

## INVITATION TO BID

Sealed bids for the following project will be received by the Procurement Manager until 4:00 P.M., Eastern Time, February 26, 2026, and at that time publicly opened in City Hall Conference Room 436, 415 Broad Street, Kingsport, TN. All bids will be considered for award or rejection at a later date.

PROJECT: Fire Hydrant Assessment Program

Copies of the document will be available for review at the following locations:

Knoxville Builders Exchange 300 Clark Street Knoxville, TN 37921	AGC Plan Room 249 Neal Drive Blountville, TN 37617
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All Minority and Women-Owned contractors are encouraged to participate. This project is being funded by the American Rescue Plan Act (ARPA).

A bid bond or certified check in an amount equal to five percent (5%) of the total of the bid is required. Certified checks should be made payable to City Treasurer, City of Kingsport. The successful bidder will be required to execute acceptable Performance and Payment Bonds in an amount equal to one hundred (100%) percent of the contract price.

All bidders must be licensed Contractors as required by the Contractors Licensing Act of 1994 (TCA Title 62, Chapter 6). No bid will be opened unless the outside of the sealed envelope containing the bid provides the following information: the Contractor's license number, the date of the license's expiration, and a quotation of that part of his classification applying to the bid; the Geothermal, HVAC, Masonry, Plumbing, Roofing, and Electrical subcontractor's license number, each date of the license expiration and that part of each classification applying to the bid if the value of work is \$25,000 or greater; (\$100,000.00 or greater for Masonry) if value of the subcontractor's work is less than \$25,000, (\$100,000.00 for Masonry), the bid envelope is to be indicated with the phrase "Subcontractor's bid is less than \$25,000" (\$100,000.00 for Masonry) after each appropriate heading. If no Subcontractor's are being used, the outside of the envelope must state, "No Subcontractors are being used on this project".

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.

No submitted bids may be withdrawn for a period of sixty (60) days after the scheduled closing time for receipt of bids. All bids shall be signed, sealed and addressed to the Procurement Manager, City of Kingsport, 415 Broad St., Kingsport, TN 37660, and marked "Fire Hydrant Assessment Program". The City by its governing regulations reserves the right to accept or reject any or all bids received, to waive any informalities in bidding and to re-advertise.

PUB IT: 02/07/26

Chris McCartt  
City Manager



February 7, 2026

PROJECT: Fire Hydrant Assessment Program

Dear Prospective Bidder:

You are invited to submit a sealed price proposal for the above project. A copy of the Invitation to Bid, Bid Proposal, Compliance Affidavits Form, multiple Federal Forms, and Envelope Cover are attached. Please make certain you sign your bid, Affidavits Form (affidavits form must also be notarized), multiple Federal Forms and include with your sealed bid. A bid bond will be required. Proposals must be submitted on the forms provided by the City.

If you have questions please contact me at (423) 229-9315 or email [brentmorelock@kingsporttn.gov](mailto:brentmorelock@kingsporttn.gov) . We look forward to receiving your proposal.

Sincerely,

Brent Morelock, CPPO, CPPB  
Procurement Manager

C: Engineering

**COMPLIANCE AFFIDAVIT(S) (TOTAL OF 2 PAGES)**

**THIS COMPLIANCE AFFIDAVIT MUST BE SIGNED, NOTARIZED AND INCLUDED WITH ALL BIDS – FAILURE TO INCLUDE THIS FORM WITH THE BID SUBMITTED SHALL DISQUALIFY THE BID FROM BEING CONSIDERED.**

**VENDOR:** \_\_\_\_\_

**CONFLICT OF INTEREST:**

1. 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.
2. 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.
3. 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.
4. 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

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5. 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

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6. By submission of this form, the vendor is certifying that no conflicts of interest exist.

**DRUG FREE WORKPLACE REQUIREMENTS:**

7. 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.

**ELIGIBILITY:**

8. 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.

**GENERAL:**

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

**IRAN DIVESTMENT ACT:**

11. 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.

NON-COLLUSION:

12. 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.
13. 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.

BACKGROUND CHECK REQUIREMENT FOR SCHOOL SYSTEM SUPPLIERS:

14. 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.

NON-BOYCOTT OF ISRAEL AFFIDAVIT

15. 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.

The undersigned hereby acknowledges and verifies that the response submitted to this solicitation is in full compliance with the applicable laws/listed requirements. The undersigned also declares under penalty of perjury under the laws of the State of Tennessee that the foregoing is true and correct.

SIGNED

BY: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS DATE: \_\_\_\_\_

BY (NOTARY PUBLIC): \_\_\_\_\_

MY COMMISION EXPIRES ON: \_\_\_\_\_

## **ACKNOWLEDGEMENT REGARDING BIDDER SAM REGISTRATION**

Pursuant to 2 CFR Parts 183 and 215 and the requirement of the U.S. Department of Housing and Urban Development (HUD), contractors procured directly by grantees, sub-grantees, and/or sub-recipients of HUD funds, including CDBG are required to have an active registration in the System of Award Management (SAM). This document shall be completed and submitted as part of the bid proposal.

1. By submitting this proposal, the prospective bidder certifies that it has an active registration in SAM that is not set to expire within the next 90 days.
2. By submitting this proposal, the prospective bidder certifies neither it, its principals nor affiliates, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
3. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that an erroneous certification was rendered, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies.
4. Further, the prospective bidder shall provide immediate written notice to the person to which this proposal is submitted if at any time the Participant learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. By submitting this proposal, it is agreed that should the proposed covered transaction be entered into, the prospective bidder will not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction unless authorized by the agency with which this transaction originated.
6. It is further agreed that by submitting this proposal, the prospective bidder will include Certification of Subcontractor Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.

Provide the following information as detailed in the prospective bidder's SAM registration:

Entity Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

SAM Entity ID: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Active Exclusions:      Yes      No

## **CERTIFICATION OF BIDDER REGARDING EQUAL EMPLOYMENT OPPORTUNITY**

This certification is required pursuant to Executive Order 11246 (30 F. R. 12319-25). The implementing rules and regulations provide that any bidder or prospective contractor, or any of their proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven calendar days after bid opening. No contract shall be awarded unless such report is submitted.

### **Certification by Bidder**

Bidder/Firm: \_\_\_\_\_

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

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

- |   |     |    |           |
|---|-----|----|-----------|
| 1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.             | Yes | No |           |
| 2. Compliance reports were required to be filed in connection with such contract or subcontract.                      | Yes | No |           |
| 3. Bidder has filed all compliance reports due under applicable instructions, including SF-100.                       | Yes | No | None Req. |
| .   |     |    |           |
| 4. Have you ever been or are you being considered for sanction due to violation of Executive Order 11246, as amended? | Yes | No |           |

Bidder Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

## CERTIFICATION OF BIDDER REGARDING USE OF FEMALE/MINORITY SUBCONTRACTORS

This certification is required for the contractor to demonstrate that when subcontractors are to be used on this project, an attempt will be made to utilize female/minority owned firms.

Documentation must be on file to show who has been contacted.

### Certification by Bidder

Bidder/Firm: \_\_\_\_\_

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

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I, \_\_\_\_\_, certify that every attempt was made to utilize female/minority contractors on this project.

Bidder Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

# **CERTIFICATION OF SUBCONTRACTOR REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND EXCLUSION**

Pursuant to 2 CFR Parts 183, 215, and 2424, and the requirement of the U.S. Department of Housing and Urban Development (HUD), subcontractors for projects that are funded in whole or in part by HUD funds must provide information concerning the entity's debarment, suspension, ineligibility or exclusion status. This document shall be completed and provided to the prime contractor.

1. By signing and submitting this proposal, the prospective lower-tier participant certifies that neither it, its principals nor affiliates, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Further, the Participant provides the certification set out below:
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that an erroneous certification was rendered, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies.
3. Further, the Participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the Participant learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. By submitting this document, it is agreed that should the proposed covered transaction be entered into, the Participant will not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction unless authorized by the agency with which this transaction originated.

The subcontracting entity may satisfy the requirement of this document via one of the two options below:

**Option 1: SAM.gov Active Registration**

Entity Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

SAM Entity ID: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Active Exclusions:      Yes      No

**Option 2: Signed Certification**

Entity Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Entity Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

## DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The undersigned, principal officer of \_\_\_\_\_, an employer of five (5) or more employees contracting with \_\_\_\_\_ government to provide construction services, hereby states under oath as follows:

1. The undersigned is a principal officer of \_\_\_\_\_ (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the Tennessee Code Annotated.
3. The Company is in compliance with T.C.A. § 50-9-113.

Further affiant saith not.

\_\_\_\_\_  
Principal Officer

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me personally appeared \_\_\_\_\_, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

## **CERTIFICATION BY PROPOSED SUBCONTRACTOR REGARDING EQUAL EMPLOYMENT OPPORTUNITY**

NAME OF PRIME CONTRACTOR: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

This certification is required pursuant to Executive Order 11246 (30 F. R. 12319-25). The implementing rules and regulations provide that any bidder or prospective contractor, or any of their proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the subcontractor has not filed a compliance report due under applicable instructions, such subcontractor shall be required to submit a compliance report before the owner approves the subcontract or permits work to begin under the subcontract.

### **SUBCONTRACTOR'S CERTIFICATION**

Subcontractor Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

- |   |     |    |           |
|---|-----|----|-----------|
| 1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.             | Yes | No |           |
| 2. Compliance reports were required to be filed in connection with such contract or subcontract.                      | Yes | No |           |
| 3. Bidder has filed all compliance reports due under applicable instructions, including SF-100.                       | Yes | No | None Req. |
| 4. Have you ever been or are you being considered for sanction due to violation of Executive Order 11246, as amended? | Yes | No |           |

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

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

## STATEMENT OF COMPLIANCE CERTIFICATE ILLEGAL IMMIGRANT

EACH CONTRACTOR BIDDING SHALL FILL IN AND SIGN THE FOLLOWING

Bidder Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

This is to certify that \_\_\_\_\_ have fully complied with all the requirements of T.C.A. § 12-3-309, stating:

- (1) No state governmental entity shall contract to acquire goods or services from any person who knowingly utilizes the services of illegal immigrants in the performance of a contract for goods or services entered into with a state governmental entity;
- (2) No person may contract to supply goods or services to a state governmental entity if that person knowingly utilizes the services of illegal immigrants in the performance of a contract to supply goods or services entered into with the state or a state entity.

*All Bidders for construction services on this project shall be required to submit an affidavit (by executing this compliance document) as part of their bid, that attests that such Bidder shall comply with requirements of T.C.A. § 12-3-309.*

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

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

## CERTIFICATION OF NON-BOYCOTT OF ISRAEL

The Bidder certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

According to the law, a boycott of Israel means engaging in refusals to deal, terminating business activities, or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken:

- 1) In compliance with, or adherence to, calls for a boycott of Israel, or
- 2) In a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis, and is not based on a valid business reason. Tenn. Code Ann. § 12-4-119.

I certify this statement to be true and correct.

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Bidder Name Printed

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Date

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Signature of Bidder

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Company

**IRAN DIVESTMENT  
ACT**

In compliance with the Iran Divestment Act (State of Tennessee 2016, Public Chapter No. 817), which became effective on July 1, 2016, certification is required of all bidders on contracts over \$1,000.

*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 hereto 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 T.C.A. § 12-12-106.*

*I affirm, under the penalties of perjury, this statement to be true and correct.*

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Date

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Signature of Bidder

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Company

A bid shall not be considered for award nor shall award be made where the foregoing certification has been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. The **City/County of** \_\_\_\_\_ may award a bid to a bidder who cannot make the certification, on case-by-case basis, if:

1. The investment activities in Iran were made before July 1, 2016, the investment activities in Iran have not been expanded or reviewed on or after July 1, 2016, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
2. The **City/County of** \_\_\_\_\_ makes a determination that the goods or services are necessary for the **City/County of** \_\_\_\_\_ to perform its functions and that, absent such an exemption, the political subdivision will be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

## **Contract Provisions for Non-Federal Entity Contracts Under Federal Awards**

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(E) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations

and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(F) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(G) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(H) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(I) Domestic Preferences for Procurements - As appropriate and to the extent consistent with law, Supplier should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

Company Name :

Authorized Signature :

Date :

**ATTACHMENT**  
**CERTIFICATION REGARDING LOBBYING**

**Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds.**

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certifications shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

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Name/Address of Organization

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Name/Title of Submitting Official

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**Signature**

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**Date**

# BID ENVELOPE COVER

THIS FORM IS TO BE FIRMLY ATTACHED TO THE OUTSIDE OF THE ENVELOPE CONTAINING THE BID

## PART 1

ALL BIDDERS MUST COMPLETE THIS SECTION

Project Name: \_\_\_\_\_

Project Opening Date & Time: \_\_\_\_\_

Contractor's Licensed Name: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_  
\_\_\_\_\_

Contractor's License Number: \_\_\_\_\_

Contractor's License Expiration Date: \_\_\_\_\_

Contractor's License Classification: \_\_\_\_\_

## PART 2 - SUBCONTRACTORS

ALL BIDDERS MUST COMPLETE THIS SECTION. IF SUBCONTRACTOR'S BID AMOUNT IS \$25,000 OR MORE FOR (1) ELECTRICAL, (2) PLUMBING, (3) HEATING, VENTILATION, AIR CONDITIONING, (4) GEOTHERMAL, (5) ROOFING OR \$100,000 OR MORE FOR (6) MASONRY. IF THAT PORTION OF THE BID IS LESS THAN \$25,000 FOR ELECTRICAL, PLUMBING, HVAC, GEOTHERMAL, OR ROOFING ENTER "NONE" OR N/A IN THE NAME SPACE FOR THOSE CATEGORIES BELOW. IF THAT PORTION OF THE BID IS LESS THAN \$100,000 FOR MASONRY ENTER "NONE" OR N/A IN THE NAME SPACE FOR THAT CATEGORY BELOW.

### 1) Electrical

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

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

License Expiration Date: \_\_\_\_\_

Classification: \_\_\_\_\_

### 4) Geothermal

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

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

License Expiration Date: \_\_\_\_\_

Classification: \_\_\_\_\_

### 2) Plumbing

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

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

License Expiration Date: \_\_\_\_\_

Classification: \_\_\_\_\_

### 5) Roofing

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

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

License Expiration Date: \_\_\_\_\_

Classification: \_\_\_\_\_

### 3) HVAC

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

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

License Expiration Date: \_\_\_\_\_

Classification: \_\_\_\_\_

### 6) Masonry

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

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

License Expiration Date: \_\_\_\_\_

Classification: \_\_\_\_\_

**INVITATION TO BID  
CITY OF KINGSPORT UTILITIES DEPARTMENT  
FIRE HYDRANT ASSESSMENT & REPAIR**

February 7, 2026

PROJECT: Fire Hydrant Assessment & Repair Program

Dear Representative:

The City of Kingsport is currently interested in contracting with a firm with experience and expertise in Fire Hydrant Assessment, Data Collection, and Repair.

Firms desiring to be considered must submit five (5) copies of the qualifications to:

Procurement Manager  
415 Broad Street  
Kingsport, TN 37660

**REPLIES MUST BE RECEIVED NO LATER THAN 4:00 P.M. EASTERN TIME,  
February 26, 2026. MARK THE OUTSIDE OF THE ENVELOPE FIRE HYDRANT  
ASSESSMENT & REPAIR PROGRAM**

If hand-delivered, they will be delivered to the Procurement Department, 415 Broad Street, Kingsport, Tennessee.

All bids received by the Procurement Manager shall be publicly opened and read aloud in Conference Room 436, City Hall, 415 Broad Street, Kingsport, TN at 4:00 P.M. Eastern Standard Time, February 26, 2026.

Fee structure is to be included with the proposal.

For any additional information regarding this request, please contact the Procurement Department at (423) 229-9419.

Sincerely,

Brent Morelock  
Procurement Manager

**Invitation to Bid**  
**City of Kingsport Utilities Department**  
**Fire Hydrant Condition Assessment & Repair**

This project will be fully funded with State Water Infrastructure Grant (SWIG) funds and is subject to the applicable laws and regulations associated with the Asset Management Plan Grant.

**PROJECT: FIRE HYDRANT CONDITION ASSESSMENT & REPAIR PROGRAM**

**PROGRAM GOALS AND OBJECTIVES**

This project aims to conduct a comprehensive condition assessment of the City of Kingsport's fire hydrants and hydrant isolation valves, using Asset Management Plan Grant funds provided by the Tennessee Department of Environment and Conservation (TDEC).

Key objectives of the program include:

- **Ensuring proper operation** of all fire hydrants.
- **Improving the City's electronic maps and asset management system** with accurate locations and information for all hydrants and their isolation valves.
- **Repairing any non-operational fire hydrants or isolation valves.**
- **Repainting hydrants** in accordance with fire department guidelines based on flow rate.

Ultimately, the program will increase the operational efficiency of water maintenance staff and enhance fire safety across the City by ensuring every fire hydrant is readily available in the event of an emergency.

**BACKGROUND**

The City of Kingsport operates a regional water system that delivers drinking water to approximately 40,000 customers across a 120+ square mile service area, encompassing Kingsport and parts of Sullivan, Washington, Hawkins, and Greene counties in Tennessee, as well as Scott County, Virginia.

The system's infrastructure includes:

- A water treatment plant with a rated capacity of 28 million gallons per day.
- Over 800 miles of water lines.
- 22 water storage tanks.
- 12 major pump stations.
- Approximately 2,650 fire hydrants within and outside city limits.

This project proposes to operate, geo-locate, photograph, and flow-test all installed fire hydrants, and update the collected data in the GIS/ESRI asset management systems. This project will also capture detailed asset data, ensure proper operation and geo-locate all hydrant isolation valves. Lastly, each City owned fire hydrant will be painted based on flow to meet fire department guidelines.

Maps of the city's water infrastructure, including all known hydrant locations, are available online on the City's website (KingsportTN.gov) under the Maps section of the City Services tab. For further information, contact Will Stallard at WSEngineers@KingsportTN.gov or 423-224-9454.

## SCOPE OF WORK

1. The final Scope of Work may be modified and will become a part of any contract or agreement between the City and the selected Contractor.
2. Hydrant Operation/Data Collection – Using City records, field locate all public fire hydrants and perform the following tasks:
  - a. Collect a coordinate point with sub-meter accuracy with an approved GPS.
  - b. Check fire hydrant nozzle height for correct ground clearance.
  - c. Identify the manufacturer, year of manufacture, and barrel size.
  - d. Lubricate operating nut (if appropriate for hydrant make/model) with noncorrosive, FDA-approved lubricant.
  - e. Remove all outlet nozzle caps, clean the threads, and lubricate with noncorrosive FDA-approved lubricant, ensuring ease of operation.
  - f. Open the hydrant with the nozzle caps in place to check for weep hole leakage.
  - g. Verify that the hydrant main (bottom) valve completely shuts and that the hydrant drains.
  - h. Flow hydrant to maximum rate, record static pressure, pitot pressure and calculate flow rate and gallons flushed (The use of a calibrated combination pitot gauge and hydrant diffuser is required for all hydrant flushing).
  - i. Check outlet nozzle chains for free action on each cap. If the chains bind, open the loop end around the cap until they move freely.
  - j. Photograph the hydrant (perspective and close-up of pertinent identification markings).
  - k. Document any minor operational deficiencies and/or miscellaneous findings.
3. Non-operational hydrants will be reported to the City immediately.
4. Hydrant Maintenance – to include the following items completed by the Contractor:
  - a. Repair/Replace galled/non-functional hose nozzle connections and caps with materials furnished by the City.
  - b. Replace/Repair missing or damaged hose nozzle cap chains.

5. Hydrant Valve Operation, Data Collection and Maintenance – Using City records, field locate all public fire hydrant isolation valves and perform the following tasks:
  - a. Collect a coordinate point with sub-meter accuracy with an approved GPS
  - b. Collect detailed asset information, including but not limited to: operation type, depth to operating nut, turns to operate, position found, operable/non-operable, surrounding cover, casting shape, direction to close, and other observations.
  - c. Additionally, for hydrant valves located in grassy areas, verify that each hydrant valve box is fully functional and provide any necessary maintenance, adjustments, or repairs to ensure its optimal operation. For hydrant isolation valves located in asphalt or concrete, annotate the deficiency noted in the data collection provided to the City.
6. Hydrant Painting - Scrape, wire brush, and paint the hydrant a base silver color with the top bonnet painted per NFPA flow testing color chart. Paint shall be Sherwin-Williams or an approved equal. The coating shall have a minimum dry film thickness of 4 mil. Paint residue/empty cans/scrapings will be collected and properly disposed of by the Contractor.
7. Data Management – Project deliverables shall include an ESRI File Geodatabase with distinct feature layers for all hydrants, valves, and other asset data collected by the Contractor. GIS asset feature layers should, at a minimum, include the GPS location, GPS location metadata (including accuracy information), the City's Facility Identification (FID) number, and a Contractor's Identification (CID) number. New assets identified by the Contractor during field collection shall have the FID number left blank or set to null. Any additional deliverables files concerning work performed by the Contractor shall include the FID number, if available, and the CID number for each asset.

Deliverables shall be provided to the City monthly.

The expected data collection workflow and deliverables will be agreed upon at a Pre-Construction Meeting attended by the Utilities Department and the City's GIS Manager, prior to work commencing.

8. Project Management – The Contractor shall coordinate the work and provide regular updates to the City regarding schedule, progress, deliverables, broken, frozen, or newly discovered hydrants or valves, and other repair recommendations as identified.

**Weekly meetings will be required to ensure proper coordination of operations for the water distribution system.**

9. Schedule of Costs – provide a schedule of costs for all activities to be included in the scope of work, with an estimated total for completion based on 2700 hydrants and valves. A Bid Pricing Sheet has been included.
10. Completion – All work must be completed within 270 days of Notice to Proceed.

## **SUBMITTAL OF QUALIFICATIONS**

The following information should be included as a minimum:

1. Service Provider Profile - Provide a summary of the company's history and capabilities. Identify the company principals, project background, and areas of specialty.
2. Project Team - Provide resumes for those individuals proposed for the work, including any subcontractors. Identify their project experience, professional certifications, affiliations, and other relevant qualifications.
3. Management - The project manager and principal in charge should be listed with their respective experience.
4. Relevant Experience - Provide a listing of similar type projects completed by the company during the past five years.
5. Provide a general schedule for completing the Scope of Work.

## **SELECTION CRITERIA**

All proposals will be reviewed and rated by a selection committee representing the City of Kingsport. Criteria for evaluation will include:

- 50% - Proposal for accomplishing the tasks listed in Project Scope
- 20% - Cost to assess 2700 hydrants
- 20% - Relevant Experience
- 10% - Capacity to perform the services within the established timeframe

## **SUPPLEMENTAL CONDITIONS**

### **REQUIRED STATE OR GRANTEE CERTIFICATIONS**

The following documents outline the required supplementary conditions to be completed and provided by the bidders with your RFP response.

- [BYRD Anti-Lobbying Amendment Certification](#)
- [Iran Divestment Act Certification](#)
- [Debarment Certification](#)
- [Non-Boycott of Israel Certification](#)

### **REQUIRED AND RECOMMENDED FEDERAL CONTRACT PROVISIONS**

The following document outlines the required and recommended provisions that must be included in contracts funded in part or in whole with grant funding from the SLFRF.

### [Required and Recommended SLFRF Supplemental Conditions for Contracts](#)

**Bid Pricing Sheet**

**FIRE HYDRANT CONDITION ASSESSMENT AND REPAIR**

Proposal Item	Quantity	Price	Total
Hydrant Operation Data Collection (Scope of Work #2)	2700		
Hydrant Maintenance	Each		
Galled/Missing Caps	270		
Chains	1500		
(Scope of Work #4)			
Hydrant Valve Data Collection Operation (Scope of Work #5)	2700		
Hydrant Valve Repair (Scope of Work #5)	50		
Hydrant Painting (Scope of Work #6)	2700		
Data Management (Scope of Work #7)	LS		
		Bid Total	

**Note:** The undersigned agrees this proposal shall be good and may not be withdrawn for a period of (60) sixty calendar days after the scheduled closing time for receiving bids.

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

AUTHORIZED

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**THIS BID PROPOSAL FORM MUST BE SIGNED TO BE VALID.**

**The undersigned hereby acknowledges the receipt of:**

**Addenda Number**

**Date**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_