

**HAMBLEN COUNTY GOVERNMENT
Invitation to Bid – Fence Expansion**

INVITATION TO BID (ITB)

Office of the Hamblen County Highway Dept.
3373 Herbert Harville Dr.
Morristown, TN 37813

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

Date Issued:	April 19, 2022
ITB Title:	Hamblen County Highway Dept. Fence Expansion
ITB Question Deadline:	Monday, May 2, 2022 @ 2:00 p.m. <i>All correspondence and communication must be via email (sharon.elkins@co.hamblen.tn.us) to the designated Hamblen County Highway Department point of contact listed on page 4. 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:	Wednesday, May 4, 2022 @ 4:00p.m.
Bid Submission Deadline Date & Time:	Monday, May 9, 2022 @ 10:00 a.m. <i>If the Hamblen County Highway Department 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>
Bid Submission Opening Location:	Monday, May 9, 2022 at 10:00 a.m. Hamblen County Highway Department 3373 Herbert Harville Drive Morristown, TN 37814
Contract Award:	Thursday, May 12, 2022

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INTRODUCTION:

Hamblen County Highway Department (hereafter referred to as “County”) is soliciting sealed, competitive bids from licensed contractors for installation of additional fencing. The successful firm will be responsible for installing the additional fencing at 3373 Herbert Harville Drive, Morristown, TN 37813.

The successful bidder should possess the following:

- A. Adequate personnel and equipment to do the work safely, properly and expeditiously.
- B. Suitable financial base to meet the obligations incidental to the work.
- C. Appropriate experience.
- D. Business License
- E. Liability insurance.

The County’s selection process will be based on qualifications, experience with similar projects, current workload and competitiveness of proposed fees.

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I. SCOPE OF SERVICES:

The Hamblen County Highway Department will be expanding the working/storage area for all Department vehicles and equipment by connecting to the existing fencing and contracting the erection of approximately 600 feet of new fencing to accommodate a larger working/storage area. The new fencing will have the same specifications as the existing fencing and will include raising the doors at the entrance gate to prevent contact with the ground as well as fortifying the doors to be more strong and secure. The Hamblen County Highway Department will be responsible for clearing the area where the fence is to be erected for convenient installation.

Site Visit:

The County will not be requiring an on-site visit. However, a site visit is encouraged before submitting a bid on the project. Please call 423-586-3273 for an appointment to visit the site. Site visits are meant to help interested bidders in preparing an accurate proposal. Site visits carry no weight in awarding this project.

II. PROJECT SPECIFICATIONS:

- Approximately Six Hundred (600) feet of Seven (7) feet high x nine (9) gauge x two (2) inch mesh chain linked
- Four (4) inch, schedule 40 terminal posts
- Two and a half (2 ½) inch, schedule 40 line posts
- One and five eights (1 5/8) inch, schedule 40 top rails with rail end cups where applicable
- Fence to be topped with three (3) strands of twelve and a half (12 ½) gauge class III barbed wire and forty-five (45) degree, two and a half (2 ½) barb arms
- The bottom of the fence incorporates nine (9) gauge tension wire
- Various three (3) inch tension and brace bands, two and a half (2 ½) brace bands, truss rods, and other hardware that may be required

Note: If the entrance gate requires materials that are different than those called for in the normal specifications, the bidder is responsible for making that determination.

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III. GENERAL INFORMATION:

Project Administrator:

The County Highway 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 Highway Department as follows:

Sharon Elkins
3373 Herbert Harville Drive
Morristown, TN 37814
Telephone: 423-586-3273
Email: sharon.elkins@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 Highway 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 2:00 p.m., Monday, May 2, 2022. Questions submitted by telephone call will not be answered. Questions submitted after this deadline will not be answered.

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 or any other activities related to responding to this ITB.

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. All addenda issued must be signed and included with the bid submission.

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

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Period of Performance:

The period of performance of any contract resulting from this ITB is tentatively scheduled to begin upon award of a contract.

Subcontract Terms:

If a subcontractor is to be used, the subcontractor section of the bid form located on page 14, Section V.a. of this document **must** be completed.

Contract Terms:

All items in this ITB must be included with the bid submission. All contracts 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.

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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 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.

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 resulting from this ITB. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract. Obligations on contracts 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 contracted amount. Payments will be made within fifteen (15) days after project is complete.

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

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

IV. SUBMISSION REQUIREMENTS:

Instructions for Submitting Bids:

Respondents are required to submit one (1) complete bid packet. Envelopes **must** arrive **sealed** with the completed Bid Envelope Cover (page 18 of this document) attached to the outside of the bid packet. Bid packets are to be delivered to the Hamblen County Highway Department, 3373 Herbert Harville Drive, Morristown, TN 37814, Attention: Sharon Elkins. Bids, whether mailed or hand-delivered must arrive no later than 10:00 a.m. Eastern Standard Time on Monday, May 9, 2022, at 10:00 a.m.

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Please note: If the Bid Envelope Cover is not complete and attached to the outside of the bid packet envelope, the bid will be deemed unresponsive and will not be considered.

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

Submission Content:

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

1. Completed Bid Envelope Cover (attached)
2. Bid Form (attached)
3. Exceptions Form (attached)
4. Anti-Collusion Statement (attached)
5. Certificate of Compliance with Iran Divestment Act (attached)
6. Copies of necessary license and certifications
7. Any addenda issued

Bid Form:

The respondent must complete the bid form on pages 10-16 of this document. This includes the respondent's contact information, license information, experience, and proposed cost. Also included is the subcontractor portion. Respondents should complete the information requested for any subcontractor to be used in this project. If there will not be a subcontractor used, then the "No Subcontractors" section should be marked.

Licensed Contractors:

All bidders must be licensed contractors as required by the Contractors Licensing Act of 1976, Tennessee Code Annotated 62-6 et.seq., enacted by the General Assembly of the State of Tennessee on March 21, 1976, as currently amended. Bidders must complete the bid envelope cover with company and licensing information on page 18 of this document and placed on the outside of the sealed envelope, otherwise the bid cannot be opened or considered.

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Insurance Requirements:

a. Certificates of Insurance

Upon award of the contract for this bid, the successful bidder **must** provide to the County certificates of the insurance requirements listed below **before** the contract is executed and duties commence. Policies must be endorsed to provide the County at least 30 days written notice of reduction, cancellation or intent not to renew coverages as listed below. If insurance is canceled, reduced, non-renewed or otherwise is not in effect to the minimum required coverage, the contracted firm **must** cease work on this project.

b. Liability Coverages

1. The chosen firm must furnish at their own expense and keep in full force during the terms of this contract the following coverages which **must** list Hamblen County Government as an additional insured:

- Insurance covering bodily injury in the minimum sum of \$1,000,000 for each occurrence
- Insurance covering property damage in the minimum sum of \$1,000,000 for each occurrence, \$2,000,000 aggregate
- Automobile liability insurance in the minimum of \$1,000,000 combined single limit for bodily injury and property damage

2. Worker's Compensation Compliance

The chosen firm must also comply with all requirements of the Workers' Compensation Law and must at their own expense, maintain such insurance including employer's liability, as will protect him from claims under said law and from any other claims for personal injuries, including death which may arise from the operations under the contract, whether operations be by himself or anyone directly or indirectly employed by him.

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Exceptions Form:

The exceptions form listed on page 15 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.

If a bidder **has** exceptions to the scope of services listed in this document, they must be listed on the exceptions form on page 15 of this document.

If the bidder **has no** exceptions to the scope of services listed in this document, they should indicate so by selecting, “NO EXCEPTIONS ARE TAKEN” on the exceptions form on page 15 of this document.

Anti-Collusion Statement:

The respondent certifies by signing the anti-collusion statement on page 16 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.

Iran Divestment Act:

The respondent must certify on page 17 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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V. FORMS:

a) BID FORM

Information of company or individual with whom the contract would be written	
Company Legal Name:	
Address:	
Phone:	
Primary Point-of-Contact Email Address:	
Tennessee License Number:	
Tennessee License Classification:	
Tennessee License Expiration Date:	
Previous Experience with Similar Projects:	

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BID FORM continued...

If any subcontractors are to be used on this project, their information must be listed below. If no subcontractors will be used indicate that below by selecting the option, “NO SUBCONTRACTORS WILL BE USED IN THIS PROJECT”.

Subcontractor Information:	
Company Legal Name:	
Address:	
Phone:	
Primary Point-of-Contact Email Address:	
Tennessee License Number:	
Tennessee License Classification:	
Tennessee License Expiration Date:	
Previous Experience with Similar Projects:	
NO SUBCONTRACTORS WILL BE USED IN THIS PROJECT:	

Total Cost Proposed:	\$ _____
<p>Cost should be based on the scope of services listed in this ITB. If cost is based on services different from what is listed in this ITB, bidder must give detail on the Exceptions Form (page 12 of this document).</p>	

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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 TO NOTE:	

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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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BID ENVELOPE COVER

Name of Project: Hamblen County Highway Department Fence Expansion

Sealed Bids To Be Delivered To: Hamblen County Mayor's Office
Attn: Sharon Elkins
3373 Herbert Harville Drive
Morristown, TN 37814

Bid Submission Deadline: Time: 10:00 a.m. Date: Monday, May 9, 2022

COMPLETE ALL BLANKS

Bidder Name:

Street Address:

City/State/Zip Code:

TN License Number:

License Classification
(applicable to this project):

License Expiration Date:

Subcontractor Name
(if applicable):

TN License Number:

License Classification
(applicable to this project):

License Expiration Date:

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VI. ITB SUBMISSION CHECKLIST:

- Completed Bid packet (with Bid Envelope Cover on the outside) due **May 9, 2022 @ 10:00 a.m.** Complete ORIGINAL signed and initialed ITB packet
- Bid Form completed (pages 10-16 Section V.a. of this document)
- Exceptions Form completed and signed (page 12 Section V.b. of this document)
- Anti-Collusion Statement Signed (page 13 Section V.c. of this document)
- Certification of Compliance with Iran Divestment Act completed and signed (page 14 Section V.d. of this document)
- Completed Bid Envelope Cover (page 15 Section V.e. of this document) placed on the outside of the bid packet envelope
- Copies of Necessary License & Certifications
- Signed Addenda (if applicable)