



WHITE COUNTY, TENNESSEE
DEPARTMENT OF FINANCE
COURTHOUSE ROOM 204
1 EAST BOCKMAN WAY
SPARTA, TENNESSEE 38583
PHONE (931)-836-3216 FAX (931)-836-3343
finance@whitecountyttn.gov

WHITE COUNTY, TENNESSEE
Bid Package
for
Bid Number: 2015-0226-03-005

Calendar Year 2015 Mowing Services

Bid Opening:
February 26, 2015
2:00pm Central Time

Contents:
Information to Bidders
Specifications
Bid Forms
Advertisement

*Posted for public inspection at
whitecountyttn.gov/bids*



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Invitation to bid

Description of items/services requested:

The White County Government is soliciting bids for mowing at various locations within White County for the 2015 calendar year.

General Requirements:

Proposals, bids, or responses will be accepted by the White County Department of Finance no later than **2:00 p.m. February 26, 2015** (local time). Every document must be enclosed in an envelope clearly marked as a bid document. Any response, bid, or proposal received after the above deadline shall be considered late, and will not be opened or considered. Bid prices must be valid for one year from the date of the bid.

All documents shall be submitted to the following address:

Chad S. Marcum, Director of Finance
White County Department of Finance
Courthouse Room 204
1 East Bockman Way
Sparta, Tennessee 38583

Specifications:

The eleven (11) locations within White County will be as follows:

- Babe Ruth Baseball Field
- WCHS Baseball Field
- WCHS Soccer Fields
- Sparta Little League Fields
- WCHS Recreational Area
- WCHS Softball Field
- Doyle Softball Field
- White County Recreational Complex – Non-Athletic Areas
- White County Recreational Complex – Baseball Fields
- White County Recreational Complex – Football Field
- Upper Cumberland Regional Industrial Park

Each location's mowing schedule, parameters, and specifications will be overseen by a location supervisor as named by White County. Winning bidders will be notified by White County of their respective location's supervisor name and contact information upon award of the bid.



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General Specifications:

For bidding purposes, contractors should expect to mow awarded locations once per week unless specified otherwise in this document. Additional mowing may be deemed necessary by the location's supervisor at various times during the mowing season. It will be the location supervisor's responsibility to confirm any mowing schedule change with the White County Department of Finance. Contractors are responsible for carrying out the mowing schedule requests of the location supervisor.

For purposes of this bid, the term mowing shall mean cutting grass to an acceptable and customary height for the location/area being mowed. Generally this shall mean all sports fields should be cut at two (2) or two and one half (2 ½) inches. Outside areas surrounding the sports fields should be cut at three and one half (3 ½) or four (4) inches. The term mowing shall also mean trimming around fences and buildings. Additionally, some areas may require the use of a herbicide spray. Please note that upon the location supervisor's request, mowing heights may deviate from the general heights as noted above. Contractors should follow the above general mowing heights only in the absence of location supervisor specific instruction.

Areas and/or services may be added or removed at the locations outlined in this invitation to bid during the year. If this occurs, White County, the location supervisor, and the awarded bidder(s) will negotiate the terms of those changes at the appointed time.

Award of Bid:

Awarding of the bid will be made by the White County Purchasing Committee after carefully reviewing the bid documents submitted. While cost is a factor, the committee will also consider the bidder's past history with the county, references submitted with this bid and others as solicited by the county, the contractor's overall stability and dependability, insurance coverage, and overall bid response presentation.

Bids will be awarded based on an individual location basis. However, White County reserves the right to award all locations to one bidder or to void and not award the bid to anyone.

Payment:

Contractors will be required to submit a statement of mowing at least monthly to the White County Department of Finance. More frequent submissions are encouraged. Each mowing event must be documented on specific invoice forms as supplied by White County and submitted with the statement of mowing. Each invoice must receive the approval of the location's supervisor, which indicates his or her approval that all standards and requests have been met for that specific mowing event. Mowing events listed on the statement of mowing which are not supported by an approved invoice will not be paid. It is the contractor's responsibility to receive approval from the location supervisor for each invoice and to submit said invoices with the statement of mowing.



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Insurance Coverage:

White County requires that bidders provide proof of liability and any other applicable state mandated insurance coverage along with their bid documents.

General Information:

White County reserves the right to require background checks, dress codes, and certain ethical standards of all individuals performing mowing services at the locations outlined in this invitation to bid.

Contractors will be required to enter into a mowing services employment contract with White County upon acceptance of the awarded bid. This contract identifies the contractor as an independent contractor of White County and stipulates that either party may terminate the contract upon official written notice.

Please see the attached specification sheets for detailed information on each location. Note that the mowing area at each location may have changed from the prior year. Please review the detailed specifications carefully.

Bidders are encouraged, but not required, to submit a bid for every location. If bidders do not wish to submit a bid for a specific location, the appropriate "no bid" box beside the location should be checked.



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General Bidding Procedures

Bid Limit: White County requires all purchases over \$10,000 to be acquired by sealed competitive bids. Exceptions: Fuel, emergency purchases, and any items excluded by statute

Location: All bids must be submitted to the White County Finance Dept. at or before the announced deadline.

Courthouse Room 204
One East Bockman Way
Sparta, TN 38583

Bid Document: For certain projects the Owner will supply a bid form to be completed by the bidder. When such forms are issued, only bids returned with the proper forms will be accepted. Envelopes must be sealed and marked as a bid document. Any bid may be withdrawn prior to the day, date and time as set forth in the "bid invitation". On construction related bids, the envelope must contain the following information visible from the outside: TN License number, expiration date, classifications and limitations.

Facsimile transmissions: Electronic transmissions will not be accepted except when in the course of the bidding process addendums or other notifications of errors on behalf of the owner places an undue hardship upon prospective bidders. Written notification by the owner must precede the acceptance of Facsimile transmissions.

Bid Bond: For construction related bids, in excess of \$25,000 dollars, the owner requires a bid bond equal to five percent of the total price of the bid. Contracts for the services of a construction manager shall require a bid bond in the amount of ten percent. The owner may request bonds on other services as determined by the Finance Department.

Performance Bond: For construction related bids, in excess of \$25,000 dollars, the owner requires a performance bond equal to one hundred percent of the contract price. The owner may request bonds other services as determined by the Finance Department.

Payment Bond: For construction related bids, in excess of \$25,000 dollars, the owner requires a payment bond equal to one hundred percent of the contract price except as stipulated under T.C.A. 12-4-201. The owner may request bonds for other services as determined by the Finance Department.

Disclosures by bidders: For construction bids in excess of \$25,000 interested bidders must include the following information on the outside of the envelope containing the bid document: Name, License number, Expiration date thereof, and license classification of the contractors applying to bid as stated in T.C.A. 62-6-119. For construction bids less than \$25,000, the name only is required. White County maintains a drug-free workplace and requires all bidders for construction contracts to comply with T.C.A. 50-9-114.

Laws and Regulations: The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full. Bidders may be required to provide proof of valid business license and Workers Compensation Insurance if required by law.

Sub-contracts: The Bidder is specifically advised that any person, firm, or other party to whom it is proposed to award a sub-contract under this contract must be acceptable to the Owner.



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Award of Contract: The owner (White County) further reserves the right to reject any and all bids, to waive any and all informalities and to negotiate contract terms with the successful bidder, and the right to disregard all non-conforming, non-responsive or conditional bids. White County may conduct such investigations as it deems necessary to assist in the evaluation of any bid to establish the responsibility, qualifications, and financial ability of the bidder, proposed sub-contractors and other persons and organizations to perform the work in accordance with the contract documents to the bidder who does not pass any such evaluation to the owner's satisfaction. The contract shall be awarded to the lowest, best and most responsible bidder, whose evaluation by the owner indicates to the owner that the award will be in the best interest of White County. It is also understood that the "apparent low bidder" will be announced at the bid opening; however the "successful bidder", who may or may not be the lowest bidder, will not be announced until all issues, which include, but are not limited to quality, service, conformity to specifications, etc. have been resolved and until a period of review has been completed by the County. White County does not enter into contracts which provide for mediation or arbitration.

Construction Contracts – Retainage: The Owner will retain five percent of funds on contracts over \$500,000 dollars per T.C.A. 66-11-144.

Title VI of the Civil Rights Act of 1964: All interested parties, without regard of race, color or national origin, shall be afforded the opportunity to bid and shall receive equal consideration. Title VI states "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity receiving Federal financial assistance." White County strives to protect individuals' civil rights through active compliance with the requirements of Title VI.

Warranty: The vendor shall provide warranty information on the equipment, components and items bid with the bid submittal.

Payments: Invoices that are submitted by the awarded bidder are required to provide accurate and current addresses. Payment terms shall be specified in the bid response, including any discounts for early payment. The Finance Department of White County discourages the practice of picking up checks in person, unless there is an emergency situation.

Errors in Bids: When an error is made in extending total prices, the unit bid price will govern. Carelessness in quoting prices or in preparation of bid otherwise, will not relieve the bidder. Erasures or changes to bids must be initialed. Any alteration, erasure, addition to or omission of required information, change of the specifications or bidding schedule, is made at the risk of the bidder.

Taxes: White County is tax exempt.

Tie Bids: If two or more bidders submit identical bids and is equally qualified; selection shall be made at the discretion of the county based on performance.

Contractors, Subcontractors and employees: If work is to be performed during regular school hours when children are present, the BOE reserves the right to require background checks, dress codes and certain ethical standards of all employees on school property.



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Detailed Specifications:
Babe Ruth Baseball Field

Location:
600 North Spring Street
Sparta, Tennessee 38583



The red line indicates the boundary of the mowing area.

Specific Notes:

Mowing at this location includes mowing the baseball field and the grassy areas along North Spring Street and Golden Mountain Road. Additionally, any grassy areas on the outside of the fence between the baseball field and the White County Fairgrounds should be kept mowed. The area around the Tennessee Highway Patrol's office should be kept trimmed. All fences and buildings should be kept trimmed.



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Detailed Specifications: WCHS Baseball Field

Location:

542 East Bockman Way
Sparta, Tennessee 38583



The red line indicates the boundary of the mowing area.

Specific Notes:

Mowing at this location includes mowing the baseball field and the grassy areas along the west and south sides of the field. Additionally, the area around the baseball practice facility and the concession stand should be kept mowed and trimmed. A small area along the entire outside of the outfield fence has been cleared, and should be kept trimmed and/or a herbicide spray used. Note that a riding mower will not be able to navigate along the entire outside fence. All areas around fences and buildings should be kept trimmed. Walkways should be kept clean of any grass clippings.



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Detailed Specifications: WCHS Soccer Fields

Location:
136 Walker Street
Sparta, Tennessee 38583



The red line indicates the boundary of the mowing area.

Specific Notes:

Mowing at this location includes mowing both the soccer and practice fields. Additionally, the areas around the Alternative School and the back of the Old White County Middle School Gym should be kept mowed and trimmed. The areas around the fences, bleachers, and concession stand should be kept mowed and trimmed. Please note that the small area on the outside of the fence along Walker Street should be kept mowed.



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**Detailed Specifications:
Sparta Little League Fields**

Location:
501 Polk Street
Sparta, Tennessee 38583



The red line indicates the boundary of the mowing area.

Specific Notes:

Mowing at this location includes mowing all four fields. Additionally, the areas on the outside of the field fences should be kept mowed and trimmed. At the softball field, the mowing boundary is the light poles which are now set several feet back from the fence. Also the area between Ben Lomand and the softball field should be kept mowed. The areas around the fences, bleachers, and concession stand should be kept mowed and trimmed. Note that some of the areas along the wooded parts may require the use of a herbicide spray.



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Detailed Specifications:
WCHS Recreational Area

Location:
267 Allen Drive
Sparta, Tennessee 38583



The red line indicates the boundary of the mowing area.

Specific Notes:

Mowing at this location includes mowing around the tennis and basketball courts as well as the picnic pavilion and the volleyball area. Significant work has been performed to clean up the area behind the tennis and basketball courts along the drainage ditch/creek. This area should be maintained, which may require the use of a rotary cutter, as part of the location's normal mowing routine. It will be the contractor's responsibility to ensure this area does not become overgrown during the year. All fences should be kept trimmed as well as the area around the picnic pavilion. All walkways, parking areas, and courts should be kept clear of any grass clippings.



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Detailed Specifications: WCHS Softball Field

Location:
267 Allen Drive
Sparta, Tennessee 38583



The red line indicates the boundary of the mowing area.

Specific Notes:

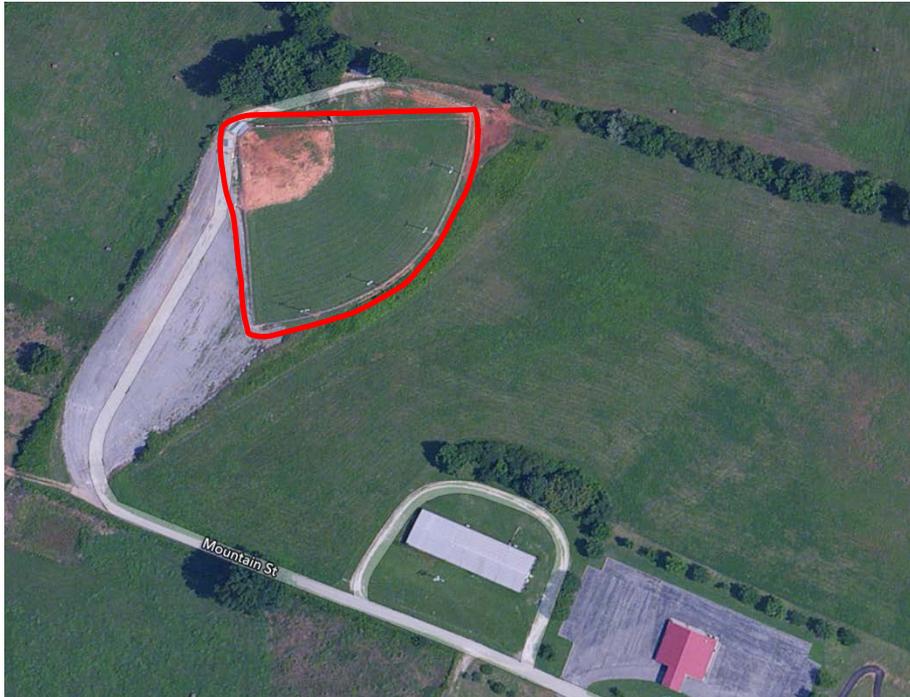
Mowing at this location includes mowing the softball field and the areas outside of the field. The mowing boundaries are Allen Drive, the paved walkway to the parking area, and the light poles that are set several feet back from the fence. Additionally, the area immediately around the concession stand should be kept trimmed. Walkways should be kept clean of any grass clippings.



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**Detailed Specifications:
Doyle Softball Field**

Location:
396 Mountain Street
Doyle, Tennessee 38559



The red line indicates the boundary of the mowing area.

Specific Notes:

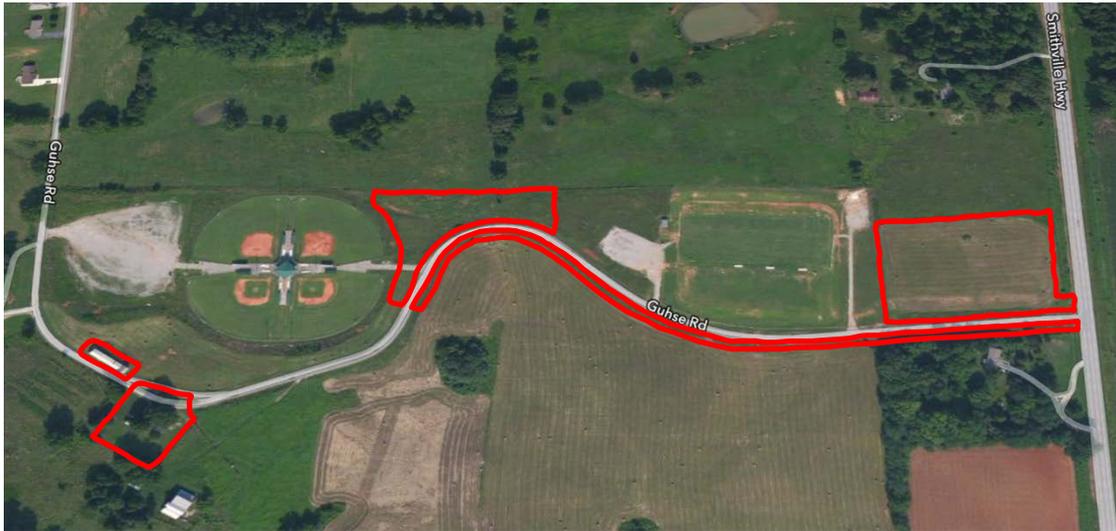
Mowing at this location is limited to mowing of the softball field and the immediate area surrounding the field. Two passes should be made on the outside of the fence which surrounds the field. All fences and buildings should be kept trimmed.



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Detailed Specifications:
White County Recreational Complex
Non-Athletic Field Areas

Location:
4201 Smithville Highway
Sparta, Tennessee 38583



The red line indicates the boundary of the mowing area.

Specific Notes:

The mowing at this location encompasses numerous non-athletic field areas. The entire area will be bounded by the barbed wire fence row which serves as the western property boundary of the park. This fence row stretches from Guhse Road to the Smithville Highway.

Football Parking Area – The parking area which borders the Smithville Highway should be mowed from the chain-link fence to the embankment along the highway.

Small Red Storage Barn – Limited mowing should be completed around the red storage barn which sets on the hill above the baseball/softball complex. Two to three passes should be made around this building and the building should be kept trimmed.

White Farm House – Mowing in this area requires mowing and trimming the lawn area of the white house which sits across the road from the small red storage barn.

Roadway and Open Area – Both sides of the roadway should be mowed from the Smithville Highway to the embankment area beside the baseball/softball complex. The area around the complex sign and landscaping should be kept trimmed. Additionally, the open area between the football and baseball fields should be mowed to an appropriate height.



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Detailed Specifications:
**White County Recreational Complex
Baseball/Softball Fields**

Location:
4201 Smithville Highway
Sparta, Tennessee 38583



The red line indicates the boundary of the mowing area.

Specific Notes:

The mowing at this location encompasses the baseball/softball fields only and is bounded on the western side by a barbed wire fence which serves as the western boundary of the park. Mowing in this area requires mowing of the four fields as well as making two passes around the outside of the fence. The grass along the parking areas should be kept mowed. All fences should be kept trimmed and walkways should be kept free from grass clippings.



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Detailed Specifications:
**White County Recreational Complex
Football Field**

Location:
4201 Smithville Highway
Sparta, Tennessee 38583



The red line indicates the boundary of the mowing area.

Specific Notes:

The mowing at this location encompasses the fenced football complex area only and is bounded on the western side by a barbed wire fence which serves as the western boundary of the park. The area is bounded on the eastern side by both chain-link and barbed wire fences which run along Guhse Road. All fences, bleachers, buildings, and landscaping at the football field should be trimmed. Walkways should be kept free from grass clippings.



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Detailed Specifications:
Upper Cumberland Regional Industrial Park

Location:
Airport Industrial Drive
Sparta, Tennessee 38583



The red line indicates the boundary of the mowing area.

Specific Notes:

The mowing at this location encompasses a very large area of approximately 63 acres and will require the use of a rotary mower. Some areas have trees and thick underbrush, which will not be mowed. The entire area is bounded by fencing. Special care should be taken to trim and neatly mow the areas immediately around the spec building which sets in the middle of the park as well as the park entrance and sign area. Mowing at this location should be conducted on a monthly to semi-monthly basis, depending upon the weather conditions. This area will not be mowed weekly.



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Bid Form

Project: Calendar Year 2015 Mowing Services

Bid Date: February 26, 2015; 2:00p.m. central time

Company Name: _____

Address: _____

Phone Number: _____

Contact: _____

Email Address: _____

Bid Item: Provide a per mow amount in the following spaces:

- Babe Ruth Field \$_____ (per mow) *No Bid*
- WCHS Baseball Field \$_____ (per mow) *No Bid*
- WCHS Soccer Fields \$_____ (per mow) *No Bid*
- Sparta Little League Fields \$_____ (per mow) *No Bid*
- WCHS Recreational Area \$_____ (per mow) *No Bid*
- Doyle Softball Field \$_____ (per mow) *No Bid*
- WCHS Softball Field \$_____ (per mow) *No Bid*
- Rec. Complex – Non-Athletic \$_____ (per mow) *No Bid*
- Rec. Complex – Baseball Fields \$_____ (per mow) *No Bid*
- Rec. Complex – Football Field \$_____ (per mow) *No Bid*
- Upper Cumberland Industrial Park \$_____ (per mow) *No Bid*

Signature: _____

Title: _____

Date: _____



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References:

You must provide three (3) references regarding the ability of your company to manage a mowing job of this size. This is a requirement, even if you have had prior experience with White County.

Business Name: _____

Contact Name and Title: _____

Street Address: _____

City/State/Zip Code: _____

Phone: _____

E-Mail: _____

Business Name: _____

Contact Name and Title: _____

Street Address: _____

City/State/Zip Code: _____

Phone: _____

E-Mail: _____

Business Name: _____

Contact Name and Title: _____

Street Address: _____

City/State/Zip Code: _____

Phone: _____

E-Mail: _____

(This form must be returned with bid.)



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Advertisement for Bid

White County, Tennessee
Advertisement for Bids
Bid No. 2015-0226-03-005

Take notice that the Director of Finance for White County shall accept sealed written bids for mowing at various locations within White County for the 2015 calendar year.

Proposals, bids, or responses must be submitted to the office of the Director of Finance, Room 204, White County Courthouse, Sparta, Tennessee, 38583, no later than 2:00 P.M. central time, February 26, 2015 at which time the bids will be opened and considered.

Copies of bid documents may be obtained at whitecountyttn.gov/bids

The owner (White County) further reserves the right to reject any and all bids, to waive any and all informalities and to negotiate contract terms with the successful bidder, and the right to disregard all nonconforming, non-responsive or conditional bids.

Chad S. Marcum
Director of Finance
Publication Date: 02/16/2015, 02/19/2015