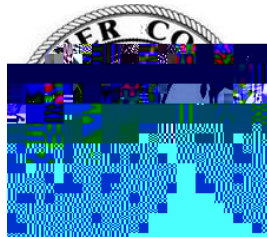


PROPOSAL REQUEST

Bid 20180305-2-BOE

Tree Purchasing & Planting Specifications for Station Camp Greenway



SUMNER COUNTY GOVERNMENT
SUMNER COUNTY, TENNESSEE

Advertisement Date: February 18, 2018

Deadline: March 5, 2018 at 1:45 pm

Introduction

Sumner County Government, an equal opportunity employer, is hereby requesting sealed bids from qualified contractors to provide tree planting services for seventy one (71) trees along the Station Camp Greenway adjacent to Lower Station Camp Creek Rd. A site plan for the proposed tree planting is included in this invitation to bid. This tree planting project will provide the necessary trees by creating a buffer to nearby development, shade walking paths, and enhance the scenic beauty along the Station Camp Greenway.

This work consists of the selection and installation of the seventy one (71) trees listed in the attached project bid sheet according to the specifications provided by the Tennessee Department of Agriculture, Forestry Division planting specifications and American Standard for Nursery Stock. This project is funded under an agreement with the State of Tennessee.

All trees must be planted by April 10, 2018.

listed contractor skill sets, and the work performed > \$100,000.00, it must be so designated

6) Only one (1) contractor in each classification listed shall be written on the bid envelope

NEW VENDORS

1. To comply with Internal Revenue Service requirements, all vendors who perform any type of service are required to have a current IRS Form W-9 on file with the Sumner County Finance Department. At the time of requisition, the individual requesting a purchase order or disbursement will be informed if it is a new vendor and if a form W-9 is required. If form W-9 is required for a new vendor, the elected official or department head shall forward a completed form W -9 to the finance department. It can be obtained from the finance department, Sumner County's web site, or the Internal Revenue Service's website at www.irs.gov.
2. To comply with the Tennessee Lawful Employment Act, non-employees (individuals hired as independent contractors) must have on file any two (2) of the following documents.

Valid Tennessee driver license or photo ID issued by department of safety

Valid out-of-state driver license

U.S. birth certificate

Valid U.S. passport

U.S. certificate of birth abroad

Report of birth abroad of a U.S. citizen

Certificate of citizenship

Certificate of naturalization

U.S. citizen identification card

Valid alien registration documentation or proof of current immigration registration

In addition, for all vendors with annual purchases in excess of \$50,000 (if a business license is required), a business license must be on file in the finance department, or the requisitioner must submit a copy with the purchase order requisition form or the payment requisition form, as applicable.

II. Responses

- < Proposal must include point-by-point responses to the RFP.
- < Proposal must include a list of any exceptions to the requirements.
- < Proposal must include the legal name of the vendor and must be signed by a person or persons legally authorized to bind the vendor to a contract.
- < If applicable, proposal must include a copy of the contract(s) the vendor will submit to be signed.
- < Any and all proposal requirements must be met prior to submission.
- < The bidder understands and accepts the non-

requirements that Sumner County Government considers important but not mandatory. It is important to respond in a concise manner to each section of this document and submit an itemized list of all exceptions.

In the event that any interested vendor finds any part of the listed specifications, terms, or conditions to be discrepant, incomplete, or otherwise questionable in any respect, it shall be the responsibility of the concerned party to notify Sumner County, via email at purchasing@sumnerschools.org, of such matters immediately upon receipt of this Request for Proposal. All questions must be received a minimum of five days before the closing of the Request for Proposal. All responses to inquiries will be posted on the Sumner County Schools website www.sumnerschools.org under Invitation to Bid and

X. Withdrawal or Modification of Proposal

A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals provided that it fully conforms to the same general terms and requirements.

XI. Package

The package containing the proposal must be sealed and clearly marked "TREE PLANTING STATION CAMP GREENWAY PROJECT PROPOSAL AND DO NOT OPEN ON THE OUTSIDE OF THE PACKAGE."

Responses must be hand delivered or mailed to the following address:

Sumner County Board of Education
1500 Airport Road
Gallatin, TN 37066
Attn: Purchasing Supervisor

XII. Right to Seek a New Proposal

Sumner County reserves the right to accept or reject any and all proposals for any reason. Proposals will be awarded to the best overall respondent as determined by that which is in the best interests of Sumner County.

XIII. Procedures for Evaluating Proposals and Awarding Contract

In comparing the responses to this RFP and making awards, Sumner County may consider such factors as quality and thoroughness of a proposal, the record of experience, the references of the respondents, and the integrity, performance, and assurances in the proposal in addition to that of the proposal price.

- < Proposals will be examined for compliance with all requirements set forth herein.
- < Proposals that do not comply shall be rejected without further evaluation.
- < Proposals will be subjected to a technical analysis and evaluation.
- < Oral presentations and written questions for further clarifications may be required of some or all vendors.

XIV. Discussions

Discussions may be conducted with the vendors which have submitted proposals determined to be reasonably likely of being considered for selection to assure a full understanding of and responsiveness to the RFP requirements. Every effort shall be afforded to assure fair and equal treatment with respect to the opportunity for discussion and/or revision of their respective proposals. Revisions may be permitted after the submission and prior to the award for the purpose of obtaining the best offers.

XV. Open Records

After the bid is awarded, all proposals will be subject to the provisions of the Tennessee Open Records Act, and the proposals will be available to the public upon written request.

Summary information on bids submitted will be posted on the Sumner County website at <http://www.sumnertn.org/> link.

XVI. Assignment

Neither the vendor nor Sumner County

Any contract will be interpreted under the laws and statutes of the state of Tennessee.

Sumner County does not enter into contracts which provide for mediation or arbitration.

Any action arising from any contract made from these specifications shall be brought in the state courts in Sumner County, Tennessee or in the United States Federal District Court for the Middle District of Tennessee.

Additionally, it is a violation of state statutes to purchase materials, supplies, services, or any other item from a vendor that is a commissioner, official, employee, or board member that has any financial or beneficial interest in such transaction.

XXII.

Award of Contract

Contract will be awarded to the lowest, responsible qualified bidder whose proposal complies with the requirements. All bidders must present satisfactory evidence that they have been regularly engaged in this type of work and they are

Maintenance (This section also applicable, If Item 2- One (1) year Maintenance is selected)

The Contractor shall water all trees for one full growing season as needed to maintain adequate soil moisture. Gator Bags will be purchased through the contract bid Item 1. As part of the maintenance, Contractor will be responsible for maintaining the gator bags for one (1) year. Contractor shall be responsible for watering and inspections during construction and for one (1) year from planting date. Sumner County will be responsible for supplying the water needed. The restroom facility at the Douglass-Clark House, 2115 Long Hollow Pike, has a water spigot that can be used to obtain water.

The Contractor shall routinely check the planted trees during the growing season, April 1st to October 31st, and inspect the site monthly during the remainder of the year.

The Contractor shall inspect and treat the trees if necessary for any insect or disease problem that may arise.

Trees installed under these specifications shall be guaranteed for one (1) growing season. Replacement trees under this section shall also be guaranteed for one (1) growing season. Replacement of trees beyond this two (2) year period shall be the responsibility of the Sumner County.

After the first full growing season and one year from planting date, Contractor shall provide Sumner County with a recommended maintenance/watering schedule for the trees. Sumner County shall be responsible for adequately watering the trees one year from planting date.

Mulch should be placed around the trees as necessary to maintain proper layer of mulch. A three to four inch layer of mulch shall be placed around the tree. Contractor shall follow all tree planting guidelines.

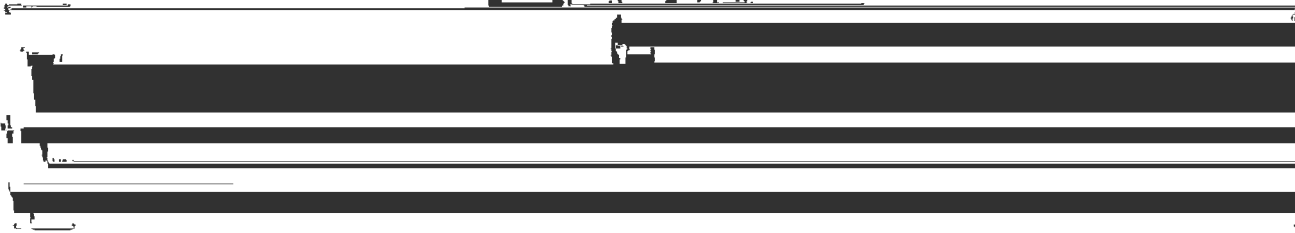
Prevailing Wage Rates

Prevailing Wage Rates do not apply to this project since under State of Tennessee threshold.

Sumner County reserves the right to accept or reject any and all proposals for any reason. Sumner County reserves the right to only accept Item 1 under the Project Bid Sheet. Item 2, one (1) year maintenance, may or may not be accepted under this proposal.

XXII. Termination of Agreement

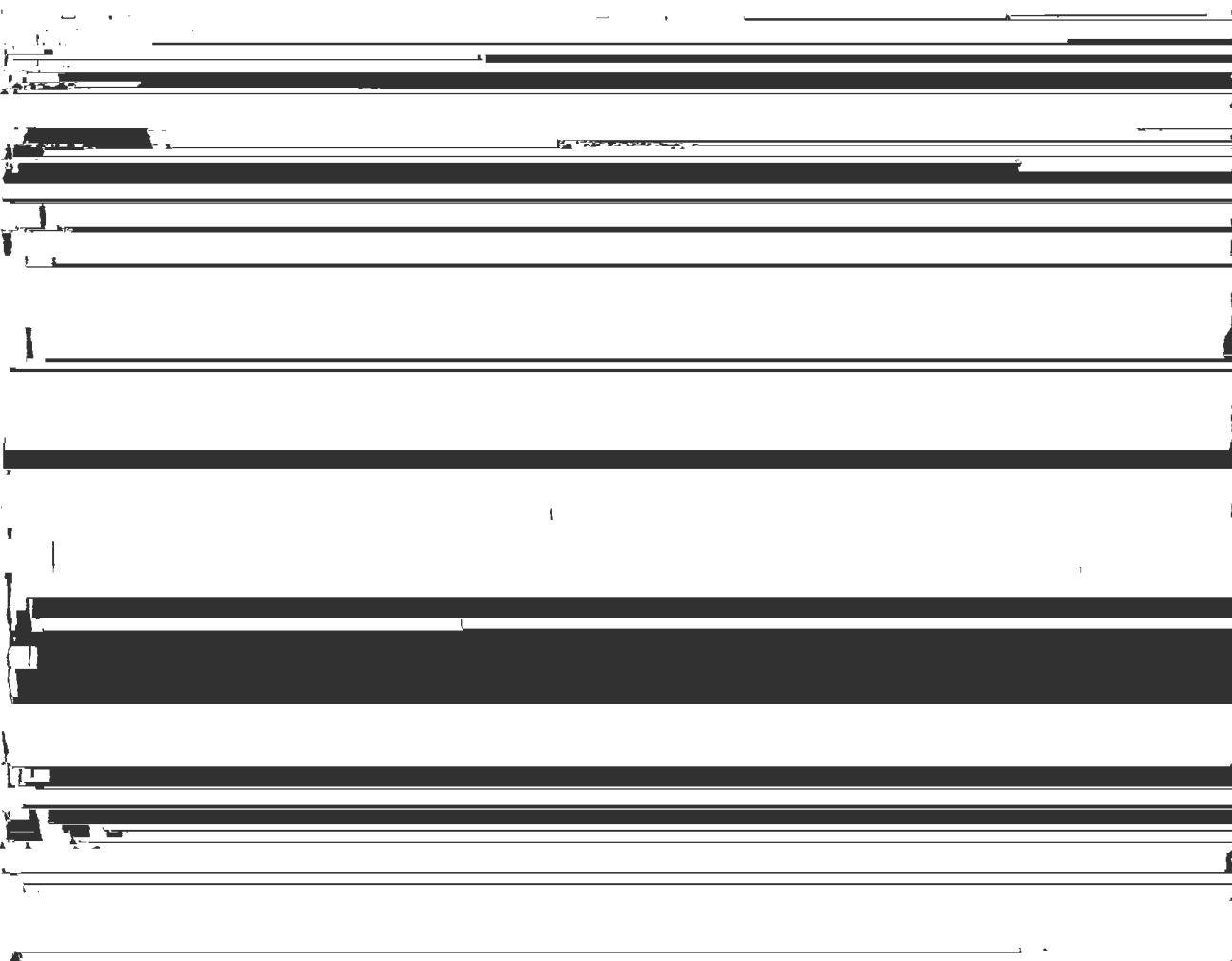
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Tennessee Department of Agriculture, Forestry Division

NOTE: TREES PLANTED USING A GRANT FROM THE DEPT OF AGRICULTURE FORESTRY DIVISION MUST FOLLOW THESE GUIDELINES.

In order to have a healthy tree in the future; the tree must be planted properly. The following are guidelines to assist you in planting your tree properly. Prior to planting remember to move the tree by the root ball or the container. Never grab it by the trunk.



9. Plant late fall
or early Spring

10. Max 2" caliper

8. No top
Pruning

7. No fertilizer
the first year

Fertilizer
15-15-15

6. No staking unless
absolutely necessary

1. Hole should be
twice the width
of the rootball
and have sloped



5. No Tree
Wrap

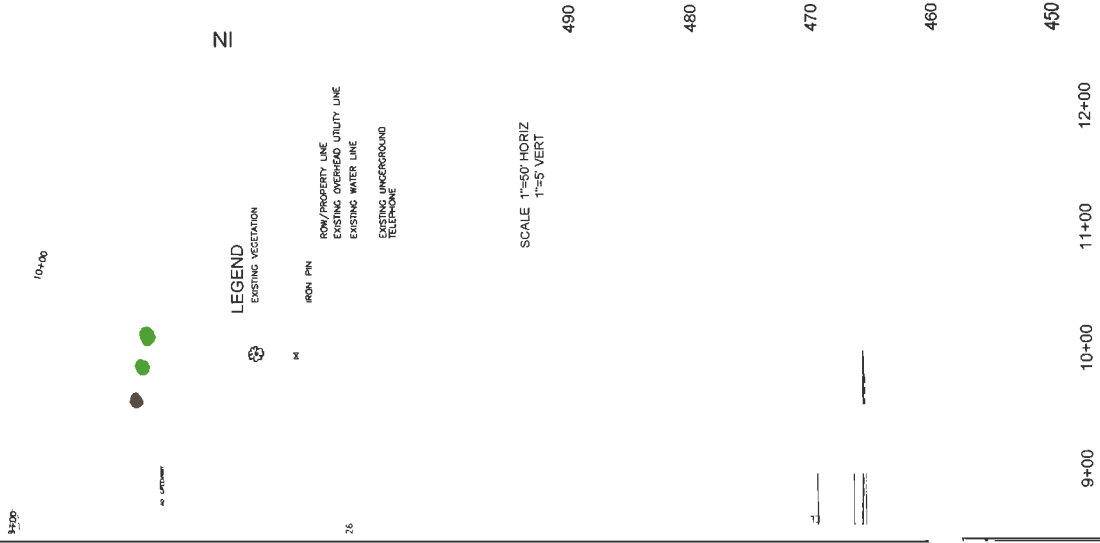
1. Root flare at
Ground Level

4. 3-4" of Mulch.
Not on trunk

REVISIONS

STATION CAMP GREENWAY PHASE 1
TRAIL PLAN AND PROFILE
STA 0+00 TO STA 12+00
SUMNER COUNTY, TENNESSEE

PROTECTION PER DETAIL ON SHEET 14 WHERE NECESSARY
OBTAIN ALL NECESSARY INFORMATION ON EXISTING UTILITY LINES
AND CONFIRM LOCATION AND DEPTH PRIOR TO CONSTRUCTION



490

SCALE 1"=50' HORIZ
1"=5' VERT

DATE 01-23-16
DRAWN BY DKH
CHECKED BY JRC
SCALE AS SHOWN
PROJECT NO 06-09-207
FILE 06-09-207(DESIGN)
LSCORP/Project Phi 2015.dwg



470

460

SHEET NO. 3

450

12+00

11+00

10+00

9+00

white oak

American Holly

Groby maple

cocker spaniel

yellow wood

Yoshino Cherry





- Yellow wood
- Yoshino Cherry
- October Glory Maple
- Legacy Sugar Maple
- White Oak
- American Holly

REVISIONS

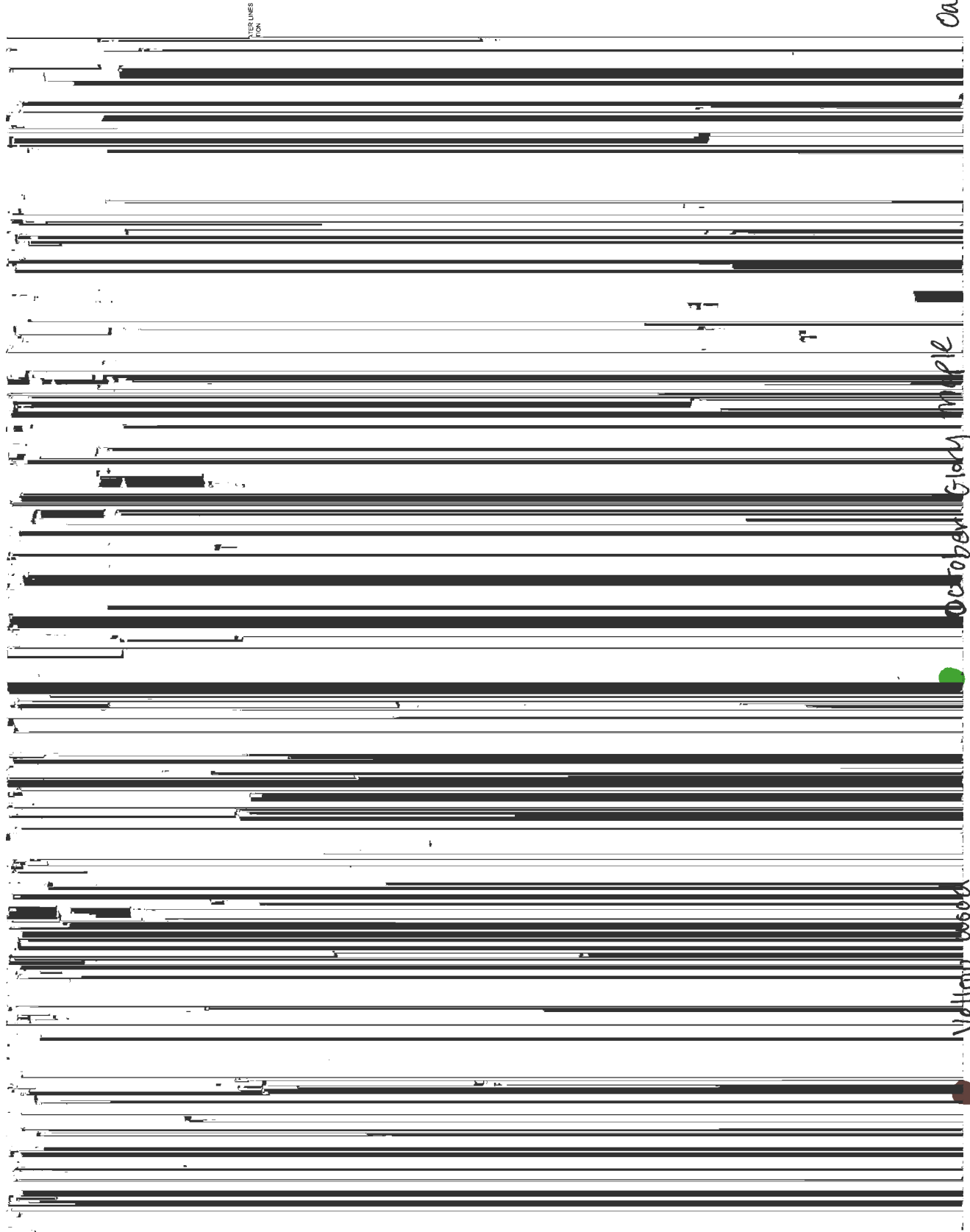
STATION CAMP GREENWAY PHASE 1
TRAIL PLAN AND PROFILE
STA 25+00 TO STA 34+50
SUMNER COUNTY, TENNESSEE

DATE 01-23-16
DRAWN BY DMH
CHECKED BY JRG
SCALE AS SHOWN
PROJECT NO 06-09-207
FILE



107 Memphis Square Ct
Memphis, Tennessee 38130
Telephone: (901) 276-1500
Facsimile: (901) 217-6100
www.wisserconsultants.com

SHEET NO.
5



TUTOR LINDS
1/20/16

Oak

October Glory Maple

Yellow Wood

American Holly

Legacy Sugar Maple

Yoshino Cherry

American Holly

Strawberry Sugar

Yellow Rod
Yoshino Cherry



ATTACHMENT 2

DRUG-FREE WORKPLACE

Sumner County Government is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. The goal of this policy is for Sumner County employees and contractors to remain, or become and remain, drug-free. Abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, contractors and citizens, jeopardize personal safety, impact the safety of others and impair job performance.

Drug-Free Workplace Act of 1988 Sumner County Government is governed by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D).

Omnibus Transportation Employee Testing Act of 1991 Sumner County Government is governed by the Omnibus Transportation Employee Testing Act of 1991 (Pub. L. 102-0 A8).

ATTACHMENT 3

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under federal non-procurement programs by any federal department or agency;

Have not, within the three year period preceding the proposal, had one or more public transactions (federal, state, or local) terminated for cause or default; and

ATTACHMENT 4

CERTIFICATION BY CONTRACTOR

I, the undersigned, certify that on behalf of Contractor, I am authorized to attest and obligate the above certification and to legally bind Contractor to these terms, conditions and obligations.

_____ Title

_____ Name

_____ Date

_____ Witness

ATTACHMENT 5:

PROJECT BID SHEET

This tree planting project will involve the installation of seventy eight (71) at the Station Camp Greenway Site. The trees will provide buffer to nearby development, provide shade for walking paths, and enhance the scenic beauty.

Name, Address, Phone and email address (if available) of Tennessee Nursery that provided the bid:

The following seventy one (71) trees will be planted at the Station Camp Greenway Site:

# each Species	Species	Size caliper	Cost per Item	Total Cost
9	Yellow Wood (Cladrastis lutea)		\$	\$

ATTACHMENT 6:

EXPERIENCE QUESTIONNAIRE

Reference List: List Name, Address, Phone number, email address (if applicable), description of project and dates of completed projects.

1: _____

2: _____

3: _____

Other references, if applicable:

Please list names of proposed employees who will be working on this job and their years of experience on similar projects of this type and size:

<u>NAME</u>	<u>YEARS OF EXPERIENCE ON SIMILAR PROJECTS</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

List of Equipment to be utilized on this project:

