

The Procurement Division of Knox County, Tennessee will receive sealed bids for the provision of **Tree Trimming and Removal Services** as specified herein. Bids must be received by **2:00 p.m. Eastern Time on September 17, 2019**. Late bids will neither be considered nor returned.

Deliver Bids To:

**Bid Number 2885
Knox County Procurement Division
Suite 100
1000 North Central Street
Knoxville, Tennessee 37917**

The Bid Envelope must show the Bid Number, Bid Name & Bid Opening Date.

SECTION I GENERAL TERMS AND CONDITIONS

1.1 ADDITIONAL INFORMATION: Knox County wants requests for additional information routed to Jay Garrison, CPPO, CPPB, at 865.215.5767. Questions may be faxed to 865.215.5778. Jay may also be reached at jay.garrison@knoxcounty.org. Information about the Knox County Procurement Division may be obtained on the internet at www.knoxcounty.org/procurement.

1.2 ACCEPTANCE: Vendors shall hold their price firm and subject to acceptance by Knox County for a period of ninety (90) business days from the date of the bid opening, unless otherwise indicated in their bid.

1.3 ALTERNATIVE BIDS: Knox County will not accept alternate bids (those not equal to specifications) unless authorized by the Invitation for Bids.

1.4 AUDIT HOTLINE: Knox County has established an Audit Hotline to report potential fraud and waste. To report potential fraud, waste or abuse, please call 1.866.858.4443 (toll-free). You can also file a report online by accessing <http://www.knoxcounty.org/hotline/index.php>.

Vendors are hereby cautioned that this Audit Hotline does not replace the Award Protest Procedures found in Section VI, Item M of the Knox County Procurement Regulations.

1.5 AWARD: Award will be made to the most responsive, responsible bidder(s) meeting specifications, who presents the product or service that is in the best interest of Knox County. Knox County reserves the right to award this bid on an item-by-item basis, an all or none basis, or by multiple award, whichever is in the best interest of the County. Knox County reserves the right to not award this bid. Award will be made in accordance with the evaluation criteria specified herein.

If a multiple award is extended, Knox County reserves the right to get quotes from each awarded vendor for projects as needed. All quotes submitted must be based on pricing submitted for this IFB. Purchase Orders would be issued based on quotes submitted.

1.6 BID DELIVERY: Knox County requires bidders, when hand delivering bids, to time and date stamp the envelope before depositing it in the bid box. The time clock in the Procurement Division shall become the official record of time. Electronic submissions are recorded electronically. Knox County shall not be responsible for technical difficulties experienced by vendors trying to register or submit their bid electronically less than twenty-four (24) hours prior to the bid opening time.

Solicitations must be in a sealed envelope/box prior to entering the Procurement Division office. Procurement Division personnel are not allowed to see the submittal nor assist in placing documents in an envelope/box. Additionally, the Procurement Division is not responsible for providing materials (e.g.: envelopes, boxes, tape) for submittals.

1.7 BUSINESS OUTREACH PROGRAM: Knox County has established a Business Outreach Program, which has the responsibility of increasing opportunity for small, minority and women owned businesses. This is being accomplished through community education programs, policy edification, active recruitment of interested businesses and process re-engineering.

Knox County is committed to ensuring full and equitable participation for all disadvantaged businesses. Knox County welcomes submittals from those disadvantaged businesses that have an interest in providing goods and/or services listed herein.

In addition, Knox County strongly encourages the inclusion of disadvantaged businesses by non-disadvantaged contractors who may wish to partner or subcontract portions of this agreement in order to accomplish the successful delivery of goods and/or services. If you are a disadvantaged business and would like additional information about our Business Outreach Program please contact:

Diane Woods, CPPB, Business Outreach Administrator
Knox County Procurement
Telephone: 865.215.5760
Fax: 865.215.5778
E-Mail: diane.woods@knoxcounty.org

Lori Holmann, Business Outreach Coordinator
Knox County Procurement
Telephone: 865.215.5757
Fax: 865.215.5778
E-mail: lori.holmann@knoxcounty.org

- 1.8 CONFLICT OF INTEREST:** Vendors must have read and complied with the "Non-Conflict of Interest" statement provided in the vendor registration process prior to the opening of this solicitation.
- 1.9 COOPERATIVE PURCHASING:** Bidders must indicate whether it is permissible for other governments in Tennessee to purchase these items or services at the same price. Freight charges can be adjusted to reflect differences in delivery costs.
- 1.10 COPIES:** Knox County **requires** that bids being submitted by hand be submitted with one (1) marked original and two (2) exact copies. If submitting electronically, no additional copies are needed.
- 1.11 DECLARATIVE STATEMENT:** Any statement or words (e.g.: must, shall, will) are declarative statements and the vendor must comply with the condition. Failure to comply with any such condition may result in their bid being non-responsive and disqualified.
- 1.12 ELECTRONIC TRANSMISSION OF BIDS:** Knox County's Procurement Division **will not** accept electronically transmitted bids through the County's On-Line Procurement System. Facsimile and E-mail submission is strictly prohibited.
- 1.13 HOW TO DO BUSINESS:** Knox County utilizes a web-based procurement software system, "Knox Procurement On-Line." The system provides our clients (vendors, County departments and the citizens of Knox County) with a more enhanced and end-user friendly means of accessing our services. The system allows for on-line vendor registration and maintenance, electronic receipt of Purchase Orders, on-line retrieval and submittal of quotes, bids and proposals for our vendor-clients and on-line requisitioning and receiving for our county departments. In order for the County to maximize its investment and minimize the cost associated with office operations we need your help. When doing business with Knox County we are urging you to please go to our website at www.knoxcounty.org/procurement, register as a vendor in our on-line procurement system, "Knox Procurement On-Line," if you have not done so and whenever possible to conduct your business with the County through this site. If you have any questions please contact the Procurement Division Representative listed in Section 1.1 of this document.
- 1.14 INCURRED COSTS:** Knox County will not be responsible for any costs incurred by the bidder in the preparation of their bid.
- 1.15 MULTIPLE BIDS:** Knox County will consider multiple bids that meet specifications.
- 1.16 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.
- 1.17 PAYMENT METHOD:** Knox County utilizes two (2) methods of placing orders for products. The first is the use of Purchase Orders. These Purchase Orders will be issued from the Knox County Procurement Division via the method selected by the Vendor during registration. The Purchase Order will detail the quantity, specific item(s) and the contracted price for each item.

The second method is the use of the Knox County Credit Card (VISA). Orders placed on the credit card will list the same information as the Purchase Order. Vendors will be given the card information and approval to process the transaction for the requesting department. Vendors must indicate in their bid response if the Vendor will accept the Knox County Credit Card (VISA) as form of payment. Bidders are prohibited to charge Knox County any type of merchant fee from their financial institution to accept this type of payment.

- 1.18 PROCESSING TIME FOR PAYMENT:** Vendors are advised that a minimum of thirty (30) days is required to process invoices for payment when the invoicing instructions herein are followed.
- 1.19 PROOF OF FINANCIAL AND BUSINESS CAPABILITY:** Bidders must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. Knox County will make the final determination as to the bidders' ability.
- 1.20 RECYCLING:** Knox County, in its continuing efforts to lessen the amount of landfill waste and to further recycling efforts, requests that bids be sent electronically. Bids being submitted on paper shall:
- 1.20.1** Be submitted on recycled paper;
 - 1.20.2** Not include pages of unnecessary advertising;
 - 1.20.3** Be made on both sides of each sheet of paper.
- 1.21 RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS:** It is the responsibility of the prospective bidder to review the entire Invitation for Bids (IFB) packet and to notify the Procurement Division if the specifications are formulated in a manner that would unnecessarily restrict competition.
- Any such protest or question regarding the specifications or bid procedures must be received in the Procurement Division no later than **4:30 p.m. Eastern Time on September 09, 2019**. These requirements also apply to specifications that are ambiguous.
- 1.22 SIGNING OF BIDS:** In order to be considered all bids must be signed. Please sign the original in blue ink. By signing the bid document, the bidder acknowledges and accepts the terms and conditions stated in the document and will legally bind the vendor to the County's request for goods and/or services.
- 1.23 TAXES:** Knox County purchases are not subject to taxation. Tax exemption certificates will be provided upon request.
- 1.24 TERM BID AGREEMENTS:** If this bid results in a term bid Contract with the vendor, Knox County must receive all general price decreases that other similar customers receive.
- 1.25 TITLE VI OF THE CIVIL RIGHTS ACT:** "Nondiscrimination in Federally Assisted Programs" - "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." 42 U.S.C. section 2000d. It is the policy of Knox County Government that all its services and activities be administered in conformance with the requirements of Title VI.
- 1.26 USE OF BID FORMS:** Vendors must complete the bid forms contained in the bid package. Failure to complete the bid forms may result in rejection of their bid.
- 1.27 VENDOR DEFAULT:** Knox 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. Should vendor default be due to a failure to perform or because of a request for a price increase, Knox County reserves the right to remove the vendor from the County's bidder's list for twenty-four (24) months.
- 1.28 VENDOR REGISTRATION:** Prior to the opening of this bid, **ALL BIDDERS** must be registered with the Procurement Division. A vendor application may be submitted online at www.knoxcounty.org/procurement. Select the On-Line Vendor Registration link and complete the forms. Vendors must be registered with the Procurement Division **prior** to submitting their bid.
- 1.29 WAIVING OF INFORMALITIES:** Knox County reserves the right to waive minor informalities or technicalities when it is in the best interest of Knox County.

SECTION II OBLIGATIONS, RIGHTS AND REMEDIES

These terms and conditions shall be part of the Contract. Knox County reserves the right to negotiate other terms and conditions it deems appropriate and necessary under the circumstances to protect the public's trust.

- 2.1 ALTERATIONS OR AMENDMENTS:** No alterations, amendments, changes, modifications or additions to this Contract shall be binding on Knox County without the prior written approval of the County.

- 2.2 APPROPRIATION:** In the event no funds are appropriated by Knox County for the goods or services in any fiscal year or insufficient funds exist to purchase the goods or services, then the 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.
- 2.3 ASSIGNMENT:** Contractor shall not assign or sub-contract this agreement, its obligations or rights hereunder to any party, company, partnership, incorporation or person without the prior written specific consent of Knox County.
- 2.4 BOOKS AND RECORDS:** Contractor shall maintain all books, documents, accounting records and other evidence pertaining to the goods and services provided under this Contract and make such materials available at its offices at all reasonable times during the contract period and for three (3) years from the date of the final payment under this agreement for inspection by County or by any other governmental entity or agency participating in the funding of this agreement, or any authorized agents thereof; copies of said records to be furnished if requested. Such records shall include those books, documents and accounting records that represent the Contractor's costs of manufacturing, acquiring or delivering the products and services governed by this agreement.
- 2.5 CHILD LABOR:** Contractor agrees that no products or services will be provided or performed under this Contract which have been manufactured or assembled by child labor.
- 2.6 COMPLIANCE WITH ALL LAWS:** Contractor is assumed to be familiar with and agrees to observe and comply with all federal, state, and local laws, statutes, ordinances, and regulations in any manner affecting the provision of goods and/or services, and all instructions and prohibitive orders issued regarding this work and shall obtain all necessary permits.
- 2.7 CRIMINAL HISTORY CHECK:** Any and all contractors, sub-contractors, successful vendors, vendor employees and school employees agree to comply with Tennessee Code Annotated Section 49-5-413. Tennessee Code Annotated Section 49-5-413 requires that all parties providing services at Knox County Schools must submit to a criminal history records check at their expense. The criminal history check is to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the party to have contact with students or enter school grounds when students are present. Vendors are to submit the Affidavit of Compliance (ATTACHMENT D) with their bid.
- 2.8 DEFAULT:** If Contractor fails to perform or comply with any provision of this Contract or the terms or conditions of any documents referenced and made a part hereof, Knox County may terminate this Contract, in whole or in part, and may consider such failure or noncompliance a breach of Contract. Knox County expressly retains all its rights and remedies provided by law in case of such breach, and no action by Knox County shall constitute a waiver of any such rights or remedies. In the event of termination for default, Knox County reserves the right to purchase its requirements elsewhere, with or without competitive bidding.
- 2.9 GOVERNING LAW:** This Contract shall be governed by the laws of the State of Tennessee, and all obligations of the parties are performable in Knox County, Tennessee. The Chancery Court and/or the Circuit Court of Knox County, Tennessee, shall have exclusive and concurrent jurisdiction of any disputes which arise hereunder.
- 2.10 INCORPORATION:** All specifications, drawings, technical information, Invitation for Bids, Bid, Award and similar items referred to or attached or which are the basis for this Contract are deemed incorporated by reference as if set out fully herein.
- 2.11 INDEMNIFICATION/HOLD HARMLESS:** Contractor shall indemnify, defend, save and hold harmless Knox County, 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 Contractor, its subcontractors, suppliers, agents, or employees or due to any negligent act or occurrence or any omission or commission of Contractor, its subcontractors, suppliers, agents or employees.
- 2.12 INDEPENDENT CONTRACTOR:** Contractor shall acknowledge that it and its employees serve as independent contractors and that Knox County shall not be responsible for any payment, insurance or incurred liability.
- 2.13 INSPECTION AND ACCEPTANCE:** Warranty periods shall not commence until Knox County inspects and formally accepts the goods and/or services. The terms, conditions and timing of acceptance shall be determined by Knox County. Knox County reserves the right to reject any or all items or services not in conformance with applicable specifications, and Contractor assumes the costs associated with such nonconformance. Acceptance of goods or services does not constitute a waiver of latent or hidden defects or defects not readily detectable by a reasonable person under the circumstances.

- 2.14 IRAN DIVESTMENT ACT:** By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.
- 2.15 LIMITATIONS OF LIABILITY:** In no event shall Knox County be liable for any indirect, incidental, consequential, special or exemplary damages or lost profits, even if Knox County has been advised of the possibility of such damages.
- 2.16 NON-DISCRIMINATION AND NON-CONFLICT STATEMENT:** Contractor agrees that no person on the grounds of handicap, age, race, color, religion, sex or national origin shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement or in the employment practices of Vendor. Contractor shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination. Contractor covenants that it complies with the Fair Wage and Hour Laws, the National Labor Relations Act, and other federal and state employment laws as applicable. Contractor covenants that it does not engage in any illegal employment practices.
- Contractor covenants that it has no public or private interest and shall not acquire directly or indirectly any interest, which would conflict in any manner with the provision of its goods or performance of its services. Contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of Knox County as wages, compensation, or gifts in exchange for acting as officer, agent, employee, sub-contractor or consultant to Contractor in connection with any goods provided or work contemplated or performed relative to the agreement.
- 2.17 ORDER OF PRECEDENCE:** In the event of inconsistent or conflicting provisions of this Contract and referenced documents, the following descending order of precedence shall prevail: (1) Contract, (2) Invitation for Bids, (3) Bid, (4) Award, (5) Special Terms and Conditions, (6) General Terms and Conditions, (7) Specifications, (8) Drawings.
- 2.18 REMEDIES:** Knox County shall have all rights and remedies afforded under the U.C.C. and Tennessee law in Contract and in tort, including but not limited to rejection of goods, rescission, right of set-off, refund, incidental, consequential and compensatory damages and reasonable attorney's fees.
- 2.19 RIGHT TO INSPECT:** Knox County reserves the right to make periodic inspections of the manner and means the service is performed or the goods are supplied.
- 2.20 SEVERABILITY:** If any provision of this Contract is declared illegal, void or unenforceable, the remaining provisions shall not be affected but shall remain in force and in effect.
- 2.21 TAX COMPLIANCE:** Pursuant to Resolution R-07-1-903 passed by the Commission of Knox County, Tennessee, Contractor hereby acknowledges, by submission of its bid and signature that it is current in its respective Federal, State, County, and City taxes of whatever kind or nature and is not delinquent in any way. Delinquent status must be disclosed or risk debarment by the Knox County Procurement Division.
- 2.22 TERMINATION:** County may terminate this agreement with or without cause at anytime. In the event of termination by either party, fees due for services satisfactorily performed or goods accepted prior to the termination date shall be paid.
- 2.23 WARRANTY:** Contractor warrants to Knox County that all items delivered and all services rendered shall conform to the specifications, drawings, bid and/or other descriptions furnished and/or incorporated by reference, and will be fit for the particular purpose purchased, of merchantable quality, good workmanship, and free from defects. Contractor extends to Knox County all warranties allowed under the U.C.C.

Contractor shall provide copies of warranties to the County. Return of merchandise not meeting warranties shall be at contractor's expense.

SECTION III SPECIAL TERMS AND CONDITIONS

- 3.1 INTENT:** The intent of this solicitation is to obtain a Contractor(s) to augment the efforts of Knox County with Tree Trimming and Removal Services as desired by Knox County Government, Knox County Schools, Knox County Parks & Recreation and the Public Building Authority ("Knox County"). Knox County intends to make a Best Value Award. Best Value means more than low bid. It includes the initial cost and service quality, which includes previous work history and performance on similar roadway improvements.

- 3.2** **ACCEPTANCE:** Bidders are advised that the payment of an invoice does not necessarily constitute as an acceptance of services that are provided. Acceptance requires a specific written action by Knox County so stating.
- 3.3** **ACCOUNT SET-UP:** The successful Vendor(s) **will be required** to set up separate accounts for Knox County Engineering and Public Works, Knox County Schools, Knox County Parks and Recreation, the Public Building Authority and any other departments that may use this Term Contract. Upon award of the Contract, a list of all departments with the associated agency will be provided to the successful Vendor(s). The successful Contractor(s) will be required to invoice, as well as post payment, to the proper agency.
- Invoicing and account information is as follows:
- 3.3.1** Invoices for Knox County Government:
Knox County Engineering and Public Works
Attn: Accounts Payable
205 West Baxter Avenue
Knoxville, TN 37917
- 3.3.2** Invoices for Knox County Schools:
Knox County Schools Maintenance & Operations
Attn: Purchasing Supervisor
900 East Fifth Avenue
Knoxville, TN 37917
- 3.3.3** Invoices for Knox County Parks and Recreation:
Knox County Parks and Recreation
ATTN: Accounts Payable
2447 Sutherland Avenue
Knoxville, TN 37919
- 3.3.4** Invoices for the Public Building Authority:
Public Building Authority
ATTN: Finance Department
912 S. Gay Street, Suite 710
Knoxville, TN 37902
- 3.4** **ADDITIONS/DELETIONS OF GOODS/SERVICES:** Knox County reserves the right to add goods and/or services to this term bid or delete goods and/or services that Knox County deems necessary. Any additions/deletions must be approved in writing by Knox County Procurement prior to any changes in service.
- 3.5** **AGENCY CONTACTS:** Contractor(s) will be given a list of key personnel directly associated with the service to be performed for contact information. Only the Knox County Procurement Division will have the authority to make changes during the term of this agreement and in compliance with the resulting contract.
- 3.6** **AWARD STATUS:** Knox County intends to issue a one (1) year award. Upon the mutual agreement of each vendor and Knox County, the award may be extended for four (4) additional years, one (1) year at a time. This may result in a total of five (5) years. Knox County reserves the right to purchase these items/services from other sources if the need arises. Knox County reserves the right to revoke the award if a pattern of unavailability arises with the vendor. Should Knox County desire not to renew, no reason needs to be given.
- 3.7** **BACKGROUND CHECKS:** A Knox County Sheriff's Office background check may be a requirement for all employees of the Contractor's staff providing services to certain information-sensitive departments (e.g. Knox County Sheriff's Office and Knox County Schools). Certain felony convictions will prohibit individuals from servicing these departments. All costs associated with background checks will be the responsibility of Knox County.
- 3.8** **BIDDER OBLIGATION:** Each bidder shall become fully acquainted with conditions relating to the scope and restrictions attending the execution of the work under this IFB. The failure or omission of a bidder to become acquainted with existing conditions shall no way relieve the bidder of any obligations with respect to this IFB or to the Contract.
- 3.9** **BID ENVELOPE COVER:** The bid envelope cover sheet **must** be completed and attached to the outside of your bid. **Failure to do so will result in the rejection of your bid.**

- 3.10 BID EVALUATION:** In evaluating the bids, Knox County reserves the right to use any or all of the ideas from the bids submitted without limitation and to accept any part or all of the successful bid in selecting an operation which is judged to be in the best interest of the Knox County. All material submitted becomes the property of Knox County.
- 3.11 BONDING COMPANIES:** Contractors are advised that the successful bidder(s) may be required to provide appropriate Performance and Payment Bonds to ensure Contractor's performance. All bonding companies must be listed In the Federal Register, Department of the Treasury Fiscal Service, Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies. Notice: The ratings that the bonding company holds must be acceptable to Knox County.
- 3.12 CERTIFICATION:** Contractor's equipment operators shall be certified in the proper operation of the equipment they will use under this Term Contract (e.g. CDL license). Certifications of technicians **shall be included** in the bid package. It shall be the awarded vendor's responsibility to maintain current certifications with Knox County Procurement for the duration of the Contract.
- 3.13 CHANGES AFTER AWARD:** It is possible after award that Knox County may change its needs or requirements. Knox County reserves the right to make such changes after consultation with the Contractor(s). Should additional costs arise, Knox County reserves the right to consider accepting these charges provided the Contractor(s) can document the increased costs. Knox County also reserves the right to accept proposed service changes from the Contractor(s) if they will lower the cost to Knox County and/or provide improved service.
- 3.14 COMMUNICATIONS:** The successful execution of this Contract will require extensive communication between all parties involved. While information may be transmitted via telephone, it should always be followed up with a fax transmission or Email. It is essential that the Contractor have an efficient and properly working fax machine as well as Email capabilities. The Contractor will be required to submit a list of individuals, along with direct phone number, cell phone numbers, fax numbers and Email addresses to the agency contracts. These individuals must be familiar with the Knox County Contract and have the authority to make adjustments as requested by Knox County.
- 3.15 COMPLIANCE WITH ALL APPLICABLE REGULATIONS:** Vendor agrees and covenants that the company, its agents and employees will comply with all City, County, State and Federal codes, laws, rules and regulations applicable to the business to be conducted under this Contract. If the Vendor performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, the Vendor shall bear all costs arising from them.
- 3.16 CONSTRUCTION PROJECTS:** Any construction undertaking, for which the total cost of the project is Twenty-Five Thousand Dollars (\$25,000) or more, is subject to the "Contractors Licensing Act of 1994." In accordance with the Act, no solicitation will be opened unless the outside of the sealed envelope containing the solicitation provides the following information: the Contractor's license number, the date of the license's expiration, and a dollar quotation of that part of his classification applying to the solicitation. In addition, each HVAC, plumbing, and electrical classification applying to the solicitation if the value of the work is Twenty-Five Thousand Dollars (\$25,000) or greater, must be annotated. If the value of the subcontractor's work is less than Twenty-Five Thousand Dollars (\$25,000), the solicitation envelope is to be annotated with the phrase "Subcontractor's Bid is less than \$25,000" after each appropriate heading. In the case of joint ventures, this information must be provided by each party submitting the solicitation. If no subcontractors are being used, the outside of the envelope must state, "No subcontractors are being used on this project." **All solicitations must be submitted in one envelope. Bidder must use the Bid Envelope Cover Sheet provided with the Invitation for Bids.**
- 3.17 CONTACT PERSONNEL:** It shall be essential to the success of this Contract to develop a good working relationship with the Contractor(s). It is imperative that the Knox County account be handled efficiently and professionally. Knox County should be assigned no more than two (2) Contractor contacts to handle billing inquiries and service related issues. In the event one (1) or both contacts leave the Knox County account, the Contractor shall formally introduce the new contacts to County personnel. These contacts must be knowledgeable of the County's account to avoid any interruption of service.
- 3.18 CONTRACT EXECUTION:** The award of this bid may result in a Contract between Knox County and the successful Contractor(s). The Contract must be voted on by the Knox County Commission and receive a majority vote. The successful Contractor(s) may be required to be present at the full Commission Meeting to answer questions relating to the service(s) performed. Adequate notification will be given by Knox County Procurement Division if the Contractor(s) will need to attend this meeting. There shall be no cost to Knox County for attendance at this meeting.

The Knox County Procurement Division will draft the Contract. The Knox County Procurement Division **will not** accept any Contractor's Contract. If these types of Master Agreements, Service Agreements, Terms of Agreements or other submitted Contract agreements are submitted, they **will** be rejected.

- 3.19 CONTRACTOR'S DUTIES:** All work performed under this Contract shall be performed in accordance with all provisions of these specifications or plans and must be approved in writing by the County. The Contractor shall be presumed to have made a reasonable inspection of the premises prior to the time of bidding and shall be held responsible for all information available through such inspections.

The Contractor shall immediately upon discovery, bring to the attention of the County any conflicts that may occur among the various provisions of the specifications and plans. The County shall resolve such conflicts and shall be responsible for any costs reasonably incurred by the Contractor due to such conflict. Failure of the Contractor to bring conflicts or exceptions to the attention of the County shall allow the County to require any changes deemed necessary before acceptance by the County.

- 3.20 DESTINATION AND DELIVERY:** Bidders must include all destination and delivery charges in their price. **There will be no extra hidden charges.** Delivery must be "free on board" to the County department.

- 3.21 DRUG-FREE WORKPLACE:** If the Contractor has five (5) or more employees receiving pay, the Contractor shall have a drug-free workplace program that complies with Title 50, Chapter 9 of the Tennessee Code Annotated, and **must** provide the Affidavit (Attachment C) required by Public Acts, 2000, Chapter 918.

- 3.22 EMERGENCY RESPONSE:** Knox County typically plans for tree removal and pruning throughout the year. However, certain instances such as spring and summer storms can disrupt County operations and put strains on personnel when these instances are widespread. Knox County is requesting that bidders bid an emergency rate of service if and when needed. This emergency response shall require the Contractor to be on-site within two (2) hours after receiving notification from the County. The County will notify the Contractor of the street address, cross-street if available and what the problem is. The Contractor will be required to submit a list of emergency contacts and phone numbers.

- 3.23 EQUIPMENT/CAPABILITIES/PERSONNEL:** Bidders will be required to list and provide specifications for all the equipment, assets and personnel they utilize in providing Tree Trimming and Removal Services. The list shall include, but not be limited to, the number of trucks and a description of unique equipment (e.g.: bucket lifts) including age and condition of equipment, number of employees available to perform Tree Trimming and Removal Services, and number of years in business. Certifications for personnel shall be included in the bid package, if applicable. Equipment information shall be submitted on Attachment B of this IFB.

- 3.24 EQUIPMENT REQUIREMENTS:** Prior to each specific project beginning, Knox County and the Contractor shall agree upon the appropriate equipment needed for the project.

- 3.25 EVALUATION CRITERIA:** This bid will be evaluated using the following criteria:

Price	60 Points
Resources	30 Points
References	10 Points

Knox County reserves the right to ascertain whether or not the bid prices submitted are realistic and within the competitive range for these products and this type of service.

- 3.26 EVALUATION REVIEW:** Knox County reserves the right to use all pertinent information that might affect the County's judgment as to the appropriateness of an award to the best evaluated bidder. This information may be appended to the bid evaluation process results. Information on a service provider from reliable sources, and not within the service provider's bid, may also be noted and made part of the evaluation file. Knox County shall have sole responsibility for determining a reliable source. Knox County reserves the right to conduct written and/or oral discussions/interviews after the bid opening. The purpose of such discussions/interviews is to provide clarification and/or additional information to make an award that is in the best interest of Knox County.

- 3.27 EXCEPTIONS TO SPECIFICATIONS:** Bidders taking exception to any part or section of these specifications shall indicate such exceptions in their bid response. Failure to indicate any exceptions shall be interpreted as the bidder's intent to fully comply with the specifications as written. Conditional or qualified offers are subject to rejection in whole or in part. Exceptions will be negotiated for a mutual resolution.

3.28 FORCE MAJEURE: The successful Contractor(s) will not be held responsible for acts beyond the control of the parties to which a Contract is awarded. Knox County recognizes that national and/or international occurrences, unforeseen and beyond control of the vendor, may impact distribution costs. The pricing offered as a result of this bid is to be based upon known and calculated expenses; therefore should unexpected occurrences (e.g.: natural disasters, drought, war) happen as stated above, the vendor may request relief only for the duration of said occurrence.

3.29 GRATUITIES AND KICKBACKS: It shall be a breach of ethical standards for any person or company to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim, or controversy or other particular matter, pertaining to any program requirement of a contract or sub-contract or to any solicitation or proposal therefore.

It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a sub-contract or order. Breach of the provisions of this paragraph is, in addition to a breach of this Contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from being a contractor or subcontractor under Knox County contracts.

3.30 INCLEMENT WEATHER: During periods of inclement weather in Knox County, the Procurement Division will enact the following procedures in regards to solicitations and weather delays.

- If the Mayor closes the Administrative offices prior to the time set for solicitation opening of any business day, all solicitations due that same day will be moved to the next operational business day.
- Other weather issues shall be at the sole discretion of the Procurement Director.
- Knox County shall not be liable for any commercial carrier's decision regarding deliveries during inclement weather.

3.31 INSURANCE: The successful vendor must carry the insurance as indicated on the Insurance Attachment hereto. As proof the vendor's willingness to obtain and maintain the insurance, the vendor must complete, sign and have its insurance agent sign the attachment and submit it with the bid.

Upon the Notification of Intent to Award and prior to the Contract being fully executed, the successful vendor will be required to submit a Certificate of Insurance (COI) with the specified coverage and listing Knox County as additional insured; Endorsement Page(s) shall be included. It shall be the successful vendor's responsibility to keep a current COI and Endorsement Page(s) on file with Knox County Procurement as long as the Contract is in effect.

3.32 INTERPRETATION: No oral interpretation will be made to any bidder regarding the meaning of specifications. All questions are to be submitted in writing or electronically (E-mail) and will be answered in the form of an Addendum to the solicitation by the Knox County Procurement Division.

3.33 INVOICE DETAIL: Knox County is requesting invoices to show the following detail to help expedite review and payment. The Contractor(s) may be required to modify invoicing procedures to show the detail. All potential Contractor(s) are hereby cautioned that Knox County will only pay from original invoices and not facsimiles or copies. Invoices which do not adhere to these details may be returned to the Contractor for correction.

Contractors are to submit a sample copy of their invoice with their bid submittal for review during evaluation of this IFB; account information may be deleted.

3.33.1 Each invoice must show the amount due to the Contractor by Knox County.

3.33.2 All invoices shall be submitted within thirty (30) days of work being performed.

3.33.3 Each invoice must show: location(s) where work was performed, daily work quantities by category, number of units, unit of measure, unit price as per the contract, the total amount due for that item per day, as well as any additional information as required by Knox County.

3.33.4 Invoices are to be original and uniquely pre-numbered.

3.33.5 Submit original invoice and one (1) exact copy.

3.33.6 Invoices that do not show this information are subject to rejection.

- 3.34 INVOICE REVIEW:** Knox County shall review all invoices for adherence to the terms and conditions of the Contract. Variations from the Contract and Contract pricing are strictly prohibited. Any variations found on the invoice will result in the rejection of those invoices. Rejected invoices will be returned to the Contractor(s) for correction. If a discount for prompt payment is offered, the timeline does not commence until Knox County receives the invoice.
- 3.35 INVOICING PROCEDURES:** Knox County requests that invoices be easy to read and understand. Invoices are to be original and uniquely pre-numbered. Each participating agency to this Contract may require different invoicing information and procedures. This information and procedures shall be provided to the successful Contractor(s) prior to Contract execution. There shall be no additional charges for this information and procedures to be included.
- Invoices shall be sent to the "Bill To" address printed on the Purchase Order. Each department or division of Knox County is responsible for its own budget. Departments cannot charge or pay bills for another department. Therefore, it is critical that your business invoices specify the department that desire to purchase from you. Do not credit payments to any other department's account. Invoices must be submitted in triplicate and must match the corresponding Purchase Order number. There shall be no component billing.
- If a complete invoice, submitted in accordance with the guidelines stipulated herein, remains unpaid after thirty (30) days, please contact the appropriate department listed in the "Bill To" section of the Purchase Order to determine its status.
- 3.36 LIABILITY:** All collected material/products shall become the liability of the Contractor immediately upon the Contractor's handling of collected products and continuing thereafter. The Contractor must agree to indemnify, defend and hold Knox County harmless from all liability arising from the transporting, storing, recycling, reclaiming, refining or disposing of said collected products including, but not limited to, the cost of any remedial action under the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (also known as the Superfund) and comparable state law.
- 3.37 LICENSING REQUIREMENTS:** Vendors must be properly licensed, if applicable, by the State of Tennessee Licensing Board for General Contractors for the type of work requested and must submit a copy of the license with their bid. All licensing must be in accordance with Tennessee Code Annotated.
- 3.38 NEWS RELEASES BY VENDORS:** As a matter of policy, Knox County does not endorse the services of a Contractor. A Contractor will not make news releases concerning any resultant Contract from this solicitation without the prior written approval of Knox County.
- 3.39 NO CONTACT POLICY:** After the date and time that the vendor receives this solicitation, any contact initiated by any bidder with any Knox County representative, other than the Procurement Division representative listed herein, concerning this Invitation for Bids, is strictly prohibited. Any such unauthorized contact may cause the disqualification of the bidder from this procurement transaction.
- 3.40 OFFER WITHDRAWAL:** No bid can be withdrawn after it is filed unless the bidder makes a request in writing to the Knox County Procurement Division **prior** to the time set for the opening of bids or unless the County fails to accept within ninety (90) days after the date fixed for opening the Invitation for Bids.
- 3.41 ONSITE SUPERVISION REQUIREMENT:** The successful contractor shall have a crew supervisor on site at all times when work is performed. Prior to work being performed, the contractor shall notify Knox County of who the crew supervisor shall be for the upcoming work. At no time shall the County inspection staff be required to direct means and methods of Contractor's duties.
- 3.42 PERFORMANCE AND PAYMENT BOND:** The successful vendor(s) shall be required to execute a Performance and Payment Bond for the total amount of any project that exceeds \$100,000.00 prior to work commencing for that project. All bonding companies must be listed in the Federal Register, Department of the Treasury Fiscal Service, Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies. Notice: The ratings that the bonding company holds must be acceptable to Knox County. Contractors shall indicate the costs associated for the Performance and Payment Bonds as specified in Section VI.

3.43 PERSONAL PROPERTY: The successful vendor(s) shall be fully responsible for all personal property located within the area to be serviced. This shall include, but not be limited to: vehicles, mailboxes, driveway culverts, flower gardens, poles, etc. The successful vendor(s) shall make immediate notification to the Knox County inspector assigned to that project if damage occurs. The property owner shall also be notified immediately and a course of corrective action discussed and agreed upon at the earliest possible time; in no event shall the vendor(s) exceed 48 hours to notify the property owner of damage to their personal property.

3.44 POSSESSION OF WEAPONS: All vendors and their employees and their agents are prohibited from possessing any weapons on Knox County property without prior written consent from the County. In the case of a vendor whose contract requires possession of firearms or other weapons to successfully complete their contract, vendor must provide personnel who are bonded to bear said weaponry.

3.45 PRICING: The Contractor(s) warrants that the unit price stated for all items shall remain firm for a period of twelve (12) months from the first day of the Contract period. If the Contractor's price is increased after the initial year, Knox County must be given a written notice to consider. Such a request shall include as a minimum, (1) the cause for the adjustment; (2) the amount of the change requested with documentation to support the requested adjustment. Price increases will only be considered at the renewal period(s). If the price increase is rejected the vendor may:

- a. Continue with the existing prices;
- b. Request a lower price increase;
- c. Not accept the renewal offer.

If a price increase is approved by Knox County Procurement and the requesting department the approval notification will be done in writing and the Contractor(s) will be notified of the new price schedule and the effective date of the increase. This documentation will become part of the bid file. No approvals will be authorized verbally.

The following factors will prompt an automatic price increase: When a government imposes a new fee or tax, which cannot be waived for Knox County's requested services.

3.46 PUBLIC RECORDS ACT: Knox County is subject to the Tennessee Public Records Act 10-7-503 et seq. Bidders are cautioned that all documents submitted on behalf of this Invitation for Bids shall be open to the public for viewing and inspection and Knox County will comply with all legitimate requests.

3.47 QUANTITIES: Knox County does not guarantee any quantities of items to be purchased. It shall be the successful Contractor's sole responsibility to verify specific job quantities prior to beginning work for approved jobs.

3.48 REFERENCES: Vendors must submit a list of three (3) references with which you have placed this type of service within the past three (3) years. Show the name of the agency or institution, person to contact, their telephone number and the nature and size of the contract. References shall be submitted on Attachment E of this IFB. **Do not list Knox County Government or Knox County Schools as a reference.**

Each vendor is responsible for obtaining approval to submit and confirming the contact information provided for each reference. Knox County will not be responsible for gathering additional information for references that are incomplete or incorrect. References Forms that cannot be delivered with the contact information listed, are not returned prior to the deadline listed on the form, or are not returned will be scored accordingly.

3.49 REJECTION OF BIDS: Knox County reserves the right to reject any and all bids received as a result of this request and to waive any informality, technical defect or clerical error in any bid, as the interests of the County may require. Non-acceptance of any bid will be devoid of any criticism of the bid and of any implication that the bid is deficient in any manner. Non-acceptance of any bid shall be construed as meaning simply that the County does not deem the bid to be acceptable or that another bid was deemed to be more advantageous to Knox County for the particular services proposed.

3.50 REMOVAL OF VENDOR'S EMPLOYEES: The successful vendor(s) agrees to utilize only experienced licensed, responsible and capable people in the performance of the work. Knox County may require that the successful vendor(s) remove from the job covered by this contract, employees who endanger persons or property or whose continued employment under this contract is inconsistent with the interest of Knox County.

- 3.51 ROUTINE RESPONSE TIME:** The work to be performed under this Contract shall be issued to the Contractor in multiple call-outs, as needed. Call-outs will consist of items for work to be performed at various locations. For each call-out, the Contractor shall provide a continuous operation (uninterrupted performance on successive business days until project completed). The Contractor shall begin work no later than the third business day occurring after notice is received from Knox County.
- 3.52 SAFETY:** Contractor(s) will ensure that its employees observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds. All buildings, appurtenances and furnishings shall be protected by the vendor from damage, which might be done or caused by works performed under this Contract. Such damages to the foregoing shall be repaired and/or replaced by approved methods so as to restore the damaged areas to their original condition at the expense of the vendor.
- 3.53 SAFETY AND PROTECTION:** The Contractor(s) shall exercise good safety precautions while performing the services required in this solicitation. All work performed under this Contract shall comply with the requirements of the William-Steiger Occupational Safety and Health Act of 1970 and the revisions thereto. The Contractor(s) shall be solely and completely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work to be performed. The Contractor(s) shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent injury to, all employees on the work site and other persons, including but not limited to, the general public who may be affected thereby. All work is to be done as required as by TOSHA, OSHA, EPA and AHERA.
- Knox County does not assume any responsibility for the protection of or for loss of materials, from the time that the Contract operations have commenced until the final acceptance of the work by the department designee.
- Contractor(s) shall be required to furnish their employees with the proper personal protective clothing and equipment. Contractor(s) shall also be required to dispose of this clothing and equipment in compliance with all regulatory requirements.
- 3.54 SAFETY EFFORTS:** The Contractor must exercise caution at all times for the protection of persons and property. The safety provisions of applicable laws, buildings, and construction codes must be observed. Machinery, equipment, and all other hazards must be guarded or eliminated in accordance with the safety provisions of the **Manual of Accident Prevention in Construction** to the extent that such provisions are not in contravention of applicable laws. This manual is published by the Associated General Contractors of America. The vendor shall also comply with the requirements of the Occupational Safety and Health Act of 1970 and the revisions thereto.
- 3.55 SAFETY TRAINING:** The Contractor is responsible for training their employees in safety and health regulations for the job, assuring compliance with the Occupational Safety and Health Act (OSHA), the Environmental Protection Agency (EPA) and any other Regulatory Agency. Vendors, by submission of their bid, also affirm that their employees working under this Contract have been properly trained in the safe operation of any and all equipment to be used and in the safe application of quoted products and services to be used under this Contract. This would include any sign, flagman, or road blockage that would be required for safety purposes as per compliance with the manual on uniform traffic control devices for streets and highways (latest edition).
- 3.56 SUBMIT QUESTIONS:** Prospective bidders may submit questions concerning this solicitation until **4:30 p.m. Eastern Time on September 09, 2019**. Submit questions as noted in Section 1.1.
- 3.57 TRAFFIC SAFETY:** Traffic flow around the work in progress shall be maintained by the Contractor. All work shall be accomplished with the traffic flow instead of opposing traffic. All traffic control measures shall be in accordance with the requirements of the current edition of the "Manual on Uniform Traffic Control Device" and furnished by the Contractor. Bidders **must** state the price per each flagman for traffic control and the minimum charge for traffic control.

SECTION IV OBJECTIVES FOR TREE TRIMMING AND REMOVAL

4.1 OBJECTIVES:

- 4.1.1 Reduce potential hazardous conditions in trees and improve tree aesthetics and structural development among buildings, power lines, parks, parking areas and walkways.
- 4.1.2 Removing dead branches.
- 4.1.3 Reducing the weight of branches and stems (low limbs).
- 4.1.4 Reducing the weight toward the ends of all but one co-dominant stem (weak structures, decay in limbs).
- 4.1.5 Thinning the canopy.

4.2 GENERAL PROCEDURES:

- 4.2.1 Live branches less than one and one-half inches (1.5") in diameter should not be removed.
- 4.2.2 Dead branches greater than one and one-half inches (1.5") in diameter (measured at the base of the branch) shall be removed from the canopy of all trees.
- 4.2.3 No live branches greater than eight inches (8") in diameter shall be removed from the tree without authorization.
- 4.2.4 Remove no more than twenty percent (20%) of live foliage from the tree unless indicated.

4.3 SPECIFIC PROCEDURES:

- 4.3.1 Weight on main scaffold limbs with included bark shall be reduced by approximately one-third by removing some secondary branches toward the ends of the limbs and/or by removing the end of the branch using a drop-crotch out.

4.4 TREE REMOVAL:

- 4.4.1 Stump removal or stump grinding may be required at the direction of the County. Grinding of stumps must be to a minimum depth of three (3) inches below grade.

4.5 PRUNING TECHNIQUES:

- 4.5.1 Pruning cuts shall be in accordance with ANSI A300 pruning standards.

4.6 TOOLS AND EQUIPMENT:

- 4.6.1 Climbing spurs shall not be used when climbing trees, except to climb a tree to be removed or to perform an aerial rescue of an injured worker.
- 4.6.2 Equipment and work practices that damage bark or cambium should be avoided.
- 4.6.3 Rope injury from loading out heavy limbs should be avoided.

4.7 GENERAL:

- 4.7.1 Firms who have at least one (1) certified arborist on their staff may be given preference in the Resources category of the Evaluation Criteria. Certification is through the International Society of Arboriculture, Savoy, IL. If a firm has a certified arborist, then the certified arborist shall be on site at all times during work activities.
- 4.7.2 Violation of these procedures and techniques could result in termination of the Contract without payment.

4.8 SAFETY:

- 4.8.1 All work shall be performed by workers trained in accordance with ANSI Z133.1 safety regulations as required by OSHA.

4.9 AREAS OF INCLUSION:

- 4.9.1 The County will provide a brief description of the trees to be pruned so there can be no confusion.

SECTION V SPECIFICATIONS FOR TREE TRIMMING AND REMOVAL

Contractor is to perform all work in accordance with approved and scientific tree trimming practices.

5.1 TREE TRIMMING:

- 5.1.1** All trees will be trimmed by the lateral ("Natural," "Drop-Crotching") method. All limbs will be trimmed to a main stem, or lateral, which extends away from the line. When side trimming, all cuts will be made to just in front of the branch collar of a parent stem, all overhanging limbs removed, and tops of trees floated back away from the line.
- 5.1.2** The natural symmetry and beauty of the trees that are trimmed shall be considered. No stubs will be permitted.
- 5.1.3** In trimming, all cuts shall be made flush to laterals that are at least one-third the size of the leader limb.
- 5.1.4** Branches or limbs growing generally vertically, when cut to obtain clearance or to direct growth horizontally, shall be cut flush with a laterally growing branch or limb.
- 5.1.5** Avoid stubbing limbs to prevent stimulating development of sucker clusters or limb stubs.
- 5.1.6** Tearing of bark shall be avoided.
- 5.1.7** Directional trimming will be used in order to discourage growth towards the conductor while permitting the tree to follow closely its normal growth habits.
- 5.1.8** Protruding lower limbs which may need trimming shall be cut back to the branch collar at the trunk of the tree, if possible.
- 5.1.9** All cuts shall be made so as to provide maximum protection to the tree and to insure proper healing of the wound. Only employees who have been given proper training in tree trimming and who are considered skilled and qualified shall be used for cutting and trimming work done off the ground. Common labor used as helpers in tree removal work shall be under the supervision of a skilled employee.

5.2 TREE REMOVAL:

- 5.2.1** All trees to be removed shall be cut as close to the ground as possible and a decaying accelerator applied to the remaining stump(s). If no decaying accelerator is available, Knox County's designee may approve cross cuts in the wood to be used to aid in the decaying process.
- 5.2.2** Knox County may require the stump(s) to be removed or ground in some situations. Grinding of the stump(s) must be to a minimum depth of three (3) inches below grade. The successful contractor(s) will be instructed by the County when the stump(s) need to be removed or ground.
- 5.2.3** All trees to be removed shall be completely discarded from the site including all branches, twigs, leaves etc. The successful contractor(s) shall remove as much of the saw dust as possible.
- 5.2.4** Disposal will be done off the site by methods and locations approved by the county. The Contractor will pay for all disposal.

5.3 CLEAN-UP:

- 5.3.1** All brush under three (3) inches must be chipped. All chips must be chipped into a truck and hauled away.
- 5.3.2** All loose, broken, or cut branches shall be cleaned out from the tree before leaving the job. Disposal will be done off the site by methods and locations approved by the county. The Contractor will pay for disposal.
- 5.3.3** In no case shall brush or wood be allowed to remain on public thoroughfares overnight or on lawns unless arrangements have been made with the property owners and the brush piles are properly marked for safety.
- 5.3.4** Debris cleanup will be completed daily. Work sites shall be left in at least as neat and orderly a condition as originally found. If the ground cover is disturbed, vendor shall restore with grass seed or sod and then place a cover over it. Typically the cover will be straw.

Please note that it is not necessary to return pages one (1) through fourteen (14). You must complete and return pages fifteen (15) through twenty-three (23).

SECTION VI VENDOR INFORMATION AND PRICING FOR BID NUMBER 2885, TREE TRIMMING AND REMOVAL SERVICES

Bidders are welcome to attach additional documentation to fully address any required responses. Please clearly reference any attachments to the appropriate subsection.

6.1 Vendor: _____

6.2 Vendor number as assigned by Knox County: _____

6.3 Street Address: _____

City: _____ State: _____ Zip: _____

6.4 Contact Person: _____

6.5 Telephone Number: _____

6.6 Fax Number: _____

6.7 Vendor's E-mail address: _____

6.8 By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.

Authorizing Signature: _____
(Sign in BLUE ink)

6.9 Vendor's Knox County Business License Number: _____
(If Applicable) *Attach A Copy Of The License.*

6.10 I acknowledge the receipt of: (please write "yes" if you received one)

Addendum 1 _____ Addendum 2 _____ Addendum 3 _____ Addendum 4 _____

6.11 Do you accept the terms and conditions of the bid? YES NO YES, WITH EXCEPTION
(Please circle your answer)

If you do not fully accept the terms and conditions, please note the exceptions below:

6.12 Total Number of Years in Business: _____

6.13 Total Number of Commercial Clients: _____

6.14 Total Number of Local Employees to be utilized for this Contract, if awarded: _____

6.15 Will you allow Cooperative Purchasing as detailed in Section 1.9? YES NO

6.16 Did you include the correct number of exact copies as detailed in Section 1.10? YES NO

6.17 Will you accept Electronic Commerce Cards as payment as detailed in Section 1.17? YES NO

6.18 Did you complete and include the Tennessee Criminal History Affidavit as detailed in Section 2.7? YES NO

SECTION VI VENDOR INFORMATION AND PRICING FOR BID NUMBER 2885, TREE TRIMMING AND REMOVAL SERVICES – CONTINUED

VENDOR NAME: _____

- | | | | |
|------|--|-----|----|
| 6.19 | Will you allow Knox County designees to tour and inspect your facility as per Section 2.19? | YES | NO |
| 6.20 | Did you attach your completed Bid Envelope Cover as detailed in Section 3.9? | YES | NO |
| 6.21 | Did you include your certifications as detailed in Section 3.12? | YES | NO |
| 6.22 | Did you complete and include the Drug Free Affidavit as detailed in Section 3.21? | YES | NO |
| 6.23 | Can your company meet the Emergency Response as detailed in Section 3.22? | YES | NO |
| 6.24 | Did you complete and include the Equipment List as detailed in Section 3.23? | YES | NO |
| 6.25 | Did you include your fully executed Insurance Checklist as detailed in Section 3.31? | YES | NO |
| 6.26 | Did you include your Sample Invoice as detailed in Section 3.33? | YES | NO |
| 6.27 | Did you include a copy of your State of Tennessee Contractor's License as detailed in Section 3.37? | YES | NO |
| 6.28 | Did you include your References as detailed in Section 3.48? | YES | NO |
| 6.29 | Can your company meet the Routine Response Time as detailed in Section 3.51? | YES | NO |
| 6.30 | Pricing: Bidders must complete the pricing listed below and submit with their bid. Failure to do so will result in your bid being considered non-responsive. | | |

Failure to provide any of the above information or any other information requested in this bid document may be cause for disqualification.

	Item	Normal Business Hours per Hour	Emergency Response per Hour
6.30.1	Tree trimming price per hour for three (3) man crew.		
6.30.2	Tree removal price per hour for three (3) man crew.		
6.30.3	Tree Debris Disposal per ton to include the stump, branches, twigs, leaves and wood chips.		Per Ton
6.30.4	Price per each flagman per hour when traffic control is needed.		Per Hour
6.30.5	What is the minimum charge for traffic control?		
6.30.6	Cost of Bonds per \$1,000.00		

**ATTACHMENT A
INVITATION FOR BIDS NUMBER 2885**

THE CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGES & ENDORSEMENTS WITH "YES" AND ITEMS 20 TO 24.

REQUIRED:	NUMBER	TYPE OF COVERAGE								COVERAGE LIMITS																																																			
YES	1.	WORKERS COMPENSATION								STATUTORY LIMITS OF TENNESSEE																																																			
YES	2.	EMPLOYERS LIABILITY								\$100,000 PER ACCIDENT \$100,000 PER DISEASE \$500,000 DISEASE POLICY LIMIT																																																			
YES	3.	AUTOMOBILE LIABILITY								COMBINE SINGLE LIMIT (Per -Accident)	\$1,000,000																																																		
		<table border="1" style="width: 100%;"> <tr> <td style="width: 5%;">X</td><td style="width: 65%;">ANY AUTO-SYMBOL (1)</td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>								X	ANY AUTO-SYMBOL (1)																																																	BODY INJURY (Per -Person)	
X	ANY AUTO-SYMBOL (1)																																																												
										BODY INJURY (Per-Accident)																																																			
										PROPERTY DAMAGE (Per-Accident)																																																			
YES	4.	COMMERCIAL GENERAL LIABILITY									LIMITS																																																		
		CLAIM MADE				X	OCCUR			EACH OCCURRENCE	\$ 1,000,000																																																		
										FIRE LEGAL LIABILITY	\$ 100,000																																																		
										MED EXP (Per person)	\$ 5,000																																																		
		GEN'L AGGREGATE LIMITS APPLIES PER								PERSONAL & ADV INJURY	\$ 1,000,000																																																		
		POLICY				PROJECT		LOC		GENERAL AGGREGATE	\$ 2,000,000																																																		
										PRODUCTS-COMPLETED OPERATIONS/AG GREGATE	\$ 2,000,000																																																		
YES	5.	PREMISES/OPERATIONS								\$1,000,000 CSL BI/PD EACH OCCURRENCE \$2,000,000 ANNUAL AGGREGATE																																																			
YES	6.	INDEPENDENT CONTRACTOR								\$1,000,000 CSL BI/PD EACH OCCURRENCE \$1,000,000 ANNUAL AGGREGATE																																																			
YES	7.	CONTRACTUAL LIABILITY (MUST BE SHOWN ON CERTIFICATE)								\$1,000,000 CSL BI/PD EACH OCCURRENCE \$1,000,000 ANNUAL AGGREGATE																																																			
YES	8.	XCU COVERAGE								NOT TO BE EXCLUDED																																																			
YES	9.	UMBRELLA LIABILITY COVERAGE								\$2,000,000																																																			
		PROFESSIONAL LIABILITY																																																											
NO	10.	ARCHITECTS & ENGINEERS								\$1,000,000 PER OCCURRENCE/CLAIM																																																			
NO		ASBESTOS & REMOVAL LIABILITY								\$2,000,000 PER OCCURRENCE/CLAIM																																																			
NO		MEDICAL MALPRACTICE								\$1,000,000 PER OCCURRENCE/CLAIM																																																			
NO		MEDICAL PROFESSIONAL LIABILITY								\$1,000,000 PER OCCURRENCE/CLAIM																																																			
NO	11.	MISCELLANEOUS E & O								\$500,000 PER OCCURRENCE/CLAIM																																																			
NO	12.	MOTOR CARRIER ACT ENDORSEMENT								\$1,000,000 BI/PD EACH OCCURRENCE UNINSURED MOTORIST (MCS-90)																																																			
NO	13.	MOTOR CARGO INSURANCE																																																											
NO	14.	GARAGE LIABILITY								\$1,000,000 BODILY INJURY, PROPERTY DAMAGE PER OCCURRENCE																																																			
NO	15.	GARAGEKEEPER'S DIRECT LIABILITY								\$500,000 COMPREHENSIVE \$500,000 COLLISION																																																			
NO	16.	INLAND MARINE BAILEE'S INSURANCE								\$																																																			
NO	17.	DISHONESTY BOND								\$																																																			
NO	18.	BUILDERS RISK								PROVIDE COVERAGE IN THE FULL AMOUNT OF THE CONTRACT UNLESS PROVIDED BY OWNER.																																																			
NO	19.	USL&H								FEDERAL STATUTORY LIMITS																																																			

20. CARRIER RATING SHALL BE BEST'S RATING OF A-VII OR BETTER OR ITS EQUIVALENT.

21. NOTICE OF CANCELLATION OR NON-RENEWAL OF COVERAGE SHALL BE PROVIDED TO COUNTY IN ACCORDANCE WITH THE POLICY PROVISIONS. COPY OF POLICY PROVISIONS SHALL BE PROVIDED TO THE COUNTY IF REQUESTED.

22. THE COUNTY SHALL BE LISTED AS AN ADDITIONAL INSURED ON ALL POLICIES EXCEPT WORKERS' COMPENSATION AND AUTO. ENDORSEMENT PAGE(S) MUST BE PROVIDED FOR EACH CERTIFICATE OF INSURANCE AS LONG AS THE CONTRACT IS IN EFFECT.

23. CERTIFICATE OF INSURANCE SHALL SHOW THE BID NUMBER AND TITLE.

24. OTHER INSURANCE REQUIRED_____.

INSURANCE AGENT'S STATEMENT AND CERTIFICATION: I HAVE REVIEWED THE ABOVE REQUIREMENTS WITH THE BIDDER NAMED BELOW AND HAVE ADVISED THE BIDDER OF REQUIRED COVERAGE.

Agency Name: _____ Authorizing Signature: _____

BIDDER'S STATEMENT AND CERTIFICATION: IF AWARDED THE CONTRACT, I WILL COMPLY WITH THE CONTRACT INSURANCE REQUIREMENTS.

Bidder Name: _____ Authorizing Signature: _____

**ATTACHMENT B
INVITATION FOR BIDS NUMBER 2885**

VENDOR NAME: _____

Equipment List – only include equipment and resources that will be made available to Knox County under this Contract			
Equipment or Resource	Quantity of Resources or Equipment	Age	Condition
NOTE: Attach additional pages if necessary. A physical inspection of equipment listed may be completed by Knox County.			

Failure to provide any of the above information or any other information requested in this bid document may be cause for disqualification.

ATTACHMENT C
INVITATION FOR BIDS NUMBER 2885

AFFIDAVIT OF COMPLIANCE
WITH
DRUG-FREE WORKPLACE REQUIREMENTS OF
TENNESSEE CODE ANNOTATED, § 50-9-113

(To be submitted with bid by contractor with five (5) or more employees)

I, _____, President or other Principal Officer of
_____, swear or affirm that the
Name of Company

Company has a drug-free workplace program that complies with Title 50, Chapter 9, Tennessee Code Annotated, in effect at the time of this bid submission at least to the extent required of governmental entities. I further swear or affirm that the company is in compliance with Tennessee Code Annotated, § 50-9-113.

President or Principal Officer

For: _____
Name of Company

STATE OF TENNESSEE {COUNTY OF _____ }

Subscribed and sworn before me by _____,
President or Principal Officer of _____,
On this _____ day of _____ 2_____.

Notary Public

My Commission expires: _____

ATTACHMENT D
INVITATION FOR BIDS NUMBER 2885

AFFIDAVIT OF COMPLIANCE

WITH

TENNESSEE CRIMINAL HISTORY RECORDS CHECK

TENNESSEE CODE ANNOTATED, SECTION 49-5-413

(To be submitted with bid by contractor)

I, _____, President or other Principal

Officer of _____, swear or affirm that the

Name of Company

Company is in compliance with Public Chapter 587 of 2007, codified at Tennessee Code Annotated 49-5-413, in effect at the time of this bid submission at least to the extent required of governmental entities. I further swear or affirm that the company is in compliance with Tennessee Code Annotated, § 49-5-413.

President or Principal Officer

For: _____
Name of Company

STATE OF TENNESSEE}
COUNTY OF _____ }

Subscribed and sworn before me by _____,

President or Principal Officer of _____,

On this _____ day of _____ 2_____.

Notary Public

My Commission expires: _____

**ATTACHMENT E
INVITATION FOR BIDS NUMBER 2885**

VENDOR NAME: _____

Vendor must submit a list of up to three (3) References with which you have provided this type of service within the past three (3) years; contracts shall be of similar size and have been in service for one (1) year or longer, if applicable. Do not list Knox County Government, Knox County Schools, Knox County Sheriff's Office or the Public Building Authority as a reference.

Reference # 1

Name of Firm: _____

Contact Person: _____ **Phone number:** _____

E-mail address (required): _____ **Fax number:** _____

Nature of Contract: _____

Services Provided: _____

Dollar amount: \$ _____ (over the life of the Contract)

Contract start date: _____ **Contract end date:** _____

Reference #2

Name of Firm: _____

Contact Person: _____ **Phone number:** _____

E-mail address (required): _____ **Fax number:** _____

Nature of Contract: _____

Services Provided: _____

Dollar amount: \$ _____ (over the life of the Contract)

Contract start date: _____ **Contract end date:** _____

Reference #3

Name of Firm: _____

Contact Person: _____ **Phone number:** _____

E-mail address (required): _____ **Fax number:** _____

Nature of Contract: _____

Services Provided: _____

Dollar amount: \$ _____ (over the life of the Contract)

Contract start date: _____ **Contract end date:** _____

NAME OF PROJECT: TREE TRIMMING AND REMOVAL SERVICES
Invitation for Bids #2885

**Knox County Procurement Division
1000 N. Central Street, Suite 100
Knoxville, Tennessee 37917**

UNTIL: 2:00 p.m. ET SEPTEMBER 17, 2019
TIME DATE

BIDDER _____

STREET ADDRESS _____

CITY / STATE / ZIP CODE _____

TENNESSEE CONTRACTOR'S LICENSE NUMBER _____

LICENSE CLASSIFICATION _____

(if applicable to this project)

Dollar Limit

ARE SUB-CONTRACTORS TO BE USED ON THIS PROJECT? **YES** **NO**

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