



# City of Alcoa Purchasing

223 Associates Blvd., Alcoa, Tennessee 37701

(865) 380-4822 FAX (865) 380-4797

## INVITATION TO BID

The City of Alcoa will be accepting sealed bids for the Alcoa-Maryville-Blount County Landfill Inbound Scale Removal, Purchase, and Installation until 10:00 a.m., Tuesday, November 17, 2021 at the office of the Alcoa Purchasing Agent, 223 Associates Blvd, Alcoa, Tennessee, 37701.

Bids may be submitted via U.S. Mail / UPS / FedEx, etc., hand delivered, or e-mailed to [coasealedbid@cityofalcoa-tn.gov](mailto:coasealedbid@cityofalcoa-tn.gov). Regardless of the mode, the Bidder shall be responsible for the early delivery of their bid. Mailed or hand-delivered Bids should be in a sealed envelope and labeled "Landfill Inbound Scale Removal, Purchase, and Installation", RFB 24539, Bid Enclosed, November 17, 2021 10:00 a.m." The subject line of e-mailed bids shall state the same. Bids received after the deadline will be unopened and discarded.

Bids shall be addressed to:

City of Alcoa Purchasing  
Attn. Larry Harper, Purchasing Agent  
223 Associates Blvd.  
Alcoa, TN 37701

All purchases are F.O.B. City of Alcoa, TN.

The City reserves the right to accept or reject any Bid, to accept a Bid containing variations from these specifications if the Bid so merits, to negotiate Bid with the lowest bidder prior to acceptance, and to accept partial Bids. Bids must be submitted on the Bid form issued by the City and must be completed (in ink) and signed accordingly.

The City of Alcoa reserves the right to waive any formality in any bid, to reject any or all bids, and to accept the best bid for the City as determined by City Officials. The City also reserves the right not to enter into any contract as a result of this bid invitation.

Questions regarding this bid may be directed to Larry Harper, Purchasing Agent, via telephone (865) 380-4822 or e-mail [lharper@cityofalcoa-tn.gov](mailto:lharper@cityofalcoa-tn.gov). Any questions regarding this bid shall be submitted no later than 48 hours prior to the bid deadline.

This solicitation has been developed in accordance with Title VI of the Civil Rights Act of 1964 which provides that no person shall, on the grounds of race, sex, age, national origin, or disabling condition, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Thank you in advance for your interest in doing business with the City of Alcoa.

Sincerely,

Purchasing Agent

CITY OF ALCOA

**EXCELLENCE IN SERVICE - QUALITY OF LIFE**

[www.cityofalcoa-tn.gov](http://www.cityofalcoa-tn.gov)

## **INSTRUCTIONS TO BIDDERS**

### **Bid Evaluation**

In addition to the bid amount, additional factors will be considered as an integral part of the bid evaluation process, including, but not limited to:

- A. The bidder's experience, reputation, efficiency, judgment, and integrity.
- B. The quality, availability and adaptability of the requested products or services.
- C. The bidder's ability to provide future maintenance and/or services.
- D. Any other applicable factors as the City determines necessary and appropriate (which may be requested by the city prior to award).

### **Award of Contract**

The City holds the right, in its judgment, to award the contract to the bidder(s) which it feels is in the best interest of the City. If a contract is to be awarded, the Contractor/Vendor selection shall be based in whole or in part on the bid evaluation noted above. No bid shall be withdrawn for a period of sixty (60) days subsequent to the opening of bids without the consent of the City of Alcoa.

### **Laws, Permits and Regulations**

The Contractor shall comply with all State and Local laws, ordinances, regulations and requirements applicable to work hereunder. If the Contractor ascertains at any time that any requirement of this Contract is at variance with applicable laws, ordinances, regulations, or other requirements, she/he shall promptly notify the City of Alcoa in writing.

### **Cancellation of Award**

The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the City. The Vendor is advised that if in the event appropriated funds are legitimately unavailable for this product in successive fiscal years, such purchase orders resulting from this bid are null and void.

### **Cooperative Purchasing**

Unless stated otherwise, vendor agrees that it shall be permissible for other governments in Tennessee to purchase these items or services at the same price. Freight charges can be adjusted to reflect differences in delivery costs.

### **Delivery**

The successful Bidder shall contact the Purchasing Agent for delivery instructions. The approved product shall not be shipped under any circumstances without prior delivery instructions.

REMOVAL OF OLD INBOUND SCALES AND PURCHASE AND INSTALLATION OF NEW  
INBOUND SCALES ACCORDING TO SPECIFICATIONS LISTED AT ALCOA-MARYVILLE-  
BLOUNT COUNTY LANDFILL

City of Alcoa Public Works & Engineering Department  
Alcoa, Tennessee  
November 17, 2021

**GENERAL SCOPE AND SPECIFICATIONS**

**1. SCOPE OF WORK**

This Contract is for purchase, removal, and installation of an Avery Weigh-Tronix BMS-HD 60X11 Scale along with guard rails. Work includes mobilization of forces and equipment, removal of old inbound scales, and installation of the new scales, all materials, cleanup of job site, hauling away of the old scales and waste, and demobilization of forces and equipment.

Contact for this work is:

Kelly Hembree, Solid Waste Manager

Telephone (865) 995-2998.

**2. CONTRACT TIME**

The work under this contract shall be dependent upon the work schedule of the Alcoa/Maryville/Blount County Landfill. However, construction shall be completed within sixty (60) calendar days of Contractor's receipt of Notice to Proceed.

**3. PAYMENT**

The successful bidder shall be paid for this work in accordance with the unit prices quoted in the following Bid Schedule. The City of Alcoa payment terms are Net 30 days, unless otherwise negotiated. Payment shall be processed upon receipt by the City of Alcoa of an itemized invoice. Each purchase order shall be invoiced separately. All invoices shall be submitted to **The City of Alcoa, Attn: Accounts Payable, 223 Associates Blvd., Alcoa, TN 37701.**

**4. INSURANCE**

The Contractor shall assume all liability for operations relative to this contract. Minimum insurance coverage of \$1,000,000 General Liability and \$1,000,000 Automobile Accident Liability shall be acquired and maintained by the Contractor. Certificates of Insurance shall be submitted. Contractor shall also provide proof of Workers Compensation Insurance.

**5. LAWS, PERMITS AND REGULATIONS**

The Contractor shall comply with all Federal, State and Local laws, ordinances, regulations, and requirements applicable to work hereunder. If the Contractor ascertains at any time that any requirement of this Contract is at variance with applicable laws, ordinances, regulations, or other requirements, he/she shall promptly notify the City of Alcoa in writing.

**6. CANCELLATION OF AWARD**

The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the City. The Vendor is advised that if in the event appropriated funds are legitimately unavailable for this product in successive fiscal years, such purchase orders resulting from this bid are null and void.

7. **HOLD HARMLESS**

The Respondent agrees to protect, defend, and hold the City of Alcoa harmless from and against any claim or demand for payment or other claim based upon or related to the use of any patented material, process, article, or device that may enter into the manufacture, construction or form a part of any work covered or materials and equipment furnished under this bid.

8. **INDEMNIFICATION**

The Respondent agrees to indemnify and hold the City of Alcoa harmless from claims, suits or actions of every nature and description brought against it for or on account of any injuries or damages received or sustained by any party or parties, caused in whole or in part by or from the acts of the Respondent, its servants, or agents. To this extent, the Respondent agrees to furnish adequate Public Liability and Property Damage Insurance, the amount of which will be determined by the City of Alcoa whenever such insurance, in the opinion of the City of Alcoa, is deemed necessary.

9. **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 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 § 12-12-106.

**BID SCHEDULE**

The Successful Bidder agrees to execute a contract for providing all necessary labor, equipment, and materials for the removal of the old inbound scales and purchase and installation of the new scales at Alcoa/Maryville/Blount County Landfill in accordance with the foregoing conditions and specifications.

Item No.	Description	QTY	Unit	Unit Price	Total
1	Avery Weigh-Tronix BMS-HD 60X11 Scales	1	Each	\$ _____	\$ _____
2	8" Guard Rails along each side	2	Each	\$ _____	\$ _____
3	Removal of Old Scales/ Installation of New Scales	1	Each	\$ _____	\$ _____
4	Freight of New Scales from Factory to Job Site	1	Each	\$ _____	\$ _____

Total :\$ \_\_\_\_\_

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Company

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Bidder's Authorized Representative

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone