

INVITATION TO BID

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

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

Carter County Finance Department
Attn: Carter County Propane Bid -Delivered
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.

DATE ISSUED:	Thursday, June 6, 2019
BID TITLE:	Carter County Propane Bid – Delivered
BID DEADLINE DATE & TIME:	Friday, June 28, 2019 at 2:15 p.m. Eastern Time (local prevailing time)
BID OPENING LOCATION:	Carter County Courthouse – Mayors Conference Room 2 nd Floor, Administrative Building
BID CONTACT:	Michael Kennedy
CONTACT PHONE:	423.542.1803
CONTACT EMAIL:	Kennedym@cartercountyttn.gov

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	<p>REQUIREMENTS FOR BID SUBMISSION.</p> <ul style="list-style-type: none">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 metc. Vendor Information and Anti-Collusion Statementd. Vendor Certification Iran Divestment Acte. Drug-Free Workplace Affidavit Formf. Copy of Vendor's IRS W-9 Formg. Proof of Liability Insurance and Licenseh. Proof of Worker Compensation Insurancei. Contact Michael Kennedy to schedule visit or with questions.
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Carter County Propane Bid – Delivered Specifications:

- Propane must be delivered to each individual location listed in the specs starting on page 4. If you have any questions or want to do any site visits call the contacts listed below:
 - **Carter County Animal Shelter**
Contact & Phone number: Shannon Posada – (423) 547-6359
 - **Carter County Solid Waste Department/ Recycle Center**
Contact & Phone number: Benny Lyons - (423) 543-6626
 - **Carter County School Maintenance Department**
Contact & Phone number: Philip Nave - (423) 547-4053

- Tank change outs must be specified in the bid.

- **Specifications** for propane tanks and locations to be delivered are listed below by department.

Carter County Animal Shelter

Location

Carter County/Elizabethton Animal Shelter

1 Tank – 500 Gallon

Carter County Solid Waste Department

Location

Carter County Landfill

1 Tank – 500 Gallon

Carter County Recycle

6 Cylinders – 72lbs Forklift Tanks

Carter County School Maintenance Department

Location

Cloudland High	1 Tank – 6000 Gallon
Hampton Elementary	4 Tanks – 1000 Gallons
Hampton High	1 Tank – 6000 Gallons
	2 Tanks- 1000 Gallons
Hunter	4 Tanks – 1000 Gallons
Keenberg	2 Tanks – 1000 Gallons
	1 Tank – 500 Gallons
Little Milligan	2 Tanks- 1000 Gallons
Siam Learning Center	2 Tanks- 1000 Gallons
Unaka Elementary	4 Tanks - 1000 Gallons
Unaka High	1 Tank – 6850 Gallons
	1 Tank – 120 Gallons
	1 Tank – 1000 Gallons
Valley Forge	4 Tanks – 1000 Gallons
Central Elementary	3 Tanks – 1000 Gallons

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.

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

****By signing this form, the bidder signifies understanding and agreement with Carter 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 AFFADIVIT
(Must be attached to bid form upon submission)**

DRUG-FREE WORKPLACE AFFIDAVIT OF PRIME BIDDER

STATE OF TENNESSEE – COUNTY OF CARTER

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 Carter County Finance Department for the performance of elevator maintenance;
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 elevator maintenance referenced 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 _____, 2019.

NOTARY PUBLIC

My commission expires: _____