

CITY OF FAIRVIEW INVITATION TO BID

Sealed bids for the following will be received by the City Recorder, City of Fairview, until 2:00 P. M. on Monday, June 3, 2024. At that time bids will be publicly opened in the city council chambers at Fairview City Hall. The bid will be awarded to the lowest responsible bidder at the regularly scheduled board of commissioners meeting to be held on Thursday, June 20, 2024.

ITEM- Castleberry Farms Street Signs (see attached location list).

No submitted bids may be withdrawn for a period of thirty (30) days after the scheduled closing time of the receipt of bids. All bids shall be signed, sealed, and addressed to the City Recorder, City of Fairview, 7100 City Center Way, Fairview, TN 37062, and marked as specified in the Bid Documents. The City of Fairview reserves the right to accept or reject any or all bids received, to waive any informalities in bidding, and to re-advertise.

This invitation to bid does not represent a commitment or offer by City to enter into a contract, or other agreement with the bidder. The bid and any information made a part of the bid will become a part of the City's official files without any obligation on City's part to return it to the individual proposer.

TERMS AND CONDITIONS

1. Bids must be submitted on this form only and bear the handwritten signature of an authorized representative of the firm to be considered valid. Each bid packet must include a list of current and/or past commercial customers to be used for recommendations. Be sure the envelope is completely and properly identified and sealed. Telephone bids or fax bids will not be accepted unless otherwise stated by the City.
2. Taxes, The City is exempted from Federal excise taxes and state and local sales taxes and bidders must quote prices which do not include such taxes. An exemption certificate will be furnished upon request.
4. By submission of a signed bid, the bidder certifies total compliance with Title VI and VII of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereunder.
5. Contract(s) will be made or entered into with the lowest, responsible, compliant bidder. Responsible bidder is defined as a bidder whose reputation, past performance, and relative experience are such that it is capable of satisfying the city's needs for the service to be provided.
6. The City reserves the right to determine the low bidder either on the basis of the individual costs of the services or the aggregate costs of the services included in this INVITATION TO BID.
7. All contracts or purchase orders issued for this award will be governed by the laws of the State of Tennessee and subject to the jurisdiction of the courts of Williamson County, Tennessee
8. The City, in accordance with its governing directives, reserves the right to reject any and all bids, to waive any informality or irregularities in bids and unless otherwise specified by the bidder, to accept any item.
9. Liability and Insurance

- a. The successful bidder must comply with the following insurance requirements:

Bidder shall maintain in full force and effect, during the entire contract period, liability insurance, along with commercial general liability, workers' compensation, and automobile insurance, in the minimum limits set forth below, naming City as an additional insured, and shall provide to the City certificates of insurance upon reasonable request. Minimum required coverages are \$500,000.00 for property damage and \$1,000,000.00 for liability.

HOLD HARMLESS AND INDEMNITY. Bidder must provide a defense, indemnify, and hold the City harmless from and against any and all claims arising from Bidder or from the conduct of its business or from any activity, work, or things, including all damages, costs, attorney's fees, expenses and liabilities incurred in the defense of any claim or action arising therefrom.

10. Independent Contractor Agreement. If accepted, Bidder must enter an independent contractor agreement with the City detailing the responsibilities of the parties. Bidder will remain an Independent Contractor and shall not represent itself, its agents, or employees as agents or employees of the City.
11. Invoicing. The contractor shall prepare a written invoice. The invoice shall list the total cost of completion of job for which payment is requested, the date the job was completed and a detailed invoice. The City will remit payment to the bidder/contractor for services rendered withing fifteen (15) days of invoice receipt of services rendered.

Bidder Company Name: _____

Bidder Company Address: _____

Bidder Company Contact Information:

Printed Name of Authorized Signer: _____

Signature of Authorized Signer: _____

Castleberry Farms street sign quote shall include removal and replacement of all street signs located at all three entrances of Castleberry Farms (Old Franklin Rd/Knottingham, Old Franklin Rd/Locksley Ln, and Old Franklin Rd/Chessington Dr.) and throughout Castleberry Farms. All signs shall have an oxford decorative style post. See below for the type of street sign and quantity.

- 16 – 30 inch stop sign with decorative post to include double 9 inch street sign names throughout Castleberry Farms Subdivision

Bid: _____

- 6 – Double Street sign 18” x 24” “25MPH speed limit sign/Please Drive Carefully We Love Our Kids”

Bid: _____

- 4 – Single 18” x 24” “Please Drive Carefully We Love Our Kids”

Bid: _____

Total Bid: _____