the Contractor will be reimbursed as if the Agreement was terminated for convenience.
- E. Should funding for this Agreement be discontinued, Williamson County shall have the right to terminate the Agreement or any designated part thereof upon written notice to Contractor.

#### **ARTICLE XVIII TERMINATION BY THE CONTRACTOR**

If Williamson County repeatedly fails to perform its material obligations to the Contractor for a period of 60 calendar days after receiving written notice from the Contractor of its intent to terminate this Agreement, the Contractor may terminate its Work under this Agreement by providing written notice to Williamson County. In such an event, the Contractor shall be entitled to recover from Williamson County as though Williamson County had terminated the Contractor's performance for convenience.

#### **ARTICLE XIX OWNERSHIP OF PROPERTY**

- A. The following shall remain the property of Williamson County:
1. All goods paid for by the County;
  2. All documents which make up the Contract Documents;
  2. All other documents furnished by Williamson County;
  3. All shop drawings and other submittals by Contractor; and
  4. All other original works of authorship, whether created by Williamson County or Contractor, embodied in any tangible medium of expression, including, without limitation, pictorial, graphic, sculptural works, two dimensional works, and three dimensional works.
- B. The Contractor shall have the right to keep 1 copy of the aforementioned documents upon completion of the Project; provided, however, that in no event shall the Contractor use, or permit to be used, any portion of the aforementioned on other projects without Williamson County's prior written authorization and execution of an indemnification agreement as Williamson County may provide.

#### **ARTICLE XX HAZARDOUS MATERIALS**

- A. Unless otherwise specified in the plans and specifications, it is the responsibility of Contractor to remove and dispose of any hazardous materials that is discovered during the construction of the Project. Williamson County shall be responsible for the removal and disposal of any Hazardous Waste that the County knows was located at the project site prior to the execution of this Agreement.
- B. The term "Hazardous Materials" shall be defined as any and all toxic or hazardous materials, substances, pollutants, compounds, wastes, or mixtures, and shall include, without limitations, asbestos containing materials, polychlorinated, January 6, 2006 biphenyls, petroleum products or byproducts, or other hydrocarbon substances. The term "Hazardous Material" shall also include any and all substances

defined or listed as hazardous waste, hazardous substance, toxic substance, toxic pollutant, or similarly identified, prohibited, or regulated materials, substances, pollutants, compounds, wastes or mixtures, by, in or pursuant to any Environmental Laws or Regulations.

#### **ARTICLE XXI HEALTH AND SAFETY**

**A.** The Contractor will be solely and completely responsible for the condition of the job site as a result of the Contractor's provision of Goods or Services, including the health and safety of all persons, including employees, agents, subcontractors and all property during performance of Goods and Services. This requirement will apply continuously and not be limited to normal working hours.

**B.** Health and safety provisions will conform to the following: U. S. Department of Labor, Occupational Safety and Health Act; all other applicable Federal, State, County and local laws, ordinances, codes, landfill regulations; and any other regulations as may be cited in the bid document. When any of these are in conflict, the more stringent regulation/requirement will be followed. The Contractor's failure to thoroughly familiarize itself with the aforementioned safety provisions will not relieve the Contractor from its responsibility to comply with the safety provisions.

**C.** If death, serious injuries or serious property damages are caused, the accident or loss will be reported verbally and immediately to Williamson County Government, Risk Management Division at (615) 790-5466 during business hours and at (615) 791-6200 after business hours. In addition, the Contractor must promptly report in writing to Williamson County Government, Risk Management Division within 24 hours of all accidents or incidents of loss whatsoever arising out of or in connection with the performance of work whether on or adjacent to the site, giving full details.

**D.** If a claim is made by anyone against the Contractor on account of any accident or incident of loss, the Contractor will promptly report the facts in writing to Williamson County Government, Risk Management Division, giving full details of the claim.

#### **ARTICLE XXII INDEMNIFICATION AND HOLD HARMLESS**

**A.** Contractor shall indemnify and hold harmless Williamson County, its officers, agents and employees from:

1. Any claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Contractor, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the Agreement;

2. Any claims, damages, penalties, costs and attorney fees arising from any failure of Contractor, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, copyright law, labor laws, and minimum wage laws; and

3. Any claims, damages, penalties, costs and attorney fees arising from any action brought against Williamson County by any of Contractor's officers, employees and/or agents arising out of any injury incurred by such officer, employee and/or agent in the course of the performance of this Agreement, regardless of the cause of such injury.

**B.** Williamson County will not indemnify, defend or hold harmless in any fashion the Contractor from any claims arising from any failure, regardless of any language in any attachment or other document that the Contractor may provide.

**C.** Contractor shall pay Williamson County any expenses incurred as a result of Contractor's failure to fulfill any obligation in a professional and timely manner under this Agreement.

#### **ARTICLE XXIII SUBCONTRACTORS**

Upon execution of this Agreement, the Contractor shall identify to Williamson County, in writing, any subcontractor not previously identified on the Project. Williamson County shall, in writing, state any objection Williamson County may have to one or more of such subcontractors. The Contractor shall not enter into a subcontract with an intended subcontractor with reference to whom Williamson County

objects. Should a proposed subcontractor that was provided by Contractor in its initial Bid Response or subsequent Contract Document be disapproved after the execution of this Agreement, and the Contractor provides proof that the replacement subcontractor will charge Contractor a higher price than the disapproved subcontractor, then the Contract Price may be adjusted at a rate equal to the difference between the price charged Contractor by the new subcontractor and the price charged by the disapproved subcontractor. Failure of Williamson County to object to the subcontractor shall not impose on Williamson County any liability or responsibility for the performance or character of said subcontractor.

#### **ARTICLE XXIV INSURANCE REQUIREMENTS**

Without limiting its liability under this contract, the Contractor will procure and maintain at his/her expense during the life of the contract any/all applicable insurance types and in the minimum amounts stated as follows:

1. General Liability – Must be on an Occurrence Form, Claims Made is Not Acceptable, and will include:
  - a) Per Occurrence limit of not less than \$ 1,000,000
  - b) General Aggregate will not be less than \$ 2,000,000
  - c) Medical Expense Limit will not be less than \$ 5,000 on any one person.
  - d) Completed Operations, including on-going operations in favor of the Additional Insured
  - e) Contractual Liability
  - f) Personal Injury
2. Business Auto Liability (including owned, non-owned and hired vehicles)
  - a) Combined Single Limit \$ 1,000,000 or
  - b) Split Limit:
    - Bodily Injury: \$ 1,000,000 Each Person, \$ 1,000,000 Each Accident
    - Property Damage: \$ 1,000,000 Each Accident
3. Umbrella Excess Liability
  - a) \$ 1,000,000 over primary insurance
4. Workers Compensation
  - a) State: Statutory
  - b) Employer's Liability:
    - \$ 1,000,000 per Accident
    - \$ 1,000,000 Disease, Policy Limit
    - \$ 1,000,000 Disease Each Employee

The Commercial General Liability policy will name Williamson County Government as an Additional Insured with respect to the contract only. Said insurance will be written by a company or companies licensed to do business in the State of Tennessee and satisfactory to Williamson County Government Risk Management. Before commencing any work hereunder, a Certificate of Insurance evidencing the maintenance of said insurance will be furnished to Williamson County Government Risk Management.

Any subcontractor of the Contractor will be required to procure and maintain during the life of the subcontract, the identical insurance required of the Contractor and comply with all provisions of this Article.

#### **ARTICLE XXV GENERAL PROVISIONS**

**A. Resolution by Court of Law; Non-binding Mediation.** Claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach

thereof, shall be subject to and decided by a court of law. The parties can agree to non-binding mediation prior to litigation.

**B. Arbitration.** Governmental entities in Tennessee are not permitted to agree to arbitrate disagreements without being granted that authority specifically by the state legislature. Any arbitration clause included in this Agreement or any other documentation related to this Agreement is void.

**C. Choice of Law.** The validity, construction and effect of this Agreement and any and all extensions and/or modifications thereof shall be governed exclusively by the laws of the State of Tennessee. Tennessee law shall govern regardless of any language in any attachment or other document that the Contractor may provide. Any language specifying any other governing law included in this Agreement is void.

**D. Venue.** Any action between the parties arising from this Agreement shall be maintained exclusively in the courts of Williamson County, Tennessee.

**E. Attorney Fees.** Contractor agrees that, in the event either Party deems it necessary to take legal action to enforce any provisions of this Agreement, and in the event County prevails, Contractor shall pay all expenses of such action including attorney fees and court costs at all stages of litigation.

**F. Notices.**

1. **Delivery.** Except as otherwise provided herein, any notice or other communication between the parties regarding the matters contemplated by this Agreement may be sent by United States mail (first class, airmail or express mail), commercial courier, facsimile or electronic mail, in each case delivered to the address set forth below for the recipient.

2. **Receipt.** Communications shall be deemed received, if by mail, on the earlier of receipt or the third calendar day after deposit in the mail with postage prepaid; if by courier, when delivered as evidenced by the courier's records; if by facsimile, upon confirmation of receipt by the sending telecopier; and if by electronic mail, when first available on the recipient's mail server. If received on a day other than a business day, or on a business day but after 4:30 p.m., recipient's local time, the communication will be deemed received at 9:00 a.m. the next business day.

3. **Addresses.**

i. If to County: Williamson County, Tennessee  
1320 West Main Street, Suite 125  
Franklin, TN 37064

ii. If to Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**G. Assignment.** The provisions of this Agreement shall inure to the benefit of and be binding upon the respective successors and assignees of the Parties hereto. Assignment of this Agreement, or any of the rights and obligations of Contractor hereunder, in whole or in part, requires the prior written consent of County. Any such assignment shall not release Contractor from its obligations hereunder without the express written consent of County.

**H. Limitation of Legal Avenues.** County does not agree to any terms that limit its rights or opportunities to legal recourse in any way in a court of competent jurisdiction, including but not limited to, modification of the statute of limitations or binding arbitration. To limit the legal rights of the County granted by constitution or statute, may require legislation by the Williamson County Board of Commissioners and the Tennessee State Legislature.

**I. Tennessee Open Records Act.** Contractor understands that County is subject to the Tennessee Open Records Act. This may require the County to provide requested documents to members of the public or press including, but not limited to, a copy of this Agreement. Compliance by County with the Open Records Act shall not be a breach of this Agreement.

**J. Severability.** Should any court of competent jurisdiction declare any provision of this Agreement invalid, then such provision shall be severed and shall not affect the validity of the remaining provisions of this Agreement.

**K. Entire Agreement.** The complete understanding between the Parties is set out in this Agreement, and this Agreement supersedes and voids all prior and contemporaneous understandings, proposals, letters, agreements, or conditions expressed or implied, oral or written, except as herein contained. Any amendment, modification, waiver, or discharge of any requirement of this Agreement will not be effective unless in writing signed by the Parties hereto or by their authorized representatives.



- L. Drug Free Work Place.** If applicable, Contractor agrees to abide by all requirements set forth in Tennessee Code Annotated, Section 50-9-113, by establishing a drug free workplace program and to execute the drug free affidavit, included herewith, evidencing Contractor's compliance.
- M. Employment Practices.** Contractor shall not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to race, creed, color, national origin, age, sex or which is in violation of applicable laws concerning the employment of individuals with disabilities. Contractor, if applicable, agrees to execute the Fair Employment Affidavit included in this Agreement evidencing Contractor's compliance of this policy.
- N. Employment of Illegal Immigrants.** The Contractor shall not knowingly hire any unauthorized employees or fail to comply with record keeping requirements set forth in the Federal Immigration Reform and Control Act of 1986, Chapter 878 of the 2006 Tennessee Public Acts and all other applicable laws. Failure to comply with the requirements of these immigration laws or other applicable laws is considered a material breach of this Agreement and may lead to civil penalties and debarment or suspension from being a contractor or subcontractor under contracts with Williamson County."
- O. Relationship Between the Parties.** The relationship of the parties shall be that of an independent Contractor. No principal-agent or employer-employee relationship is created by this Agreement. The parties hereto shall not hold itself out in a manner contrary to the terms of this paragraph. No party shall become liable for any representation, act or omission of any other party contrary to the terms of this paragraph.
- P. Authority of a Governmental Entity.** Williamson County cannot agree to any terms which limit its rights or opportunities to legal recourse in a court of competent jurisdiction, including but not limited to, modification of the statute of limitations or binding arbitration. To limit the legal rights of Williamson County granted by constitution or statute, may require legislation by the Williamson County Board of Commissioners and/or the Tennessee State Legislature. Any limitation described in this paragraph included in this Agreement or any other document provided by for the Contractor is void.
- Q. Maintenance of Records.** Contractor shall maintain documentation for all charges against Williamson County. The books, records and documents of the Contractor, insofar as they relate to work performed or money received under this Agreement, shall be maintained for a period of 3 full years from the date of final payment and will be subject to audit, at any reasonable time and upon reasonable notice, by the Contractor or its duly appointed representatives. The books and records shall be maintained in accordance with generally accepted accounting principles.
- R. Anti-Deficiency Clause.** Nothing contained in this Agreement shall be construed as binding Williamson County to expend any sum in excess of appropriations made by its Legislative Body for the purposes of this Agreement, or as involving Williamson County in any contract or other obligation for the further expenditure of money in excess of such appropriations.
- S. Time is of the essence.** Since the satisfactory completion of the Project is funded by public money, the parties agree that time is of the essence for the provision of Goods and the satisfactory completion of all Services and within the time limitations defined by the County. Failure to provide Goods or fully complete the Services within the time limitations shall subject the Contractor to reduction of the Contract price paid to Contractor. This section does not limit any other remedy available to the County.
- T. Conflicting Terms.** The parties agree that should the language in this Agreement conflict with any language included in any documentation whether provided for by Licensee or not, then the language or terms of this Agreement shall be controlling.
- U. Liens.** The Contractor understands and accepts that Tennessee Law forbids any liens being placed on governmental property. Therefore, Contractors shall not place any liens on any Goods that are purchased as a result of this Agreement or in relation to any of the Services or Work performed under this Agreement. The Contractor shall notify County immediately once it becomes aware of any action to place a lien on Williamson County's property is initiated.
- V. Headings.** The headings in this Agreement are for convenience and reference and are not intended to define or limit the scope of any provisions of this Agreement.
- W. Contractor's License.** Contractor swears, affirms and represents that it has complied with all the provisions of the Contractors Licensing Act of 1976 of the State of Tennessee, the same being set out in Tennessee Code Annotated, Section 62-6-101 *et seq.*, and that it is licensed by the Tennessee State Board of Licensing Contractors. Said Board is authorized to receive complaints relative to Contractor's

professional conduct. The Contractor's license number is \_\_\_\_\_, the date of expiration is \_\_\_\_\_, and that part of the classification applying to this Agreement is \_\_\_\_\_.

X. ***Effective Date.*** This Agreement shall not be binding upon the parties until it has been signed first by Contractor and then by the authorized representatives of the Williamson County government and has been filed in the office of the Williamson County Mayor. When it has been so signed and filed, this Agreement shall be effective as of the date first written above.

**LAST ITEM ON PAGE**

**AFFIDAVITS AND SIGNATURE PAGE FOLLOWS**

**WILLIAMSON COUNTY:**

\_\_\_\_\_  
**County Mayor**

**Purchasing Agent:**

\_\_\_\_\_  
**RECOMMENDED:  
Department Head**

\_\_\_\_\_  
**Department:**

**APPROVED AS TO AVAILABILITY OF  
FUNDS:**

\_\_\_\_\_  
**Director of Finance**

**APPROVED AS TO INSURANCE:**

\_\_\_\_\_  
**Department of Risk Management**

**APPROVED AS TO FORM AND  
LEGALITY:**

\_\_\_\_\_  
**Williamson County Attorney**

**FILED IN THE OFFICE OF THE  
WILLIAMSON COUNTY MAYOR:**

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

**Goods and Services**

**CONTRACTOR:**

**By:** \_\_\_\_\_

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

**Sworn to and subscribed to before me, a  
Notary Public, this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_ , by \_\_\_\_\_, the  
\_\_\_\_\_ of**

**Contractor and duly authorized to  
execute this instrument on Contractor's  
behalf.**

\_\_\_\_\_  
**Notary Public  
My Commission Expires**

## ***Business Tax and License Affidavit***

***Business Tax and License Affidavit.*** The undersigned, ("Affiant"), states that he/she has the legal authority to swear to this on behalf of \_\_\_\_\_, ("Contractor"); that Contractor is not in any manner in violation of *Tennessee Code Annotated, Section, 5-14-108(1)* which provides that "(n)o purchase shall be made or purchase order or contract of purchase issued for tangible personal property or services by county officials or employees, acting in their official capacity, from any firm or individual whose business tax or license is delinquent." Affiant affirms and warrants that Contractor's licenses are currently valid and all business taxes have been paid and are current as of the date of this affidavit. Contractor is licensed and pays business taxes in \_\_\_\_\_ (County), Tennessee.

**Affiant**

By: \_\_\_\_\_

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

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

Witness: \_\_\_\_\_

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

DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The undersigned, principal officer of \_\_\_\_\_, an Employer of five (5) or more employees contracting with \_\_\_\_\_ County government to provide construction services, hereby states under oath as follows:

1. The undersigned is a principal officer of \_\_\_\_\_ (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code Annotated*.
3. The company is in compliance with T.C.A. § 50-9-113.

Further affiant saith not.

\_\_\_\_\_  
Principal Officer

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Before me personally appeared \_\_\_\_\_, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

***Ethical Standard Affidavit.***

**State of Tennessee**

**County of Williamson County**

***Ethical Standard Affidavit.*** After first being duly sworn according to law, the undersigned ("Affiant") states that he/she has the legal authority to swear to this on behalf of \_\_\_\_\_ ("Contractor") that no part of any other governmental monies provided for the services or products contemplated in this Agreement which was received from the State of Tennessee and/or Williamson County shall be paid directly to an employee or official of the State of Tennessee or Williamson County as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the County or the Contractor in connection with any work contemplated or performed relative to this Agreement. Affiant and Contractor further swears that no federally, state, or county appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, any employee of the State of Tennessee, or employee of Williamson County in connection with the awarding of any federal, state, or county contract, the making or awarding of any government grant, the making of any government loan, and entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal, state or county contract, grant, loan, or cooperative agreement.

**Affiant**

By: \_\_\_\_\_

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

Witness: \_\_\_\_\_

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

**FAIR EMPLOYMENT PRACTICES AFFIDAVIT**

State of \_\_\_\_\_ County of \_\_\_\_\_

*Fair Employment Practices Affidavit:* After first being duly sworn according to law, the undersigned (Affiant) states that he/she is the \_\_\_\_\_ (Offeror) and that by its employment policy, standards, and practices the Offeror does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal, or laying off of any individual due to his/her race, creed, color, national origin, age, or sex, and that the Offeror is not in violation of and will not violate any applicable laws concerning the employment of individuals with disabilities.

*And Further Affiant sayeth not:*

By: \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

**IMMIGRATION ATTESTATION  
AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**

CONTRACTOR'S LEGAL ENTITY NAME \_\_\_\_\_

CONTRACTOR'S TENNESSEE LICENSE NUMBER \_\_\_\_\_

The Contractor, identified above, does hereby attest, certify, warrant, and assure that the Contractor shall not knowingly utilize the services of an illegal immigrant in the performance of the Agreement and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of any Services under this Agreement.

By executing this affidavit, the undersigned person or entity verifies its compliance with the Tennessee Lawful Employment Act codified at *Tennessee Code Annotated, Section 50-1-701, et. seq.*, stating affirmatively that the Contractor which is contracting with Williamson County government has registered with and is participating in the federal work authorization program commonly known as E-Verify or has obtained and maintains copies of the required documents in accordance with the applicable provisions of the Tennessee Lawful Employment Act.

The Contractor further agrees that it will continue to comply with all provisions of the Tennessee Lawful Employment Act, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who comply with the applicable provisions of the Tennessee Lawful Employment Act.

The undersigned person or entity further agrees to maintain records of the documents or of such compliance including documentation for all subcontractor(s) retained to perform such service on behalf of the Contractor for the minimum period provided in the Tennessee Lawful Employment Act.

\_\_\_\_\_  
BY: Authorized Officer or Agent Date  
(Name of Person or Entity)

\_\_\_\_\_  
Title of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

Witness: \_\_\_\_\_

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



**CERTIFICATION OF COMPLIANCE WITH  
THE IRAN DIVESTMENT ACT**

Effective July 1, 2016, this form must be submitted for any contract that is subject to the Iran Divestment Act, Tenn. Code Ann. § 12-12-101, et seq., ("Act"). This form must be submitted with any bid or proposal regardless of where the principal place of business is located.

Pursuant to the Act, this certification must be completed by any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization, or other business organization that is contracting with a political subdivision of the State of Tennessee.

**Certification Requirements.**

No state agency or local government shall enter into any contract subject to the Act, or amend or renew any such contract with any bidder/contractor who is found ineligible under the Act.

Complete all sections of this certification and sign and date it, under oath, in the presence of a Notary Public or a person authorized to take an oath in another state.

**CERTIFICATION:**

I, the undersigned, certify that by submission of this bid, each bidder and each person signing on behalf of any Respondent certifies, and in the case of a joint bid or contract 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 Tenn. Code Ann. § 12-12-106.

Respondent represents it has the full power, knowledge, and authority to make this Certification and that the signatory signing this Certification on behalf of bidder/contractor has been duly authorized to do so on behalf of the bidder/contractor.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

\_\_\_\_\_  
Printed Respondent Name Printed Name of Authorized Official

\_\_\_\_\_  
Signature of Authorized Official

Witness: \_\_\_\_\_

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