

January 29, 2016

ACCEPTING SEALED BIDS
(BID #: VMI 016-018 PSD)

The Town of Kingston Springs, Tennessee is now accepting sealed bids for a two-year contract for: **REPAIR AND MAINTENANCE OF TOWN-OWNED VEHICLES.**

- Contract Term: April 1, 2016 to March 31, 2018
- Bid Package: A specifications package can be obtained at no cost at City Hall (396 Spring St.) or upon request to citymanager@kingstonsprings-tn.gov.
- Send Sealed Bids: Town of Kingston Springs
Attention: Bid for Services
P.O. Box 256
396 Spring Street
Kingston Springs, TN 37082
- Sealed Bids Due: 12:00 p.m. on Monday, March 7th, 2016.
- Bid Opening: 12:00 p.m. on Monday, March 7th, 2016
Beck Meeting Hall (420 N. Main St.)
- Bid Award: Thursday, March 17, 2016; 7:00 p.m.
Beck Meeting Hall (420 N. Main St.)
Regular business meeting of the
Town of Kingston Springs City Commission
- Disclaimer: All bid specifications must be met. Proof of insurance and workman's compensation (if applicable) will be required by contract. Appropriate licensing and references required. Contractor must provide all equipment.
- Title VI Policy: It is the policy of the Town of Kingston Springs, Tennessee to provide equal employment opportunities and to provide its programs, activities and services to all individuals regardless of race, color, religion, sex, national origin, age disability or status in any other group protected by law. The Town reserves the right to refuse any or all bids.

SCOPE OF SERVICES

The Town of Kingston Springs is seeking a vendor to perform repair and maintenance to town-owned vehicles, with the exception of fire trucks and other special diesel and emergency vehicles. The incumbent company or individual representative should be able to demonstrate the following:

- Knowledge of hydraulic systems, transmissions, diesel engines, paint and bodywork, vehicle electrical wiring, and etc.
- A response to all town requests for service within 24 hours.
- Frequent and constant communication with town staff regarding in-progress projects.
- Positive references from the area or similarly configured municipalities.

SCHEDULE OF FEES FOR SERVICE

Charge for pickup/delivery of vehicle	\$ _____
Minimum charge	\$ _____
Charge per hour of work after minimum	\$ _____
Other: _____	\$ _____

PROPOSAL EVALUATION

Proposals will be evaluated based on previous experience with the town, history with similar projects, and price. Bids must be approved by the Board of Commissioners of the Town of Kingston Springs. The town has the right to refuse any and all bids.

Proposals must include completed:

- _____ (1) Schedule of fees for service
- _____ (2) Copy of current business license
- _____ (3) Proof of general liability insurance
- _____ (4) Drug free workplace affidavit (only if 5+ employees)
- _____ (5) Proof of workman’s comp insurance (only if 5+ employees) or waiver
- _____ (6) Completed reference sheet (on bid sheet)

BID SHEET – PAVING OR PAVEMENT REPAIR

BIDDER INFORMATION

Name of Company: _____
Street Address _____
City, State, Zip _____
Business Phone _____
Cell Phone _____
Email Address _____

BUSINESS REFERENCES

_____	_____
Contact Person/Business Name (Current Client)	Phone
_____	_____
Contact Person/Business Name	Phone
_____	_____
Contact Person/Business Name	Phone

FEE SCHEDULE

Charge for pickup/delivery of vehicle	\$ _____
Minimum charge	\$ _____
Charge per hour of work after minimum	\$ _____
Other: _____	\$ _____

BID SUBMITTAL

This bid sheet must be accompanied by the following documentation. Failure to attach this information with this bid sheet may disqualify the contractor from consideration for award of the contract:

- _____ (1) Schedule of fees for service
- _____ (2) Copy of current business license
- _____ (3) Proof of general liability insurance
- _____ (4) Drug free workplace affidavit (only if 5+ employees)
- _____ (5) Proof of workman’s comp insurance (only if 5+ employees) or waiver
- _____ (6) Completed reference sheet (on bid sheet)

_____	_____
Signature of Bidder	Date

WORKMAN’S COMPENSATION

Due to changes in the Workman’s Compensation Insurance requirements by the State of Tennessee, proof of Workman’s Compensation Insurance is required from all bidders unless you can answer ALL of the following questions with the answer “yes”:

<p>_____</p> <p>_____</p> <p>_____</p>	<p>1. I have no employees</p> <p>2. I am a sole proprietor, Partnership or Limited Liability Company (LLC)</p> <p>3. I contract directly with the owner, acting only as a prime (general) contractor and never act as a subcontractor.</p>
<p>_____</p> <p>Signature of Bidder</p>	

Please answer the questions in the above box, sign it and submit this page with your bid, attached to your bid sheet.

Disregard the following paragraph if it is in your bid package:

_____ Workman’s Compensation Insurance (Include proof or initial below) *Note: This is required if your company has 5 or more employees.*)

- If awarded the contract, I understand that I must provide proof of Workman’s Compensation insurance within 10 days of award and that no work may proceed until this is provided to the Town.
Please initial: _____

**TOWN OF KINGSTON SPRINGS
NON-DISCRIMINATION POLICY**

It is the policy of the Town of Kingston Springs not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities. In addition, the Town of Kingston Springs does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d). With regard to all aspects of this contract, the contractor certifies and warrants it will comply with this policy.

COMPANY NAME

DATE

REPRESENTATIVE

TITLE

DRUG-FREE WORKPLACE AFFIDAVIT OF PRIME BIDDER

NOW COMES AFFIANT, who being duly sworn, deposes and says:

1. He/She is the principal officer for;

Company Name

Address

2. That the proposing entity has submitted a bid to the Town of Kingston Springs for;

Project

3. That the proposing entity employs no less than five (5) employees;

4. That Affiant certifies that the bidding entity has in effect, at the time of submission of its bid to perform the construction referred to above, a drug-free workplace program that complies with 50-9-113, Tennessee Code Annotated.

5. That this affidavit is made on personal knowledge.

Further Affiant saith not.

Affiant

SUBSCRIBED AND SWORN TO before me this _____ day of _____.

Notary Public

My commission expires: _____

DRUG AND ALCOHOL TESTING PROGRAM

Proposers must have a testing program for employees in place that is at least as stringent as the drug and alcohol-testing program of the Town of Kingston Springs, which is available upon request. Proposers must provide a copy of their drug and alcohol-testing program at the time the bid is made.