

# Anderson County Government

## Request for Bids

100 North Main Street, Suite 214  
Courthouse  
Clinton, Tennessee 37716  
(865) 457-6218 Office  
(865) 457-6252 Fax

[purchasing@andersontn.org](mailto:purchasing@andersontn.org)  
<http://andersontn.org/purchasing>

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**Bid No.: 4908**

**Date Issued: September 10, 2018**

**Bids will be received until  
12:00 p.m. Eastern Time on October 1, 2018**

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Sealed bids are subject to the **General Terms and Conditions** of this bid, and any other data attached or incorporated by reference. Bids will be received in the Anderson County Purchasing Office until the date and time specified above, and at that time publicly opened and read aloud.

ANDERSON COUNTY RESERVES THE RIGHT TO WAIVE ANY INFORMALITIES  
IN OR TO REJECT ANY OR ALL PROPOSALS AND TO ACCEPT THE PROPOSAL DEEMED  
FAVORABLE AND IN THE BEST INTEREST OF ANDERSON COUNTY.

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Natalie Erb, Director of Finance

BID DESCRIPTION
RFP for the Reconditioning and Preservation of County Records. Pre-Bid Meetings will be held at the times listed in the RFP.
<b>All vendors are to submit one (1) original and three (3) exact copies of their response.</b>
<i>Contact Purchasing in writing with any questions. Refer to General Terms and Conditions Section 1.2.</i>

## General Terms and Conditions

### **BID ENVELOPE SUBMISSION INSTRUCTIONS:**

Bids are to be received in a sealed envelope/package with the bid number, company name and opening date clearly marked. Failure to comply may result in rejection of the entire bid. Anderson County will not be responsible for any lost or misdirected mail. Late bids, e-mailed bids and faxed bids will not be considered nor returned. It is the sole responsibility of the bidder to ensure their bid is delivered to the Purchasing Department. Late bids will not be considered.

Please note that Anderson County Government does not receive a guaranteed delivery time for express mail and/or packages. PLEASE MAIL ACCORDINGLY.

**ANDERSON COUNTY PURCHASING DEPARTMENT  
100 NORTH MAIN STREET, SUITES 214 AND 218  
CLINTON, TN 37716**

**Email: [purchasing@andersontn.org](mailto:purchasing@andersontn.org)  
Website: <http://andersontn.org/purchasing>**

(865) 457-6218 Phone  
(865) 457-6252 Fax

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**Bid documents must be completed in ink or typed, signed in ink,  
and free from alterations, erasures or mark-throughs.**

### **SECTION 1 - GENERAL TERMS AND CONDITIONS**

**1.1 ALTERATIONS OR AMENDMENTS:** Alterations, amendments, changes, modifications or additions to this solicitation shall not be binding on Anderson County without prior written approval.

**1.2 NO CONTACT POLICY:** After vendor receives a copy of this bid, any contact initiated by any vendor with any Anderson County representative, other than the Purchasing Department, concerning this invitation for bid is prohibited and agreements made thereto will not be considered binding on Anderson County. Any such unauthorized contact may cause the disqualification of the bidder from this procurement transaction.

**1.3 QUESTIONS:** Pursuant to TCA §12-4-113, questions regarding the specifications or bid procedures must be received by the Purchasing Agent and/or designer no less than ninety-six (96) hours before the bid opening date. No addenda within less than forty-eight (48) hours of the bid opening date shall be permitted. Any questions concerning the bid document must be submitted to [purchasing@andersontn.org](mailto:purchasing@andersontn.org) no less than ninety-six (96) hours before bid opening date.

**1.4 BID CLOCK:** The bid/time clock in the Anderson County Purchasing office will be the time of record.

**1.5 TAXES:** Anderson County is not liable for Federal excise or State sales tax. Tax exemption certificates will be provided upon request.

**1.6 CONFLICT OF INTEREST:** If requested by the Purchasing Agent, vendors must complete and submit a "Conflict of Interest Affidavit Statement" prior to contract award, see T.C.A. 5-14-114 and T. C. A. 12-4-101.

**1.7 NON-COLLUSION:** Vendors, by submitting a signed bid, certify that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States law.

**1.8 NON-DISCRIMINATION:** Contracted vendors will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

**1.9 SAME AS OR EQUIVALENT TO:** Vendors are to bid as specified herein or propose an approved equal. Determination of equality is solely Anderson County's responsibility. Any designated brands are for reference purpose only, not a statement of preference. When an alternate manufacturer, brand, model or make is bid, Anderson County will determine if the item bid meets or exceeds the items as specified. If the bidder does not indicate that an alternate manufacturer, brand, model or make is being bid, it is understood that the item(s) bid are the same manufacturer, brand, model or make as requested in the Invitation to Bid. Comparable products of other manufacturers will be considered if proof of comparability is contained in the bid submission. It shall be the responsibility of the vendors, including vendors whose product is referenced to furnish upon request catalog pages, brochures or other data to provide an adequate basis for determining the quality and functional capabilities of the product offered. Failure to provide this data may be considered valid justification for rejection of bid.

**1.10 MULTIPLE BIDS/AWARDS:** Anderson County may consider multiple bid awards.

**1.11 STATE OF TENNESSEE CONTRACTORS' LICENSE LAW (T.C.A. 62-6-119) b):** Bids for which the total cost of the project is twenty-five thousand dollars (\$25,000) or more, the outside of the sealed bid envelope/package containing the bid provides the following information: the Company Name, the Contractor's license number, license classification, the date of the license expiration and that part of each license classification applying to the bid. In addition, each heating ventilation or air conditioning, plumbing and electrical subcontractor's license number, date of the license expiration and that part of each classification applying to the bid if the value of the work is \$25,000 or greater, must be notated. If the value of either the contractor or the subcontractor's work is less than \$25,000, the bid envelope/package containing the bid is to be notated with the phrase "Contractor or Subcontractor's Bid is Less than \$25,000" after each appropriate heading. In the case of joint ventures, each party submitting the bid must provide this information. If no subcontractors are being used, the outside of the envelope/package containing the bid must state, "No Subcontractors are being used on this project."

**1.12 ACCEPTANCE:** Vendors shall hold their price firm and subject to acceptance by Anderson County for a minimum period of sixty (60) working days from the date of the bid opening, unless otherwise indicated in their bid. Any or all bids may be rejected for good cause.

**1.13 BID AWARDS:** Bids will be awarded to the lowest and best bidder, taking into consideration the qualities of the articles to be supplied, their conformity with specifications and their suitability to the requirements of Anderson County and the delivery terms. Anderson County also reserves the right to not award this bid.

**1.14 PROTEST:** Any vendor wishing to protest the bid award shall notify in writing the Anderson County Purchasing Agent and the County Law Director, 101 S. Main Street, Suite 310, Clinton, TN 37716. No protest will be accepted, except those protests made in writing and received within (10) ten calendar days of the bid award. Protests must be in writing and envelopes/package containing protest must be clearly marked with bid number and words "BID PROTEST". The Purchasing Agent, in conjunction with the Purchasing Committee, and with the advice and counsel of the County Law Director, shall review and make a final decision as to any bid protest. Appeals shall be filed in the Circuit or Chancery Courts of Anderson County within sixty (60) days of the final decision.

**VENDORS PLEASE NOTE: ANDERSON COUNTY WILL NOT STOP THE PURCHASE PROCESS. THE PURCHASE MAY BE COMPLETED OR THE PROJECT MAY BE RE-BID WHILE THE PROTEST PROCEDURE IS STILL IN OPERATION. IF A RE-BID IS MADE, THE PROTESTING VENDOR SHOULD SUBMIT A NEW BID. OTHERWISE, THEY WILL BE WITHOUT A BID ON THE RE-BID. FURTHER, THE RE-BIDDING WILL NOT END THE APPEALS PROCESS. IT WILL CONTINUE UNTIL A FINAL DECISION IS REACHED OR THE COMPLAINANT WITHDRAWS THE APPEAL.**

**1.15 DELIVERY:** Bid pricing is to include complete supply and delivery to Anderson County, Tennessee. Vendors are to state the delivery time in the bid. Anderson County requires that vendors deliver all products "free on board" to final destination unless indicated otherwise in the bid requirements.

**1.16 PROOF OF FINANCIAL AND BUSINESS CAPABILITY:** Bidders must, upon the request of Anderson County, provide satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. Anderson County will make the final determination as to the bidder's ability.

**1.17 VENDOR'S DEFAULT:** Anderson County reserves the right, in case of vendor default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby.

**1.18 DUPLICATE COPIES:** Vendors are to submit one original and at least one exact copy of their bids, including brochures; unless additional copies are requested in bid specifications.

**1.19 DRUG-FREE WORKPLACE:** Under the provisions of Tennessee Code Annotated §50-9-113 enacted by the General Assembly effective 2001, all employers with five (5) or more employees who contract with either the state or a local government to provide construction services are required to submit an affidavit stating that they have a drug free workplace program that complies with Title 50, Chapter 9, in effect at the time of submission of a bid at least to the extent required of governmental entities. The statute imposes other requirements on the contractor and contractors should consult private legal counsel if legal questions arise under this section or any other provision of this document. All contractors with five (5) or more employees that will be providing construction services are to return the provided written affidavit signed by the principal officer of a covered employer acknowledging that the contracting entity is in compliance with the Drug Free Workplace laws of State of Tennessee.

**1.20 RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS:** It is the responsibility of the bidder to review the entire Invitation to Bid document and to notify the Purchasing Department if the Invitation to Bid is formulated in a manner that would unnecessarily restrict competition or if it is ambiguous in what is being requested. The Purchasing Agent must receive questions regarding the specifications or bid procedures no less than ninety-six (96) hours prior to the time set for the bid opening.

**1.21 SCHOOL CAFETERIA BIDS:** If this bid is for Anderson County School's Cafeteria Food Service Department, bidders must be in compliance with Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 which requires school and institutions participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to "Buy American" to the maximum extent practicable.

**1.22 TERMINATION:** Anderson County reserves the right to terminate contracts in whole or in part with thirty (30) days written notification to the contractor. In the event of termination, the County shall not be liable for any costs other than the cost of services performed and materials delivered and accepted prior to termination date.

**1.23 OSHA SAFETY:** The Vendor is responsible for training their employees in Safety and Health Regulations for the job, assuring compliance with Tennessee Occupational Safety and Health regulations and any other Regulatory Agency.

**1.24 PERFORMANCE BOND:** A standard surety or performance bond or an irrevocable letter of credit in favor of Anderson County Government at a federally insured financial institution will be required to be submitted with bid, if indicated in section four, item six insurance requirement checklist.

**1.25 BACKGROUND CHECKS:** Contractors shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires all contractors to facilitate a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.

**1.26 AWARD RESULTS:** As soon as practicable after proposal or bid evaluations, Anderson County shall post the award decision to Vendor Registry at [www.vendorregistry.com](http://www.vendorregistry.com). Individual notices are normally not mailed or e-mailed except to the successful vendor.

**1.27 PRICE INCREASE/DELIVERY CHARGES:** Request for price or delivery charge increases must in be received in writing 30-days prior to implementation. The Anderson County Purchasing Agent will review requests and make a determination to continue or cancel services.

**1.28 INDEMNIFICATION/HOLD HARMLESS:** Vendor shall indemnify, defend, save and hold harmless Anderson County and, its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by Vendor, its subcontractors, suppliers, agents, or employees or due to any negligent act or occurrence or any omission or commission of Vendor, its subcontractors, suppliers, agents or employees.

**1.29 DECLARATIVE STATEMENT:** Any statement or words (i.e.: must, shall, will, etc.) are declarative statements and the proposer must comply with the condition. Failure to comply with any such condition may result in their bid being non-responsive and disqualified.

**1.30 WAIVING OF INFORMALITIES:** Anderson County reserves the right to waive minor informalities or technicalities when it is in the best interest of Anderson County.

**1.31 APPROPRIATION:** Funding for multi-year contracts are subject to budget appropriations. In the event no funds are appropriated by Anderson County for the goods or services in any fiscal year or insufficient funds exist to purchase the goods or services of a contract, then that contract shall expire upon the expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.

**1.32 ASSIGNMENT:** Vendor shall not assign or sub-contract any agreement, its obligations or rights hereunder to any party, company, partnership, incorporation or person without the prior written specific consent of Anderson County.

**1.33 QUANTITIES:** Anderson County does not guarantee quantities to be purchased off this bid.

**1.34 UNIT PRICE:** In case of discrepancy between any unit price and an extended price, the unit price will be presumed to be correct, subject, however, to correction to the same extent and in the same manner as any other mistake.

**1.35 MODIFICATION OR WITHDRAWAL OF BIDS:** When it is certain that a mistake has been made in the preparation of the bid, a request will be made to the bidder to confirm the bid. Provisions must be made so that mistakes can be taken care of and the ambiguity resolved satisfactorily. Bids may be modified or withdrawn by written notice received in the Purchasing Department prior to the time and date set for the bid opening. The changes or withdrawal of the bids shall be in writing and signed by an official of the company. The envelope containing the modification should clearly state "modification to bid." Either the entire bid or a particular item may be withdrawn or modified in this manner.

**1.36 PRE-BID CONFERENCES:** Attendance at Pre-bid Conferences is strongly encouraged. When deemed necessary a Mandatory Pre-bid Conference will be held. A company representative **MUST** be in attendance and sign the Pre-bid sign-in sheet in order to be considered for bid award.

**1.37 ADDENDUM:** § T.C.A. 12-14-113 Anderson County Government reserves the right to amend this solicitation by addendum. Addenda will be posted to the vendor registry up to 48 hours in advance of the bid/proposals due date and time. It is the bidder's responsibility to check the website for addendum. If in the County's opinion revisions are of such a magnitude, the deadline for this solicitation may be extended in an addendum. Addenda may change specifications, reply sheets, and times and dates for pre-bid meetings as well as due dates/deadlines for questions and bids/proposals.

**1.38 OWNERSHIP:** All bids, once received, become property of Anderson County Government and will not be returned.

**1.39 WEATHER AND COURTHOUSE CLOSINGS:** In the event of a situation severe enough to necessitate the closing of Anderson County Government offices during a planned bid opening, vendors will receive notification of the new date and time upon re-opening of county government offices. No bids will be opened until the rescheduled date for bid opening and all bidders/proposers whose submissions meet the extended deadline will be given equal consideration at that time. Anderson County shall not be liable for any commercial carrier's decision regarding deliveries during inclement weather.

**1.40 IRAN DIVESTMENT ACT OF 2014:** Pursuant to the Iran Divestment Act of 2014, Tenn. Code Ann. § 12-12-106 requires the State of Tennessee Chief Procurement Officer to publish, using creditable information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in § 12-12-105. Inclusion on this list makes a person ineligible to contract with Anderson County; if a person ceases its engagement in investment activities in Iran, it may be removed from the list. The State of Tennessee list is available here: <http://tennessee.gov/generalservices/article/Public-Information-library>.

## **RFP #4908 – Preservation of Historical Records**

Anderson County Government seeks proposals to complete the contractual services as described in Section A. Scope of Services. Proposal responses must follow the submission format listed in Section C. Proposal Requirements.

Proposals are due October 1, 2018 at 12:00pm. Vendors must attend a mandatory pre-bid meeting in order to inspect the record books. Available dates and times are:

September 21, 2018, 10am – 12pm

September 24, 2018, 1pm – 3pm

September 27, 2018, 2pm-4pm

Meetings will be held at the Anderson County Register of Deeds Office, 100 N. Main Street, Clinton TN 37716.

### **Section A. Scope of Services**

The selected vendor shall recondition and preserve twenty-seven (27) record books. All materials and workmanship shall be guaranteed in accordance with industry standards, and shall be satisfactory to the County.

All procedures and processes performed by the successful vendor(s) shall be in accordance with archival industry standards of conservation practices. Alterations, changes, or insertions of any information in any record are strictly forbidden. Each set of historical documents, books, or records shall be restored and preserved by employing the following:

**CONSERVATION:** All historic records, including attachments and inserts, are to be treated according to the following specifications. The only exceptions are Photostats, plats, and maps, which may require advanced conservation treatments due to their format and instability of component. All treatments proposed must be tested before services are attempted.

1. Safely dismantle volumes, as necessary.
2. All pressure sensitive and harmful tapes and adhesives are to be removed where possible using the most appropriate techniques and/or solvents, without further degradation to the document or text.
3. All loose soil and surface dirt to be removed by appropriate dry cleaning methods which may employ the use of brushes, gum rubber compounds, or vinyl granules.
4. Deacidify all sheets, as appropriate. Vendor must use non-aqueous method of deacidification as recommended by the Library of Congress.
5. Since Photostats cannot be deacidified due to the original emulsion process, the vendor will use the agreed upon solution to address the loss of information due to fading or flaking.
6. All minor tears and rips shall be mended by archival mending procedures,

utilizing Japanese tissue paper and conservation grade acid free, reversible adhesive. Acceptable materials may include Japanese Kozo tissue and methyl cellulose adhesive, Filmoplast®, Crompton's Tissue, and LC Tissue. Discredited procedures such as Cerex nylon reinforcement with polyamide or polyester heat set adhesive are not acceptable, and may not be used. In addition, all tears must be addressed, and may not be left un-mended.

7. After de-acidification, mending, and other appropriate conservation treatments, sheets are to be encapsulated in a *Lay Flat Archival Polyester Pocket™*, or equivalent PET stable bas polyester film of 2 mil or 3 mil thickness. Capsules/envelopes are to be radio (heat) edge welded construction, and punched on one side to allow for placement into binders. Respondent shall include three (3) samples of proposed archival polyester pocket with bid.
8. All Index tabs are to be repaired, reinforced, or replaced as necessary.
9. Volumes shall be rebound in the *Disaster Safe County Binder™*. The County will designate colors for each collection of records. Due to the added weight of the archival polyester pockets, each volume may require being divided into two volumes and imprint shall include pages within. Each Spine will be stamped, roller shelf style, in gold permanent foil and guaranteed not to fade or wear-off. Respondent shall include one (1) sample of proposed binder with its bid.

**VENDOR FACILITIES:** Records must be stored in a secure, climate controlled environment, with restricted access while in the possession of vendor. The facility must be a permanent facility. The location of work on original historical or archival documents must maintain archival climate control standards. The facility (and cargo area during transport) must regulate temperature to 68°F, with only a 2°F variation at any time—even in the winter. Unregulated, within 48-72 hours, degrees above 75°F and 60% encourages mold and other bacteria. Relative humidity (RH) must be controlled at a set point between 40% and 45%. The maximum acceptable total RH variation or operating range is 5% on either side of this set point.

Vendor facilities must have a security system and a fire suppression system. Access to vendor facilities must be secure and limited. Vendor facilities must have a fire-resistant storage vault to house County records.

**RIGHT TO INSPECTION:** The County may make unannounced visits to the Contactor's facilities to examine and view the preservation work in progress. The County reserves this right to inspect Vendor's facility (before and during contract period) to ensure Vendor is in compliance with all requirements. Failure to comply with requirements will constitute default and may result in cancellation of the contract.

**SERVICE DELIVERY PLAN:** Due to the sensitive nature of the documents, all records shall remain exclusively in the custody and control of the vendor until returned to the County. In order to limit exposure during transport, the use of sub-vendors and third party transportation companies is strictly prohibited.

Records must be transported and stored in a secure and climate controlled environment, including a stable temperature and relative humidity regulation. The



vendor must detail how the proposed transportation procedures address climate control at all times during transport.

Vendor shall provide all labor, materials, and rigging services necessary to pack, load, and/or unload to and from the transport vehicle at no additional charge to the County. The vendor is directly responsible for the packing of the books for transport; this includes, but is not limited to, taking the books off the shelves, inventorying, documenting condition, wrapping with appropriate packing materials, securing in transport tubs, loading onto the transportation vehicle, securing in the transport vehicle, and vice versa upon return of books.

**CONTRACT MANAGER:** Vendor shall assign and identify an experienced Vendor Project Manager. This Project Manager will work with the County's Project Management to see the successful completion of the project.

**PROJECT TIMELINE:** The County anticipates awarding a three (3) year contract with option to renew for an additional one (1) year period for completion of services.

**ACCESSIBILITY:** Records are used daily by the public, and the ability to access these records (via email or fax) must be maintained during the project.

**LIQUIDATED DAMAGES:** By submitting a response to this Request for Proposals, vendors guarantee compliance with all requirements in the scope of services. Failure to perform after award shall result in liquidated damages. Damages will be assessed in the amount of \$5,000 per book in the event of damage, loss, destruction or failure to complete.

**Performance bond:** The awarded vendor will be required to provide a performance bond of \$5,000 per book according to batch-size pick-up as proposed in Tab C.

## Section B. Evaluation Criteria/Award

The award of the contract shall be made according to the criteria listed below.

Vendors that attend a mandatory pre-bid inspection of records and are deemed to have sound Financial Stability and Vendor Facilities as submitted in Tabs A and B of the response will be considered for further evaluation.

The following scale shall be used in the evaluation of proposals:

<b><u>Evaluation Criteria</u></b>	<b><u>Weight</u></b>
Attendance at Pre-Bid Meeting	Pass/Fail
Financial Stability (Tab A)	Pass/Fail
Security and Accessibility of Records (Tab B)	Pass/Fail
Project Management (Tab C)	40 Points
Qualifications (Tab D)	40 Points
Samples (Tab E)	40 Points
Pricing (Tab F)	40 Points

The County will conduct an on-site visit at the Vendor's facilities to confirm compliance with facility requirements before making an award. Travel costs to be paid by vendor per the County's travel policy guidelines (Attachment 7).

## **Section C. Proposal Requirements**

### **Tab A. Financial Stability**

Vendor shall respond specifically to each of the items below, even if no issue exists, for the last five (5) years:

- Address any performance related litigation that your firm may be, or has been, involved
- Identify if your firm has had any contracts terminated due to non-performance
- Identify adverse actions sanctioned by any regulatory authorities

**Certificate of Insurance:** Each response must Attachment 5.

**Financial Audit:** The proposal shall include the most recent auditor's statement on the financial status of the agency.

### **Tab B. Vendor Facilities**

Proposals shall describe the vendor facilities to be used to satisfy the Vendor Facilities requirements in Section A., Scope of Services.

Response shall:

- Identify the vendor's location of business where the services will be performed
- Detail the security system of facility to include a description of who has access
- Detail the fire suppression system at facility
- Confirm presence of a fire-resistant storage vault for County records
- Confirm the facility has the environmental controls that meet or exceed those listed in the Scope of Services
- Confirm the facility is permanent and list how long it has been in operation

### **Tab C. Project Management**

**Service Delivery Plan:** Proposals shall describe the service delivery plan to be used to satisfy the Service Delivery Plan requirements in Section A., Scope of Services.

Responses shall:

- Confirm records will be in control of the Vendor at all times and sub-vendors shall not be used
- Detail information on the proposed security plan
- Describe proposed batch size per pickup
- Identify all efforts to ensure that pick-up and deliveries are made during normal business hours
- Describe the proposed inventorying, documenting condition, wrapping securing and loading process.
- Describe the proposed method of transportation to pick-up and deliver the records

- Describe the proposed packaging material and transport tubs
- Detail how the proposed transportation and procedures address climate control at all times during transport
- Detail the proposed treatments and include the testing process the proposed treatment completed to ensure quality results
- Describe the proposed solution to address the loss of information due to fading or flaking for Photostat records
- Detail how the course of treatment for each historical record will be documented

**Project Manager:** Proposal shall identify a Project Manager who will work with the County's Project Management to see the successful completion of the project. Resume of Project Manager shall be included with proposal.

**Staffing:** Proposal shall identify key personnel who will provide basic services and include their areas of responsibility. Resumes shall be provided for each individual and include a summary of pertinent experience and qualifications.

**Project Timeline:** Proposal shall confirm ability of vendor to complete services within the required timeline and detail the control process and milestones for such completion.

**Accessibility:** Identity how the vendor shall make fax and/or e-mail copies available to the County upon request.

#### **Tab D. Qualifications**

Proposals must demonstrate successful past performance of similar services. All vendors shall have at least ten (10) years of prior experience with handling and preserving County historic records. Vendors shall have no record of unsatisfactory performance. Vendors who are or have been seriously deficient in current or recent contract performance, in the absence of circumstances properly beyond their control, shall be presumed to be unable to meet this requirement. Each vendor shall provide a written statement of qualifications to include information listed below.

1. **Company History:** Proposal shall provide a brief company history including size of staff, principal business location and any other service locations, primary line of business, and length of time vendor has been providing preservation services(s).
2. **Qualifications:** Proposal shall describe any additional experience, philosophy, approach, awards, accreditations and certifications received that support the vendor's ability to perform the services. Proposal shall list specialties and strengths of the vendor, along with a statement of why your firm should be selected.
3. **Experience Narrative:** Proposal shall detail vendor's expertise specifically related to providing preservation of manuscript and typescript historical

records. Narrative shall:

- Identify the number and scope of projects Vendor has completed that include preservation of County records
- Identify the number of state and local projects Vendor has completed
- Address Vendor's other experience with County records
- Identify large-scale projects consisting of permanent retention schedule documents completed by Vendor

**4. References:** Proposal shall provide a minimum of five (5) references with whom the vendor has done business with in the last five (5) years, whose requirements were similar in scope to the County project. Three (3) of the references must be government agencies within the State of Tennessee to whom vendor has performed conservation, image processing and indexing services. Provide the following information for each reference:

- Government/Company Name
- Location/Address
- Contact Person that oversaw services (include position, telephone/fax numbers, and email)
- Description of Services and Contract Period

#### **Tab E. Samples**

Each vendor must submit a sample of proposed products including three (3) samples of the *Lay Flat Archival Polyester Pocket* or equivalent, and one (1) sample of the *Disaster Safe County Binder™* or equivalent.

#### **Tab F. Pricing**

Pricing shall include product, freight, shipping & handling, installation, removal of books, and replacement of books. Vendor will be responsible for any additional costs incurred or not anticipated in the contract. No additional costs will be paid by the County.

Vendors shall provide prices on Attachment 1.

Vendor Name: \_\_\_\_\_

<b>Attachment 1</b>		
<b>RFP #4908 - Preservation of County Records</b>		
<b>Book #</b>	<b>Approximate Number of Pages</b>	<b>Price</b>
Book Q-2	650	
Book R-2	650	
Book S-2	650	
Book T-2	650	
Book U-2	600	
Book V-2	550	
Book W-2	600	
Book X-2	650	
Book Y-2	650	
Book Z-2	650	
Book A-3	650	
Book B-3	650	
Book C-3	650	
Book D-3	650	
Book F-3	650	
Book G-3	650	
Book H-3	650	
Book I-3	650	
Book J-3	650	
Book K-3	600	
Book L-3	650	
Book M-3	650	
Book N-3	250 (stop at page 218)	
Book O-3	550 (stop at page 522)	
Book P-3	600 (stop at page 572)	
Book Q-3	650	
Book R-3	650	

**Attachment 2**  
**BID NUMBER: 4908 – Preservation of Historical Records**

**SECTION 1 - BID INFORMATION**

Acknowledgment of Addenda:  
(Write "Yes" if received)

Addenda 1 \_\_\_\_\_ Addenda 2 \_\_\_\_\_  
Addenda 3 \_\_\_\_\_ Addenda 4 \_\_\_\_\_

**SECTION 2 - VENDOR INFORMATION**

Vendor Name \_\_\_\_\_

Vendor Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Contact Person *(Please Print)* \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Taxpayer Identification Number, Social Security or  
Employer Identification Number: \_\_\_\_\_

State of Tennessee Business License Number:  
License # \_\_\_\_\_

**I agree to abide by all Terms and Conditions of this Invitation to Bid and certify that I am authorized to sign this bid for the vendor. Failure to include any information mentioned in the bid or to comply with these bid instructions may result in rejection of your entire bid. Signing this form affirms that the original Invitation for Bid document has not been altered in any way.**

**Authorizing Signature:**

\_\_\_\_\_  
(Please sign original in blue ink)

**Non-Collusion Affidavit**

- This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid.
- This Non-Collusion Affidavit must be executed by the member, officer, or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
- Bid rigging and other efforts to restrain competition and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the affidavit should examine it carefully before signing and assure himself or herself that such statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval, or submission of the bid.
- In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an affidavit must be submitted separately on behalf of each party.
- The term "complementary bid" as used in the affidavit has the meaning commonly associated with that term in the bidding process and includes the knowing submission of bids higher than the bid of another firm, an intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
- Failure to file an affidavit in compliance with these instructions may result in disqualification of the bid.

**Non-Collusion Affidavit**

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

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

I state that I am (Title) \_\_\_\_\_ of (Name of My Firm) \_\_\_\_\_ and that I am authorized to make this affidavit on behalf of my firm and its owners, directors, and officers. I am the person responsible in my firm to the price(s) and the amount of this bid.

**I STATE THAT:**

- The price(s) and amount of this bid have been arrived at independently and without consultation, communication, or agreement with any other contractor, bidder, or potential bidder.
- Neither the price(s) nor the amount of this bid and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- (Name of My Firm) \_\_\_\_\_, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

\_\_\_\_\_  
\_\_\_\_\_

I state that (Name of My Firm) \_\_\_\_\_ understands and acknowledges that the above representation are material and important and will be relied on by Anderson County in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Anderson County of the true facts relating to submission of bids for this contract.

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Title

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

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





## DIVERSITY BUSINESS INFORMATION

### Definitions for Determining Minority, Women And Small-Owned Firms

The guidelines for determining minority, women and small-owned firms are defined as follows:

**"MINORITY"** means a person who is a citizen or lawful permanent resident of the United States and who is:

- o Black (a person having origins in any of the black racial groups of Africa);
- o Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race);
- o Asian American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands); or
- o American Indian and Alaskan Native (a person having origins in any of the original peoples of North America).

**"MINORITY BUSINESS ENTERPRISE"** shall mean a minority business:

A continuing, independent, for profit business which performs a commercially useful function, and is at least 51 percent owned and controlled by one or more minority individuals; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned and controlled by one or more minorities. Whose management and daily business operations are controlled by one or more of minority individuals. "Control" as used in the above clause, means exercising the power to make policy decision. "Operate," as used in the above clause, means being actively involved in the day-to-day management of the business.

**"WOMEN BUSINESS ENTERPRISE"** shall mean women business:

A continuing, independent, for profit business which performs a commercially useful function, and which is at least 51 percent owned and controlled by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned and controlled by one or more women. Whose management and daily business operations are controlled by one or more of such individuals. "Control" as used in the above clause, means exercising the power to make policy decision. "Operate," as used in the above clause, means being actively involved in the day-to-day management of the business.

## DIVERSITY BUSINESS INFORMATION ANDERSON COUNTY GOVERNMENT

**NOTE:** This form is to be submitted only by those who qualify. Bidders do not have to be a minority business to be considered.

### IMPORTANT! NOTARY AND COPY OF CERTIFICATION REQUIRED

#### SECTION 6 – DIVERSITY INFORMATION

**VENDOR/CONTRACTOR NAME:** \_\_\_\_\_

**Type of Company:** (Check One)

(\_\_\_\_) Corporation    (\_\_\_\_) Partnership    (\_\_\_\_) Limited Liability    (\_\_\_\_) Sole Proprietor

Is your company 51% Owned or Operated by a Minority Group? Yes \_\_\_\_ No \_\_\_\_

If yes, check the ethnic category and indicate % of ownership:

- ☐ American Indian/Alaskan Native \_\_\_\_%
- ☐ African American \_\_\_\_%
- ☐ Hispanic \_\_\_\_%
- ☐ Asian/Pacific Islander \_\_\_\_%
- ☐ Other \_\_\_\_% \_\_\_\_\_ (please indicate)

Please name the entity of certification: \_\_\_\_\_

Please provide copy of certification letter or certificate

**I, HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.**

**Signature:** \_\_\_\_\_ **OFFICER OF THE COMPANY**

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

#### **NOTARY ACKNOWLEDGEMENT:**

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

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

ON \_\_\_\_\_, 20\_\_\_\_, BEFORE ME, \_\_\_\_\_,

PERSONALLY APPEARED \_\_\_\_\_, PERSONALLY KNOWN TO ME (OR PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE) TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/ THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON (S) ACTED, EXECUTED THE INSTRUMENT.

WITNESS MY HAND AND OFFICIAL SEAL.

SIGNATURE OF NOTARY: \_\_\_\_\_

PRINTED FULL NAME OF NOTARY: \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

**Attachment 5**  
**Insurance Requirement Acknowledgment**

The bidder awarded this bid or contract will maintain, at their expense adequate insurance coverage to protect them from claims arising under the Worker's Compensation Act, any and all claims for bodily injury and property damage to the Bidder and to Anderson County Government while delivery and service are being done. A certificate of insurance must be on file in the Purchasing Department before work may begin and must be maintained until work is completed.

Only the items marked with an "X" are applicable to this bid and or contract.

- |    |                                     |                                                                                                                                                                                                        |                                                   |
|----|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| 1. | <input checked="" type="checkbox"/> | <b>Workers Compensation<br/>Employers Liability</b>                                                                                                                                                    | Statutory limits<br>100,000/100,000/500,000       |
| 2. | <input checked="" type="checkbox"/> | <b>Commercial General Liability</b>                                                                                                                                                                    | \$500,000 per occurrence<br>\$1,000,000 aggregate |
|    |                                     | <input checked="" type="checkbox"/> Occurrence Form Only                                                                                                                                               |                                                   |
|    |                                     | <input checked="" type="checkbox"/> Include Premises Liability                                                                                                                                         |                                                   |
|    |                                     | <input checked="" type="checkbox"/> Include Contractual                                                                                                                                                |                                                   |
|    |                                     | <input checked="" type="checkbox"/> Include XCU                                                                                                                                                        |                                                   |
|    |                                     | <input checked="" type="checkbox"/> Include Products and Completed Operations                                                                                                                          |                                                   |
|    |                                     | <input checked="" type="checkbox"/> Include Personal Injury                                                                                                                                            |                                                   |
|    |                                     | <input checked="" type="checkbox"/> Include Independent Contractors                                                                                                                                    |                                                   |
|    |                                     | <input type="checkbox"/> Include Vendors Liability                                                                                                                                                     |                                                   |
|    |                                     | <input type="checkbox"/> Include Professional or E&O Liability                                                                                                                                         |                                                   |
| 3. | <input type="checkbox"/>            | <b>Business Auto</b>                                                                                                                                                                                   |                                                   |
|    |                                     | <input type="checkbox"/> Include Garage Liability                                                                                                                                                      |                                                   |
|    |                                     | <input type="checkbox"/> Include Garage Keepers Liability                                                                                                                                              |                                                   |
|    |                                     | <input type="checkbox"/> Copy of Valid Driver's License                                                                                                                                                |                                                   |
|    |                                     | <input type="checkbox"/> Copy of Current Motor Vehicle Record                                                                                                                                          |                                                   |
|    |                                     | <input type="checkbox"/> Copy of Current Auto Liability Declarations Page                                                                                                                              |                                                   |
| 4. | <input type="checkbox"/>            | <b>Crime Coverages</b>                                                                                                                                                                                 |                                                   |
|    |                                     | <input type="checkbox"/> Employee Dishonesty                                                                                                                                                           |                                                   |
|    |                                     | <input type="checkbox"/> Employee Dishonesty Bond                                                                                                                                                      |                                                   |
| 5. | <input type="checkbox"/>            | <b>Property Coverages</b>                                                                                                                                                                              |                                                   |
|    |                                     | <input type="checkbox"/> Builders Risk                                                                                                                                                                 |                                                   |
|    |                                     | <input type="checkbox"/> Inland Marine                                                                                                                                                                 |                                                   |
|    |                                     | <input type="checkbox"/> Transportation                                                                                                                                                                |                                                   |
| 6. | <input checked="" type="checkbox"/> | <b>Performance Bond Required</b> – A performance bond in favor of Anderson County Government at a federally insured financial institution. This <u>MUST</u> be submitted before purchase order issued. |                                                   |

**Certificate Holder Shall Be:** Anderson County Government, Clinton, Tennessee, and shall show the bid number and title. Anderson County Government shall be named as an additional insured on all policies except worker's compensation and auto. Insurance carrier ratings shall have a Best's rating of A-VII or better, or its equivalent. Cancellation clause on certificate should strike out "endeavor to" and include a 30-day notice of cancellation where applicable. Any deviations from the above requirements must be disclosed to the Anderson County Purchasing Agent. Any liability deductibles or exclusions must also be disclosed. Exceptions can be granted if applicable.

**Bidders Statement and Certification**

I understand the insurance requirements of these specifications and will comply in full within **21 (twenty-one) calendar days** if awarded this bid and or contract. I agree to furnish the county with proof of insurance for the entire term of the bid and or contract.

\_\_\_\_\_  
**Vendor Name**

\_\_\_\_\_  
**Bid Representative Name (Please Print)**

\_\_\_\_\_  
**Authorized Signature**

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

XX-XXXX

## Attachment 6 – Sample Contract for Services

This Agreement is made on this the DD of MM YYYY, between Anderson County, Tennessee, a governmental entity and political subdivision of the State of Tennessee (hereinafter, "County") and XXXXXX (hereinafter, "Contractor") and for good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

**Contractor Services.** Contractor agrees to provide XXXXXX for the County Per XXXXXXX.

**Standard of Performance.** Contractor agrees to perform the services in a manner consistent with the standard in the industry and to the satisfaction of the County.

**Contractor Compensation.** Contractor shall be paid by County for the Contractor's services within thirty (30) days of invoicing and completion of the contracted services. The compensation to Contractor shall be calculated by: XXXXXX. Contractor shall not receive additional compensation for expenses including travel, hotel, food, etc.

**Term.** The term of this agreement shall begin on MM/DD/YYYY and shall end on MM/DD/YYYY with renewal option of XXXXXXXX.

**Release.** Contractor hereby agrees to release, indemnify, and hold County harmless from and against any and all claims, lawsuits, or the like associated with County's performance of this agreement, or as it relates to the past, present, or future financial condition of the County or the performance of Contractor's services under this Agreement.

**Default.** In the event of default by the Contractor hereto, the County may bring suit against the Contractor to enforce the terms of this Agreement. In such event, the prevailing party shall be entitled to recover any remedies available at law and/or equity including reasonable attorney's fees and costs associated with the default.

**No Oral Modification.** No modification, amendment, supplement to or waiver of this Agreement or any of its provisions shall be binding upon the parties hereto unless made in writing and duly signed by all the parties.

**Waiver.** A failure of any party to exercise any right provided for herein, shall not be deemed to be a waiver of any right hereunder.

**Entire Agreement.** This Agreement sets forth the entire understanding of the parties as to the subject matter and may not be modified except in a writing executed by all parties.

**Severability.** In the event any one or more of the provisions of this Agreement is invalid or otherwise unenforceable, the enforceability of the remaining provisions shall be unimpaired.

**Cancellation.** In the event any party materially breaches, defaults or fails to perform hereunder, this Agreement may be cancelled by the other party with cause on thirty (30) days written notice to the other, if the event constituting the breach, default, or failure is not cured during that time.

**Termination:** Anderson County reserves the right to terminate this contract in whole or in part with thirty (30) days written notification to the contractor. In the event of termination, the County shall not be liable for any costs other than the cost of services performed and materials delivered and accepted prior to termination date.

**Exhibits.** Any Exhibits attached hereto or incorporated herein are made a part of this Agreement for all purposes. The expression "this Agreement" means the body of this Agreement and the Exhibits.

## Attachment 6 – Sample Contract for Services

**Multiple Counterparts: Effectiveness.** This Agreement may be executed in multiple counterparts, each of which shall be deemed an original for all purposes and all of which shall be deemed, collectively, one Agreement. This Agreement shall become effective when executed and delivered by all the parties.

**Jurisdiction.** Each party hereby irrevocably consents to the jurisdiction of all state courts sitting in Tennessee or all federal courts sitting in Knoxville, Tennessee and agrees that venue for any legal action brought in connection with this Agreement shall lie exclusively in such courts.

**Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the parties and upon their respective successors, heirs, or assigns.

**Choice of Law.** This Agreement shall be governed and construed in accordance with the laws of the State of Tennessee. The Contractor certifies that in performing this contract they will comply with all applicable provisions of the federal, state, and local laws, regulations, rules, and orders.

**Appropriated Funds.** The County's obligation to pay under this Contract is contingent upon funds appropriated in the current fiscal year's budget as approved by the County Board of Commissioners. Any contract requiring appropriated funds beyond the current fiscal year may be cancelled without notice in the event that funding to support the contract are unavailable in the subsequent fiscal year.

**Payment Terms.** The County's payment terms are net 30. All invoices shall be addressed to Anderson County Director of Finance, Room 210, 100 North Main Street, Clinton, TN 37716, and must include Contractor's name, address and phone number, and clearly list quantities, item description and units of measure.

**Warranty.** The Contractor warrants to the County that all goods and services furnished hereunder shall be free of defects in materials, workmanship, and from defect in design. In addition, Contractor warrants the goods and services are suitable for and will perform in accordance with the purposes for which they were intended.

**Insurance Requirement:** Vendors awarded bids or contracts are required to maintain, at their expense adequate insurance coverage to protect them from claims arising under the Worker's Compensation Act, any and all claims for bodily injury and property damage to the Vendor and to Anderson County Government while completing delivery and services. A certificate of insurance may be required before work begins and be maintained until work is completed. Certificate Holder Shall Be: Anderson County Government, Clinton, Tennessee. Anderson County Government shall be named as an additional insured on all policies except worker's compensation and auto. Insurance carrier ratings shall have a Best's rating of A-VII or better, or its equivalent. Cancellation clause on certificate should strike out "endeavor to" and include a 30-day notice of cancellation where applicable. Any deviations from the above requirements must be disclosed to the Anderson County Purchasing Agent. Any liability deductibles or exclusions must also be disclosed.

**Non-discrimination.** The Contractor shall comply with the Tennessee Human Rights Act, T. C. A. §4-21-101 et. seq., as amended and any rules and regulations promulgated in accordance therewith.

**Equal Employment Opportunity.** It shall also be an unlawful employment practice for the Contractor (1) to fail or refuse to hire or to discharge any individual or otherwise to discriminate against any individual with respect to their compensation, or the terms, conditions, or privileges of their employment, because of such individual's race, color, religion, sex, age, handicap or national origin; or (2) to limit, segregate, or classify their employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect their status as an employee, because of such individual's race, color, religion, sex, age, handicap or national origin. Contractor shall comply with The Civil Rights Act of 1964, 42 U.S.C. sec. 2000 et seq. (2000), as amended.

**Attachment 6 – Sample Contract for Services**

**Notice.** Any notice required or provided pursuant to this Agreement shall be in writing and sent or delivered to the parties.

**Titles and Subtitles.** Titles of paragraphs and subparagraphs are for convenient reference only and shall not have the effect of modifying, amending, or changing the express terms of this Agreement.

**Assignment.** This Agreement shall be assignable only upon the written consent of the non-assigning party. Consent to an assignment shall not be unreasonably withheld. In the event of assignment or succession, the terms and conditions of this Agreement shall be binding upon the parties and their successors, assigns, heirs, executors, and/or administrators.

**Further Documentation.** The parties agree for themselves and their successors and assigns to execute any and all instruments in writing which are or may become necessary or proper to carry out the purpose and intent of this Agreement.

Vendor/Supplier:

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip

Anderson County Government  
Administrative Approval:

\_\_\_\_\_  
Natalie Erb, CPA, CTP, Finance Director Date

Anderson County Department Head  
Approval:

\_\_\_\_\_  
Date

Approved as to Form

\_\_\_\_\_  
Law Director Date

## **Chapter 13**

### **Comprehensive Travel Regulations**

**Section 13.1 General:** Travel may not be undertaken unless it is authorized in advance by the appropriate department head, elected official or agency. Claims for reimbursement for travel expenses should be submitted no later than thirty (30) days after completion of the travel. Claims submitted after this period must provide written explanation for the delay.

Approved County travel is on the basis of reimbursement or advances for the necessary business expenses incurred subject to the limitations set forth herein. Receipts are required for all items or fares in excess of \$3.50 except for per-diem items. Receipts must itemize room charges and taxes.

Travel must be by the most direct route possible, and any individuals traveling by an indirect route must assume any extra expense incurred thereby.

The department head, elected official or agency leader shall designate the official station of an employee. The official station is the location at which the employee spends the major portion of their working time. Lodging will be allowed only when overnight travel is required outside a fifty (50) mile radius of the employee's official station. Mileage shall be computed from the employee's official station.

Reimbursement for lunch meals will not be made unless overnight travel is involved, or the employee is required by County business to be outside a fifty (50) mile area of their official station.

The limits on travel expenses set forth herein are maximum amounts above which reimbursements cannot be made. County employees, when traveling, should be as conservative as circumstances permit.

**Section 13.2 Claims for Travel Expense:** The standard form or other forms approved by the Director of Accounts & Budgets will be used for all claims for travel expense. Any recovery of the cost of travel by other methods is not allowed. Receipts must accompany this form, and each claimant must file a separate claim for expenses. Travel claims shall be typed or in ink.

Expenses of books, supplies, postage, stenographic help, and other items that do not constitute actual traveling expense should not be made a part of the travel claim.

**Section 13.3 Transportation:** Transportation for persons traveling singly out of state should be by common carrier (air, train, bus) whenever practicable, and the fare must not exceed the regular tourist fare charged the general public. Advantage of round trip rates must be taken when available. A receipt in the form of a ticket stub must accompany the expense claim. The use of air travel is encouraged when time is an important factor, or where the trip is so long that other methods of travel would prove more expensive because of subsistence allowance.

Elected officials and employees should make use of county-owned vehicles whenever possible. However, county-owned vehicles should be used only for official business.

When transportation is by county-owned vehicle, the necessary automobile repair bills, tolls, parking and gasoline are allowable. In the use of personally owned cars, the authorized mileage allowance includes all operating expenses such as gas, oil and repairs precluding any separate claim for such items.

Charges for automobile rental shall not be allowed unless specific written authorization is secured in advance from the Finance Director.

If an individual travels by common carrier, reasonable taxi fares will be allowed for necessary transportation. It is expected that bus or shuttle service to and from airports will be used when



available and practical. In traveling between hotel or lodging, and meeting or conference, reasonable taxi fares will be allowed.

Reasonable tolls and ferry fees will be allowed when necessary.

Necessary charges for airport and overnight hotel parking will be allowed. Receipts must be furnished on airport and hotel parking. Daily parking fees for employees working at their official station will not be allowed.

Vicinity Mileage for employees that has been authorized by the department head, elected official or agency leader may be claimed under the following conditions:

- (a) If a personally owned car has been authorized in the daily performance of duties, employees shall be reimbursed at the standard mileage rate established annually by the Internal Revenue Service.
- (b) Each department head, elected official or agency leader shall be responsible for ensuring that the use of personally owned automobiles is properly limited to working conditions, which are such that the use of a county-owned vehicle is impossible or impractical. Full utilization of county-owned vehicles should be the primary consideration where travel is concerned.
- (c) Mileage as shown by the official state map and that published by RandMcNally for out-of-state routes will be regarded as official.
- (d) Only mileage for official business may be claimed for reimbursement and it must be treated in accordance with Internal Revenue Service regulations. A mileage expense form must be submitted to the Accounts and Budgets office with detailed account of vicinity mileage.

**Section 13.4 Lodging and Meals:** Reimbursement for lodging expenses will be on the following basis:

- (a) Travel must be authorized in advance by the appropriate department head, elected official or agency
- (b) Only lodging incurred outside a fifty (50) mile radius of official work station will be allowed
- (c) The most economical lodging should be chosen as circumstances permit
- (d) Baggage handling fees will be allowed up to three dollars (\$3.00) per hotel
- (e) When employees share a hotel room only one employee should claim the room cost on the expense report and each employee should make a notation indicating the employee(s) with whom the room was shared.

A meal and allowance of thirty dollars (\$30.00) per day will be provided for travel. For fractional days in travel status, only fifty percent (50%) of the allowance will be permitted.

**Section 13.5 Miscellaneous:** Expenditures for entertainment (employee or others), laundry, valet service, theatre, etc., are personal charges and will not be allowed.

Charges for local, long distance, and telefax telephone calls for official business will be allowed provided a statement is furnished indicating the date, name and location called.

Registration fees for approved conferences, conventions, seminars, meetings, etc., are addressed in the training/tuition policy.

Travel for transportation of prisoners should be made using the most economical method available.

All signatures on travel claim must be original. No stamped signatures will be permitted.

Travel advances shall be made as follows:

(a) A request for travel advance with proper documentation should be sent to the Finance Director one week prior to departure date requesting an advance based on the estimated expenditures for the period of travel. An amount equal to the estimated expenditures will be allowed as an advance; however, no advance less than twenty-five dollars (\$25.00) will be made.

(b) Each employee receiving a travel advance for the first time must sign a payroll deduction authorization form which will allow the County to recover the advance from any salary owed the employee in the event of termination of employment or failure to submit a finalized travel claim. This deduction from payroll should be used as a last resort only in the event all other efforts to collect the advance have failed.

(c) Upon return, the employee should submit an expense claim form detailing his/her actual expenditures. This claim should show the total expenses incurred. If an advance should exceed actual expenses, the employee shall return the excess to the Finance Department for deposit as a credit against the original advance.

Special arrangements should be made in advance with the Finance Director for employees on extended travel whether in state or out-of-state. This provision is intended to cover employees attending schools or institutes and employees performing auditing, investigative or like duties requiring absence from their official stations for more than one week.

These rules and regulations supersede and rescind all previous travel regulations approved by the Anderson County Board of County Commissioners.

**13.6 Anderson County Schools & Anderson County Board of Education: Travel Policy and Procedures for Anderson County Schools and the Board of Education can be found on the Finance Department page the County website.**