

INFORMATION FOR BIDDERS

RECEIPT AND OPENING OF BIDS

The City of Pigeon Forge, Tennessee (herein referred to as Owner) invites bids for mass transit shuttles between the LeConte Center at Pigeon and specified overflowed parking areas during an event scheduled for April 28 – 30, 2017.

The Owner will receive bids until 10:00 A.M. on Monday March 20, 2017 at the LeConte Center, 135 Jake Thomas Road, Pigeon Forge, TN 37863 or by mail at P.O. Box 1390, Pigeon Forge, TN 37868-1390. The envelope containing the bid must be sealed and bear the following information:

- Name of Bidder
- Bidder's Address
- Bid Enclosed: Mass Transit Shuttles

All qualifying bids will be opened and read aloud on Tuesday March 20, 2017 at 10:00AM in the LeConte Center offices. 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 may 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 equipment 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 investigated of, such Bidder fails to satisfy the Owner that such Bidder is qualified to carry out the obligations of the contract by supplying the equipment contemplated therein. Conditional bids will not be accepted.

METHOD OF AWARD – LOWEST QUALIFIED BIDDER

If at any time this contract is to be awarded to the lowest base bid submitted by a responsible Bidder does not exceed the amount of funds then

estimated by the Owner as available to finance the purchase; the contract will be awarded on the bid. If such bid exceeds such amount, the Owner may reject all bids or award the contract on the lowest bid with such deductible alternatives to produce a net amount that is within the available funds.

The Owner reserves the right to determine the low Bidder by durability and maintenance cost over the life of the product. This may be done by means of past experience or research. Initial cost may not determine low bid.

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

QUANTITIES

This contract is for the Bidder to furnish all manpower, equipment, and fuel to provide mass transit shuttle transportation from the LeConte Center at Pigeon to multiple overflow parking locations located with a 4 mile radius of the Center in the quantities listed below. The same price shall be valid for any additional similar manpower and inventory after bid opening within the limits of the bidder's capacity.

Friday April 28, 2017:

10 buses or motorcoaches from 5:30PM to 11:30PM

Saturday April 29, 2017:

10 buses or motorcoaches from 7:00AM to 1:00PM

Saturday April 29, 2017:

10 buses or motorcoaches from 6:30PM to 11:00PM

Sunday April 30, 2017:

10 buses or motorcoaches from 7:30AM to 12PM

OBLIGATION OF BIDDERS

At the time of the opening of bids, each Bidder will be presumed to have read and 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.

VENDOR INFORMATION

All equipment offered under this bid shall be in clean condition and all drivers be properly trained and certified to satisfy all legal requirements of the State of Tennessee and the United States Department of Transportation.

WARRANTY

The bidder must be able to replace any malfunctioning inventory within two (2) hours of the time it is taken off the shuttle route. In the event any driver/s must leave their duty for any reason, the bidder must be able to re-staff to the specified staffing requirement within two (2) hours of any drivers initial absence.

SHIPPING / DELIVERY

It will be the responsibility of the bidder to deliver all equipment and staff necessary to the LeConte Center at Pigeon Forge at no additional cost to the owner.

SUBMITTALS

Product Data: Picture, description, and capacity of the vehicles to be used

INSURANCE

Bidder shall, at its own expense, comply with all of the following insurance requirements upon being awarded the bid:

A. Commercial general liability insurance, on an occurrence form, in the amount of One Million (\$1,000,000.00) Dollars per occurrence for bodily injury, death, property damage, and personal injury loss sustained by one person in any one occurrence. The policy must include coverage for Premises operations, blanket contractual liability (to cover indemnification section), products, completed operations and independent contractors.

B. Workers' compensation and employer's liability coverage as required by statute for all employees of the Licensee and their sub-contractors. The

Licensors requires evidence of this coverage for all employees of the Licensee.

C. Automobile liability insurance in the amount of One Million (\$1,000,000.00) Dollars per occurrence to provide coverage for any owned and non-owned vehicles used by the Licensee on the Premises, including loading and unloading hazards.

These policies must name the City as additional insured and all certificates must contain the following statement: The City of Pigeon Forge, its officers, agents & employees are included as additional insureds. It is further agreed that this insurance is primary to all other similar coverage carried by the City of Pigeon Forge and the Licensee and their insurance shall have no right of recovery or subrogation against the City of Pigeon Forge.

The Owner must receive thirty (30) days written notice prior to any cancellation, non-renewal or material change to the required policies.

PERSONNEL / STAFFING

Bidder is to provide a minimum of one (1) on-site supervisor to coordinate the shuttle transportation with Owner's staff as well as all other required qualified labor necessary to complete the work.

PLANNING / INSTRUCTION

Bidder must provide at least one representative or supervisor to attend a scheduled transportation planning meeting prior to the start of the event at the LeConte Center.