

***Bid Package  
for  
Cooperative Solicitation  
City of Sevierville,  
City of Pigeon Forge,  
City of Gatlinburg, and  
Town of Pittman Center***

***Combined Annual Blanket Bid  
for  
Road Salt***



***City of Sevierville  
Public Works Department  
310 Robert Henderson Rd.  
P. O. Box 5500  
Sevierville, TN 37864-5500  
Phone: (865) 429-4567  
Fax: (865) 453-5518  
Contact: Bryon W. Fortner, P.E.  
Email: bfortner@seviervilletn.org***

*June 2019*

## INFORMATION FOR BIDDERS

### RECEIPT AND OPENING OF BIDS

This is a joint cooperative effort by the Cities of Sevierville, Pigeon Forge, and Gatlinburg, and Town of Pittman Center all located in Sevier County, Tennessee (herein collectively called the "Owner") invites bids on the form(s) attached hereto for **ROAD SALT**. The owner will **RECEIVE BIDS UNTIL JUNE 6, 2019 at 3:00 PM** at Sevierville City Hall, 120 Gary Wade Boulevard, Sevierville, Tennessee, 37862 (Mailing address: P. O. Box 5500, Sevierville, Tennessee, 37864-5500). Bids will then be publicly opened and read aloud at Sevierville City Hall, 120 Gary Wade Boulevard, Sevierville, Tennessee. The envelope containing the bid must be sealed, addressed to Tracy Baker, Assistant City Administrator, and must bear the following information:

Name of Bidder  
Bidder's Address  
Date and Time of Bid Opening  
Bid Enclosed: **ROAD SALT**

**Bidders must include three (3) copies of their bid packet submission.**

The owner may consider informal any bid not prepared and submitted in accordance with the provisions hereof, and may waive any informality or reject any and all bids. Any bid received after the time and date specified shall not be considered.

### QUALIFICATIONS OF BIDDERS

The owner may make such investigations as he/she deems necessary to determine the ability of the bidder to supply the necessary road salt, and the bidder shall furnish to the owner all such information and data for the purpose as the owner may request. The owner reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the owner that such bidder is properly qualified to carry out the obligation of the contract by supplying the equipment contemplated therein. Conditional bids will not be accepted.

### METHOD OF AWARD - LOWEST QUALIFIED BIDDER

If at the time this contract is to be awarded the lowest qualified base bid submitted by a responsible bidder does not exceed the amount of funds then estimated by the owner as available to finance the contract; the contract will be awarded on the bid. If such bid exceeds such amount, the owner may reject all bids or may award the contract on the lowest bid with such deductible alternates to produce a net amount, which is within the available funds.

In case of error or discrepancy in the mathematics of the bid price, the unit prices shall prevail.

Each Governmental Agency here-in independently reserves the right to reject any or all bids, to accept or reject any items thereon, to waive technicalities, if judged to be in the best interest of the respective cities, and to evaluate bids by various criteria and to accept any bid which, in their opinion, must be for the best interest of each City.

The Owner reserves the right to determine the low Bidder by means of past experience or research. Initial cost may not determine low bid.

### QUANTITIES AND LENGTH OF CONTRACT

Bidder agrees to furnish to the Cities of Sevierville, Pigeon Forge, Pittman Center and Gatlinburg granular, bulk Road Salt for the period beginning July 1, 2019 and ending June 30, 2020. Salt will be provided on an as-needed basis, with the following quantities provided as estimates only. Quantities required will depend on the severity of weather experienced during this period. The Owner has the right to re-bid anytime during the term of the contract.

Each municipal jurisdiction reserves the legal right to negotiate bid with lowest price / selected vendor, prior to bid acceptance.

### OBLIGATION OF BIDDERS

At the time of the opening of bids, each bidder will be presumed to have read and to be thoroughly familiar with the specifications. The failure or omission of any bidder to examine all the forms, instruments, and documents shall in no way relieve the bidder from any obligation in respect to his/her bid.

Each bidder is requested to fill out and return the attached Title VI Information sheet, vendor sheet, and W-9 form as a part of the bid package.

### VENDOR INFORMATION

Prices bid shall include all materials, labor, and equipment costs necessary for acquisition of the specified grade of road salt. If delivered under this contract, all product shall meet the applicable standards of the Tennessee Department of Transportation. Product may be transported from the successful vendor's stockpile (Bulk Terminal) area using City supplied trucks or trucks of a contract carrier.

### SHIPPING/DELIVERY

Delivery prices include all costs for labor, equipment, etc. necessary for delivery to the following locations within Sevier County, Tennessee:

1. City of Sevierville Public Works, 310 Robert Henderson Rd, Sevierville, TN 37862
2. City of Pigeon Forge Public Works, 2320 Garland Harmon Dr, Pigeon Forge, TN 37863
3. City of Gatlinburg Street Department, 948 Newman Court, Gatlinburg, TN 37738
4. Town of Pittman Center, 119 Volunteer Way, Gatlinburg, TN 37738

### BILLING AND PAYMENT

The City (Each Agency) shall receive its own statement per each purchase, detailing all charges and materials, equipment used, services, monthly bills and associated charges. Invoices shall be submitted to each city Accounts Payable Department.

The invoice (detailed account billing) shall clearly identify all work done.

Each City shall be exempt from paying late charges on any disputed bills.

### 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 § 12-15-106.

## INSURANCE COVERAGE REQUIREMENTS

These minimum coverage requirements apply to Vendors providing products and services:

**Commercial General Liability Insurance** - \$1,000,000 limit per occurrence for property damage and bodily injury, including product liability and completed operations liability.

## CONDITIONS FOR ALL COVERAGES

Additional Insured: The City of Sevierville, the City of Pigeon Forge, the City of Gatlinburg, the Town of Pittman Center, their Board of Mayor and Aldermen, Commissions, and all officers, employees, agents, representatives, boards, commissions, committees, and volunteers (hereinafter referred to as Owner) are to be covered as Additional Insured respecting: liability arising out of activities performed by or on behalf of the Vendor; products and completed operations of the Vendor; premises owned, leased or used by the Vendor or premises on which Vendor is performing services on behalf of the Owner. The coverage shall contain no special limitations on the scope of protection afforded to the Owner.

Notice of Cancellation or Non-renewal: Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the Department Head authorizing this service and/or to the Risk Manager for the Owner.

Acceptability of Insurers: Insurance is to be placed with financially sound Tennessee admitted insurers (Best's rating of A or better) or approved by Owner's Risk Manager. City of Sevierville Risk Manager: Jamie Tyler, phone 453-5504.

Certificates of Insurance: Vendor shall furnish the Owner with certificates of insurance with original endorsements affecting coverage required by this clause. The certificates and endorsements for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Owner before work commences. The certificates of insurance should be directed to Jamie Tyler, Risk Manager.

## BID FORM FOR ROAD SALT

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_

Business License # \_\_\_\_\_ City: \_\_\_\_\_

### Bid Prices:

<u>DESCRIPTION</u>	<u>PRICE PER TON</u> PICKED UP @ KNOXVILLE BARGE TERMINAL	<u>PRICE PER TON</u> DELIVERED
Road Salt	\$ _____	\$ _____

#### ESTIMATED 2,000 TOTAL TONS

- (1) The ESTIMATED division of salt is 700 tons for the City of Sevierville
- (2) The ESTIMATED division of salt is 800 tons for the City of Pigeon Forge
- (3) The ESTIMATED division of salt is 700 tons for the City of Gatlinburg
- (4) The ESTIMATED division of salt is 100 tons for the Town of Pittman Center

Bid Submitted by:

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Name (Printed)

\_\_\_\_\_

Title

\_\_\_\_\_

Date

Knoxville, TN Area Contact:

\_\_\_\_\_

Name

\_\_\_\_\_

Telephone

\_\_\_\_\_

Address

\_\_\_\_\_

Email Address

## TITLE VI INFORMATION

The City of Sevierville complies with all applicable federal and state civil rights laws, including but not limited to Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e.), and the City does not discriminate based on race, color, gender, religion, age or national origin. By virtue of submitting a response to this solicitation, bidders agree to comply with the same non-discrimination policy.

Bid Item/Project Name: \_\_\_\_\_

Bid Date: \_\_\_\_\_

\*For Title VII compliance, we ask for voluntary disclosure of the following information for the majority owner of the business:

Gender:     \_\_\_ Male                             \_\_\_ Female  
Race:       \_\_\_ Caucasian                   \_\_\_ African American  
             \_\_\_ Other (please specify)

Company Name: \_\_\_\_\_



# City of Sevierville

P.O. Box 5500  
Sevierville, TN 37864-5500  
865-453-5504

## VENDOR INFORMATION FORM

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

Business License Number: \_\_\_\_\_

County and State of License: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Shipping Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Corporation, Sole Proprietor, or Partnership: \_\_\_\_\_

(If the business is a sole proprietor the owners name): \_\_\_\_\_

**NEW VENDORS WILL BE ADDED AFTER RECEIPT OF THIS COMPLETED FORM AND VERIFICATION OF A CURRENT BUSINESS LICENSE. VENDORS WITHOUT A CURRENT BUSINESS LICENSE WILL NOT BE ACCEPTED.**

Revised 6/1/04

**Request for Taxpayer  
Identification Number and Certification**

Give Form to the  
requester. Do not  
send to the IRS.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:  
 Individual/sole proprietor     C Corporation     S Corporation     Partnership     Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  Exempt payee  
 Other (see instructions) ▶ \_\_\_\_\_

Address (number, street, and apt. or suite no.)      Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-				

Employer identification number								
				-				

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.