

HAMBLLEN COUNTY GOVERNMENT
Invitation to Bid – 2022 Public Official Bond (2022-18)

INVITATION TO BID

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

ITB TIMELINE: Times listed below are in local time.

Date Issued:	Thursday, June 16, 2022
ITB Title:	2022 Public Official Bond (2022-18)
ITB Question Deadline:	Thursday, June 23, 2022 @ 2:00p.m. <i>All correspondence and communication must be via email to the designated Hamblen County point of contact listed on page 3. 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, June 27, 2022 @ 4:00p.m.
Bid Submission Deadline Date & Time:	Wednesday, July 6, 2022 @ 2:00p.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>
Bid Submission Opening Location:	Hamblen County Courthouse, West Wing Conference Room, 1 st Floor, Administrative Building
Contract Award:	July 22, 2022

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INTRODUCTION:

Hamblen County (hereafter referred to as “County”) is soliciting sealed, competitive bids for a public official bond as stated in the specifications listed on page 3 of this document.

Award will be made to the lowest responsive and responsible bidder.

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I. SPECIFICATIONS:

- Corporate Surety Bond for the public official serving as the Hamblen County Trustee according to Tennessee State Statute (§8-11-101 thru 103) reference.
- 2022 Trustee Bond Calculation per §8-11-103 TCA listed below.

Corporate Surety	Revenues	Bond Amount
4% up to \$3,000,000	3,000,000	120,000
2% of excess over \$3,000,000	158,529,257	3,170,585
Corporate Surety Bond Amount		3,290,585

- Bond must be for a four (4)-year term beginning on September 1, 2022 thru August 31, 2026
- All bonds must be executed on the appropriate **bond form** which has been prescribed by the Comptroller of the Treasure and approved by the State Attorney General.
- All bonds must have the surety power-of-attorney documentation attached.

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.

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ITB Questions and Answers:

Questions regarding this ITB will be accepted via email to the Project Administrator until 2:00p.m. Thursday, June 23, 2022. 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, June 27, 2022.

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.

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 issuance of a purchase order.

Period of Performance:

Bond should be effective September 1, 2022 thru August 31, 2026.

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 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.

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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 purchase order resulting from this ITB. Obligations on purchase orders that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.

Invoice Requirements:

Invoices will be paid within fifteen (15) days after receipt.

Invoices should be submitted to the County Finance Department and include the following:

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

III. SUBMISSION REQUIREMENTS:

All items in this ITB must be included with the bid submission. Respondents are required to submit one (1) complete packet either electronically or in a sealed envelope based on the instructions below. Proposals, whether mailed, hand-delivered or electronically submitted must arrive no later than 2:00p.m. local time on Wednesday, July 6, 2022.

Instructions for Submitting Bids Electronically:

Electronic submission should be sent to Johnna.harrell@co.hamblen.tn.us via WeTransfer.com, an internet-based computer file transfer service. The message line of the WeTransfer page must state: **2022 PUBLIC OFFICIAL BOND ITB#2022-18, JULY 6, 2022 @2:00P.M.** Please note: Bids should be submitted no earlier than June 30, 2022 as the documents are only available for download for seven (7) days and we cannot access them for any reason prior to Wednesday, July 6, 2022 @ 2:00p.m.

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Instructions for Submitting Hard Copies of Bids:

Envelopes **must** arrive **sealed** and clearly **marked** with **2022 PUBLIC OFFICIAL BOND ITB#2022-18, JULY 6, 2022 @ 2:00P.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. Bids, whether mailed or hand-delivered must arrive no later than 2:00p.m. local time on Wednesday, July 6, 2022.

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 Form (attached)
2. Exceptions Form (attached)
3. Anti-Collusion Statement (attached)
4. Certificate of Compliance with Iran Divestment Act (attached)
5. Any addenda issued

Bid Form:

The respondent must complete the bid form on page 8 of this document. This includes the respondent’s contact information and proposed cost.

Exceptions Form:

The exceptions form listed on page 9 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 9 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 9 of this document.

Anti-Collusion Statement:

The respondent certifies by signing the anti-collusion statement on page 10 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 11 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 FORM

Information of company or individual with whom the contract would be written	
Company Legal Name:	
Address:	
Phone:	
Primary Point-of-Contact	
Primary Point-of-Contact Email Address:	

Public Office	State Statute Reference (T.C.A.)	Required Bond Amount	Term	Bond Start Date	Bond End Date
Trustee	8-11-101 thru 103	\$3,290,585	4 Years	9/1/2022	8/31/2026

Cost of Bond Premium for Entire Term if paid in One Payment	\$
Cost of Bond Premium for Entire Term if paid in Installments	
	Year 1 \$
	Year 2 \$
	Year 3 \$
	Year 4 \$

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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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V. ITB SUBMISSION CHECKLIST:

- Submission is labeled on the outside of the envelope or in the subject line, if electronically submitted, '2022 PUBLIC OFFICIAL BOND ITB#2022-18, JULY 6, 2022 @ 2:00p.m. as instructed on pages 5 & 6 Section III of this document
- Bid Form completed (page 8 Section IV.a. of this document)
- Exceptions Form completed and signed (page 9 Section IV.b. of this document)
- Anti-Collusion Statement Signed (page 10 Section IV.c. of this document)
- Certification of Compliance with Iran Divestment Act completed and signed (page 11 Section IV.d. of this document)
- Signed Addenda (if applicable)