

**INVITATION TO BID**

**Office of the Carter County Finance Department**  
801 E Elk Avenue  
Elizabethton, TN 37643

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Bidder shall return bid in **sealed envelope** to:

**Carter County Finance Department**  
**Attn: Carter County Mowing and Landscaping Services for County Buildings 21-22**  
**801 E Elk Avenue**  
**Elizabethton, TN 37643**

Public opening of the bid will be held at the above address at the bid deadline date and time designated in the Invitation to Bid

DATE ISSUED:	Wednesday, April 28, 2021
BID TITLE:	Carter County Mowing and Landscaping Services for County Buildings
BID DEADLINE DATE & TIME:	Wednesday, May 12, 2021 at 2:00 p.m. Eastern Time (local prevailing time)
BID OPENING LOCATION:	Carter County Courthouse – Mayors Conference Room 2 <sup>nd</sup> Floor, Administrative Building
BID CONTACT:	Ron Kirby
CONTACT PHONE:	(423) 440-3085
CONTACT EMAIL:	maintenance@cartercountyttn.gov

Carter County reserves the right to reject any and all bids, maintains the right to negotiate after bid and waive any informalities.

Carter County does not discriminate based on race, color, national origin or age pursuant to Title VI of the Civil Rights Act of 1964.

**TERMS AND CONDITIONS**

1	<p><b>REQUIREMENTS FOR BID SUBMISSION.</b></p> <ul style="list-style-type: none"><li><b>a. All bids must be received in a SEALED envelope clearly marked with the bid name, date, and time ON THE OUTSIDE OF THE SEALED ENVELOPE.</b></li><li><b>b. All bid specifications must be met</b></li><li><b>c. Vendor Information and Anti-Collusion Statement</b></li><li><b>d. Vendor Certification Iran Divestment Act</b></li><li><b>e. Drug-Free Workplace Affidavit Form</b></li><li><b>f. Copy of Vendor’s IRS W-9 Form</b></li><li><b>g. Proof of Liability Insurance and License</b></li><li><b>h. Proof of Worker Compensation Insurance</b></li><li><b>i. Site Visit is required. Contact Ron Kirby to schedule a visit or with questions 423-440-3085 to schedule a visit or with questions.</b></li></ul>
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## **Mowing and Landscaping Services for County Buildings**

### **Detailed Specifications**

Carter County Government is requesting bids for mowing and landscaping services for four different county facilities.

The services that will need to be provided will include: mowing, trimming, maintenance to landscaping to include mulching, spraying weeds as needed, weed eating and edging, and blow off sidewalks and parking lots.

Location 1: Carter County Courthouse complex and Monument – 801 E. Elk Ave., Elizabethton.

Location 2: Workforce Development Complex – 386 Highway 91, Elizabethton.

Location 3: Carter County Election Commission – 116 Holston Ave., Elizabethton.

Location 4: Carter County Health Department – 403 E. G St., Elizabethton

- Bidder must provide a copy of license and proof of insurance
- Mowing to be done weekly unless conditions exist during summer that require no mowing (dry weather, etc.)
- Detailed list of areas at each location provided during mandatory walk thru, with a signed copy returned in bid packet.
- Mandatory walk thru at each location required for all bidders.
- Equipment list must be provided with bid.
- Background check required for all employees of successful bidder.
- The contract will be for a 3-year term based on satisfaction. Contract can be terminated by Carter County or the Contractor.
- Call Ron Kirby at 423-440-3085 with questions or to schedule a walk thru of the locations.

**CARTER COUNTY – Mowing and Landscaping Services for County Buildings**

**DETAILED SERVICES LIST BY LOCATION**

**Location 1:** Carter County Courthouse complex and Monument – 801 E. Elk Ave., Elizabethton

- Weekly mowing during season unless conditions exist that require no mowing (dry weather, etc.)
- Weedeat and edge sidewalks, blow off sidewalks and parking lots
- Trimming of all shrubs, hedges, and trees in landscaping twice per season (May and October)
- Mulch flower beds at monument and in courtyard (adjacent to front staircases) at least once per year.
- Spray weeds as needed along paths, in beds, along sidewalks

**Location 2:** Workforce Development Complex – 386 Highway 91, Elizabethton

- Weekly mowing during season unless conditions exist that require no mowing (dry weather, etc.)
- Weedeat and edge sidewalks, blow off sidewalks and parking lots
- Trimming of all shrubs, hedges, and trees in landscaping twice per season (May and October)
- Mulch flower beds at least once per year.
- Spray weeds as needed along paths, in beds, along sidewalks

**Location 3:** Carter County Election Commission – 116 Holston Ave. Elizabethton

- Weekly mowing during season unless conditions exist that require no mowing (dry weather, etc.)
- Weedeat and edge sidewalks, blow off sidewalks and parking lots
- Trimming of all shrubs, hedges, and trees in landscaping twice per season (May and October)
- Spray weeds as needed along paths, in beds, along sidewalks

**Location 4:** Carter County Health Department – 403 E. G St., Elizabethton

- Weekly mowing during season unless conditions exist that require no mowing (dry weather, etc.)
- Weedeat and edge sidewalks, blow off sidewalks and parking lots
- There is no trimming or mulching to be done at this location.
- Spray weeds as needed along paths, in beds, along sidewalks

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Vendor Name: \_\_\_\_\_

CARTER COUNTY GOVERNMENT

**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 has not divulged to, discussed, or compared his bid with other bidders and has not colluded with any other bidder or parties to a bid whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of 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 Invitation for Bid, 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 upon which prices are quoted, at the price set opposite each item, to be delivered at the time and place specified 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.

<b>COMPANY NAME:</b>	
<b>CONTACT PERSON:</b>	
<b>CONTACT PERSON TITLE:</b>	
<b>SIGNATURE OF AUTHORIZED REPRESENTATIVE:</b>	
<b>FEDERAL TAX ID # (or Social Security #, if applicable)</b>	
<b>STREET ADDRESS:</b>	
<b>STREET ADDRESS:</b>	
<b>CITY, STATE, ZIP:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>FAX NUMBER:</b>	
<b>EMAIL:</b>	
<b>DATE:</b>	

\*\*By signing this form, the bidder signifies understanding and agreement with Carter County Government Terms and Conditions

BIDDER'S CERTIFICATION OF COMPLIANCE  
WITH  
IRAN DIVESTMENT ACT  
Tenn. Code Ann. § 12-12-101 et seq.

Comes \_\_\_\_\_, for and on behalf of  
(Printed name of Principal Officer of Company)

\_\_\_\_\_, (the "Company") and, after being duly authorized  
by the Company so to do, makes oath that:

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 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 the Iran Divestment Act, Tenn. Code Ann. § 12-12-106.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Model AFFADIVIT  
(Must be attached to bid form upon submission)**

**DRUG-FREE WORKPLACE AFFIDAVIT OF PRIME BIDDER**

**STATE OF TENNESSEE – COUNTY OF CARTER**

NOW COMES AFFIANT, who being duly sworn, deposes and says:

1. He/She is the principal officer for (INSERT NAME AND ADDRESS OF BIDDING ENTITY);
2. That the bidding entity has submitted a bid to Carter County Finance Department for the performance of \_\_\_\_\_;
3. That the bidding 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 \_\_\_\_\_ referenced 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 \_\_\_\_\_, 2021.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_