

HAMBLEN COUNTY-MORRISTOWN SOLID WASTE DISPOSAL SYSTEM
INVITATION TO BID – HAULING OF RECYCLABLE MATERIALS

INVITATION TO BID

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

INTRODUCTION

The Hamblen County-Morristown Solid Waste Disposal System (HCMSWDS) is accepting sealed bids for hauling services for recyclable materials for the citizenry of the City of Morristown and Hamblen County from a central location to its contracted Material Recycling/Recovery Facility (MRF).

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

**Hamblen County-Morristown Solid Waste Disposal System
% City of Morristown
Attn: Joey Barnard
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:	Friday, September 1, 2017
BID TITLE:	Removal of Recyclable Materials
BID DEADLINE DATE & TIME:	Thursday, September 14, 2017 11:00 A.M. Eastern Time (local prevailing time)
BID OPENING LOCATION:	Morristown City Center, Community Room, 2 nd Floor
BID CONTACT:	Joey Barnard, City of Morristown, Finance Director
CONTACT PHONE:	423-585.4614
CONTACT EMAIL:	jbarnard@mymorristown.com

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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 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 Department on behalf of the HCMSWDS 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 nor the HCMSWDS 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 HCMSWDS 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 HCMSWDS 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 HCMSWDS.

- 6. OPEN RECORDS ACT.** Once the bid document is submitted to the City of Morristown on behalf of the HCMSWDS 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 HCMSWDS pays from monthly statements for services rendered. Payments are made within 15 days of the previous month’s statement being received by the HCMSWDS.

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

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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 HCMSWDS 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 the HCMSWDS 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 HCMSWDS operates a drug-free workplace program. Any good or service provided to the HCMSWDS 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 HCMSWDS other than the City of Morristown's Finance Department representative on the subject of this bid is expressly forbidden except with the foreknowledge and permission of the City of Morristown Finance's Department.
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 HCMSWDS shall be considered the official copy document.

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18. **CLOSED FOR BUSINESS.** If the City of Morristown on behalf of the HCMSWDS 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 Board of the HCMSWDS.
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 HCMSWDS 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 HCMSWDS.
22. **FORCE MAJEURE.** The HCMSWDS 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. **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.
24. **PAST PERFORMANCE.** If it is determined to be in the best interest of the HCMSWDS, the HCMSWDS reserves the right to reject any proposal based on unsatisfactory past performance.
25. **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.
26. **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 jbarnard@mymorristown.com.

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OVERVIEW

The City of Morristown is soliciting bids on behalf of the Hamblen County-Morristown Solid Waste Disposal System (HCMSWDS) from qualified vendors for hauling services of recyclable materials. The requested service is to begin no sooner than October 1, 2017 and not later than November 1, 2017. The HCMSWDS is to receive the single stream recyclables from the City of Morristown and Hamblen County Solid Waste Departments curbside pick-up at its facility located at 3849 Sublett Road, Morristown, Tennessee 37813. The recyclables are to be transported approximately 45 miles to the MRF that is located at 1323 Proctor Street, Knoxville, Tennessee 37921. The successful bidder is to provide the necessary equipment to store and haul recyclable materials.

The City of Morristown and Hamblen County collect approximately six hundred (600) tons of recyclable materials a year, respectively. The collective total one thousand two hundred tons, or twenty-three tons a week currently includes mixed glass. Due to the lack of demand for mixed glass, it is foreseeable that the glass will be removed from the single stream. Thus, weekly tonnage will decline and smaller containers may be necessary. This possibility has been anticipated in this bid. Thus, the request for the various sizes of containers and transport included herein. Additionally, the decreased demand for mixed glass has forced the HCMSWDS to evaluate the possibility of offering other alternatives to the citizenry for the recycling of glass. Hence, the bid item for a divided container that will allow the glass to be segregated and marketable to the recycling market.

Upon the approval of the selected bidder, the City of Morristown is seeking an initial contract that will cover a three (3) year term that begins after approval by the Board of the HCMSWDS. The HCMSWDS reserves the right to re-bid at the end of any contract period or extend for an additional three (3) year term. Please provide a sample contract with bid.

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SCOPE OF SERVICES

The services proposed shall consist of providing the following:

1. Bidder shall provide necessary equipment to store and haul recyclable materials from central collection point to the MRF.
2. Bidder shall provide consistent and responsible service and have the flexibility to adjust service schedules, trailer or container sizes, or number of trailers to containers to meet demands.
3. Services shall be provided during normal operating hours of the HCMSWDS and its recyclable materials processor. The HCMSWDS will work with the bidder to accommodate changes due to inclement weather and holidays.
4. Bidder shall ensure that all federal, state and local permit and licensing requirements are maintained throughout the life of the contract. License and permits shall be included with Invitation to Bid.
5. Ownership of the equipment and maintenance of equipment is the responsibility of the bidder. Equipment shall be kept in proper working order and aesthetically pleasing.
6. Bidder is required to provide all necessary signage on any trailers or containers.
7. Equipment is required to go across the scales upon arriving empty and exiting with recyclables to delivery to the processor. The recyclables shall be weighed again upon arrival at the MRF.
8. Clean up of the collection area is the responsibility of the HCMSWDS.
9. The bidder must meet all federal, state, county, and City laws, rules and regulations in effect on the date of the execution, delivery and throughout the life of the contract. The bidder shall secure all necessary licenses, permits and certificates as required by law.
10. The bidder further agrees to indemnify and hold harmless the HCMSWDS and its officers, agents and employees from all claims, damages, losses and expense arising out of or resulting from the performance of the bidder.
11. The bidder shall not sublet, assign, transfer, or in any way give to any others, any portion of work considered under this agreement except with the written approval of the HCMSWDS.
12. A report shall be provided each month to the HCMSWDS indication total tonnage delivered.
13. Selected bidder will name the HCMSWDS an additional insured in the amount of \$1 million with proof of workers' compensation of at least \$500,000 and maintain such

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insurance for the duration of contract. Proof of insurance shall be verified before contract approval.

14. Bidder must provide at least three references for similar services. References shall include contact person, address, and phone number.

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BID SHEET

As previously stated in the overview above, the HCMSWDS anticipates needing hauling services to handle approximately 1,200 tons per year. It is fully anticipated that this number will change as glass is removed from the single stream recyclables. Therefore, various container sizes are in the BID SHEET. The bid submitted for each item should include the unit price for the use of the equipment and the delivery of each load to the MRF (i.e. all costs) per each trip. A trip is detailed as delivery of empty container and the delivery of full container to MRF. The HCMSWDS anticipates that all bidders may not have specified containers.

<u>Description of Container</u>	<u>Unit Price</u>
45'-48' Open Top Walking Floor Trailer	_____
40-yard roll-off container (6-ton capacity)	_____
30-yard roll-off container (5-ton capacity)	_____
20-yard roll-off container (4-ton capacity)	_____
15-yard roll-off container (3-ton capacity)	_____
Recyclable Container - Divided roll-off container	_____

Additional Comments:

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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 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 Terms and Conditions.

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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.

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HAMBLEN COUNTY-MORRISTOWN SOLID WASTE DISPOSAL SYSTEM
COMPANY/CONTRACTOR AFFIDAVIT FORM
Conflict of Interest Statement

THE AFFIANT STATES TO HAMBLEN COUNTY-MORRISTOWN SOLID WASTE DISPOAL SYSTEM:

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 HAMBLEN COUNTY-MORRISTOWN SOLID WASTE DISPOSAL SYSTEM (HCMSWDS), OR ANY PERSON REPRESENTING OR PURPORTING TO REPRESENT HCMSWDS, 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 AWARDDING 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 BOARD OF THE HCMSWDS HAS THE RIGHT TO MAKE THE CONTRACT AWARD FOR ANY REASON CONSIDERED IN THE BEST INTEREST OF HCMSWDS.

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 _____

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(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: _____