



City of Alcoa Purchasing

223 Associates Blvd., Alcoa, Tennessee 37701

(865) 380-4800 FAX (865) 380-4797

REQUEST FOR STATEMENTS OF QUALIFICATIONS

The City of Alcoa will be accepting Statements of Qualifications for LAWN AND DEBRIS CLEAN UP, until 2:00 p.m., Thursday, May 15th, 2025 at the office of the Alcoa Purchasing Agent, 223 Associates Blvd., Alcoa, Tennessee, 37701. Statements received after said time will not be evaluated or otherwise considered.

SOQ's may be submitted via U.S. Mail / UPS / FedEx, etc., hand delivered, or e-mailed to coasealedbid@cityofalcoa-tn.gov. Regardless of the mode, the Bidder shall be responsible for the early delivery of their statement.

Statements shall be addressed to:

City of Alcoa Purchasing
Attn. Ashley Wagner, Purchasing Agent
223 Associates Blvd.
Alcoa, TN 37701

The City reserves the right to accept or reject any statement for stated services.

Questions regarding this statement may be directed to Ashley Wagner, Purchasing Agent, via telephone (865) 380-4822 or e-mail awagner@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

EXCELLENCE IN SERVICE - QUALITY OF LIFE

www.cityofalcoa-tn.gov

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.



STATE OF TENNESSEE IRAN DIVESTMENT ACT CERTIFICATION

| | |
|-----------------------------------------------|--|
| SUBJECT CONTRACT NUMBER(S): | |
| CONTRACTOR LEGAL ENTITY NAME: | |
| EDISON SUPPLIER IDENTIFICATION NUMBER: | |

The Iran Divestment Act, Tenn. Code Ann. § 12-12-101 et. seq. requires a person that attempts to contract with the state, including a contract renewal or assumption, to certify at the time the bid is submitted or the contract is entered into, renewed, or assigned, that the person or the assignee is not identified on a list created pursuant to § 12-12-106.

Currently, the list is available online at the following website: <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

The Contractor, identified above, certifies by signature below that it is not included on the list of persons created pursuant to Tenn. Code Ann. § 12-12-106 of the Iran Divestment Act.

CONTRACTOR SIGNATURE

NOTICE: This certification MUST be signed by an individual with legal capacity to contractually bind the Contractor.

PRINTED NAME AND TITLE OF SIGNATORY

DATE



STATE OF TENNESSEE
NON-BOYCOTT OF ISRAEL CERTIFICATION

The Bidder certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

According to the law, a boycott of Israel means engaging in refusals to deal, terminating business activities, or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken:

- 1) In compliance with, or adherence to, calls for a boycott of Israel, or
- 2) In a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis, and is not based on a valid business reason. Tenn. Code Ann. § 12-4-119.

| | |
|-----------------------------------------------|-------------------------------------|
| | |
| Signature of Authorized Representative | Date |
| | |
| Printed Name | Phone Number / Email Address |

GENERAL SCOPE AND SPECIFICATIONS

1. SCOPE OF WORK

The City of Alcoa is soliciting Statements of Qualifications from firms interested in providing Lawn and Debris Clean Up at residential and commercial properties within the city limits, who are in violation of the City of Alcoa's property maintenance codes.

Valid submissions will be added to a preferred list of firms to quote on performing tasks outlined in the requirements section of this solicitation. As tasks arise, the City of Alcoa will request quotes from 3+ vendors on the list.

The winning firm will be responsible for all job site safety. The firm will also be responsible for any damages or claims incurred as a result of this work.

2. REQUIREMENTS

- A. Any firm wishing to participate in this solicitation MUST provide in their statement packet a copy of PROOF OF INSURANCE. Any package submitted without proof of insurance will not be considered
- B. Ability and willingness to perform tasks including but not limited to:
 - a. Mowing
 - b. Trimming
 - c. Debris Clean up (ie trash, furniture)
 - d. Removal of Fallen Trees (vendor will NOT be responsible for cutting down any trees)
 - e. Other clean up tasks as needed

TERMS AND CONDITIONS

1. 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.

2. CONTRACTOR & MATERIALS

Contractor is responsible for all necessary materials, equipment and tools required to complete the work. Contractor is responsible for disposal of any debris or organic material cleaned up from the job site.

3. LEAD TIME

All work must be completed within 24-48 hours upon acceptance of bidders quote.

4. **PAYMENT**

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.

Company

Telephone

Company Address

E-mail Address

Bidder's Authorized Representative Signature

Date