

January 29, 2018

ACCEPTING SEALED BIDS
(BID #: VRM 018-020)

The Town of Kingston Springs, Tennessee is now accepting sealed bids for a two-year contract for: **REPAIR AND MAINTENANCE OF TOWN-OWNED VEHICLES.**

- Contract Term: April 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.
- 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 Monday, March 5th, 2018.
- Bid Opening: 1:00 p.m. on Monday, March 5th, 2018
Beck Meeting Hall (420 N. Main St.)
- Bid Award: Thursday, March 15, 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 repair, emergency repair, and/or maintenance to town-owned vehicles, with the exception of fire trucks and other special diesel and emergency vehicles. The incumbent company or individual representative should be able to demonstrate the following:

- Knowledge of hydraulic systems, transmissions, diesel engines, paint and bodywork, vehicle electrical wiring, and etc.
- 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:

- In the event of an emergency repair to, the contractor must be available for emergency work with 24 hours notice during regular business hours.
- In the event of a non-emergency repair, the Town shall notify the Contractor by phone 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), be available to make the repair as requested by the Town in a good workmanlike manner. Excusable delay for inclement weather or unavailability of products due to temperature or inability to obtain material are expressly excused.
- Contractor must have a fully protected bay area location to perform work and this bay area must be secure for vehicles left overnight.
- The Town may inspect and approve the repair prior to Contractor's work crew or Town vehicle leaving the repair site, and the Town reserves the right to issue additional instructions or require additional work of a similar nature.

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.
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 – VEHICLE REPAIR/MAINTENANCE (BID #: VRM 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

Charge for pickup/delivery of vehicle \$ _____
Minimum charge \$ _____
Charge per hour of work after minimum \$ _____
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.