

March 19, 2018

**ACCEPTING SEALED BIDS**  
**(BID #: CON 018-020)**

The Town of Kingston Springs, Tennessee is now accepting sealed bids for a two-year contract for: **GENERAL CONSTRUCTION AND REPAIR WITH EQUIPMENT.**

- Contract Term: May 1, 2018 to March 31, 2020
- Bid Package: A specifications package can be obtained at no cost at City Hall (396 Spring St.) or upon request to [citymanager@kingstonsprings-tn.gov](mailto:citymanager@kingstonsprings-tn.gov).
- Send Sealed Bids: Town of Kingston Springs  
Attention: Bid for Services  
P.O. Box 256  
396 Spring Street  
Kingston Springs, TN 37082
- Sealed Bids Due: 12:00 p.m. on Wednesday, April 4<sup>th</sup>, 2018.
- Bid Opening: 1:00 p.m. on Wednesday, April 4<sup>th</sup>, 2018  
Beck Meeting Hall (420 N. Main St.)
- Bid Award: Thursday, April 19, 2018; 7:00 p.m.  
Beck Meeting Hall (420 N. Main St.)  
Regular business meeting of the  
Town of Kingston Springs City Commission
- Disclaimer: All bid specifications must be met. Proof of insurance and workman's compensation (if applicable) will be required by contract. Appropriate licensing and references required. Contractor must provide all equipment.
- Title VI Policy: It is the policy of the Town of Kingston Springs, Tennessee to provide equal employment opportunities and to provide its programs, activities and services to all individuals regardless of race, color, religion, sex, national origin, age disability or status in any other group protected by law. The Town reserves the right to refuse any or all bids.

## **SCOPE OF SERVICES**

The Town of Kingston Springs is seeking a vendor to perform general construction and repair work on town owned property. The incumbent company or individual representative should be able to demonstrate the following:

- A response to all town requests for service within 24 hours.
- Frequent and constant communication with town staff regarding in-progress projects.
- Positive references from the area or similarly configured municipalities.
- This contract does not allow for after-hours charges.
- Please note: the town reserves the right to order service from an alternative company in the event your company cannot be reached in an emergency, or does not perform to the requirements of the contract.

In addition:

- The Contractor agrees to provide all labor and materials necessary to do and perform all things under the scope of work requested by the Town.
- The Town shall notify the Contractor by phone call or in writing of the requested repairs, location of the place of work to be performed and the Contractor shall, within five (5) business days (excluding legal holidays), make the repair as requested by the Town in a good workmanlike manner. Delay for inclement weather or unavailability of products due to temperature or inability to obtain material are expressly excused.
- The Town shall inspect and approve the repair prior to Contractor's work crew leaving the project/repair site, and the Town reserves the right to issue additional instructions or require additional work of a similar nature not necessarily in the form of an emergency repair.
- If needed, the Contractor solely must supply sufficient traffic control personnel and traffic control devices so as to protect the motoring public and its workers.

# GENERAL INSTRUCTIONS FOR BIDDING

1. Fill out all required forms and place them in order as follows:
  - Schedule of fees for service
  - Copy of current business license
  - Copy of current contractor's license
  - Proof of general liability insurance
  - Drug free workplace affidavit (only if 5+ employees)
  - Proof of workman's comp insurance (only if 5+ employees) or waiver
  - Completed reference sheet (on bid sheet)
2. Place ALL of the above in any size envelope and seal it.
3. Write the following information on the outside of the envelope:
  1. The words "SEALED BID"
  2. PROJECT TYPE (from bid sheet)
  3. BID # (from bid sheet)
  4. CONTRACTOR NAME
4. Deliver to City Hall at 396 Spring Street, Kingston Springs, TN prior to the posted deadline time. You may also MAIL it by sending it to CITY MANAGER, P.O. Box 256, Kingston Springs, TN 37082, or email to [citymanager@kingstonsprings-tn.gov](mailto:citymanager@kingstonsprings-tn.gov).
5. Bids will be opened at the advertised time at the Beck Meeting Hall, 420 North Main Street, Kingston Springs, TN. You do not have to be present.

Proposals will be evaluated based on previous experience with the town, history with similar projects, and price. Bids must be approved by the Board of Commissioners of the Town of Kingston Springs. The town has the right to refuse any and all bids.

Bids will be awarded by the Board of Commissioners at the next regular meeting of the City Commission on the third Thursday of the month at 7:00 p.m. You do not have to be present.

**THE TOWN OF KINGSTON SPRINGS RESERVES THE RIGHT TO REFUSE ANY OR ALL BIDS.**

**BID SHEET – GENERAL CONSTRUCTION (BID #: CON 018-020)**

**BIDDER INFORMATION**

**Name of Company:** \_\_\_\_\_  
**Street Address** \_\_\_\_\_  
**City, State, Zip** \_\_\_\_\_  
**Business Phone** \_\_\_\_\_  
**Cell Phone** \_\_\_\_\_  
**Email Address** \_\_\_\_\_

**BUSINESS REFERENCES**

|   |       |
|---|-------|
| _____   | _____ |
| Contact Person/Business Name (Current Client) | Phone |
| _____   | _____ |
| Contact Person/Business Name                  | Phone |
| _____   | _____ |
| Contact Person/Business Name                  | Phone |

**FEE SCHEDULE**

|  |          |
|--|----------|
| Minimum charge   | \$ _____ |
| Charge per hour after minimum (2 pieces of equipment)  | \$ _____ |
| Charge per hour after minimum (3+ pieces of equipment) | \$ _____ |
| Other: _____   | \$ _____ |

**BID SUBMITTAL**

This bid sheet must be accompanied by the following documentation. Failure to attach this information with this bid sheet may disqualify the contractor from consideration for award of the contract:

- \_\_\_\_\_ (1) Schedule of fees for service
- \_\_\_\_\_ (2) Copy of current business license
- \_\_\_\_\_ (3) Copy of current contractor's license
- \_\_\_\_\_ (4) Proof of general liability insurance
- \_\_\_\_\_ (5) Drug free workplace affidavit (only if 5+ employees)
- \_\_\_\_\_ (6) Proof of workman's comp insurance (only if 5+ employees) or waiver
- \_\_\_\_\_ (7) Completed reference sheet (on bid sheet)

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date

## WORKMAN'S COMPENSATION

Due to changes in the Workman's Compensation Insurance requirements by the State of Tennessee, proof of Workman's Compensation Insurance is required from all bidders unless you can answer ALL of the following questions with the answer "yes":

\_\_\_\_\_ 1. I have no employees  
\_\_\_\_\_ 2. I am a sole proprietor, Partnership or Limited Liability Company (LLC)  
\_\_\_\_\_ 3. I contract directly with the owner, acting only as a prime (general) contractor and never act as a subcontractor.

\_\_\_\_\_  
Signature of Bidder

Please answer the questions in the above box, sign it and submit this page with your bid, attached to your bid sheet.

**Disregard the following paragraph if it is in your bid package:**

\_\_\_\_\_ Workman's Compensation Insurance (Include proof or initial below) *Note: This is required if your company has 5 or more employees.*)

- If awarded the contract, I understand that I must provide proof of Workman's Compensation insurance within 10 days of award and that no work may proceed until this is provided to the Town.  
Please initial: \_\_\_\_\_

### TOWN OF KINGSTON SPRINGS NON-DISCRIMINATION POLICY

It is the policy of the Town of Kingston Springs not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities. In addition, the Town of Kingston Springs does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d). With regard to all aspects of this contract, the contractor certifies and warrants it will comply with this policy.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
REPRESENTATIVE

\_\_\_\_\_  
TITLE

**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;

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

\_\_\_\_\_  
Address

2. That the proposing entity has submitted a bid to the Town of Kingston Springs for;

\_\_\_\_\_  
Project

3. That the proposing 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 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

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

**DRUG AND ALCOHOL TESTING PROGRAM**

Proposers must have a testing program for employees in place that is at least as stringent as the drug and alcohol-testing program of the Town of Kingston Springs, which is available upon request. Proposers must provide a copy of their drug and alcohol-testing program at the time the bid is made.