

**INVITATION TO BID**

**Office of the Carter County Finance Department**  
801 E Elk Avenue  
Elizabethton, TN 37643

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Bidder shall return bid in **sealed envelope** to:

**Carter County Finance Department**  
**Attn: Mowing and Trimming Services for Carter County Schools**  
**801 E Elk Avenue**  
**Elizabethton, TN 37643**

Public opening of the bid will be held at the above address at the bid deadline date and time designated in the Invitation to Bid.

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DATE ISSUED:	Thursday, January 17, 2019
BID TITLE:	Mowing and Trimming Services at Carter County Schools
BID DEADLINE DATE & TIME:	Monday, February 4, 2019 at 2:00p.m. Eastern Time (local prevailing time)
BID OPENING LOCATION:	Carter County Courthouse – Mayors Conference Room 2 <sup>nd</sup> Floor, Administrative Building
BID CONTACT:	Steve Walsh
CONTACT PHONE:	(423) 547-4053
CONTACT EMAIL:	<a href="mailto:stevewalsh@carterk12.net">stevewalsh@carterk12.net</a>

Carter County reserves the right to reject any and all bids, maintains the right to negotiate after bid and waive any informalities.

Carter County does not discriminate based on race, color, national origin or age pursuant to Title VI of the Civil Rights Act of 1964.

**TERMS AND CONDITIONS**

**1 REQUIREMENTS FOR BID SUBMISSION.**

- a. All bids must be received in a SEALED envelope clearly marked with the bid name, date, and time ON THE OUTSIDE OF THE SEALED ENVELOPE.**
- b. All bid specifications must be met**
- c. Vendor Information and Anti-Collusion Statement**
- d. Vendor Certification Iran Divestment Act**
- e. Drug-Free Workplace Affidavit Form**
- f. Copy of Vendor's IRS W-9 Form**
- g. Proof of Liability Insurance and License**
- h. Proof of Worker Compensation Insurance**
- i. Site Visit is Required, Contact Steve Walsh to schedule visit or with questions.**

**Detailed Specifications**

**We will be requesting bids for mowing and trimming services for 3 different school districts in Carter County School System and would request that all be bid separately.**

**The services that will need to be provided will include: mowing, trimming, some spray as directed by school department.**

**District A:** Hampton High, Hampton Elementary, Little Milligan, and Valley Forge Elementary

**District B:** Unaka Elementary, Unaka High, Hunter Elementary, and Keenburt Elementary

**District C:** Central Elementary, Happy Valley Elementary, Happy Valley Middle, and Happy Valley High

- Mowing to be done weekly unless conditions exist during summer that would require no mowing
- No mowing on Sundays or during school hours
- Mowing to be done after 3 PM and on Saturdays when school is in session
- Detailed list of areas at each location provided during mandatory walk thru, with a signed copy returned in bid packet
- Mandatory walk thru at each district required
- Equipment list must be provided with bid
- Background check required for all employees of successful bidder
- Call 423-547-4053 with questions and to receive walk thru schedule.

**VENDOR INFORMATION and ANTI-COLLUSION STATEMENT**

*Please print or type clearly. Complete each section entirely and verify for accuracy.*

By signing this form the bidder agrees that he has not divulged to, discussed, or compared his bid with other bidders and has not colluded with any other bidder or parties to a bid whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from the bid list and could constitute a felony and result in a fine, imprisonment, as well as civil damages.

In compliance with this Invitation for Bid, and subject to all the conditions thereof, the undersigned offers, if this bid is accepted, to furnish any or all of the items and/or services upon which prices are quoted, at the price set opposite each item, to be delivered at the time and place specified herein. The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of the firm named below. This form must be signed personally by the bidder or the bidder's authorized agent. All signatures must be original and not photocopies.

<b>COMPANY NAME:</b>	
<b>CONTACT PERSON:</b>	
<b>CONTACT PERSON TITLE:</b>	
<b>SIGNATURE OF AUTHORIZED REPRESENTATIVE:</b>	
<b>FEDERAL TAX ID # (or Social Security #, if applicable)</b>	
<b>STREET ADDRESS:</b>	
<b>STREET ADDRESS:</b>	
<b>CITY, STATE, ZIP:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>FAX NUMBER:</b>	
<b>EMAIL:</b>	
<b>DATE:</b>	

\*\*By signing this form, the bidder signifies understanding and agreement with Hamblen County Government Terms and Conditions

BIDDER'S CERTIFICATION OF COMPLIANCE  
WITH  
IRAN DIVESTMENT ACT  
Tenn. Code Ann. § 12-12-101 et seq.

Comes \_\_\_\_\_, for and on behalf of  
(Printed name of Principal Officer of Company)

\_\_\_\_\_, (the "Company") and, after being duly authorized  
by the Company so to do, makes oath that:

By submission of 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 the Iran Divestment Act, Tenn. Code Ann. § 12-12-106.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**Model Affidavit**  
(must be attached to bid form upon submission)

STATE OF TENNESSEE  
COUNTY OF \_\_\_\_\_

DRUG-FREE WORKPLACE AFFIDAVIT  
OF PRIME BIDDER

NOW COMES AFFIANT, who being duly sworn, deposes and says:

1. He/She is the principal officer for [ insert name and address of bidding entity];
2. That the bidding entity has submitted a bid to [insert name of city and city department and project number] for the construction of [insert name of project];
3. That the bidding entity employs no less than five (5) employees;
4. That Affiant certifies that the bidding entity has in effect, at the time of submission of its bid to perform the construction referred to above, a drug-free workplace program that complies with §50-9-113, *Tennessee Code Annotated*.
5. That this affidavit is made on personal knowledge.

Further Affiant saith not.

\_\_\_\_\_  
AFFIANT

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_