

OFFICE OF THE SULLIVAN COUNTY PURCHASING AGENT  
3411 HIGHWAY 126 – SUITE 201  
BLOUNTVILLE, TN 37617-0569

PHONE 423/323-6400

FAX 423/323-7249

**INVITATION TO BID**

**MUST INCLUDE ITB# ON OUTSIDE OF ENVELOPE**

**ITB Name / Number** TREE REMOVAL / #G2020(KD)  
**Due Date / Time** Thursday, October 8, 2020 / 2:00 p.m.  
**Pre-bid / Time** Thursday, October 1, 2020 / 10:00 a.m.  
**Bid Location / Mail Address** Sullivan County Purchasing Department, Kristinia Davis, Purchasing Agent 3411 Hwy 126-Suite 201, Blountville, TN 37617  
**Bid Contact / Telephone** Kristinia Davis (423) 323-6400; [kris.davis@sullivancountyttn.gov](mailto:kris.davis@sullivancountyttn.gov)

**THIS INVITATION TO BID (ITB) MUST BE RETURNED IN A SEALED ENVELOPE VIA MAIL, COURIER OR IN PERSON. PHONE, FAX OR ELECTRONIC RESPONSES ARE NOT ACCEPTABLE! RESPONSES WILL BE ACCEPTED BY THE PURCHASING AGENT ONLY UNTIL THE DAY/TIME DESIGNATED ABOVE, AT WHICH TIME THEY WILL BE PUBLICLY OPENED. RESPONSES MUST **CLEARLY IDENTIFY THE ITB # ON THE OUTSIDE OF THE ENVELOPE**, BE PRESENTED IN ORIGINAL FORMAT, BE COMPLETED IN TOTALITY AND BEAR THE HANDWRITTEN SIGNATURE OF A DULY AUTHORIZED COMPANY REPRESENTATIVE. LATE RESPONSES WILL NOT BE ACCEPTABLE!**

SUBMISSION OF THIS ITB VERIFIES VENDOR'S ACCEPTANCE OF THE ITBs LANGUAGE, REQUIREMENTS AND THE GENERAL PROCUREMENT TERMS AND CONDITIONS FORM #GPTC1004-14. NOTE: IF FORM #GPTC1004-14 IS OMITTED FROM THIS ITB SOLICITATION, WE HAVE THE APPROPRIATE SIGNED DOCUMENTS FROM YOUR COMPANY. IF FORM #GPTC1004-14 IS ENCLOSED WITH THIS ITB SOLICITATION, PLEASE SIGN AND RETURN THE APPROPRIATE PAGES WITH YOUR ITB REPOSE. **By submission of this ITB, the responding firm certifies compliance with Title VI and Title VII of the Civil Rights of 1964, as amended, and all regulations promulgated thereof.**

ALL ITBs MUST BE OFFERED IN STRICT CONFORMANCE TO ALL LANGUAGE, REQUIREMENTS, TERMS AND CONDITIONS AND SPECIFICATIONS AS SOLICITED. FAILURE TO COMPLY WITH THE ITB PREREQUISITE WILL BE CAUSE TO DISQUALIFY SAME.

UNLESS OTHERWISE DESIGNATED, ALL PRICES OFFERED SHALL BE GUARANTEED FOR A MINIMUM OF THIRTY (30) DAYS FROM OPENING DATE. UNIT PRICES FOR GOODS/SERVICES SHALL BE QUOTED "**NET 30 DAYS**". AN AWARD, IF MADE, SHALL BE TO THE LOWEST RESPONSIBLE, RESPONSIVE BIDDER(S) OR BEST SOLICITATION MEETING QUALITY AND PERFORMANCE STANDARDS AS DESCRIBED IN THE SOLICITATION DOCUMENTS AND WHOSE BID IS DETERMINED TO BE IN THE BEST INTEREST OF THE COUNTY.

**THE SULLIVAN COUNTY PURCHASING AGENT HAS THE RIGHT TO ACCEPT, REJECT, AWARD OR CANCEL ANY/ALL BIDS AND TO WAIVE ANY INFORMALITIES OR IRREGULARITIES, IF SAME IS DEEMED IN THE BEST INTEREST OF SULLIVAN COUNTY.**

**SULLIVAN COUNTY MAINTNEANCE**  
**BID #G2020(KD)**  
**BID OPENING DATE: 10/8/2020 @ 2:00 p.m.**  
**PRE-BID: 10/1/2020 @ 10:00 a.m.**

The Sullivan County Purchasing Agent is requesting sealed bids on behalf of the Sullivan County Maintenance Department to remove sixteen (16) pine trees from property that is owned by Sullivan County in the Colonial Heights area off Coralwood Drive.

**Scope of Work:**

1. Remove portion of tree that has already fallen.
2. Cut and remove all existing pine trees that are on county property.
3. Remove all debris, rake yard.
4. Leave all stumps flush with ground level.

**Bids will be received until 2:00 p.m. on Thursday, October 8, 2020** in the office of the Purchasing Agent, 3411 Hwy. 126, Suite 201, P O Box 569, Blountville, Tennessee and at said time will be opened and read aloud. Any bids received after the scheduled closing time for receipt will be returned to the bidder unopened.

A **pre-bid meeting** will be held on **Thursday, October 1, 2020 at 10:00 a.m.** All interested bidders are to meet at Colonial Heights Christian Church Parking Lot located at 105 Meadow Lane, Kingsport, TN 37663. County personnel will be there to escort bidders to property where trees are located.

**Insurance**

The successful contractor shall provide proof of and shall always during the term hereof, maintain valid and in-force insurance policies and with coverage limits as set forth below:

- A. Worker's compensation and employer's liability insurance with statutory coverage limits for the protection of all of Contractor's employees, including, without limitation, executive, managerial and supervisory employees, whether or not engaged in the performance of the Work.
- B. Such policies of insurance for each and every motor vehicle to be used by the Contractor in the performance of the Work (the "Motor Vehicles"), with such policies of insurance for Contractor's Motor Vehicles to include no less than \$1,000,000 in liability coverage.
- C. A policy of general liability insurance covering loss resulting from the Contractor's direct and indirect activities hereunder (including those activities of any of its subcontractors) and covering property damage and injury to any person (including death) which or who might be damaged or injured as a result of, in conjunction with, or arising out of Contractor's performance of the Work. Bodily

Injury Liability coverage (including death) and Property Damage Liability coverage shall be a minimum of \$1,000,000 per occurrence and \$2,000,000 in the aggregate per jobsite, project or location. This coverage shall be primary and non-contributory.

- D. Coverage requirements shall be evidenced by one or more certificates of insurance naming Owner as an additional insured, which certificates or policy endorsements shall provide that the policies represented thereby may not be (i) canceled, (ii) allowed to expire, or (iii) altered with respect to the substantial terms thereof except upon thirty (30) days prior written notice to Owner. For purposes of this paragraph, “substantial terms” shall be deemed to include, but shall not be limited to the coverage limits and deductible of the applicable policy.

**All responding contractors must submit their proposals in a sealed envelope plainly identified on the outside in the lower left corner with the Bid Name and ITB# G2020(KD).**

SULLIVAN COUNTY MAINTENANCE DEPARTMENT  
BID #G2020(KD)  
BID OPENING DATE: 10/8/2020 @ 2:00 p.m.  
PRE-BID: 10/1/2020 @ 10:00 a.m.

**COST ANALYSIS – ITB #G2020(KD)**

**TOTAL COST** \$ \_\_\_\_\_

**ESTIMATED COMPLETION DATE** \_\_\_\_\_

**Note:** Price Quotation shall be guaranteed for a minimum of thirty (30) days from opening date. Terms of payment are "Net 30 days" and shall include all labor, installation, shipping, freight, handling or any other associated costs for work completion.

VENDOR: \_\_\_\_\_

AUTHORIZED AGENT (PRINT NAME AND  
TITLE) \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_