

CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID - PLASTIC RECYCLE AND REFUSE CONTAINERS

INVITATION TO BID

Office of Finance
100 West First North Street
Morristown, TN 37814

INTRODUCTION

The City of Morristown is accepting sealed bids for fully automated plastic recycle and refuse containers with specifications stated herein.

Bidder shall return bids in **SEALED** envelope to:

City of Morristown
Attn: Ashley Ahl, Purchasing Assistant
100 West First North Street
Morristown, TN 37814

Public opening of sealed bids will be held at the above address at the deadline date and time listed below.

DATE ISSUED:	Wednesday, December 19, 2018
BID TITLE:	Plastic Recycle and Refuse Containers
BID DEADLINE DATE & TIME:	Thursday, January 10, 2019 at 2:00 P.M. Eastern Time (local prevailing time)
BID OPENING LOCATION:	Morristown City Center, Training Room, 1 st Floor
BID CONTACT:	Ashley Ahl, Purchasing Assistant
CONTACT PHONE:	423.585.4622
CONTACT EMAIL:	purchasing@mymorristown.com

Signature of Authorized Representative: _____

Name of Company: _____

CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID – PLASTIC RECYCLE AND REFUSE CONTAINERS

TERMS AND CONDITIONS

1. **REQUIREMENTS FOR SEALED BID SUBMISSION.**
 - a. COMPLETE, UNBOUND, ORIGINAL, sealed bid.
 - b. Complete and original invitation to bid with “Bidder Initial” completed by authorized representative.
 - c. All bids shall be submitted SEALED, envelope clearly marked with the bidder company name, bid name, date, and time ON THE OUTSIDE OF THE SEALED ENVELOPE.
 - d. Copy of IRS W-9 Form.

2. **BIDS RECEIVED ON TIME.** Bids and amendments thereto, if received by the City of Morristown’s Finance Office after the date and time specified for opening, will not be considered. It will be the responsibility of the BIDDER to see that the bid is received by the City of Morristown’s Finance Office by the specified time and date. There will be no exceptions. Date of postmark will not be considered. Telephone, facsimile, electronic, and verbal bids will not be accepted. Any bid received after the opening date and time will remain unopened and on file. The City of Morristown will not be responsible for bids received late because of delays by a third party delivery service, i.e., U.S. Mail, UPS, Federal Express, etc.

3. **TAX EXEMPT.** The City of Morristown is a tax exempt entity. The successful vendor will be provided with an executed copy of tax exempt form.

4. **ANTI-COLLUSION.** The bidder certifies by signing this document that the bid is made without prior understanding, agreement, or accord with any person submitting a bid for the same services and that this bid is in all respects bona fide, fair, and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment, as well as civil damages.

5. **AWARD IN WHOLE OR IN PART.** The City of Morristown reserves the right to: award by item, groups of items, or total bid; to reject any and/or all bids in whole or in part, and to waive any informality if it is determined to be in the best interest of City of Morristown.

6. **OPEN RECORDS ACT.** Once the bid document is submitted to the City of Morristown and is opened, it constitutes a public record and is subject to open records requests pursuant to the Tennessee Open Records Act.

7. **PAYMENT TERMS.** The City of Morristown pays from monthly statements for services rendered. Payments are made within 15 days of the previous month’s statement being received in the City of Morristown’s Finance Office.

8. **RECEIPT DOES NOT CONSTITUTE AWARD.** Receipt of your bid by the City of Morristown is not to be construed as an award for services.

CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID – PLASTIC RECYCLE AND REFUSE CONTAINERS

9. **AVAILABILITY OF FUNDS.** Obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.
10. **AUTHORIZED SIGNATURE.** All bids must be signed by an authorized, responsible officer or employee having the authority to enter into contracts. Obligations assumed by such signature must be fulfilled.
11. **NO SUBMISSION.** If you choose to not respond to this sealed bid request, advise City of Morristown of your intent and state the reason. Failure to do so may risk removal of your name from our mailing list/e-mail list.
12. **KNOWLEDGE OF LAWS AND REGULATIONS.** The bidder agrees that all applicable Federal, State and Local 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 written in full. The bidder shall observe and comply with all such laws, ordinances, and regulations and shall protect and indemnify the City of Morristown and its representatives against any claim or liability arising from or based on any violations of the same, whether by the bidder, the bidder's subcontractors, suppliers, or others by the bidder or the employee of any of them.
13. **DRUG-FREE WORKPLACE.** The bidder understands that the City of Morristown operates a drug-free workplace program. Any good or service provided to the City of Morristown by the bidder must comply with all State and Federal drug-free workplace laws, rules and regulations. The bidder agrees to comply by the execution of the "Bidder Initial" located at the bottom of the page.
14. **DIRECT CONTACT PROHIBITED.** Direct contact with City Departments other than the City of Morristown's Finance Office representatives on the subject of this bid is expressly forbidden except with the foreknowledge and permission of the City of Morristown Finance's Office.
15. **NON-DISCRIMINATION.** During the performance of this contract, the bidder agrees as follows: he/she will not discriminate against any employees or applicants for employment because of race, religion, color, sex, national origin, age, disability or any other basis prohibited by federal or state law relating to discrimination in employment, except where one or more of these are a bona fide occupational qualification reasonably necessary to the normal operations of the bidder. The bidder agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
16. **RIGHT TO WITHDRAWAL.** Bidders have the right to request withdrawal of their bid from consideration due to error by giving notice at any time before and not later than two (2) days after bids are publicly opened.
17. **ORIGINAL BID DOCUMENT.** The original bid document maintained by the City of Morristown's Finance Office shall be considered the official copy document.

CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID – PLASTIC RECYCLE AND REFUSE CONTAINERS

18. **CLOSED FOR BUSINESS.** If the City of Morristown is closed for business at the time scheduled for the bid opening, for whatever reason, sealed bids will be accepted and opened on the next business day of the City, at the originally scheduled hour.
19. **BID APPROVAL BY LEGISLATIVE BODY.** The bid awarding must be approved by the City of Morristown, City Council.
20. **REFERENCE TO BRAND NAMES.** Any reference to brand names, trade names, model numbers, catalog numbers or other descriptions peculiar to any item is made to establish a required level of quality and functional capabilities and is for reference only; it is not intended to exclude other products of that level. Please include with bid any specifications, brochures, catalogs, etc., or other data as will provide adequate basis of determining the quality and functional capabilities of the product offered if applicable.
21. **VENDOR POOR PERFORMANCE.** The City of Morristown may cancel the contract with the vendor at any time for vendor poor performance. Cancellation shall not release the vendor from legal remedies available to the City of Morristown.
22. **FORCE MAJEURE.** The City of Morristown or bidder shall not be liable for any failure of or delay in the performance of this contract for the period that such delay or failure is due to causes beyond reasonable control, including but not limited to acts of God, labor disputes, government orders or any other force majeure event.
23. **IRAN DIVESTMENT ACT.** 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 part 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 TCA 12-12-106.
24. **PURCHASE ORDERS.** The City of Morristown utilizes purchase orders for ordering goods and/or services. An order may not be fulfilled without a purchase order number from the City of Morristown.
25. **PAST PERFORMANCE.** If it is determined to be in the best interest of the City of Morristown, the City reserves the right to reject any proposal based on unsatisfactory past performance.
26. **ADDENDA.** In the event that it becomes necessary to revise any part of this bid, written addenda will be issued. Any and all addenda will be numbered in sequence, dated as of the date of issue, and sent via fax or email to all prospective bidders. The bidder shall acknowledge receipt of each addendum by signing in the space provided on the issued addendum and by submitting all addenda with their bid.
27. **QUESTIONS.** All questions shall be directed to the bid contact listed on the first page of this document unless otherwise stated. All communication shall be received by email to purchasing@mymorristown.com.

**CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID - PLASTIC RECYCLE AND REFUSE CONTAINERS**

OVERVIEW

The City of Morristown is accepting sealed bids for fully automated plastic recycle and refuse containers.

Upon the approval of the selected bidder, the City of Morristown is seeking an initial contract that will cover approximately a two year term that begins after City Council approval. The term of the bid shall be from January 10, 2019 thru June 30, 2020.

Plastic Recycle and Refuse Container Specifications

It is the intent of these specifications to purchase a minimum of (400) mobile recycle containers and (400) refuse containers for use by the Public Works Department of the City of Morristown. The containers shall be designed to contain the average solid waste (including garbage/refuse/rubbish) accumulated by a household in one week's time.

All bidders must indicate if they are meeting the specifications or taking an exception by marking one of the boxes below:

Comply

Does NOT Comply

If any items do not comply, please see **PAGE 11** to provide a complete list of exceptions. All bids must include delivery. The successful bidder shall be responsible for the delivery of the recycle and refuse cans. **A sample cart may be required.**

**CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID – PLASTIC RECYCLE AND REFUSE CONTAINERS**

Fully-Automated Roll Out Containers

Please list cart information below.

	Make & Model	Year	Unit Cost
95 gallon Curbside Fully-automated roll out container in Recycle Blue			\$
95 gallon Curbside Fully-automated roll out container in Moss Green			\$
200 Replacement Wheels as specified in “Wheels & Axles”			\$

Please indicate with a checkmark if the container being bid complies with each specification.

STANDARD REQUIREMENTS

Successful bidder shall furnish roll out cart demonstrator to ascertain compatibility. Containers will be purchased in truckload lots as needed.	Comply	Does NOT Comply
A price list shall be submitted with the bid for all replacement parts that may be needed to restore damaged container. The price list shall be in effect for the same period of time as the container.	Comply	Does NOT Comply
If requested, the bidder must provide one complete sample of container at no charge to the City.	Comply	Does NOT Comply
All carts must be manufactured from recycled content and have RFID tags.	Comply	Does NOT Comply

CART BODY DESIGN

The container shall be designed to be compatible with the City owned vehicles: (1) Leach (2) Heil (3) Pack-Mor equipped with Zarn, Bane or QC Model D and PERKINS LIFTERS, no exceptions.	Comply	Does NOT Comply
The container must be permanently embossed with “City of Morristown” on the top of the lid with a minimum of 1” letters. The front of the body must be permanently hot-stamped with a minimum 1” sequential serial number, white in color with a letter to identify the year of installation. Each lid must have the coded month and year of production molded into the underside of the lid.	Comply	Does NOT Comply
Records must be kept by the supplier as to the month in the letter coded year during which each container was produced. Care, use and handling instructions must be embossed on the body near the lid as to be easy to read by the user.	Comply	Does NOT Comply

**CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID - PLASTIC RECYCLE AND REFUSE CONTAINERS**

CART BODY DESIGN, continued

The cart shall be capable of accommodating a maximum of three hundred (300) pounds, excluding the weight of the cart.	Comply	Does NOT Comply
Minimum wall thickness of the body shall be no less than .100 inch.	Comply	Does NOT Comply
All metal components must be stainless steel minimum grade 304 or electro zinc finish automotive grade 0.0002" thick with clear chromate coating. The wheel axle must be a minimum of 3/4" outside diameter solid cold rolled double zinc with plated galvanized steel.	Comply	Does NOT Comply
The weight of the assembled unit shall be no less than 32 pounds and no more than 50 pounds.	Comply	Does NOT Comply
The cart shall have a foot slot at the bottom to allow for ease of can tilt.	Comply	Does NOT Comply

LID, HINGES, and HANDLES

The container shall be furnished with a lid molded from the same material as the container and shall be of such configuration that it shall not warp, bend, slump, or distort to no longer fit the container properly.	Comply	Does NOT Comply
All metal fasteners must be composed of stainless steel or a corrosion resistant, zinc plated material. All fixed joints shall be welded, bolted, or riveted in accordance with industry practices. All fasteners shall have sufficient bearing area to prevent pulling through the plastic body.	Comply	Does NOT Comply
The upper lifting bar area shall be positioned so as to provide an area of not less than 9" of lifting area on the bar. The lower locking bar shall be positioned so that it is compatible with the dumping device.	Comply	Does NOT Comply
The container must have a handle so that it can be pushed or pulled with little effort.	Comply	Does NOT Comply
The lid shall fit such that the container is watertight and shall prevent direct entry of vectors.	Comply	Does NOT Comply

**CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID - PLASTIC RECYCLE AND REFUSE CONTAINERS**

WHEELS & AXLES

The container shall be provided with suitable wheels with plastic centers and rubber outer tires.	Comply	Does NOT Comply
Wheels shall be a minimum of 12" X 1.75" constructed of polyethylene with semi pneumatic rubber tires and self-lubricating hubs with a minimum R.M.A. load rating of 180 pounds per wheel.	Comply	Does NOT Comply

SAFETY and STABILITY

The container must be designed to prevent being turned over by wind up to 25 MPH in any direction and must be stable and self-balancing when in the upright position.	Comply	Does NOT Comply
---	--------	-----------------

COLOR

All plastic parts shall be non-fading Recycle Blue or Moss Green, minimum of 2 of 1% UV stabilized against ultra-violet rays. Color pigmentation using concentrate not more than 1% pigment.	Comply	Does NOT Comply
--	--------	-----------------

WARRANTY

All containers furnished shall have a full warranty for a period of five (5) years against defects including but not limited to cracking, chipping, peeling, distortion, weathering, and failure at attachment points for lids, hinges and wheels. Defective containers replaced under the warranty provision shall be replaced as complete containers.	Comply	Does NOT Comply
--	--------	-----------------

POINT OF MANUFACTURE

The body and lid of container must be manufactured at the supplier's own manufacturing facility. Cart production cannot be subcontracted.	Comply	Does NOT Comply
---	--------	-----------------

**CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID - PLASTIC RECYCLE AND REFUSE CONTAINERS**

DIMENSIONS

<p>Carts shall be designed and manufactured in accordance with dimensional requirements listed below:</p> <p>Overall Width: 29" maximum Depth: 33" Height: 44"</p>	<p align="center">Comply</p>	<p align="center">Does NOT Comply</p>
--	------------------------------	---------------------------------------

MATERIALS

<p>Body composition and lid of the container shall be formed from virgin quality high-density polyethylene from a nationally recognized brand. Bidders shall certify all plastic resin and additives used.</p>	<p align="center">Comply</p>	<p align="center">Does NOT Comply</p>
--	------------------------------	---------------------------------------

ADDITIONAL SPECIFICATIONS

<p>Lift Skirt Height: 23.5" Upper Lift Skirt Width: 9.25" Catch Bar Width: 5.5" Handle Height: 40" Distance between Skirt and Catch Bar: 15.25" Resign Weight: 29.5 lbs Assembled Weight: 35 lbs</p>	<p align="center">Comply</p>	<p align="center">Does NOT Comply</p>
--	------------------------------	---------------------------------------

**CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID – PLASTIC RECYCLE AND REFUSE CONTAINERS**

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/she has not divulged to, discussed, or compared his/her bid with other bidders and has not colluded with any other bidder or parties regarding the bid whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of service and or 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 sealed bid invitation, 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 as described 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)	
LICENSE #	
STREET ADDRESS:	
CITY, STATE, ZIP:	
TELEPHONE NUMBER:	
FAX NUMBER:	
EMAIL:	
DATE:	

**By signing this form, the bidder signifies understanding and agreement with the City of Morristown's Terms and Conditions.

**CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID - PLASTIC RECYCLE AND REFUSE CONTAINERS**

EXCEPTIONS

Bidder MUST sign the appropriate statement below, as applicable.

Bidder understands and agrees to all terms, conditions, requirements and specifications stated herein. **NO EXCEPTIONS ARE TAKEN.**

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	

Bidder takes exception to the following terms, conditions, requirements and specifications stated herein.

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	
EXCEPTIONS TO NOTE:	

Vendors should note that any exceptions taken from the stated terms and/or specifications may be cause for their submittal to be deemed “Non-Responsive”, risking the rejection of their submittal.

**CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID - PLASTIC RECYCLE AND REFUSE CONTAINERS**

**THE CITY OF MORRISTOWN, TENNESSEE
COMPANY/CONTRACTOR AFFIDAVIT FORM
Conflict of Interest Statement**

THE AFFIANT STATES TO CITY OF MORRISTOWN, TENNESSEE:

I (WE) HEREBY CERTIFY THAT IF THE CONTRACT IS AWARDED TO OUR FIRM THAT NO MEMBER OR MEMBERS OF THE GOVERNING BODY, ELECTED OFFICIAL OR OFFICIALS, EMPLOYEE OR EMPLOYEES OF SAID CITY OF MORRISTOWN, TENNESSEE, OR ANY PERSON REPRESENTING OR PURPORTING TO REPRESENT CITY OF MORRISTOWN, TENNESSEE, OR ANY FAMILY MEMBER INCLUDING SPOUSE, PARENTS, CHILDREN OF SAID GROUP, HAS RECEIVED OR HAS BEEN PROMISED, DIRECTLY, OR INDIRECTLY, ANY FINANCIAL BENEFIT, BY WAY OF FEE, COMMISSION, FINDER'S FEES OR ANY OTHER FINANCIAL BENEFIT ON ACCOUNT OF THE ACT OF AWARDED AND/OR EXECUTING THE CONTRACT.

THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE HAS FULL AUTHORITY TO BIND THE COMPANY AND THAT HE/SHE HAS PERSONALLY REVIEWED THE INFORMATION CONTAINED IN THIS SEALED BID, INCLUDING ALL ATTACHMENTS, ENCLOSURES, APPENDICES, ETC. AND DO HEREBY ATTEST TO THE ACCURACY OF ALL INFORMATION CONTAINED IN THIS BID, INCLUDING ALL ATTACHMENTS, ENCLOSURES, EXHIBITS, ETC.

THE UNDERSIGNED ACKNOWLEDGES THAT ANY MISREPRESENTATION WILL RESULT IN IMMEDIATE DISQUALIFICATION FROM ANY CONTRACT CONSIDERATION.

THE UNDERSIGNED FURTHER RECOGNIZES THAT THE CITY OF MORRISTOWN CITY COUNCIL HAS THE RIGHT TO MAKE THE CONTRACT AWARD FOR ANY REASON CONSIDERED IN THE BEST INTEREST OF CITY OF MORRISTOWN.

This certification shall be included with the bid. Failure of this properly executed document to be included with the bid shall render the bid as incomplete and void.

COMPANY NAME _____

NAME (PRINT) _____ PHONE _____

TITLE _____ FAX _____

SIGNATURE _____ DATE _____

.....
(TO BE COMPLETED BY NOTARY)

STATE OF: _____

COUNTY OF: _____

Before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing for the purposes therein contained.

Witness my hand and seal at office this day of _____, 20__

Notary Public

My commission expires: _____