

**INVITATION FOR BID**

THIS FORM MUST BE COMPLETED AND  
SIGNED FOR YOUR BID TO BE CONSIDERED VALID.

Address to: Procurement Manager  
City of Kingsport  
415 Broad Street  
Kingsport, TN 37660  
Phone (423) 229-9419 or Fax (423) 224-2433

Date Issued: 4/4/26  
F.O.B. Kingsport  
Total Number of Pages: 8

This sealed bid in the original copy, subject to the terms and conditions on the attachment, will be received by the Procurement Manager until 4:00 P.M., Eastern Time on April 22, 2026 at which time will be publicly opened in the Conference Room # 436, City Hall, 415 Broad Street, Kingsport, Tennessee. IN THE LOWER LEFT CORNER OF YOUR ENVELOPE ADDRESSED TO ABOVE, MARK YOUR ENVELOPE "CONTRACTED TRUCK HAULING" AND DATE OF THE BID OPENING.

**READ TERMS AND CONDITIONS BEFORE COMPLETING THIS FORM**

Item	Quantity	U/I	Description	Unit Price	Total Price
01		EA	<p>CONTRACTED TRUCK HAULING AS SPECIFIED ON THE FOLLOWING PAGES. VENDOR IS REQUIRED TO COMPLETE THE FOLLOWING PAGES IN THIS PACKET TO RECORD PRICING.</p> <p><u>PRICES OFFERED ARE TO REMAIN FIRM FROM JULY 1, 2026 – JUNE 31, 2027.</u></p> <p>THE HAULING WILL BE ON AN AS NEEDED BASIS. AWARD OF BID DOES NOT GUARANTEE THAT WE WILL UTILIZE THIS SERVICE. THE CITY RESERVES THE RIGHT TO AWARD TO MULTIPLE VENDORS.</p> <p>THIS FORM MUST BE SIGNED TO BE CONSIDERED COMPLETE.</p>		

In compliance with this Invitation for Bid and subject to all conditions thereof, the undersigned agrees, if this bid is accepted within 60 days from the date of the opening, to furnish all of the material/service upon which prices are quoted, delivered at the designated point(s) within the time specified.

- (A) Terms: NET
- (B) Delivery/Job completion within \_\_\_\_\_ days after notification.
- (C) Specification/Letter of explanation enclosed: YES ( ) NO ( )

\_\_\_\_\_  
Handwritten Signature of Authorized Representative

\_\_\_\_\_  
Name of Firm Date

**THIS FORM MUST BE SIGNED TO BE CONSIDERED COMPLETE**

## 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 will be placed in a separate envelope. 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, no bidder may withdraw his bid within a period of sixty (60) days after the date set for the opening of bids.
2. If prices are quoted FOB Kingsport, TN., delivery to City of Kingsport locations shall be without additional charge.
3. Failure to examine any drawings, specifications, and instructions will be a bidder's risk. If bidder is in doubt as to the true meaning of any part of the drawings, specifications and instructions or other documents, he should submit a written request for an interpretation to the Procurement Manager. An interpretation of the documents will be made only by addendum issued by the Procurement Manager to each firm to whom an invitation was forwarded. The City will not be responsible for explanation or interpretations of bid documents except as issued in accordance herewith.
4. Where a brand or trade name appears in the specifications, it is understood that the brand or trade name referred to, or its approved equivalent, shall be furnished. If no mention is made of any exceptions, it is assumed that he is bidding on the article mentioned and not an approved equivalent.
5. The bidder is requested to attach brochure-type information on the supplies furnished. All guaranteed and warranties should be clearly stated.
6. 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.
7. Bids and modifications or corrections thereof received after the closing time specified will not be considered. The City is not responsible for delays in delivery by mail, courier, etc.
8. Any exceptions to these terms and conditions or deviations from written specifications will be shown in writing and attached to the bid form.
9. Any alteration, erasure, addition to or omission of requested information, change of the specifications, or bidding schedule, is made at the risk of the bidder and may result in the rejection of the bid, unless such changes are authorized by the specifications.
10. In the event cash discounts are offered by the bidder, the discount date shall begin with the date of the invoice or the date of receipt of all material covered by the order/contract, whichever is the later date.
11. Charges for boxing or cartage will not be allowed unless previously agreed upon.
12. Default in promised delivery or completion of service and/or failure to comply with specifications authorizes the City to purchase materials, supplies, vehicles, equipment, or services elsewhere and charge the difference to defaulting Vendor.
13. Bidder agrees to defend and save City of Kingsport from and against all demands, claims, suits, costs, expenses, damages and judgments based upon infringement of any patents relating to goods specified in this order or the ordinary use or operation of such goods by City or use or operation of such goods in accordance with bidders direction.
14. In case of error or discrepancy in the mathematics of the bid price, the unit prices shall prevail.
15. By submission of a signed bid, the bidder certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereunder.
16. Contracts and purchases will be made or entered into with the lowest, responsible, compliant bidder meeting specifications for the particular grade or class of material, work or service desired in the best interest and advantage to the City of Kingsport. Responsible bidder is defined as a bidder whose reputation, past performance, and business and financial capabilities are such that he would be judged by the appropriate City authority to be capable of satisfying the City's needs for a specific contract or purchase order.
17. The City reserves the right to determine the low bidder either on the basis of the individual items or on the basis of all items included in its INVITATION TO BID, unless otherwise expressly provided in the INVITATION TO BID. The City reserves the right to accept any item or group of items of any kind and to modify or cancel in whole or in part, its INVITATION TO BID.
18. All contracts or purchase orders issued for this award will be governed by the laws of the State of Tennessee without regard to its conflict of laws principals.
19. Any dispute arising out of any aspect of this purchase order or a contract shall be litigated in state court in Kingsport, Sullivan County, Tennessee or the federal court for the Eastern District of Tennessee, Northeastern Division. However, neither party shall be obligated to provide any type of pre-suit notice before initiating a cause of action. The parties waive their right to a jury trial. The parties hereby consent to the mandatory and exclusive venue and jurisdiction of the state court located in Kingsport, Tennessee or the Federal court for the Eastern District of Tennessee. Service of process shall comply with the Tennessee Rules of Civil Procedure or applicable federal rules, and City does not agree to any other service of process procedure.
20. 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.
21. This Bid includes an option to allow the City of Kingsport the right to purchase additional vehicles/equipment. The City's use of this option will be dependent upon the price offered by the vendor and the availability of funding. The City may exercise this option clause for a period of twelve (12) months after the award of the Bid. The City is aware that costs may increase for vehicle/equipment manufacture and delivery, and therefore a price adjustment for unit cost may be negotiated between the two parties. Documentation of cost increase is to be provided to the City by the Awarded Bidder as requested.
22. The contract will be awarded for a period of one (1) year with a renewal option on an annual basis in one (1) year increments providing all terms, conditions and cost are acceptable to both parties. The City reserves the right to re-bid at the end of any contract period.
23. ACCESSIBILITY
  - a) Offeror/Bidder warrants that its services conform to the accessibility guidelines as required by 28 CFR Part 25, including, but not limited to, supporting assistive software or devices such as large-print interfaces, text-to-speech output, refreshable braille displays, voice-activated input, and alternate keyboard or pointer interfaces, established by the World Wide Web Consortium's Web Content Accessibility Guidelines 2.1 (WCAG 2.1), and the accessibility guidelines established by Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), and implementing regulations set forth in 36 C.F.R. Part 1194. Offeror/Bidder shall provide City a current completed Voluntary Product Accessibility Template (VPAT) to detail compliance with 28 CFR Part 25. Failure to comply with these requirements shall result in the City rejecting the proposal/bid.

## 24. CONFLICT OF INTEREST:

- a) No Board Member or officer of the City of Kingsport or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for the City of Kingsport has a direct interest in the award of the vendor providing goods or services.
- b) No employee, officer or agent of the grantee or sub-grantee will participate in selection, or in the award or administration of an award supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of their immediate family, his or her partner, or an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.
- c) The grantee's or sub-grantees officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from vendors, potential vendors, or parties to sub-agreements.
- d) Do you or any officers/part-owners/stake-holders/employees of this company have any relative(s) (relatives include spouse, children, stepchildren or any to whom you are related by blood or marriage) that are currently employed by the City of Kingsport, Tennessee, including the Kingsport City School System or serve on the Kingsport Board of Mayor and Aldermen or the Kingsport Board of Education?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If you answered yes please state the name and relationship of the employee or member of the Kingsport Board of Mayor and Aldermen or Kingsport Board of Education member \_\_\_\_\_
- e) Are you or any officers/part-owners/stake-holders/employees of this company also employees of the City of Kingsport, including the Kingsport City School System or serve on the Kingsport Board of Mayor and Aldermen or Kingsport Board of Education?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If you answered yes please state the name of the employee or board member \_\_\_\_\_
- f) By submission of this bid, the vendor is certifying that no conflicts of interest exist.

## 25. DRUG FREE WORKPLACE REQUIREMENTS:

- a) Private employers with five or more employees desiring to contract for construction services attest that they have a drug free workplace program in effect in accordance with TCA 50-9-112.

## 26. ELIGIBILITY:

- a) The vendor is eligible for employment on public contracts because no convictions or guilty pleas or pleas of nolo contendere to violations of the Sherman Anti-Trust Act, mail fraud or state criminal violations with an award from the State of Tennessee or any political subdivision thereof have occurred.

## 27. GENERAL:

- a) Vendor fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer.
- b) Such offer is genuine and is not a collusive or sham offer.

## 28. IRAN DIVESTMENT ACT:

- a) Concerning the Iran Divestment Act (TCA 12-12-101 et seq.), by submission of this bid/quote/proposal, each vendor and each person signing on behalf of any vendor certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each vendor is not on the list created pursuant to § 12-12-106.

## 29. NON-COLLUSION:

- a) Neither the said vendor nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other responder, firm, or person to submit a collusive or sham offer in connection with the award or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such award or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of Kingsport or any person interested in the proposed award or agreement.
- b) The price or prices quoted in the attached offer are fair, proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

## 30. BACKGROUND CHECK REQUIREMENT FOR SCHOOL SYSTEM SUPPLIERS:

- a) In submitting this bid/quote/proposal, you are certifying that you are aware of the requirements imposed by TCA § 49-5-413 (d) to conduct criminal background checks through the Tennessee Bureau of Investigation and the Federal Bureau of Investigation on yourself and any of your employees who may come in direct contact with students or who may come on or about school property anytime students are present. You are further certifying that at no time will you ever permit any individual who has committed a sexual offense or who is a registered sex offender to come in direct contact with children or to come on or about school property while students are present.

## 31. NON-BOYCOTT OF ISRAEL AFFIDAVIT

- a) Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award. Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.

## INSURANCE

A. Supplement as follows:

The Contractor shall not commence work under this Contract until he has obtained all the insurance required under this paragraph and such insurance has been approved by the Owner, nor shall the Contractor allow any subcontractor to commence work on his subcontract until the insurance of the subcontractor has been so obtained and approved.

Each insurer shall have a rating of A or better by AM Best or its equivalent as determined by Owner as an approved alternate. A Certificate of Insurance is required prior to Contractor's performance of any work. Contractor understands and agrees to pay for any deductible or other retention for any claims arising from any policy or program covering the Contractor's actions and/or the performance of the work. It is further agreed that any insurance protection required hereby shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Owner. Contractor waives and shall have its insurers waive, its rights of subrogation.

The successful Contractor will furnish the Owner with Certificates of Insurance or policies and maintain the following insurance in such form as shall be satisfactory to the Owner which shall name City of Kingsport as an additional insured. The Certificate of Insurance shall also clearly state the following: "Should any of the above described policies be cancelled before the expiration date, the issuing company shall provide a ten (10) day written notice to the certificate holder". Vendor shall provide a complete certified copy of any policy including all endorsements and exclusions upon request. All Certificates of Insurance and policies shall contain the following clause:

"The insurance covered by this Certificate will not be canceled or materially altered, except after ten (10) days written notice has been received by the Owner."

B. Worker's Compensation - Which shall provide protection against any liability imposed by the Worker's Compensation law of the state in which the work is performed.

C. Comprehensive General Public Liability - Such insurance shall be in at least the following amounts:

Bodily Injury with limits of \$500,000/\$1,000,000 Property Damage with limits of \$500,000/\$1,000,000

D. Comprehensive Automobile Liability:

Bodily injury - \$500,000/\$1,000,000 Property  
Damage - \$500,000

E. Owner's Liability - Contractor hereby agrees to indemnify and save harmless the Owner from all claims and suits for injury or destruction of property and from all expenses in defending said claims and suits, including court costs, attorney's fees and other expenses caused in anyway by the acts or omissions of the Contractor or the Contractor's agents, employees or subcontractors during or in connection with said work, excepting on the property damage and bodily injury or death caused by the sole negligence of the owner, its agents or employees. Limits will be as follows:

Bodily injury - \$500,000/\$1,000,000 Property  
Damage - \$500,000/\$1,000,000



# ENGINEERING DIVISION

## City of Kingsport, Tennessee

---

# Memo

**To:** Interested Contractors

**From:** Tim Elsea

**Date:** March 19, 2026

**RE: City of Kingsport – Contracted Dump Truck Hauling for Miscellaneous Materials**

---

- The general project area for this will be inside the City Limits of Kingsport.
  - Contractor shall provide the legal hauling of materials from various sites around the City at the direction of City personnel. These materials include but may not be limited to stone, asphalt, or clay.
  - Trucks shall be rated to legally haul a minimum of 20 tons per load.
  - Trucks used for asphalt hauling shall not have hitches, or hitches shall be removed prior to work on paving operations.
  - Truck beds shall also be clean of debris before hauling materials for the City.
  - Trucks shall have working tarps and safety lights.
  - Contractor shall provide their own release agent when trucks are used for paving.
  - Contractor shall provide an hourly costs for truck and driver.
  - Contractor shall provide all general liability, automobile, property/casualty, and workers compensation insurances that satisfy City of Kingsport requirements.
  - This hauling is on as needed basis. City shall utilize/pay for a minimum of a half day (4 hours) on a truck when utilized.
  - City shall provide contractor a 24 hour notice when needed.
-

- Contractor shall bill the City on a monthly cycle.
- City anticipates utilizing between one and three trucks depending on the type of work being performed.
- Contractor shall submit bid form with hourly rates based on \$0.25 cent increases in fuel costs.
- Average monthly fuel prices shall be determined by <https://gasprices.aaa.com>. The monthly fuel price from AAA shall be rounded to the nearest cent.
- A combination of the hourly rates on the bid form in conjunction with the average monthly fuel price from AAA shall be used to calculate the billable monthly hourly rate via the following formula:

$$\frac{\text{Hourly Rate 2} - \text{Hourly Rate 1}}{\text{Hourly Rate 2} - X} = \frac{\text{Diesel Cost 2} - \text{Diesel Cost 1}}{\text{Diesel Cost 2} - \text{AAA Monthly Cost}}$$

X = Billable Monthly Hourly Rate

**CONTRACTED TRUCK HAULING  
BID FORM**

<b>DIESEL COST PER GALLON</b>	<b>HOURLY RATE</b>
\$2.00	
\$2.25	
\$2.50	
\$2.75	
\$3.00	
\$3.25	
\$3.50	
\$3.75	
\$4.00	
\$4.25	
\$4.50	
\$4.75	
\$5.00	
\$5.25	
\$5.50	
\$5.75	
\$6.00	
\$6.25	
\$6.50	
\$6.75	
\$7.00	
\$7.25	
\$7.50	
\$7.75	
\$8.00	
\$8.25	
\$8.50	
\$8.75	
\$9.00	
\$9.25	
\$9.50	
\$9.75	
\$10.00	
\$10.25	
\$10.50	
\$10.75	
\$11.00	
\$11.25	
\$11.50	

\$11.75	
\$12.00	
\$12.25	
\$12.50	
\$12.75	
\$13.00	
\$13.25	
\$13.50	
\$13.75	
\$14.00	
\$14.25	
\$14.50	
\$14.75	
\$15.00	

---

CONTACT NAME

---

DATE

---

CONTACT PHONE NUMBER

---

SIGNATURE