



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

RFB Number: 2024-0229-01-005

Published February 22, 2024

Mowing Services – 2024 Calendar Year

Bid Opening:

February 29, 2024
2:00pm Central Time

Bid Opening Location:

White County Department of Finance
1 East Bockman Way, Room 204
Sparta, Tennessee 38583

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

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I. Purpose and Overview

A. Purpose

The White County Department of Finance, on behalf of the White County Government, is soliciting bids for mowing services for the 2024 mowing season.

B. Project Description

The objective of this bid is to secure pricing for mowing services at various locations within White County for the 2024 calendar year. For the purposes of this project, mowing services shall include but may not be limited to mowing, trimming, spraying, and other duties as may be specified in the detailed scope of work for each location. White County expects that each location will be mowed once per week, unless specified otherwise by the county.

C. Scope of Work

Refer to detailed scope of work for each location provided on the maps in Appendix A.

1. Mowing Heights

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. Non-sports field areas should be cut at three and one half (3 ½) or four (4) inches. Mowing heights may be adjusted throughout the mowing season at the direction of the county. Contractors should follow the above mowing heights only in the absence of location specific instructions.

2. Trimming

Trimming shall be performed around all buildings, sidewalks, and shrubbery as appropriate. Fence rows are to be kept trimmed, if not treated with an herbicide spray.

3. Spraying

The use of an herbicidal spray (i.e. Roundup) shall be used as indicated in the detailed scope of work for each location. If spraying is indicated as part of the scope of work, contractor should include this in their base bid for the location.

D. Required Reporting

A Google Forms link will be provided to each awarded contractor. This form is required to be completed within 24 hours of each mowing event. Due to the lack of full-time staff overseeing each location, White County has implemented this form to verify that the mowing you are performing is being completed to White County's standards.

This reporting requirement is **mandatory**. Failure to submit a form timely, may result in **non-payment** of services.

E. Insurance

Awarded contractors will be required to provide proof of commercial general liability insurance coverage upon contract execution.

F. Contract Term

1. Initial Term

The contract(s) awarded as a result of this RFB shall have an initial term expiration date of December 31, 2024.

2. Extension

At the end of the initial term, White County reserves the right to extend one or more of the resultant contracts for up to two (2) additional one (1) year periods. The final potential contract date under this clause, including all available extensions, would be December 31, 2026.

If the county wishes to exercise an extension, the contractor may propose a price adjustment for consideration by the County. White County may grant or deny pricing changes at its sole discretion. In no event shall any price increase exceed the unadjusted Consumer Price Index (CPI) percent change from the previous calendar year for all items, as published by the United States Bureau of Labor Statistics.

3. Termination

The contract awarded as a result of this RFB may be terminated at any time, without cause, by either party.

G. Basis of Contract Award

White County reserves the right to award one or more contracts based upon the results of this RFB. White County, in its sole discretion, will determine the method of contract award which is most advantageous to the County. Price, while an important component of the award decision, will not be the sole determining factor. Prior performance, references, and contractor's ability to perform the work will also play a factor in the award process.

II. Instructions for Request for Bid Responses

A. Compliance with RFB

Submissions must be in strict compliance with this Invitation to Bid. Failure to comply with all provisions of the RFB may result in disqualification.

Requests for additional information or clarifications by potential Bidders must be made in writing. Bidders may email requests for additional information or clarifications.

Requests for additional information or clarifications shall be sent to:

Chad S. Marcum
Director of Finance
White County Department of Finance
1 East Bockman Way, Room 204
Sparta, Tennessee 38583
chad.marcum@whitecountyttn.gov

Prior to the due date, responses to inquiries and all RFB amendments White County deemed necessary will be issued and published on the solicitation web page. Bidders should not rely on any representations, statements, or explanations other than those made

in any written addendum to this RFB. Where there appears to be a conflict between the RFB and any addenda issued, the last addendum issued shall prevail.

Addenda will be made available on the solicitation web page and it is solely the Bidder's responsibility to assure receipt of all addenda.

Solicitation Web Page is: www.whitecountyttn.gov/bids

B. Delivery of RFB Response

Submissions will be accepted by the White County Department of Finance no later than **2:00 p.m. February 29, 2024** (local time).

All documents shall be submitted to the following:

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

All submissions must be written, sealed, and labeled as a response to this RFB. Submission by electronic means will not be accepted.

III. General Terms and Conditions

A. Bid Document

For certain projects White County 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.

B. Electronic 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 or email transmissions.

C. 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.

D. 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 White County.

E. Award of Contract

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.

F. 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.

G. Warranty

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

H. Payments

Invoices or Applications of Payment 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.

I. 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.

J. Taxes

White County is tax exempt except where T.C.A. §67-6-209 shall be applicable.

K. Tie Bids

If two or more bidders submit identical bids and are equally qualified; selection shall be made at the discretion of the county based upon performance.

L. Specification Details

These specifications have been designed to meet a certain level of quality as well as to standardize certain components. In numerous places reference to specific brands of components may have been made. This has been done to establish a certain level of quality and in no way is an attempt to write out venders of similar or equal equipment components.

IV. Advertisement for RFB

White County, Tennessee
Request for Bids
RFB No. 2024-0229-01-005

Take notice that the Director of Finance for White County shall accept sealed written bids for 2024 mowing services.

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 29, 2024 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 non-conforming, non-responsive, or conditional bids.

Chad S. Marcum
Director of Finance
Publication Date: 02/22/2024

V. RFB Response Form

Project: Mowing Services – 2024 Calendar Year

Bid Date: February 29, 2024; 2:00p.m. Central Time

Company Name: _____

Address: _____

Phone Number: _____

Contact: _____

Email Address: _____

Per Mow Location Bid:

Doyle Softball Field \$_____ *per mow*

White County Recreational Complex \$_____ *per mow*

White County Health Department \$_____ *per mow*

Old White County Middle School \$_____ *per mow*

White County Public Library \$_____ *per mow*

White County Heritage Museum \$_____ *per mow*

White County Rock House \$_____ *per mow*

White County Justice Center \$_____ *per mow*

All bidders must return the following completed form(s) with this bid response form:

1. Exception Form (if applicable)
2. References Form
3. Certification of Compliance with Iran Divestment Act

By signing below, I affirm that I am a duly appointed and authorized representative of the company named herein. Furthermore, acting on behalf the named company I acknowledge that I have read, understand, and agree to abide by all terms and conditions as outlined in this invitation to bid unless otherwise properly and specifically noted.

Signature: _____

Title: _____

Date: _____

VI. Exception Form

Bidder has agreed to abide by all terms and conditions of this bid, except for specific exceptions as noted below. If taking exception, please note the page and section number where exception is taken.

Use Additional Pages as Needed

VII. References Form

Use this form to provide details of at least three (3) references with firsthand knowledge of your firm's ability to complete a project of this scope.

Reference #1:

Name of Client: _____
Procuring Entity (Federal Agency, State Agency, Local Government, Other)

Location (City, State): _____

Client Representative knowledgeable about the project work:

Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Reference #2:

Name of Client: _____
Procuring Entity (Federal Agency, State Agency, Local Government, Other)

Location (City, State): _____

Client Representative knowledgeable about the project work:

Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Reference #3:

Name of Client: _____
Procuring Entity (Federal Agency, State Agency, Local Government, Other)

Location (City, State): _____

Client Representative knowledgeable about the project work:

Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Attach additional pages as necessary.

White County reserves the right to contact the client representative for this project.

VIII. Iran Divestment Act

In compliance with the Iran Divestment Act (State of Tennessee 2016, Public Chapter No. 817), which became effective on July 1, 2016, certification is required of all bidders on contracts over \$1,000.

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 hereto 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 T.C.A. § 12-12-106.

I affirm, under penalties of perjury, this statement to be true and correct.

Date

Signature of Bidder

Company Name

A bid shall not be considered for award nor shall award be made where the foregoing certification has been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. White County may award a bid to a bidder who cannot make the certification, on a case-by-case basis if:

- 1) The investment activities in Iran were made before July 1, 2016, the investment activities in Iran have not been expanded or reviewed on or after July 1, 2016, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- 2) White County makes a determination that the goods or services are necessary for White County to perform its functions and that, absent such an exemption, the County will be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

IX. Appendix A

Detailed location maps and specifications.



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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 encompasses the softball field and the area around the restroom facility located in the tree line at the top of the above picture. Two passes should be made on the outside of the fence which surrounds the field. All fences and buildings should be kept trimmed/sprayed.

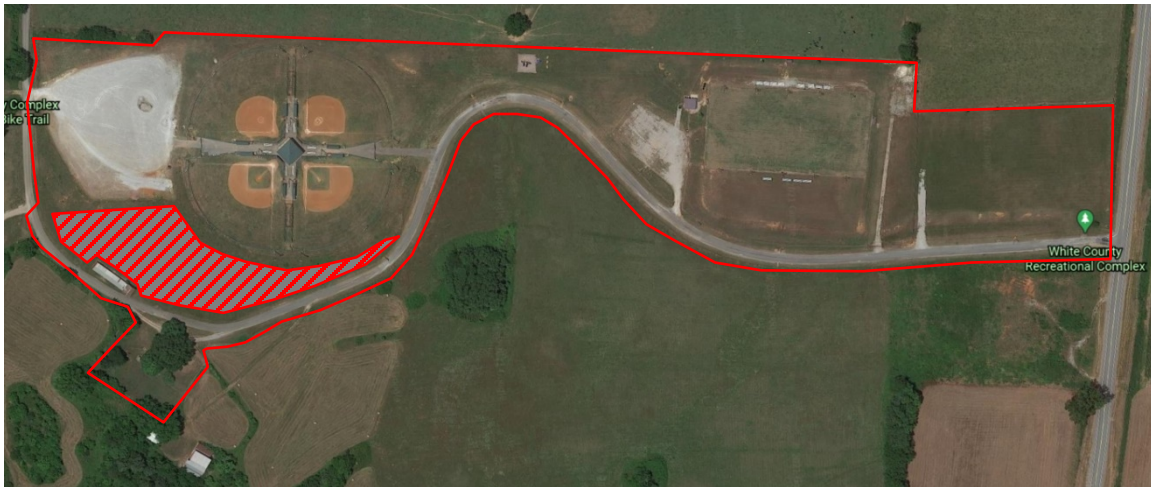


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Detailed Specifications: White County Recreational Complex

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 a large area, which is outlined in red above. 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.

Baseball/Softball Fields – Mowing in this area requires mowing of the four fields as well as making, at least, two passes around the outside of the fence. All fences should be kept trimmed/sprayed and walkways should be kept free from grass clippings. Excluded is the steep portion of the embankment between the fields and the roadway.

Football Field – Mowing in this area requires mowing the fenced football complex area. All fences, bleachers, buildings, and landscaping at the football field should be trimmed. Walkways should be kept free from grass clippings.

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.



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Detailed Specifications:
White County Health Department

Location:
135 Walker Street
Sparta, Tennessee 38583



The red line indicates the boundary of the mowing area.

Specific Notes:

Mowing at this location includes mowing the grassy areas adjacent to the health department building. Additionally, the area to the East of the health department building (where old house with red roof was – as shown in picture above) should be kept mowed. Maintenance was performed on this area last year to allow for it to be mowed more easily. Mowing should go all the way to the East property line, which is the fence adjacent to the house with the gray roof in the above picture.



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**Detailed Specifications:
Old White County Middle School**

Location:

101 East Bronson Street
Sparta, Tennessee 38583



The red line indicates the boundary of the mowing area.

Specific Notes:

Mowing at this location includes mowing the entire lot. and trimming around trees, fences, and buildings. All walkways and driveways should be kept free of grass clippings.



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Detailed Specifications: White County Public Library

Location:

11 North Church Street
Sparta, Tennessee 38583



The red line indicates the boundary of the mowing area.

Specific Notes:

Mowing at this location includes mowing the entire lot, and trimming around trees, fences, and buildings. Care should be taken along the rear of the building, facing Bockman Way. Mower should mow as much as possible in the rear, but the majority will be unreachable. All walkways, driveways, and landscaping should be kept free of grass clippings.



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Detailed Specifications:
White County Heritage Museum

Location:
144 South Main Street
Sparta, Tennessee 38583



*The **red** line indicates the boundary of the mowing area.*

Specific Notes:

Mowing at this location includes mowing the entire lot and trimming around trees and buildings. All walkways and driveways should be kept free of grass clippings.



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Detailed Specifications:
White County Rock House

Location:

3663 Country Club Road
Sparta, Tennessee 38583



The red line indicates the boundary of the mowing area.

Specific Notes:

Mowing at this location includes mowing the entire lot. and trimming around trees, landscaping, and buildings. All walkways and driveways should be kept free of grass clippings.



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Detailed Specifications: White County Justice Center

Location:
111 Depot Street
Sparta, Tennessee 38583



*The red line indicates the boundary of the mowing area.
The orange line indicates the boundary of the spraying area.*

Specific Notes:

Mowing at this location includes mowing and trimming arounds trees, landscaping, and buildings. Jail staff will provide you access to the secure area, which is outlined in red with a yellow highlight. You will be provided with a contact person to coordinate access to this area. All walkways, driveways, and landscaping should be kept free of grass clippings.

The areas outlined in orange are to be kept sprayed. Much of the orange area is steep embankments or gravel parking areas. Spraying is to be performed as needed, but should be included in your weekly ("per mow") price to maintain the entire area.