

BID NUMBER:

BID TITLE:

BID ENVELOPE:

Bids MUST be received in a sealed envelope with the bid number, company name and opening date clearly marked. Failure to comply may result in rejection of your entire bid. Late bids, e-mailed bids and faxed bids will not be considered nor returned. Anderson County will not be responsible for any lost or misdirected mail.

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

purchasing@andersontn.org

Website: <http://andersontn.org/purchasing.html>

(865) 457-6218 Phone

(865) 457-6252 Fax

Bid documents must be completed 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. Questions must be submitted to purchasing@andersontn.org, and responses will be made to all vendors.

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

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

1.5 CONFLICT OF INTEREST: If required by the Purchasing Agent, vendors must have a "non-conflict of interest" affidavit on file prior to contract award.

1.6 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.

1.7 NON-DISCRIMINATION: Vendors, during the performance of this contract, 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.

1.8 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. The 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 does meet or exceed 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 was requested in the Invitation to Bid.

1.9 MULTIPLE BIDS/AWARDS: Anderson County will consider multiple bids that meet specifications. Bid awards may include multiple approved vendors and the list of approved vendors may be added to or deleted from at anytime.

1.10 STATE OF TENNESSEE CONTRACTORS' LICENSE LAW: No bid will be opened or considered for which the total cost of the project is twenty-five thousand dollars (\$25,000) or more, unless the outside of the sealed bid envelope 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 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 must state, "No Subcontractors are being used on this project."

1.11 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.

1.12 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, their suitability to the requirements of Anderson County and the delivery terms. Any or all bids may be rejected for good cause.

1.13 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 must be clearly marked with bid number and words "BID PROTEST". The Purchasing Agent, in conjunction with the Purchasing Commission, 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.

1.14 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 their bid, reference Terms & Conditions section 2.4

1.15 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.

1.16 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.

1.17 DUPLICATE COPIES: Anderson County requires that all vendors submit one original and two exact copies of their bids, including brochures.

1.18 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 shall provide a 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 the State of Tennessee.

1.19 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

suitability to the requirements of Anderson County and the delivery terms. Any or all bids may be rejected for good cause.

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 not less than seventy-two (72) hours prior to the time set for the bid opening.

1.20 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.

1.21 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.

1.22 OSHA SAFETY: The Contractor 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.

1.23 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

1.24 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.

1.25 AWARD RESULTS As soon as practicable after proposal or bid evaluations, Anderson County shall post the award decision to its web page. <http://andersontn.org/purchasing.html>. Individual notices are normally not mailed or e-mailed except to the successful vendor.

CODE OF CONDUCT

1. No employee or member of the Anderson County Government shall participate in the selection or award of a contract if a conflict of interest, real or apparent, would be involved.
2. Officers, employees or officials of the Anderson County Government shall neither solicit nor accept gratuities, favors or anything of value from vendors or parties to subcontracts.

BID NUMBER:

BID TITLE:

SECTIONS: 2, 3 AND 4 OF THIS FORM ARE TO BE SUBMITTED/RETURNED WITH YOUR BID AND PART OF THE CONTRACT BID DOCUMENTATION.

SECTION 2. BID INFORMATION

- 2.1 I acknowledge the receipt of:
(Please write "Yes" if you received)
Addenda 1 _____ Addenda 2 _____
Addenda 3 _____ Addenda 4 _____
- 2.2 Please list and include in your bid packet all warranty information concerning length and coverage below ("Standard Mfg Warranty" is unacceptable):

- 2.3 Guaranteed days till delivery after receipt of purchase order: _____
- 2.4 Additional Shipping, Freight or Handling Fees
\$ _____ Total. **(To be added to bid)**
- 2.5 If bid varies from the specifications, make full explanation.
- 2.6 Payment terms _____.
- 2.7 Bid Pricing will remain stable _____ days from bid opening.
- 2.8 Bidding on "all or none" basis _____. Bidding on "low item" basis _____. (Please check one)
- 2.9 Will you honor additional purchases at this same price?
____ Yes ____ No.
- 2.10 Cooperative Purchasing Agreement: Vendors are to indicate if it is permissible for other governmental agencies in the State of Tennessee to purchase these items or services at the same price. Freight charges may be adjusted to reflect differences in delivery costs to other locations.

Please indicate vendor's approval of the Cooperative Purchasing Agreement. ____ Yes ____ No.

The undersigned agrees if this bid is accepted, to furnish any and all of the License Information listed below at the request of Anderson County, if required by Law. Please indicate if your company has the following.

Anderson County Business License _____ (Yes or No)
Business License in State of Tennessee _____ (Yes or No)
If so, Which County _____

SECTION 3. VENDOR INFORMATION (No)

Vendor Name

Vendor Address

City _____

State _____ Zip _____

Telephone Number _____

Fax Number _____

Contact Person (*Please Print*)

E-Mail Address

Taxpayer Identification Number: Social Security, Employer Identification Number:

What is the major service or product that your company provides?
(Explain/Describe) _____

Authorizing Signature

(Please sign original in blue ink)

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.

BID NUMBER:
BID TITLE:

SECTION 4. INSURANCE REQUIREMENT CHECKLIST

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. **Workers Compensation** Statutory limits
- Employers Liability** 100,000/100,000/500,000

- 2. **Commercial General Liability** \$1,000,000 per occurrence
- \$2,000,000 aggregate
- Occurrence Form Only
- Include Premises Liability
- Include Contractual
- Include XCU
- Include Products and Completed Operations
- Include Personal Injury
- Include Independent Contractors
- Include Vendors Liability
- Include Professional or E&O Liability

- 3. **Business Auto** \$1,000,000
- Include Garage Liability \$1,000,000
- Include Garage Keepers Liability
- Copy of Valid Drivers License
- Copy of Current Motor Vehicle Record
- Copy of Current Auto Liability Declarations Page

- 4. **Crime Coverages**
- Employee Dishonesty
- Employee Dishonesty Bond

- 5. **Property Coverages**
- Builders Risk
- Inland Marine
- Transportation

- 6. Performance Bond or Bid Bond Required – A Ten Percent (10%) standard surety or performance/bid bond or an irrevocable letter of credit in favor of Anderson County Government at a federally insured financial institution. **MUST** be submitted with bid.

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

Authorized Signature

Bid Representative Name (Please Print)

Date