



Request for Proposal for Lawn Services

The Harriman Utility Board (HUB), is seeking proposals from qualified lawn care professionals to perform lawn care and landscaping maintenance of selected HUB properties.

Description of Harriman Utility Board.

HUB is a Local Power Company (LPC) distributing electric services generated by the Tennessee Valley Authority (TVA), and providing Gas, Water, and Sewer utilities to the city of Harriman, and surrounding areas. Further details can be found on our website, www.hub-tn.com.

Specifications for HUB Main Office (200 N. Roane Street).

- A. Mowing: Contractor shall mow the grass weekly, or as weather permits, to maintain an appropriate even height for the type of grass and season to ensure a well-manicured and healthy appearance. Mowing outside of the normal operating season shall only be conducted as necessary to maintain a well-manicured appearance.
- B. Edging: Contractor shall edge all tree rings, plant beds, buildings, sidewalks, fences, driveways, parking lots, and other surfaced areas bordered by grass with each mow.
- C. Trimming: Contractor shall trim weeds and/or grass around all street signs, lamp posts, fences, flagpoles, and any other obstructions to maintain a well-manicured appearance.
- D. Bed Maintenance: The Contractor shall provide maintenance of all plant beds continuously throughout the contract period, being kept free and clear of all weeds.
- E. Pruning: Contractor shall prune shrubs and trees three (3) times per year. Flowering trees and shrubs shall not be pruned while in bloom or at times when pruning will inhibit blooming. All trees or shrubs in parking area or near walkways will be trimmed to insure the tree/shrub does not impede parking or walking.

F. Leaf Removal: Contractor shall remove leaves during the fall and winter until trees have dropped all foliage. Leaves shall be removed from the property and discarded in an offsite landfill.

G. Hardscape Areas: All hardscaped areas including walkways, driveways, parking lots, porches, etc. shall be kept free of vegetation.

H. Clean-up and Trash Removal:

1. The Contractor shall ensure all sidewalks, curbs, decks, ramps, driveways/roadways, and ground level cement/asphalt surfaces are blown free of clippings, dirt, and debris immediately after each mowing.
2. The Contractor shall remove all debris associated with the lawn maintenance during each visit.
3. Clippings shall not be swept, blown, or otherwise disposed of in sewer drains.

I. Mulching: A new layer of mulch shall be added to all mulched areas during the month of April. All mulched beds shall be maintained free of vegetation and mulch must stay within the defined area.

J. Other services as needed: Cutting and removal of limbs, and spreading mulch.

K. Any “special” job in addition to the above specifications shall have an agreed upon price before the completion of the work and invoiced as a separate line item at the time of the next invoice.

Specifications for all Other Locations.

A. Mowing: Contractor shall mow the grass twice per month, during the mowing season, or as weather permits.

B. Record Keeping: Contractor shall keep monthly record of location and date of work completed. The record should be provided with the monthly invoice.

Locations (See Attached Maps for Reference)

Location Name	Address
Blair Substation	111 Collins Rd., Harriman, TN 37748
Harriman Primary Substation	186 Bullard Hollow Rd., Harriman, TN 37748
Mossy Grove Substation	310 Pettit Lane, Wartburg, TN 37887
North East Substation	218 Hannah Rd., Harriman, Tn 37748
Harriman District Substation	330 Margrave Rd., Harriman, TN 37748

Contract Period

The initial contract period shall be from April 1, 2019 through March 31, 2020. HUB has the option to renew the contract on an annual basis for up to two additional years with the Contractor.

Proximity to Work Sites

The Contractor must be located within no more than thirty (30) minutes of HUB's location.

Personnel and Equipment

The Contractor shall designate, hire, and dismiss the personnel and provide all equipment necessary for the performance of the contract.

Insurance and Licenses

The Contractor shall be licensed to conduct business by the State of Tennessee, and shall maintain a minimum of \$1,000,000 in General Liability Insurance from an insurance company to cover bodily injury and/or property damage directly due to the negligence of the Contractor, his/her agents or employees. The Contractor shall also maintain Worker's Compensation Insurance, as required by the laws of Tennessee.

General Indemnity

The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify HUB, assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of HUB or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by HUB or HUB officials from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against HUB or HUB officials based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, general liability insurance as outline above. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Contractor.

Pricing

- A. The Contractor warrants that the pricing stated herein shall remain firm for a period of one (1) year from the first day of the contract period. Pricing shall include all charges that may be imposed in fulfilling the terms of the contract.
- B. Pricing for work associated with HUB's Main Office shall be presented as twelve (12) fixed, equal monthly bills.

C. Pricing for work associated with HUB's Other Locations shall be presented as a monthly bill for the work as specified above during the mowing season.

Payment Terms

A. Contractor shall send their itemized invoices monthly.

B. Payment terms are NET 30 days following receipt of approved invoice. Invoices must be submitted to: HUB Attn: Accounting Dept. P.O. Box 434, Harriman, TN 37748.

Qualification of Proposals

HUB, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor. Contract awards will be based on a combination of experience, the Contractor's ability to meet all specifications, and price. The lowest price may not always receive the contract award. The final decision will be based on what is in the best interest of HUB to ensure that quality workmanship is performed to achieve maximum results. HUB reserves the right to make independent investigations as to the qualifications of the Contractor. Such investigations may include contacting existing customers. HUB reserves the right to accept or reject any and all proposals, and to waive any irregularities as may be permitted by law when it is deemed that such action will be in the best interest of HUB.

Proposal Information

A. Proposals will be received by HUB until March 22, 2019 at Noon. Proposals may be submitted by mail, or delivered in person. **NO** faxed proposals will be accepted. HUB must receive all proposals **PRIOR** to the date and time specified. Any proposal received after the date and time prescribed shall **NOT** be considered for award and the proposal shall be returned to the Contractor.

B. Each Proposal must include:

1. Completed vendor profile and certification (attached)
2. Proof of General Liability insurance
3. Proof of Worker's Compensation insurance
4. RFP Acknowledgement Form
5. Proposal Form

Notification of Award

The successful Contractor will be notified in writing within seven (7) working days of this award.

Termination

Either party reserves the right to terminate the awarded contract with or without cause by notifying the other in writing 30 days prior to the termination date. Written notice of termination must be sent via certified U.S. mail to the last known address of the recipient.

If you have questions, please call Mr. Heath Lewis, Manager of Electric, prior to the proposal deadline.

Contact person: Heath Lewis Manager of Electric
865-882-3242 ext. 223
hlewis@hub-tn.com

Proposal submission: Harriman Utility Board.
300 N. Roane Street (In Person)
Harriman, TN 37748

P.O. Box 434 (By Mail)
Harriman, TN 37748

Attn: Lawn & Landscape Contract Bid

Submission Deadline: Noon on Friday, March 22, 2019

VENDOR PROFILE & CERTIFICATION

1. Business Name: _____

2. Business Owner(s) Name: _____

3. Business Physical Address: _____

4. Mailing Address (if different from above): _____

5. Business Telephone: _____ Fax: _____

6. Email address: _____

7. Company Structure (corporation, partnership, sole proprietorship):

8. Primary Business Purpose: _____

9. Years in Business: _____

10. Federal Tax Identification Number: _____

11. Years of doing work similar to the work sought in this bid request: _____

12. References – list at least 3

Customer	Main Contact Person	Telephone Number

14. Attach a copy of licenses (include professional, state and/or local business or privilege licenses).

15. Attach a copy of insurances (Worker's Compensation and Commercial General Liability)

REQUEST FOR PROPOSAL (RFP) ACKNOWLEDGEMENT FORM
--

RFP TITLE: Lawn Care and Landscape Services

Issue Date:

March 14, 2019

Contact & Telephone

Heath Lewis
Manager of Electric
865-882-3242 ext. 223

PROPOSAL DUE DATE & TIME: *March 22, 2019 Noon. EST*

NOTE: Proposals received after the opening date and time will not be accepted.

HUB solicits your company to submit a proposal on the above referenced project. By signing this form, the Contractor signifies their acceptance of all terms, conditions, and specifications set forth in this Request for Proposals. All proposals must have an authorized signature in the space provided below. One (1) copy of your proposal must be mailed to: P.O. Box 434, Harriman, TN 37748, or delivered in person to: HUB at 300 N. Roane Street, Harriman, TN 37748, before the RFP deadline. The package containing proposals for this project must reference the "CONTRACTOR'S NAME". NO faxed proposals will be accepted. HUB will not be responsible for late or lost proposals by the U.S. Postal office or any other delivery services used by the Contractor.

THE FOLLOWING MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR PROPOSAL. PROPOSALS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE CONTRACTOR.

COMPANY NAME:

MAILING ADDRESS:

CITY, STATE, ZIP:

EMPLOYER'S FEDERAL IDENTIFICATION NUMBER (FEIN):

TELEPHONE NUMBER:

I CERTIFY THAT THIS PROPOSAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER CONTRACTOR SUBMITTING A PROPOSAL FOR THE SAME SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE TO ALL TERMS AND CONDITIONS OF THIS RFP AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RFP AS OR FOR THE CONTRACTOR.

AUTHORIZED SIGNATURE:

TYPED OR PRINTED NAME:

TITLE: _____ DATE: _____

Proposal Form

Please submit one (1) total bid amount to perform the services in this RFP. The bid must include all work specified in the RFP at each location. The contract will be awarded for all locations.

Location Name	Amount (per Month)
Main Office (based on 12 months)	
Blair Substation (based on mowing season)	
Harriman Primary Substation (based on mowing season)	
Mossy Grove Substation (based on mowing season)	
North East Substation (based on mowing season)	
Harriman District Substation (based on mowing season)	

Blair Rd Substation

111 Collins Rd
Harriman, TN

Approximately 1.9 Acres
Mowing Only

Legend

BLAIR

Collins Rd

Google Earth

300 ft

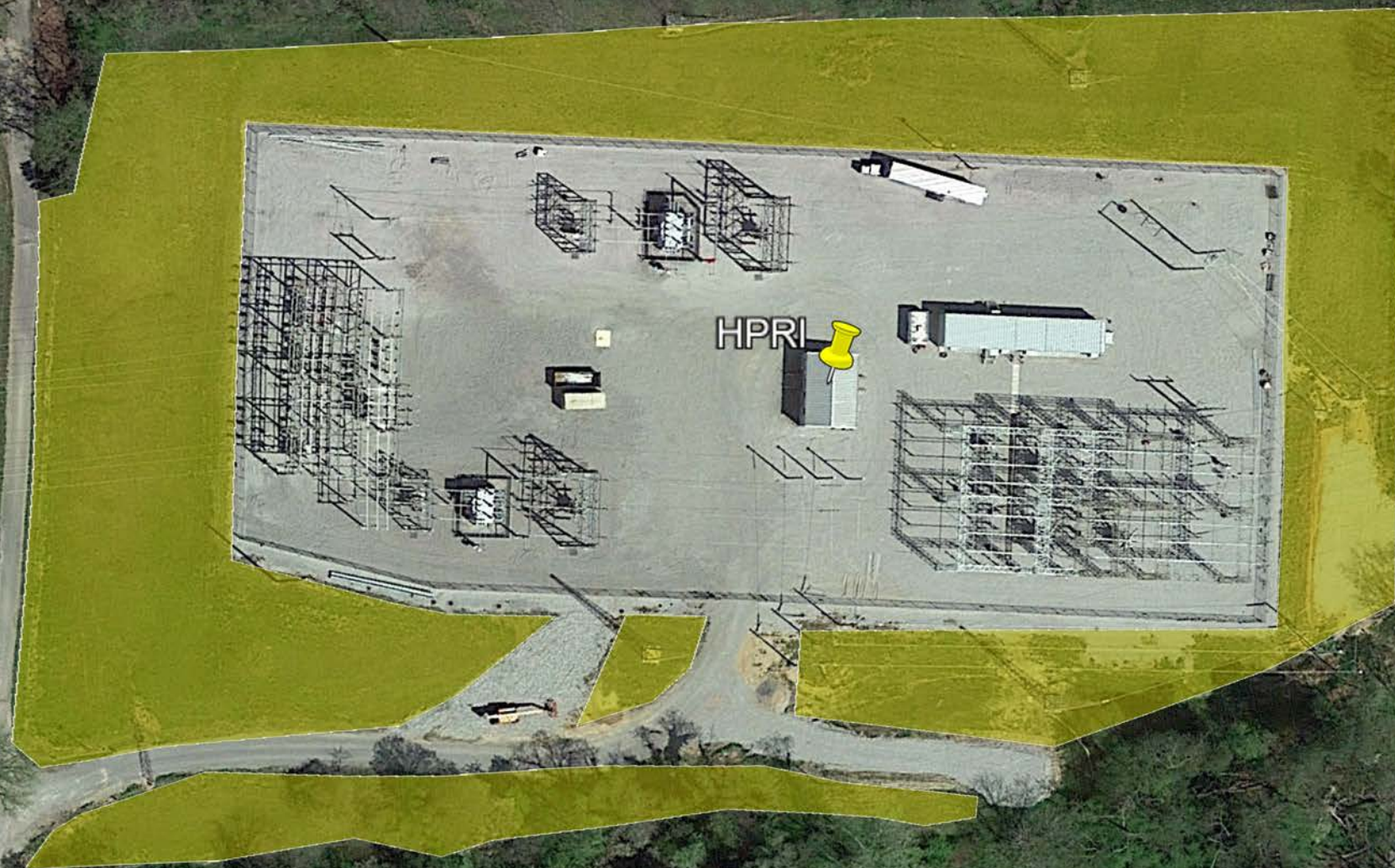


Harriman Primary Substation

186 Bullard Hollow Rd
Harriman, TN

Approximately 2.7 Acres
Mowing Only

Legend



Google Earth



600 ft

Mossy Grove Substation

310 Pettit Lane
Wartburg, TN

Approximately 1.3 Acres
Mowing Only

Legend

Mossy Grove

Google Earth

200 ft



North East Substation

218 Hannah Rd
Harriman, TN

Approximately 1.4 Acres
Mowing Only

Legend

NorthEast Sub

Hannah Rd

Google Earth

100 ft



Harriman District Substation

330 Margrave Rd
Harriman, TN

Approximately 1.1 Acres
Mowing Only

Legend

Harriman District Sub



Smokerway Dr

Google Earth

100 ft

