

Purchasing Department
1320 West Main Street Suite 202
Franklin, Tennessee 37064-3700
Phone (615) 472-4010



RFP # 1115
Williamson County Schools, Williamson County Government,
& Franklin Special School District
FUEL PROCUREMENT PROGRAM
March 28, 2018 @ 11:00 a.m.

Williamson County Schools (WCS) in conjunction with the Williamson County Government (WCG) and Franklin Special School District (FSSD) are accepting proposals from qualified and experienced vendors for our Fuel Procurement Program. Interested proposers shall submit sealed RFP envelopes using the attached forms. Proposals must be mailed or hand delivered to the **Williamson County Schools, Central Office, 1320 West Main Street, Suite 202, Franklin, TN 37064 Attn: Skip Decker**. Proposers may include any related literature, brochures or other proposal materials pertinent to their bid submittal.

Sealed proposals must be submitted by or before **10:30 a.m. Thursday, April 26, 2018** at which time sealed proposal envelopes will be publicly opened. Faxed or emailed proposals will not be accepted. Any proposal submitted after the RFP opening time will not be accepted. Sealed proposal envelopes shall be stamped (date and time) by WCS to verify the authenticity of receipt. The proposal opening shall take place at the aforementioned address.

THE FOLLOWING INFORMATION
MUST BE PRINTED ON THE
OUTSIDE OF THE SEALED PROPOSAL ENVELOPES

- WCS - RFP # 1115 Fuel Procurement Programs
- Company Name & Address
- Date and Time of Bid Opening
- Attn: Skip Decker Purchasing Department

After WCS, WCG and FSSD issues the documented awards to the successful proposer, then said awarded vendor must provide to each entity the following items within 10 calendar days from the date of the award notice. A fully executed contract, and a certificate of insurance must be issued for an amount not less the \$1,000,000 naming each entity as an additional insured.

In the event the successful bidder to whom the contract is awarded fails to execute satisfactory contract and proof of insurance – then said bidder shall be eliminated and both WCS, WCG and FSSD will begin negotiations with the next best proposer.

SECTION ONE TERMS AND CONDITIONS

The Project may be awarded to the lowest and best overall proposal that best meets specifications. WCS, WCG and FSSD reserve the right to award based on quality, price and availability of services specified, whichever is in the best interest of all entities.

- WCS, WCG and FSSD reserve the right to award the proposal to one bidder at its sole discretion, the proposal will not “necessarily” be based on a line by line basis. WCS, WCG & FSSD reserve the right to waive any formalities and to accept any proposal, split proposal and / or accept any individual item or items within a proposal or to reject any or all proposals in the best interest of all the entities.
- This proposal project is ultimately subject to funding as with all WCS, WCG & FSSD bid projects. WCS, WCG & FSSD are all tax-exempt organizations. Proposal cost must include any/all related sales and use tax for the materials and or equipment. Once WCS, WCG & FSSD establishes the intended awarded proposal then each entity reserves the right to negotiate the outcome with the proposer to include but not be limited to phased in approach or solutions based on their funding.
- This proposal is not limited or restricted to any specific brands, service provider or vendor. The services on which proposals are submitted and based should be of such character or quality of design as will serve the purpose for which it is to be used. Williamson County Schools reserves the right, through the Purchasing Department to make such determinations in the best interest of all entities. When no reference is made by the proposer to the make or grade proposed to be furnished, it is understood that the specific article named in the proposal sheet will be furnished.
- Please note that this project will be very competitive. Therefore, it is our desire to award the project to the single overall most compelling proposer as evaluated and determined by the staff of WCS, WCG & FSSD. This solicitation is an RFP, for this reason to reiterate, this is a Request for Proposal (RFP) versus a hard bid (RFB).
- If quantities/measurements are provided, they are approximations and may be estimates of annual usage, not initial purchase quantity. Quantities provided are best estimates of anticipated order quantities; however, WCS, WCG or FSSD cannot guarantee fulfillment of annual usage estimates.
- Proposals are to be valid for a minimum of 60 days or until awarded whichever comes first. For all awarded proposals price structure will be fixed and remain in effect through out the entire contact period. The awarded proposal will be in effect for a period of (1) year with an annual option to renew at the anniversary date of the contract for an additional (4) years not to exceed a total of (5) years, upon mutual agreement of the individual entity and the awarded vendor. A resulting five year contract will begin July 2018 – thru – June 2023. (*Renewed each year in July*).
- If for some unlikely reason, one of the 3 entities, WCS, WCG or FSSD decides to pull out of a contract, the others may continue without any penalties or consequences.
- Price (mark-up) shall remain fixed for the duration of the agreement, including renewals, unless an increase is mutually agreed upon for extenuating circumstances. WCS, WCG or FSSD reserves the right, for any resulting agreement from the RFP to cancel the contract with or without a written notice within 30 days without penalty.

- Invoice must be reflective of original proposal, WCS, WCG or FSSD will not be responsible for any “added” expenses. The awarded proposer will abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully address the intent and meaning of each aspect of the specifications. WCS desires to pay from one consolidated, itemized invoice bill per month. All purchases should be broken down and detailed by department and by card for appropriate allocation of expenses. Each entity is solely responsible for its own account.
- The terms, conditions and language of this Request for Proposal shall be binding unless mutually amended by WCS on behalf or itself, WCG or FSSD, along with the awarded proposer. Issuance of the purchase order or award notice from each entity will take place within 60 days of RFP opening. Disputes or legal matters will be litigated in Williamson County or the Middle District of Tennessee. WCS Purchasing Manager or his designee must approve any changes to the original proposal specifications on behalf on WCS, WCG or FSSD.
- The awarded proposer shall be responsible to comply with all local, state and federal laws, regulations, codes, licensing, permits and other requirements regarding the fuel systems, pumps, tanks or other equipment. The awarded proposer must be prepared to substantiate compliance upon request by any of the participating entities representatives.
- The bid specifications refer to OPIS for price reference purposes. For clarification, OPIS is used as a daily rack price for fuel (raw price). We require either daily – average OPIS pricing in our fuel program.... or weekly newspaper averaging (Thursday edition) is allowable. The bid will therefore be a daily, or weekly cost plus pricing above OPIS. Proposers should note that this is the exact same rate that shall be applied to any/all retail purchases as well as consignment purchases for owned tanks located at the WCS Transportation Department or tanks at any of WCG Departments. FSSD does not own any tanks at the time of this RFP. If for some reason they should add tanks in the future during the duration of any contract resulting from the RFP they may have the same terms and conditions.
- It is understood that the actual cost associated to the awarded proposer may vary somewhat depending on which type or where the fuel is sold to WCS, WCG or FSSD. It is acknowledged that this is a cost of doing business and in the RFP project we desire a simple and competitive mark up that is reflective of and captures all the terms, conditions, specifications and overhead cost as outlined in this RFP document.

SECTION TWO OVERALL SCOPE OF PROJECT

This RFP Project is a **cooperative procurement** project. The project is being administered and awarded by Williamson County Schools on behalf of Williamson County Schools, Williamson County Government and the Franklin Special School District, for an approximate combined volume of 1,500,000 gallons per year.

NOTE:

On the next few pages each separate entity has provided their own pertinent specific information. This information is an approximate snap shot of the individual needs of WCS, WCG and FSSD at the present time. However, it is based on information that changes daily and is merely a best guess synopsis of the current needs. Quantities provided are best estimates of anticipated order quantities; however, WCS, WCG or FSSD cannot guarantee fulfillment of annual usage estimates.

WILLIAMSON COUNTY SCHOOLS

Williamson County Schools maintains a fleet of primarily school buses, utility / maintenance and food service trucks along with driver's education and administration automobiles...our approximate inventory consists of:

SCHOOL BUSES 292

OTHER VEHICLES 150

Williamson County Schools purchases approximately **600,000 -700,000 gallons of fuel** annually. The breakdown of these purchases consists of approximately:

DIESEL 85%

GASOLINE 15% (unleaded)

► **The entire value of the WCS portion of this project is approximately \$1,300,000 annually.**

Approximately 20% of the total volume relates to on-site bulk tanks (all diesel) for which purchases are made on a consignment basis. The remaining 80% is purchased at locations throughout Williamson County at various retail establishments. WCS has approximately 550 employees that are authorized to purchase fuel.

It is important to note that under the provisions of this RFP and resulting award(s) WCS shall be solely, financially responsible for their respective purchases. WCS shall have their own account with the awarded vendor. WCS desires to pay from one consolidated, itemized invoice per month. All purchases should be broken down and detailed by department and by card for appropriate allocation of expenses.

In no event shall Williamson County Schools be responsible for any of the Williamson County Government / Williamson EMC or Franklin Special School District fuel purchases. Likewise, other entities are not responsible for purchases made by Williamson County Schools.

However, at WCS, fuel storage tanks must be monitored, checked, inspected and maintained by the awarded vendor to assure compliance with any/all State, Federal (environmental EPA regulations) and Local laws and regulations. These annual EPA inspections on-line test, cross-line test, should be coordinated and arranged by the Awarded Vendor and be conducted and performed by either by a 3rd party entity under the direction of the awarded vendor or by the awarded vendor. All paperwork and documentation should be kept and provided to the owners to prove compliance. If repairs are needed on the WCS tanks or related parts then the owner (WCS) will be responsible for all costs to bring the tanks into compliance. All state, federal and local laws pertaining to this equipment (environmental and EPA regulations) and maintenance of tanks, pipes, connections, leaks and the liability of such will remain the responsibility of the WCS.

WCS On site Tanks are located at the following locations:

WCS Transportation Garage, 1771 West Main Street, Franklin, TN 37064

The current fuel vendor owns the fuel card reader and the automatic tank gauge, probes and modem. Due to the fact the fuel is dispensed on consignment the current as well as future awarded vendor must be 100% accountable and responsible for collecting and maintaining accurate and proper inventory levels. This will not be the duty nor financial burden of the owner (WCS).

IMPORTANT NOTE:

ON SITE TANKS - For onsite fuel storage tanks at both WCS and WCG locations, a table (in the next few pages of this document) are provided which details information regarding tank type, size and other related data which should assist prospective bidders in preparing accurate proposal submissions. At each site; all tanks, connective product piping, dispensing equipment (fuel pumps), sacrificial antinodes, electrical/phone/utility connections and lines are owned by WCS and/or WCG.

WILLIAMSON COUNTY GOVERNMENT

- Williamson County Government consists of (*but is not limited to*) the following departments: Property Management, Solid Waste, Ag Expo Park, Parks and Recreation, Sheriff, EMS, Peytonsville Volunteer Fire Department and various other departments all of which have different types of utility and maintenance vehicles along with automobiles.
- Williamson County Government has approximately 460 (+/-) vehicles, gas and diesel combined.
- Usage is approximately 420,000 gallons each year (includes both gas and diesel). Approximately 64% of usage is gasoline and 36% diesel.
- Approximately 160,000 (38%) gallons are on site bulk purchases, the remainder of usage is from locations throughout Williamson County and surrounding areas, at various locations.

➤ **The entire value of the WCG portion of this project is approximately \$ 800,000.00 annually.**

- **Williamson County Government Onsite tanks** are located at the following locations:
 - Williamson County Landfill, 5750 Pinewood Road, Franklin, TN 37064
 - WCG Ag Expo Park, 4215 Long Lane, Franklin, TN 37064
 - Williamson County Administrative Complex, 1320 West Main Street, Franklin, TN 37064
 - Williamson County Office of Public Safety, 304 Beasley Drive, Franklin, TN 37064
 - Peytonsville Volunteer Fire Department, 4950 Harpeth-Peytonsville Rd., Thompson Station, TN 37179
- **Visits to onsite tank locations are strongly advised prior to bid submittal, as you will need to include in your bid any upfront costs that would be required to contract with your company for fuel services.**
- Please provide, along with your list of fueling locations in Williamson County, a list of locations outside of our County. Several Williamson County departments require work related travel to various locations, both in state and out of state.
- Each County Department must receive a separate detailed bill on a monthly basis. WCG Purchasing Agent must receive courtesy copy via email each month.
- **Under no circumstances shall Williamson County Government be responsible for any of the Williamson County Schools or Franklin Special School District fuel purchases. Likewise, other entities are not responsible for purchases made by Williamson County Government.**
- Williamson County Government will have a separate contract, a sample contract for Williamson County Government is included (at the end) of this RFP package.

WCG Tanks All the tanks, connective pumps and related gauges and measuring equipment belong to the owner WCG. There appears to be no card readers or modems at any of these locations presently. Fuel purchases are not bought on consignment as with WCS...All related maintenance, monitoring, inspection and repair cost of onsite tanks are the responsibilities of the owner WCG.

WILLIAMSON EMC

EMC fuel is approximately:

DIESEL 1,081 gallons annually
(note all vehicles will use gasoline by 2019)

GASOLINE 75,340 gallons annually

EMC is currently using approximately 24 fuel cards. All fuel is purchased at retail locations.

FRANKLIN SPECIAL SCHOOL DISTRICT

Franklin Special School District maintains a fleet of school buses, utility / maintenance trucks. The approximate inventory consists of:

SCHOOL BUSES 35 OTHER VEHICLES 14

Franklin Special School District purchases approximately **300,000 – 350,000 gallons of fuel** annually. The breakdown of these purchases consists of approximately:

DIESEL 85% GASOLINE 15%

➤ The entire value of the FSSD portion of this project is approximately \$600,000.00 annually.

100% of the total volume purchased by FSSD is through the current vendors government fuel center on Fairground Street in Franklin. FSSD has approximately 27 employees that are authorized to purchase fuel. It is important to note that under the provisions of this RFP and resulting award(s) FSSD shall be solely, financially responsible for their respective purchases.

Under no circumstances shall Franklin Special School District be responsible for any of the Williamson County Schools or Williamson County Government fuel purchases. Likewise, other entities are not responsible for purchases made by Franklin Special School District.

GRAND TOTAL APPROXIMATE ESTIMATES IN DOLLARS OF THIS PROJECT

Williamson County Schools.....	\$1,300,000
Williamson County Government.....	\$ 800,000
Franklin Special School District.....	\$ 600,000

Grand Total all entities \$2,700.000

SPECIFICATIONS

With fuel being a vital resource to both the School Districts and the County’s operations the following specifications are vital for the successful administration of our fuel program. All companies that can provide the commodity within the guidelines set forth are encouraged and invited to submit a proposal.

1. The awarded proposer must provide, convert, maintain install and or take “operational” ownership of fuel pumps (as needed). They must provide the most current and up to date technology and electronic fuel inventory monitoring and tracking systems available. WCS currently owns the on-site tanks; however, the awarded proposer will inspect the tanks regularly and assist in providing maintenance guidance to WCS personnel when needed. The awarded proposer must also provide cable modems/card readers, fuel gauges.
2. The successful proposer is 100% responsible for the up-keep and maintenance of the WCS on site pumps and maintaining an adequate supply in the tanks at all times. The awarded proposer will also be responsible for the safety and up-keep of the pumps, tanks and any other related items, and shall also be 100% compliant with all rules regulations, codes, and laws pertaining to such.

3. The successful proposer will ensure that there is a minimum of (18) retail fueling sites geographically dispersed throughout Williamson County that provide both unleaded gasoline and diesel fuel. It is imperative that fuel stations be located in the following communities: Brentwood, College Grove, Fairview, Franklin, Spring Hill, Nolensville and Thompson Station. Additionally, a minimum of (2) sites with 24/hour 7 days per week service operation is required in central Williamson County.
4. All WCS fuel purchases will be made through fuel cards and billed monthly. (Both retail establishment purchases and WCS on site consigned purchases).
5. For WCG and WMC fuel purchases at retail establishments using fuel cards should be billed monthly. WCG on site tanks – are bulk fuel purchases - billed to WCG in the month the fuel is purchased.
6. In terms of Managing our accounts ...Internet access to account information for WCS account management analysis is a must.
7. For WCS One consolidated itemized bill per month should be submitted for payment. The purchases should be broken down by department and by card number for appropriate allocation of the expenses- related to all overhead items (i.e. modems, card readers, fuel gauges) are captured in the bid-mark up.
8. The successful proposer will designate at least one experienced Account Representative to handle all customer service and billing issues related to WCS account.
9. WCS authorized personnel must have the ability to immediately cancel and /or replace fuel cards as necessary. WCS requires the ability to order additional cards resulting from loss, damage, or theft via the internet. Additionally, we require the ability to cancel cards and update PIN information via the internet.
10. The awarded proposer should have the latest technology and ability to track fuel purchases. In addition, fraud alert systems should be in place and monitored. Strict safeguards should be built into the system to prevent fraud whenever possible.
11. Proposal bid cover sheets are to be based upon four specific responses. Freight (laid in delivery charges) must be included as overhead cost – captured in the bid mark up price. each of the scenarios. WCS will accept both daily OPIS average or weekly OPIS average newsletter-Thursday posting. Therefore, the markup that the proposing company is providing in their proposal submission will be a mark-up based on either average. The proposer must specify which OPIS average will be utilized in their annual contract.
12. The awarded fuel program allows the exclusive purchases of diesel, regular unleaded fuel only. Ancillary services and/or products are not allowed in the program. The successful proposer must have the ability to “block” all other purchases including premium fuels so that drivers do not mistakenly purchase this unapproved premium grade. WCS is not interested in a tax rebate situation. We require recognition of our tax-exempt status at the time of the purchases and monthly invoicing.

TABLE OF OWNED FUEL TANKS FOR
WILLIAMSON COUNTY SCHOOLS
&
WILLIAMSON COUNTY GOVERNMENT
ARE ON THE FOLLOWING PAGE
Note: FSSD does not own any tanks at the present time.

WILLIAMSON COUNTY SCHOOLS OWNED FUELING LOCATIONS

Name of Property	Number of FCT's Needed at this site	Tank	Fuel Grade	Tank Size & Tank Type (AST or UST)	Current # and Type of Fuel Pumps for this Grade (ie. X single hose pumps)	Total # of Dispenser Nozzles (meters) for this Grade	Est. Annual Gallons for this Fuel Grade	Description of current ATG Equipment in place owned by WCS - WCG (List Type of ATG equipment in place)
WCS Transportation Department 1771 West Main Franklin, TN 37064	1	Tank 1	Diesel	10,000 UST	1 single hose	1	40,000	Advanced Telemetric
		Tank 2	Diesel	10,000 UST	1 single hose	1	40,000	Advanced Telemetric

WILLIAMSON COUNTY GOVERNMENT OWNED FUELING LOCATIONS

Williamson County Administrative Complex 1320 West Main St. Franklin, TN 37064	1	Tank 1	Unleaded	3,000 AST	1 Single Hose	1	16,000	Morrison Bros.
		Tank 2	Diesel	2,000 AST	1 Single Hose	1	2,500	Morrison Bros.
Solid Waste 5750 Pinewood Road Franklin, TN 37064	1	Tank 1	Unleaded	2,000 AST	1 Single Hose	1	7,000	Gasboy 721192
		Tank 2	Diesel	10,000 AST	1 Single Hose	1	115,000	Gasboy 9153
Ag Expo Park 4215 Long Lane Franklin, TN 37064	1	Tank 1	Unleaded	500 AST	1 Single Hose	1	1,000	N / A
		Tank 2	Diesel	500 AST	1 Single Hose	1	2,900	N / A
Office of Public Safety 304 Beasley Dr. Franklin, TN 37064	1	Tank 1	Diesel	8,000 AST	1 Single Hose		16,000	Highland - Fireguard
Peytonville VFD 4950 Harpeth-Peytonville Rd. Thompson Station, TN 37179	1	Tank 1	Diesel	1,000 AST	1 Single Hose	1	1,000	Modern Welding

Visits to onsite tank locations are strongly advised prior to submitting a proposal to obtain information needed to include in the sealed envelope that includes any/all upfront costs that would be required to contract with your company for fuel services.

REGARDING ON-SITE FUEL TANKS

This Fuel is provided and sold strictly on a consignment basis only.

- The proposer must reflect in their bid submission for WCS onsite tank locations the installation and /or conversion of high quality new card reading equipment, modems / transmitting equipment and accurate measuring (probes, gauges etc...) if necessary to maintain the business.
- Additionally, the bid submission must reflect the awarded proposers operating, maintaining and providing complete responsibility of this type of equipment. WCS shall not be responsible for any of this equipment.
- WCS and WCG (owners) will continue to own and maintain the actual tanks, connective piping and fuel pumps.
- The awarded proposer should be aware that there is a *slight possibility* the award could be split among 2 separate vendors; However, it is primarily our desire and intent to award the entire fuel program for both WCS, WCG & FSSD to one successful bidder. With that being said based on the proposals submitted, if the bids come in unfavorable for any one category (i.e. WCG onsite tanks) then we the owners reserve the right to exclude certain categories in the actual awarded contract.

EMERGENCY & FUEL SUPPLY SHORTAGES

Proposers will be required to explain on the proposal cover sheet their ability to provide assurances of adequate fuel supply during any emergency or fuel shortage. It is critical for WCS, & FSSD to function during emergencies. It is also critical WCG function, including law enforcement agencies and emergency management departments during these urgent times of unexpected and sudden events.

THE EVALUATION PROCESS

WCS expects proposers to submit competitive responses to this RFP that will meet WCS, WCG & FSSD requirements identified in the RFP specifications. Based solely on proposer's responses to this RFP, Williamson County Schools plans to negotiate final terms and details with the awarded proposer for the fuel program purchases. WCS, WCG & FSSD reserve the right to deny all proposals if it is in the best interest of the districts. Potential proposers should complete all proposal cover sheets and should make any changes or clarifications to proposals before submitting for evaluation. WCS shall accept all proposals that are properly submitted; However, it reserves the right to request clarifications or corrections to proposals. Acceptance of a proposal by Williamson County Schools, Williamson County Government or FSSD offers no rights upon the proposer nor obligates any entities in any manner.

Questions concerning WCS, WCG or FSSD for this RFP should be directed to "ALL"
Williamson County Purchasing Email addresses below:

skipd@wcs.edu joanbl@wcs.edu kirke@wcs.edu

Questions concerning only the WCG contract for this RFP should be directed to the
Williamson County Government, Purchasing Manager, Leslie Mitchell
at the following email address

lesliem@williamson-tn.org

All questions will be answered in the form of an addendum which will be provided to all who have requested these documents after the cut-off date. Questions must be submitted in an email in writing. No further questions will be taken after the cut-off date of Monday, April 16, 2018 at 12:00 noon.

Final Addendum will go out on or before Thursday, April 19, 2018.

**Williamson County Schools, Williamson County Government
and Franklin Special School District
REQUEST FOR PROPOSAL # 1115
FUEL PROCUREMENT PROGRAM
April 2018**

**PROPOSAL COVER SHEET
PAGE 1 (SECTION I)**

This Proposal Cover Sheet must be attached as the first page of the submitted bid packet.

I, _____, (Name) _____ (Title), verify that I have carefully read the specifications, terms, conditions and instructions contained within this document and that I understand, acknowledge and agree to all the language set forth in this document. Therefore, by signing this document and submitting a bid/proposal in a sealed envelope with Williamson County Schools, I fully acknowledge, understand and accept the language contained within this RFP document.

Notice to Proposer – *If you find any of the language, terms, conditions or specifications unacceptable then please do not bid or submit a bid package for this project.*

Company Name: _____

Address: _____

Phone Number: _____ Email _____

SIGNATURE

DATE

PRINT NAME

TITLE IN ORGANIZATION

ITEM I: Please indicate your company's basis for determining the raw rack price for this proposal submission. Note, which ever method is selected the awarded proposer must utilize this selection throughout the entire term of the contract. Only one of the 2 methods may be selected.

Daily average OPIS _____ OR Weekly Average OPIS newsletter-Thursday posting _____

ITEM II: Fuel cost quotes are based on cents per gallon (fixed) above the OPIS daily average **or** OPIS weekly average that shall remain in effect for the term of this contract...The proposed mark-up is one fixed rate that should cover and capture any and all related overhead cost (i.e. *conversion costs, pumps and related equipment*) for each category listed below.

Proposed prices shall apply to both diesel and unleaded gasoline.

- A. WCS, WCG & FSSD (combined) retail fuel purchases...mark-up bid cost is..\$ _____ per gallon
- B. WCS consigned onsite fuel purchasesmark-up bid cost is.....\$ _____ per gallon
- C. WC Government bulk fuel purchases for onsite tanks mark-up bid cost is\$ _____ per gallon

**WCS - RFP # 1115
PROPOSAL COVER SHEET
PAGE 2 (SECTION I)**

Company Name: _____

Address: _____

SIGNATURE

DATE

PRINT NAME

TITLE IN ORGANIZATION

ITEM III: Can your company provide fuel during an emergency? ____ YES ____ NO

If yes, (*then in no more than 2 pages*) attach an explanation of your company's contingency plan and the ability to provide continued fuel supply during times of emergency natural disaster, fuel crisis or shortages... Explain any expected cost to WCS, WCG or FSSD in the event fuel is not available locally within the Middle Tennessee fuel market and explain proposer's ability or access to fuel supply outside the State of TN if deemed necessary in an extreme shortage or crisis.

ITEM IV: Please answer the following questions concerning the technology and functionality of your company's fuel program.

1. Can the card assigned to a vehicle be capable of using at both a fuel station or onsite pump? __yes__ __no__
2. Will WCS/WCG/FSSD be allowed to order and or cancel cards online in short steps __yes__ __no__
3. Are drivers PIN numbers added and canceled on line by our organizations? __yes__ __no__
4. Is your company's fuel program user friendly with advanced search capabilities? __yes__ __no__
5. Will WCS/WCG/FSSD be able to purchase DEF fluid at all your fueling stations? __yes__ __no__
6. Does your computer technology allow a breakdown of types of fuel pumped by each department during the month? __yes__ __no__
7. Will our organizations be capable of going on line to see our daily charges for fuel? __yes__ __no__
8. Do fuel cards have the technological capability of limiting purchases to specific brands? __yes__ __no__
9. Does your companies' invoices break down and show details on the vehicle number and the individual who purchased the fuel (by determining the PIN number)? __yes__ __no__
10. What are your local customer service hours? _____
11. How are transactions processed at the proposers fueling sites if the processing network is down or unable to function for any reason?

ITEM V: On the following pages provide valid references from 2 companies or government entities that are at least of similar size and scope of WCS / WCG & FSSD (or larger) ... In this section – provide accurate and current information – name of organization, primary contact person, address, phone and e-mail address.

► **A SEPARATE CONTRACT FOR THIS AWARDED RFP WILL BE PROVIDED BY WILLIAMSON COUNTY SCHOOLS TO COVER WCS PORTION OF THE AWARDED DETAILS.**

► **A SEPARATE CONTRACT FOR THIS AWARDED RFP WILL BE PROVIDED BY FSSD TO COVER THEIR PORTION OF THE AWARDED DETAILS.**

► **ON PAGES 13-36 OF THIS DOCUMENT IS INFORMATION REGARDING THE AWARD OF A WILLIAMSON COUNTY GOVERNMENT AND WILLIAMSON EMC CONTRACT WHICH IS THE SOLE RESPONSIBILITY OF THE AWARDED VENDOR AND WCG**

Williamson County Schools, Williamson County Government and Franklin Special School District
WCS - RFP # 1115
FUEL PROCUREMENT
March 2018

PROPOSAL COVER SHEET
PAGE 3 (SECTION I)

Proposers Company Name: _____

REFERENCES:

1. Name of Organization or Company _____
Address _____
Primary Contact Person _____ Phone _____
E-Mail Address _____

2. Name of Organization or Company _____
Address _____
Primary Contact Person _____ Phone _____
E-Mail Address _____

CONTINGENCY PLANS:

In this section provide, contingency plans and describe your ability to provide continued fuel supply during times of emergency natural disaster, fuel crisis or shortages. *(Attach additional pages to this section if necessary).*

END OF SECTION I

**THE FOLLOWING PAGES OF THIS RFP
PERTAIN TO THE WILLIAMSON COUNTY GOVERNMENT AND WILLIAMSON MEDICAL
(EMC)...AND ARE NOT PART OF THE WILLIAMSON COUNTY SCHOOLS or FSSD CONTRACT**

**WCS - RFP # 1115 Fuel Procurement Program
SECTION II**

WILLIAMSON COUNTY GOVERNMENT

Questions concerning the WCG contract for this RFP should be directed to the
Williamson County Government Purchasing Manager, Leslie Mitchell at the following email address

lesliem@williamson-tn.org

All questions will be answered in the form of an addendum which will be provided to all who have requested these documents after the cut-off date. Questions must be submitted in an email in writing. No further questions will be taken after the cut-off date of Monday, April 16, 2018 at 12:00 noon.

Final Addendum will go out on or before Thursday, April 19, 2018.

**THE FOLLOWING PAGES OF THIS RFP PERTAIN TO THE
WILLIAMSON COUNTY GOVERNMENT & WILLIAMSON EMS CENTER ONLY
AND SHOULD BE COMPLETED AND SUBMITTED
ALONG WITH THE PROPOSAL COVER SHEETS FROM SECTION I
IN THE SEALED PROPOSAL ENVELOPE**

WILLIAMSON COUNTY GOVERNMENT

Consist of The Following Departments

**Property Management
Solid Waste
Agriculture
Parks and Recreation
Sherriff's Department
County Administration
Williamson EMS Center
Peytonsville Volunteer Fire Dept.**

**A SAMPLE CONTRACT FOR
WILLIAMSON COUNTY GOVERNMENT
IS INCLUDED IN THIS
SECTION II**

**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;
 3. All other documents furnished by Williamson County;
 4. 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

- e) Insured
 - f) 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

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 is familiar with the employment policies of the Contractor and is the _____ of Contractor. Affiant states that by Contractor's employment policy, standards, and practices the Contractor 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 Contractor 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: _____

State of Tennessee
County of Williamson

Before me, the undersigned, a Notary public in and for the State and County aforesaid, personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged himself/herself to be the authorizing representative of _____, and that he/she as such authorizing representative executed the foregoing instrument for the purpose therein contained, by signing his/her name on behalf of _____.

WITNESS my hand and seal, at office in Franklin, Tennessee, this ____ day of _____, 20__.

Notary Public

My Commission Expires:

Ethical Standards Affidavit

State of _____

County of _____

Ethical Standards 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 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 a Contractor, officer, agent, employee, subcontractor, or consultant to the County or the Contractor in connection with any Services or Work contemplated or performed relative to this Agreement. Affiant and Contractor further swears that no Federal, 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: _____

State of _____

County of _____

Before me, the undersigned, a Notary public in and for the State and County aforesaid, personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged himself/herself to be the authorizing representative of _____, and that he/she as such authorizing representative executed the foregoing instrument for the purpose therein contained, by signing his/her name on behalf of _____.

WITNESS my hand and seal, at office in _____, Tennessee, this _____ day of _____, 20____.

Notary Public

My Commission Expires:

DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an Employer of 5 or more employees contracting with Williamson 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 *Tenn. Code Ann. § 50-9-113*, which requires each employer with no less than 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 *Tenn. Code Ann. § 50-9-113*.

Further affiant sayeth 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:

**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

State of Tennessee
County of Williamson

Before me, the undersigned, a Notary Public in and for the State and County aforesaid, personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged himself/herself to be the authorizing representative of _____, and that he/she as such authorizing representative executed the foregoing instrument for the purpose therein contained, by signing his/her name on behalf of _____.

WITNESS my hand and seal, at office in Franklin, Tennessee, this _____ day of _____, 201__.

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(l)* 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

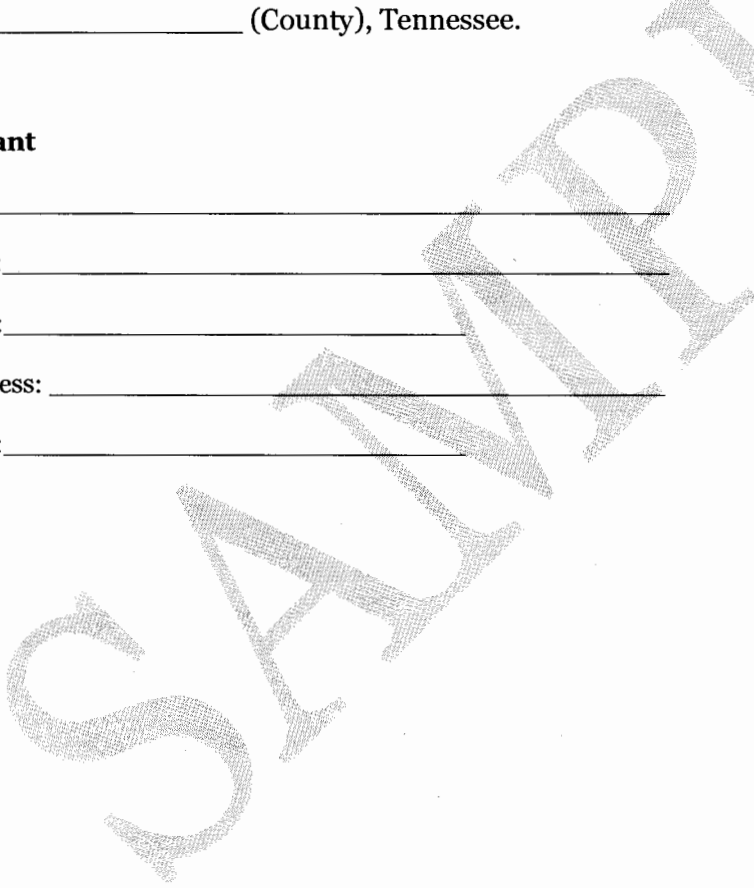
By: _____

Title: _____

Date: _____

Witness: _____

Date: _____



**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

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**
