



# City of Alcoa Purchasing

223 Associates Blvd., Alcoa, Tennessee 37701

(865) 380-4700 FAX (865) 380-4797

## REQUEST FOR BID

The City of Alcoa will be accepting sealed bids for an annual blanket purchase authorization of TRANSPORTATION OF CRUSHED STONE until 2:00 p.m., Tuesday, May 13th, 2025 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 "Transportation of Crushed Stone, RFB 25085, Bid Enclosed". 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. Ashley Wagner, 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 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 solicitation, 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 RFB.

Questions regarding this solicitation may be directed to Ashley Wagner, Purchasing Agent, via telephone (865) 380-4822 or e-mail [awagner@cityofalcoa-tn.gov](mailto:awagner@cityofalcoa-tn.gov). Any questions regarding this RFB 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](http://www.cityofalcoa-tn.gov)

**CITY OF ALCOA  
INSTRUCTIONS TO PROPOSERS**

**Proposal 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 Vendor's experience, reputation, efficiency, judgment, and integrity.
- B. The quality, availability and adaptability of the requested products or services.
- C. The Vendor'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 vendor(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 evaluation noted above. No submittal 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.

**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**

<b>SUBJECT CONTRACT NUMBER(S):</b>	
<b>CONTRACTOR LEGAL ENTITY NAME:</b>	
<b>EDISON SUPPLIER IDENTIFICATION NUMBER:</b>	

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.

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**CONTRACTOR SIGNATURE**

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

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**PRINTED NAME AND TITLE OF SIGNATORY**

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**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.

<b>Signature of Authorized Representative</b>	<b>Date</b>
<b>Printed Name</b>	<b>Phone Number / Email Address</b>

**TRANSPORTATION OF CRUSHED STONE**  
**RFB #25085 / FY2026**

**Scope**

The City of Alcoa is requesting bids for the transportation of crushed stone, asphalt, and other materials in support of various citywide construction and maintenance activities. The bids shall include all expenses associated with the transportation of materials from the vendor to job sites within the service area(s) of the City of Alcoa.

The term of the proposed service shall from July 1, 2025 through June 30, 2026. With the approval of both the City of Alcoa and the successful bidder, this contract may be extended for up to ONE (1) additional 12-month period.

**Equipment**

The successful bidder shall furnish all equipment and labor necessary for the services described herein. All equipment shall be road-ready and state-approved. The beds of all trucks and/or trailers shall be fully secured during transport using a tarp or other acceptable means to prevent / minimize accidental spillage and blowing of materials. **Drivers shall be responsible for cleaning loose material from their equipment that may have spilled during the loading and/or unloading operations.** All equipment shall be subject to random inspection by local and state law enforcement and/or vehicle enforcement personnel.

**Delivery & Scheduling**

Delivery of materials under this contract shall be provided within six (6) hours of receipt of notification from the City during normal business hours. Requests for deliveries made following 12:00 noon may not be required until the beginning of the following working day. Failure to comply with this requirement of the specifications may be considered grounds for termination of this contract.

**Payment**

The Contractor shall invoice the City on a monthly basis for the services rendered under this contract. Separate invoices shall be forwarded to each supervisor for which transportation services were provided (e.g., Street Services Supervisor, Solid Waste Manager, etc.). Invoices will be forwarded to Accounts Payable for payment upon reconciliation of the invoice(s) with the Supervisor(s)'s records.

1. The City of Alcoa shall receive ONE monthly statement, detailing all charges and materials, equipment used, services, monthly bills and associated charges.
2. The detailed invoice shall clearly identify all completed work.
3. The City of Alcoa shall be exempt from paying late charges on any disputed bills.

**Insurance Requirements**

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 attached to the bid submittal.

## **Use of Subcontractors**

Use of subcontractors for transportation or disposal shall not relieve the successful bidder of any contractual agreements regarding the number of trailers placed, trailer exchange schedules, or transportation services. The successful bidder shall remain the sole responsible party in fulfilling contract agreements. The successful bidder shall not employ any subcontractor, supplier, individual or entity against which the City of Alcoa may have reasonable objection. The successful bidder shall include a list of all proposed subcontractors with their bid submittal. Said list shall specify that portion of the Work to be performed by each subcontractor. Each Subcontractor shall be subject to review and approval by the City of Alcoa.

## **Fuel Price Adjustment Clause**

If the retail price of diesel fuel increases by 15 percent (15%) or more from the Knoxville Rack price of fuel as posted on the date of the bid opening – **June 23, 2022** (2nd optional year will be set by corresponding **June 23, 2023** Rack Price) for the Knoxville Metro Area by the American Automobile Association (AAA), the vendor / contractor may request an adjustment in the contract price(s) for the services / product provided. Such request shall be made in writing to the City of Alcoa Purchasing Agent. Any increase in the contract price(s) shall be the pro-rata cost of fuel to the contractor's total cost of the product or service.

For example, if the cost of fuel increases by fifteen percent (15%) and the fuel cost accounts for ten percent (10%) of the cost of the product or service, the cost price may be increased by one and five tenths percent (1.5%).

The vendor / contractor shall provide a complete written cost analysis for each contract price to be adjusted. This analysis shall include all costs including administrative, overhead, material(s), labor (labor units per price and actual documented labor cost per hour), fuel, insurance, profit, and any other cost associated with providing each product or service. Failure to provide the detailed cost analysis with each request for a price adjustment due to fuel price escalation shall void any such request. The contractor shall be solely responsible for providing documentation on all such data including the AAA price index. Should AAA cease posting of such price indexes, the vendor / contractor shall provide documentation from other industry sources such as the Oil Price Information Service (OPIS), etc.

If the City grants an increase in the contract price based upon increases in fuel prices, then the City may also automatically adjust the contract price downward if the cost of fuel decreases by 15 percent (X% ) or more from the date of the last increase in the contract price and / or from the date of the bid opening.

This clause may be used in addition to any other price adjustment clause in this invitation.

If the City and the vendor / contractor cannot agree on any price adjustment, then the contract, or its approved extensions, will expire without prejudice thirty (30) days after the impasse is reached.

## **Drug Free Work Place**

Each bidder shall include with their bid a certification of a Drug Free Work Place in accordance with Title 50, Chapter 9 of the Tennessee Code.

# 13 - DRUG-FREE WORKPLACE AFFIDAVIT OF PRIME BIDDER

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Comes the affiant after having first been duly sworn and testifies as follows:

1. My name is \_\_\_\_\_ . I hold the principal office of

\_\_\_\_\_ for \_\_\_\_\_  
(Name of Principal Office) (Name of Bidding Entity)

2. \_\_\_\_\_ has submitted a bid to the City of Alcoa for the  
(Name of Bidding Entity)

## **Transportation of Crushed Stone, RFB # 25085**

3. \_\_\_\_\_ employs more than five (5) employees.  
(Name of Bidding Entity)

4. In accordance with Tenn. Code Ann. §50-9-113, this is to certify that

\_\_\_\_\_ has in effect, at the time of submission of its bid to perform  
(Name of Bidding Entity)

**the transportation of crushed stone for the City of Alcoa RFB identified above, a drug-free workplace program that complies with Title 50, Chapter 9 of the Tennessee Code.**

5. **This affidavit is made on personal knowledge.**

Further the affiant saith not this \_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Title: \_\_\_\_\_

Subscribed and sworn to before me this \_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**NOTE: This affidavit to be attached to the Bid Form at the time of submission.**

TRANSPORTATION OF CRUSHED STONE, ASPHALT, AND OTHER MATERIALS  
City of Alcoa, Tennessee

BID SCHEDULE

The successful Bidder agrees to execute a contract for providing trucking / transportation services to the City of Alcoa in accordance with the foregoing conditions and specifications. Unit prices bid shall include all necessary costs for labor, fuel, equipment, etc. necessary for the safe and efficient execution of this work. The duration of this contract will be from July 1, 2025 through June 30, 2026. As stated, with the approval of both the City of Alcoa and the successful bidder, this contract MAY be extended for up to ONE (1) additional 12-month period starting July 1, 2026.

List of companies transporting from for Crushed Stone/Asphalt	Delivery to the Alcoa / Maryville / Blount County Landfill	Delivery to other City of Alcoa work sites
	\$ _____ / ton	\$ _____ / ton
	\$ _____ / ton	\$ _____ / ton
	\$ _____ / ton	\$ _____ / ton
	\$ _____ / ton	\$ _____ / ton
	\$ _____ / ton	\$ _____ / ton
	\$ _____ / ton	\$ _____ / ton
	\$ _____ / ton	\$ _____ / ton
Delivery of other materials	\$ _____ / mile	\$ _____ / mile

The City of Alcoa reserves the right to reject any / all bids and to negotiate with the lowest / best bidder.

\_\_\_\_\_  
Company

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone No.