

***Bid Package  
For  
Golf Course Chemicals***



**City of Sevierville  
120 Gary Wade Boulevard  
P. O. Box 5500  
Sevierville, TN 37864-5500  
Phone: (865) 429-4223  
Fax: (865) 428-0517  
Contact: *D.J. Lerchen*  
Email: [dlerchen@seviervilletn.org](mailto:dlerchen@seviervilletn.org)**

***July 2018***

## INFORMATION FOR BIDDERS

### RECEIPT AND OPENING OF BIDS

The City of Sevierville, Tennessee (herein called the "Owner") invites bids on the form(s) attached hereto for **GOLF COURSE CHEMICALS**. The Owner will **RECEIVE BY AND PUBLICLY OPEN BIDS @ 3:00 P.M. (EST), JULY 26, 2018**, at Sevierville City Hall, 120 Gary Wade Boulevard, Sevierville, TN 37862 (Mailing address: P.O. Box 5500, Sevierville, TN 37864). Bids will then be **PUBLICLY OPENED AND READ ALOUD** at Sevierville City Hall, 120 Gary Wade Boulevard, Sevierville, Tennessee 37862. The envelopes containing the bids must be sealed, addressed to Tracy Baker, Assistant City Administrator, and must bear the following information:

Name of Bidder  
Bidder's Address  
Date and Time of Bid Opening  
Bid Enclosed: **GOLF COURSE CHEMICALS**

The Owner may consider informal any bid not prepared and submitted in accordance with the provisions hereof, and may waive any informality or reject any and all bids. Any bid received after the time and date specified shall not be considered.

**Bidder must enclose THREE (3) copies of the bid or the submission may be rejected.**

### QUALIFICATIONS OF BIDDERS

The Owner may make such investigations as he/she deems necessary to determine the ability of the Bidder to supply the necessary chemicals, and the Bidder shall furnish to the Owner all such information and data for the purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the Owner that such Bidder is properly qualified to carry out the obligation of the contract by supplying the chemicals contemplated therein. Conditional bids will not be accepted.

### METHOD OF AWARD - LOWEST QUALIFIED BIDDER

If at the time this contract is to be awarded the lowest base bid submitted by a responsible Bidder does not exceed the amount of funds then estimated by the Owner as available to finance the contract, then the contract will be awarded on the bid. If such bid exceeds such amount, the Owner may reject all bids or may award the contract on the lowest bid with such deductible alternates to produce a net amount that is within the available funds.

**A single award may be made. Award(s) will be based on the lowest total evaluated bidder.**

In evaluating bids, the Golf Maintenance Department will consider the chemical's performance standards with regard to specific application, whether or not the bids comply with the minimum requirements, and such alternates, unit prices, availability and any other data the bidder may provide with his bid. This may be done by means of past experience or research. Initial cost may not determine low bid. In case of error or discrepancy in the mathematics of the bid price, the unit prices shall prevail. There will be no substitutions allowed.

#### QUANTITIES AND LENGTH OF CONTRACT

This contract is for the purchase and delivery of chemicals. This contract is for the fiscal year 2018-2019, July 1, 2018 — June 30, 2019, and may be renewed on an annual basis in one (1) year increments for up to four (4) years if all terms, conditions, and prices remain unchanged and both parties are in written agreement. Prices contained herein are to be firm for the term of the contract. The Owner reserves the right to purchase additional units under the same terms and conditions for one (1) year. The Owner reserves the right to re-bid anytime during the term of the contract.

#### OBLIGATION OF BIDDERS

At the time of the opening of bids, each Bidder will be presumed to have read and to be thoroughly familiar with the specifications. The failure or omission of any Bidder to examine all the forms, instruments, and documents shall in no way relieve the Bidder from any obligation in respect to his/her bid.

Each Bidder is requested to fill out and return the attached Title VI Information, vendor information sheet, and the W-9 as a part of the bid package.

#### VENDOR INFORMATION

Adequate vendor information shall be included with the bid for determination of meeting the specifications. References to brand names, trade names, or other descriptions peculiar to specific brand products are made to establish a minimum required level of quality and functional capabilities, and are not intended to exclude other products of that level. Any exceptions shall be explained in writing and submitted as a part of the bid package.

#### SHIPPING/DELIVERY

Delivery should be FOB to the Golf Maintenance Department at 1594 Old Knoxville Highway, Sevierville, Tennessee 37876. Any and all shipping and/or handling charges, fuel surcharges and additional delivery fees are to be included in the bid price.

#### INSURANCE COVERAGE REQUIREMENTS

These coverage requirements apply to Vendors providing products and services:

**Commercial General Liability Insurance** - \$1,000,000 limit per occurrence for property damage and bodily injury. The service provider should indicate in its certificate whether the coverage is provided on a claims-made or preferably on an occurrence basis.

**Business Automobile Liability Insurance** - \$1,000,000 limit per accident for property damage and personal injury.

#### CONDITIONS FOR ALL COVERAGES

Additional Insured: The City of Sevierville, its Board of Mayor and Aldermen, and all officers, employees, agents, representatives, boards, commissions, committees, and volunteers (hereinafter referred to as Owner) are to be covered as Additional Insured respecting: liability arising out of activities performed by or on behalf of the Vendor; products and completed operations of the Vendor; premises owned, leased or used by the Vendor or premises on which Vendor is performing services on behalf of the Owner. The coverage shall contain no special limitations on the scope of protection afforded to the Owner.

Notice of Cancellation or Non-renewal: Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the Department Head authorizing this service and/or to the Risk Manager for the Owner.

Acceptability of Insurers: Insurance is to be placed with financially sound Tennessee admitted insurers (Best's rating of A or better) or approved by Owner's Risk Manager. City of Sevierville Risk Manager: Jamie Tyler, phone 453-5504.

Certificates of Insurance: Vendor shall furnish the Owner with certificates of insurance with original endorsements affecting coverage required by this clause. The certificates and endorsements for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Owner before work commences. The certificates of insurance should be directed to Jamie Tyler, Risk Manager.

#### 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 § 12-15-106.

## BID FORM FOR GOLF COURSE CHEMICALS

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_

Business License # \_\_\_\_\_ City: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Delivery Date: \_\_\_\_\_

#	Item Description	Quantity	Unit Measure	Unit Price	Total Price
1.	Banol	7.5 gallon	2.5 gal	\$ _____	\$ _____
2.	Bensumec	22.5 gallon	2.5 gal	\$ _____	\$ _____
3.	Cleary's 3336 F	40 gallon	2.5 gal	\$ _____	\$ _____
4.	Daconil Action	82.5 gallon	2.5 gal	\$ _____	\$ _____
5.	Fore 80 WP	132 pounds	1.5#	\$ _____	\$ _____
6.	Insignia SC	7.5 gallon	2.5 gal	\$ _____	\$ _____
7.	Segway	18 bottles	39.2oz.	\$ _____	\$ _____
8.	Signature X-tra	132 pounds	5.5# bag	\$ _____	\$ _____
9.	Stellar	6 X 104 oz.	104 oz.	\$ _____	\$ _____
10.	Subdue Maxx	8 gallon	1 gal	\$ _____	\$ _____
11.	Terrazole	48 quarts	quart	\$ _____	\$ _____
12.	Xzemplar	273.60 oz.	11.4 oz.	\$ _____	\$ _____

<b>13. Acelypron</b>	.5 gallon	.5 gal	\$ _____	\$ _____
<b>14. Legacy</b>	20 gallon	2.5 gal	\$ _____	\$ _____
<b>15. Musketeer</b>	12.5 gallon	2.5 gal	\$ _____	\$ _____
<b>16. Proxy</b>	20 gallon	2.5 gal	\$ _____	\$ _____
<b>17. Specticle Flo</b>	6 gallon	1 gal	\$ _____	\$ _____
<b>18. Ronstar Flo</b>	150 gallon	2.5 gal	\$ _____	\$ _____
<b>19. Monument</b>	750 grams	5x5 gram	\$ _____	\$ _____
<b>20. Barricade 4fl</b>	10 gallon	10 gal	\$ _____	\$ _____
<b>21. Tribute Total</b>	102 oz.	6oz. bottles	\$ _____	\$ _____
<b>22. Celsius</b>	600 oz.	10 oz. bottles	\$ _____	\$ _____
<b>23. Speedzone Red</b>	10 gallon	2.5 gal	\$ _____	\$ _____
<b>24. Dismiss NXT</b>	360 oz.	60 oz.	\$ _____	\$ _____
<b>25. Tebuconazole</b>	15 gallon	1 gal	\$ _____	\$ _____
<b>26. Outrider</b>	80 oz.	20 oz.	\$ _____	\$ _____
<b>27. Pendulum Aqua Cap</b>	40 gallon	2.5 gal	\$ _____	\$ _____
<b>28. Ronstar G</b>	500#	50#	\$ _____	\$ _____

**Total Bid Price** \$ \_\_\_\_\_

QUANTITIES LISTED SHOULD BE CONSIDERED APPROXIMATE AND FOR BID PURPOSES ONLY. QUANTITIES MAY VARY. OWNER MAKES NO GUARANTEE AS TO THE TOTAL.

It is further understood and agreed by the undersigned in submitting this proposal that the Owner reserves the following rights and privileges:

- a. To accept or reject any or all bids, and/or waives any of the informalities in the bidding.
- b. To reject all items of equipment and materials which do not conform to or exceed these specifications, without altering bid price of this proposal.
- c. To re-bid anytime during the term of the contract.

**NOTES:**

1. Bidder shall not add any conditions or qualifying statements to this bid, except as provided herein, as otherwise the bid may be declared irregular as not being responsive to the Advertisement for Bids.
2. All deliveries must be unloaded from the transportation vehicle without the assistance of any City of Sevierville employee.
3. Any Fuel Surcharges, Transportation Fees and additional Delivery Fees, etc., must be calculated and included in the bid price. There shall be no additional charges.
4. The successful vendor(s) will store all chemicals and fertilizer and deliver the quantities of product as needed by the bidder.

If you have questions regarding the specifications contained in this bid package, please contact:

**D.J. Lerchen, Golf Course Superintendent, The Sevierville Golf Club**  
**(865) 429-4223 Office / (865) 441-5473 Cell / (865) 428-0517 Fax**  
E-Mail: [dlerchen@seviervilletn.org](mailto:dlerchen@seviervilletn.org)

Bid Submitted by:

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Name (Printed)

\_\_\_\_\_

Title

\_\_\_\_\_

Date

**TITLE VI INFORMATION**

It is the policy of the City of Sevierville to ensure compliance with Title VI of the Civil Rights Act of 1964: 49 CFR, Part 21; related statues and regulations to that end that no person shall be excluded from participation in or be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or any other funding source on the grounds of race, color, sex, national origin, or ancestry. By virtue of submitting a response to this solicitation, bidders agree to comply with the same non-discrimination policy.

Bid Item/Project Name: \_\_\_\_\_

Bid Date: \_\_\_\_\_

\*For Title VI and IX compliance, we ask for voluntary disclosure of the following information for the majority owner of the business:

Gender:      \_\_\_ Male                              \_\_\_ Female  
Race:        \_\_\_ Caucasian                              \_\_\_ African American  
              \_\_\_ Other (please specify) \_\_\_\_\_

Company Name: \_\_\_\_\_

The City of Sevierville does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d.).





# City of Sevierville

P.O. Box 5500  
Sevierville, TN 37864-5500  
865-453-5504

## VENDOR INFORMATION FORM

Company Name: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

Business License Number: \_\_\_\_\_

County and State of License: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Shipping Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Corporation, Sole Proprietor, or Partnership: \_\_\_\_\_

(If the business is a sole proprietor the owners name): \_\_\_\_\_

**NEW VENDORS WILL BE ADDED AFTER RECEIPT OF THIS COMPLETED FORM AND VERIFICATION OF A CURRENT BUSINESS LICENSE. VENDORS WITHOUT A CURRENT BUSINESS LICENSE WILL NOT BE ACCEPTED.**

**Request for Taxpayer  
Identification Number and Certification**

Give form to the  
requester. Do not  
send to the IRS.

**Name (as shown on your income tax return)**

**Business name, if different from above**

Check appropriate box:  Individual/sole proprietor  Corporation  Partnership  
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ .....  Exempt payee  
 Other (see instructions) ▶

**Address (number, street, and apt. or suite no.)** **Requester's name and address (optional)**

**City, state, and ZIP code**

**List account number(s) here (optional)**

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number : : :
OR
Employer identification number : : :

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign Here** Signature of U.S. person ▶ Date ▶

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such businesses. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,