

HAMBLLEN COUNTY GOVERNMENT
Invitation to Bid – Garbage Carts for Hamblen County Highway Department (2021-04)

INVITATION TO BID

Office of the Hamblen County Mayor
511 West Second North Street
Morristown, TN 37814

ITB TIMELINE: Times listed below are in Eastern Standard Time.

Date Issued:	Tuesday, January 19, 2021
ITB Title:	Garbage Carts for Hamblen County Highway Department (2021-04)
ITB Question Deadline:	Friday, January 22, 2021 @ 2:00p.m. <i>All correspondence and communication must be via email to the designated Hamblen County point of contact listed below. Questions submitted by telephone call will <u>not</u> be answered. Questions submitted after this deadline will <u>not</u> be answered.</i>
ITB Answer Deadline:	Monday, January 25, 2021 @ 4:00p.m.
Bid Submission Deadline Date & Time:	Thursday, January 28, 2021 @ 3:00p.m. <i>If the Hamblen County Courthouse is closed for business at the time scheduled for proposal opening, for whatever reason, proposals will be accepted and opened on the next business day of the County, at the originally scheduled hour.</i>
Proposal Submission Opening Location:	Hamblen County Courthouse, West Wing Conference Room, 1 st Floor, Administrative Building
Contract Award:	February 19, 2021

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INTRODUCTION:

Hamblen County (hereafter referred to as “County”) is soliciting sealed, competitive bids for three-hundred (300) 96-gallon garbage carts for the Hamblen County Highway Department.

The County’s selection process will be based on compatibility of specifications, delivery time and competitiveness of proposed fees.

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I. PRODUCT SPECIFICATION:

All bids must be equal to or exceed the following specifications. Any bids submitted not meeting all of these minimum specifications may be rejected.

Bids must include delivery to the Hamblen County Highway Department, 3373 Herbert Harville Drive, Morristown, TN.

All bidders must indicate if they are meeting the specifications by marking either the ‘YES’ or ‘NO’ box by each individual specification listed. If the ‘NO’ box is marked, the exception must be listed in detail in the exceptions/comments box by the appropriate specification.

Three-hundred (300) units of Toter Model 79296 Garbage Carts or Equivalent.

GENERAL SPECIFICATIONS:	Meets Specifications		Exceptions/Comments
	YES	NO	
96-gallon capacity			
Compatible for automated and semi-automated lifters			
10-inch Sunburst wheels			
Lid color – black			
Body color – gray			
Hot stamp on both sides of body with County emblem			
Serial number located on front body			
Rugged rim design with bottom wear strip			
Up to 50% recycled content			
12-year warranty on cart body; 10-year warranty on all other components			

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II. GENERAL INFORMATION:

Project Administrator:

The County Finance Department is the sole point of contact for this procurement. All communication between prospective bidders and the County upon receipt of this ITB shall be in email form to the County Finance Department as follows:

Johnna Harrell
511 West Second North Street
Morristown, TN 37814
Telephone: 423-586-1931
Email: Johnna.harrell@co.hamblen.tn.us

Any other communication will be considered unofficial and non-binding on the County. Communication directed to parties other than the County Finance Department may result in disqualification of the prospective proposer.

ITB Questions and Answers:

Questions regarding this ITB will be accepted via email to the Project Administrator until 2:00p.m. Friday, January 22, 2021. Questions submitted by telephone call will not be answered. Questions submitted after this deadline will not be answered.

Questions *and* Answers will be posted to the Hamblen County Government website, www.hamblencountyttn.gov, under the Bids & Proposals Tab no later than 4:00p.m., Monday, January 25, 2021.

Proprietary Information and Public Disclosure:

Materials submitted in response to this competitive procurement shall become the property of Hamblen County. All bids submitted will remain sealed until the deadline for submission of bids has expired. Once a bid is submitted to Hamblen County Government and is opened, it constitutes a public record and is subject to the open records request pursuant to the Tennessee Open Records Act.

Cost of Bid Submission:

The County will not be liable for any costs incurred by any respondent in preparation of a response to this ITB, in conducting of a presentation, or any other activities related to responding to this ITB.

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Revisions to the ITB:

In the event it becomes necessary to revise any part of this ITB, addenda will be produced in writing and submitted to all prospective respondents known to the County and will be listed on the Hamblen County website, www.hamblencountyttn.gov, under the Bids and Proposals Tab.

The County reserves the right to cancel or to reissue this ITB in whole or in part prior to the execution of a contract.

Contract Terms:

All items in this ITB must be included with the bid submission. Award of this bid and issuance of a purchase order constitutes a legal binding agreement between the successful bidder and the County. All contracts and/or purchase orders between parties as a result of this ITB shall be governed by and enforced in accordance with the laws of the State of Tennessee. In the event a dispute arises, the venue shall be in Hamblen County, Tennessee. The County shall require the person with authority to bind the company to sign all agreement(s) with the County.

Contract Termination:

The County reserves the right to cancel the contract at any time for breach of contractual obligations without penalty or recourse by giving the contracted firm a written notice of such termination of at least thirty (30) calendar days prior to said cancellation. Prior to issuing such a notice, the County will, if appropriate, provide the contracted firm with an opportunity to cure the breach within a reasonable period of time. Should the County exercise its right to terminate the contract for such reasons, the termination shall become effective on the date as specified in the notice of termination sent to the contracted firm. The contracted firm shall be entitled to receive just and equitable compensation for the work provided pursuant to the contract prior to the effective date of cancellation.

No Obligation Contract:

The County reserves the right to accept or reject any or all bid submissions at its sole discretion without penalty and to not issue a contract and/or purchase order as a result of this ITB. The County also has the right to waive any formal defects in submissions when deemed in the best interest of the County. Further, the County reserves the right to negotiate with any respondent concerning matters which the County determines require clarification or changes not in conformity with the specific requirements set forth herein.

Right To Withdraw:

Respondents have the right to request a withdrawal of their proposals from consideration due to error by giving notice at any time before and not later than two (2) days after submissions are publicly opened.

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Commitment of Funds:

The Hamblen County Legislative Body are the only individuals who may legally commit the County to the expenditures of funds for a contract and/or purchase order resulting from this ITB. No chargeable cost may be incurred by the County prior to the issuance of a purchase order. Obligations for purchases that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.

Invoice Requirements:

The County will pay one (1) invoice for the full purchase order amount. The payment will be made within fifteen (15) days after the product has been delivered.

The successful firm will submit an invoice to the County Finance Department for the purchase order amount. The invoice will include the following:

1. Purchase order number assigned by the County;
2. A description of the product delivered; and
3. The date(s) the product was delivered.

III. SUBMISSION REQUIREMENTS:

Respondents are required to submit one (1) complete bid packet either electronically or delivered in a sealed envelope based on the instructions below. Bids, whether mailed, hand-delivered or electronically submitted, must arrive no later than 3:00p.m. Eastern Standard Time on Thursday, January 28, 2021.

Instructions for Submitting Hard Copies of Bids:

Envelopes **must** arrive **sealed** and clearly **marked** with **GARBAGE CARTS FOR HAMBLLEN COUNTY HIGHWAY DEPARTMENT ITB #2021-04, JANUARY 28, 2021 @ 3:00P.M.** on the outside of the envelope to the Hamblen County Mayor's Office, 511 West Second North Street, Morristown, TN 37814, Attention: Johnna Harrell.

Instructions for Submitting Bids Electronically:

Respondents may submit one (1) complete bid packet electronically through WeTransfer, an internet-based document delivery service, to Johnna.harrell@co.hamblen.tn.us. The subject line **must** have the following information, **GARBAGE CARTS FOR HAMBLLEN COUNTY HIGHWAY DEPARTMENT ITB #2021-04, JANUARY 28, 2021 @ 3:00P.M.**

Please note: WeTransfer submissions are only available for download by the County for seven (7) days after submission. Bids should not be submitted before January 22, 2021 because they cannot be accessed by the County for any reason prior to 3:00p.m., Thursday, January 28, 2021.

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Respondents assume the risk for the method of delivery chosen. The County assumes no responsibility for delays caused by any delivery service whether in-person or electronically. Late proposals will **not** be accepted.

Submission Content:

All items listed below **must** be included in your submission.

1. Bid Proposal Form (included in this bid document)
2. Copy of W-9
3. Exceptions Form (included in this bid document)
4. Anti-Collusion Statement (included in this bid document)
5. Certificate of Compliance with Iran Divestment Act (included in this bid document)

Bid Proposal Form:

The respondent must complete the bid proposal form on page 9 of this document. This includes the respondent's contact information and proposed cost for the product specifications listed in this document.

Exceptions Form:

The exceptions form listed on page 10 of this document give options of "**NO EXCEPTIONS TAKEN**" or "**BIDDER TAKES EXCEPTIONS**". One of these should be selected and submitted with the sealed bid.

BIDDER TAKES EXCEPTIONS: If a bidder **has** exceptions to the product specifications, they must note it on the exceptions form on page 10 of this document. The specific exception must also be listed in the exceptions/comments box next to the appropriate product specification located on page 3 of this document.

NO EXCEPTIONS TAKEN: If the bidder **has no** exceptions to the product specifications listed in this document, they should indicate so by selecting, "NO EXCEPTIONS ARE TAKEN" on the exceptions form on page 10 of this document.

Anti-Collusion Statement:

The respondent certifies by signing the anti-collusion statement on page 11 of this ITB that this proposal is made without prior understanding, agreement, or accord with any other person submitting proposals for the same service and that this submission is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce.

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Iran Divestment Act:

The respondent must certify on page 12 of this ITB that neither they nor any of their successors, parent companies, subsidiaries or companies under common ownership or control certifies, under penalty of perjury, that to the best of their knowledge and belief that they are not on the list created pursuant to Tennessee Code Annotated § 12-12-106.

Signatures:

The Exceptions Form, Anti-Collusion Statement, Certification of Compliance with the Iran Divestment Act, and all ITB Amendments must be signed and dated by a person authorized to legally bind the respondent to a contractual relationship.

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IV. FORMS:

a) BID PROPOSAL:

Information of company or individual with whom the contract would be written	
Company Legal Name:	
Address:	
Primary Point-of-Contact:	
Primary Point-of-Contact Email Address:	
Phone:	
Proposed Cost of Garbage Carts 300 quantity:	\$
Delivery Cost (if not included in product cost):	\$
Delivery Time (in days)	Days

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b) EXCEPTIONS FORM

Bidder MUST sign the appropriate statement below, as applicable.

☐

Bidder understands and agrees to all terms, conditions, requirements and specifications stated herein.
NO EXCEPTIONS ARE TAKEN.

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	

☐

Bidder takes exception to the following terms, conditions, requirements and specifications stated herein.

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	
EXCEPTIONS SHOULD BE LISTED IN THE EXCEPTIONS/COMMENTS BOX NEXT TO THE APPROPRIATE PRODUCT SPECIFICATION LOCATED ON PAGE 3 IN THIS DOCUMENT.	

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c) ANTI-COLLUSION STATEMENT

By signing this form the respondent agrees that he/she has not divulged to, discussed, or compared his/her submission with other respondents and has not colluded with any other respondent whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of service. Any such violation will result in any contract related to this ITB being null and void and could constitute a felony and result in a fine, imprisonment and civil damages.

The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this ITB, and is authorized to enter into a contract with Hamblen County Government. This form must be signed personally by the respondent or the respondent's authorized agent. All signatures must be original.

Signature

Title

Printed Name

Date

By signing this form, the respondent signifies understanding and agreement with Hamblen County Government's Terms and Conditions.

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d) CERTIFICATION OF COMPLIANCE WITH IRAN DIVESTMENT ACT
Tenn. Code Ann. § 12-12-101 et seq.

Comes _____, for and on behalf of
(Printed name of Principal Officer of Company)

_____, (the “Company”) and, after being duly
authorized by the Company so to do, makes oath that:

By submission of these qualifications, each respondent certifies, and in the case of a joint
submission each party certifies, under penalty of perjury, that to the best of their knowledge
and belief that each respondent is not on the list created pursuant to the Iran Divestment Act,
Tenn. Code Ann. § 12-12-106.

Signature

Title

Date

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V. RFP SUBMISSION CHECKLIST:

- ☐ Bid packet is labeled on the outside of the envelope or in the subject line, if electronically delivered, '**GARBAGE CARTS FOR THE HAMBLÉN COUNTY HIGHWAY DEPARTMENT ITB #2021-04– JANUARY 28, 2021 @ 3p.m.,** as instructed on pages 6 & 7 Section III of this document.
- ☐ Complete ORIGINAL signed and initialed ITB packet
- ☐ Bid Proposal Form completed (page 9 Section IV.a. of this document)
- ☐ Copy of W-9
- ☐ Exceptions Form completed and signed (page 10 Section IV.b. of this document)
- ☐ Anti-Collusion Statement Signed (page 11 Section IV.c. of this document)
- ☐ Certification of Compliance with Iran Divestment Act completed and signed (page 12 Section IV.d. of this document)