



CITY OF NORRIS

REQUEST FOR PROPOSALS

COLLECTION AND DISPOSAL OF SOLID WASTE AND RECYCLABLES

The City of Norris, TN is soliciting Proposals from qualified companies to provide solid waste and recyclable collection and disposal services for the City of Norris.

Proposals should be signed by an authorized employee or agent of the submitting firm and be submitted in a sealed envelope with "RFP – SOLID WASTE & RECYCLABLES" on the outside of the envelope along with the name of the company submitting the Proposal.

The criteria for evaluating the Proposals will be based on the items set forth in the Request for Proposals (RFP). An award will be made to the most responsive and responsible party, which in the judgment of the City, best meets their current needs and long-term goals. The City reserves the right to reject any and all submittals and/or waive any informalities in the solicitation process.

RFP information and specifications may be obtained at the City of Norris, 20 Chestnut Drive, Norris, TN 37828. For electronic copies, contact Charles Adam Ledford, City Manager, (865)494-7645 or e-mail citymanager@norrilstn.gov.

A Pre-Proposal conference will be held at 2:00 PM (Eastern Standard Time) on Friday, March 7, 2025, at the Norris Community Building, PO Box 1090, 20 Chestnut Drive, Norris, TN 37828.

Sealed Proposals should be mailed or delivered to the Norris Community Building, PO Box 1090, 20 Chestnut Drive, Norris, TN 37828 by 2:00 P.M. (Eastern Standard Time) on Friday, March 21, 2025.

The City of Norris complies with the Civil Rights Act of 1964 which prohibits discrimination and reserves the right to reject any and all submittals and/or to waive any informalities in the solicitation process.

Charles Adam Ledford, City Manager
City of Norris



City Of Norris

Request for Proposals

Collection and Disposal of Municipal Solid Waste and Recyclables

The City of Norris, TN is soliciting Proposals from qualified companies to provide solid waste and recyclable collection and disposal services for the City of Norris. Proposals will be received until 2:00 P.M. (Eastern Standard Time) on Friday, March 21, 2025, at the Norris Community Building, PO Box 1090, 20 Chestnut Drive, Norris, TN 37828.

The criteria for evaluating the Proposals will be based on the items set forth in the attached Request for Proposals (RFP). An award will be made to the most responsive and responsible party, which in the judgment of the City, best meets their current needs and long-term goals. The City reserves the right to reject any and all submittals and/or waive any informalities in the solicitation process.

1. SCOPE OF WORK

1.1. GENERAL

The Services to be provided by the selected Company hereunder shall be the once per week curbside collection of all Municipal Solid Waste, contracted commercial collection of Municipal Solid Waste, and every other week curbside collection of Recyclables, however including a mandatory collection the standard collection day immediately following Christmas Day, generated by the Customers in the Service Area that is properly placed in Approved Containers on collection day. In areas determined, by the City, to not be serviceable at a curbside location, collection shall take place at designated locations on the premise of the house.

The official starting house count number shall be 632 and will be adjusted on a quarterly basis from the City Manager utilizing the City Water records. In the event that the Company and City do not agree on the adjusted house count, the Company may request a joint count be conducted with City personnel for verification, the results of which will be the adjusted house count.

The official starting commercial, institutional, or multifamily housing facility, etc. count shall be 19 and will be adjusted on a monthly basis based on the requested service of customers. Waste collection from these customers, that is placed inside a steel dumpster are included as part of the Contract. These facilities may negotiate for regularity of collections for their required services. Waste or recycling collection from these type facilities which utilize a roll cart are a part of the contract and will be charged the appropriate bid rates.

The selected Company will, within thirty (30) days of receipt of written notification by the City, provide the Services at the same frequency and quality required by this Contract to newly annexed areas. As vacant areas within the existing Service Area are developed and occupied, the Company shall, after proper notification from the City, provide the Services as required by this Contract on the next scheduled day of collection following notification.

The Company will provide company owned receptacles with two wheels and a properly designed axle and fittings, and a top lid that is to remain closed except when loading waste, with a body consisting of up to ninety (90) gallons (Company must specify planned size for solid waste and recyclable receptacles), constructed of heavy-duty plastic, and having the strength to store normal household Solid Waste and equipped with proper attachments for hydraulic loading into the Company's collection vehicle.

The Company shall accept title to Municipal Solid Waste and other wastes collected pursuant to the contract upon collection and placement into the Company's collection vehicles. All such waste to which the Company acquires title shall be the responsibility of the Company until it is properly disposed of. All waste collected by the Company shall be disposed of by the Company at a landfill or disposal facility that is permitted and approved by the State of Tennessee.

The Company shall repair and maintain its equipment in a reasonably clean, reasonably sanitary, and serviceable condition.

The Company shall provide an adequate number of vehicles/equipment for regular collection services. All vehicles and other equipment shall be kept in good repair, appearance, and in a sanitary condition at all times. Each vehicle shall have clearly visible on each side on its door or at some other place, in lettering no less than three (3) inches high, the vehicle number along with the identity and telephone number of the Collector. The Collection vehicles and equipment also shall be maintained at all times to meet all applicable safety regulations, including without limitation, the Federal Motor Carrier Safety Regulations issued by the U.S. Department of Transportation, Federal Highway Administration, regardless of the number of drivers employed or hired by the Collector.

The Company shall not litter the premises in the process of making collections. In the event the Company's personnel spill or otherwise litter the premises of a Residential Unit, the Company will immediately clean up and remove household waste and trash that was spilled. The City shall notify the Company by fax or email of any complaints about such litter. The notice shall be sent to the attention of Company's named representative. The Company shall have 48 hours from receipt of the notice to clean up any litter at addresses identified in the notice and will inform the City when the cleanup is complete. If the Company fails to clean up the litter within this required time, the City may do so. If the City performs the cleanup, it will notify the Company to confirm its performance, and the City shall be entitled to a credit on the next monthly invoice from the Company of the cost of the cleanup services performed.

1.2. OPTIONAL BACKDOOR SERVICE CITYWIDE

As an alternative to the General Scope of Work described under **1.1 General**, the Company will provide an optional proposal that includes extending the collection of all Municipal Solid Waste, once per week, at designated locations on the premise of all houses serviced.

1.3. HOURS AND DAYS OF OPERATION

The Company shall not commence the Services before 6:30 a.m. Eastern Standard Time each day. The Company may perform the Services on all weekdays and Saturdays. In special cases where the Company needs to work on Sunday, it shall first obtain written permission from the City Manager or his/her designee. Exceptions to collection hours shall be affected only upon the approval of the City Manager or his/her designee.

The following holidays may be observed by the company:

- New Years Day
- Labor Day
- Memorial Day
- Thanksgiving Day
- Independence Day
- Christmas Day

The Company may decide to observe any or all of the above-mentioned holidays by suspension of the Services on the holiday. The City herein agrees that the Company may not be able to provide services on days when the approved landfill facilities are closed.

The Company shall be responsible for publicizing (and the expense of publishing) any changes in collection schedules due to the observance of the above holidays. Proper publicizing includes the purchasing of advertising from the newspaper and/or other media serving the affected area.

1.4. EXCLUSIONS

The Company shall not be required to collect, transport, dispose of or otherwise handle Construction and Demolition Waste, Dead Animals larger than ten (10) pounds, Hazardous Waste, Medical Waste, Special Waste, Industrial Wastes, White Goods, Yard Waste, toxic substances, storm debris, earth, body wastes, abandoned vehicles, large vehicle parts, large equipment (or parts thereof), or any other type of waste that is not included in the definition of Municipal Solid Waste in section 1 of this Contract; nor shall the Company be required to collect, transport, dispose of or otherwise handle any Municipal Solid Waste that is mixed with any of the foregoing excluded wastes.

The parties understand and agree that, in the event of a storm, other inclement weather, or any unforeseen event resulting in excessive amounts of storm debris (including materials that might otherwise be classified as Yard

Waste) or other similar materials, the collection and disposal of such materials must be governed by a separate, written agreement to be negotiated by the parties. The City shall give the Company the first right and opportunity to enter into such negotiations with the City, and both parties agree to conduct such negotiations in good faith.

1.5. IMPLEMENTATION

It is imperative to the City that the services begin expeditiously upon Notice of Award and that the company prepares implementation schedules to meet the City's needs.

1.6. POINT OF CONTACT/CUSTOMER SERVICE

All dealings and contacts between the Company and the City shall be directed between the District Manager of the Company and the City Manager or his/her designee.

The Company shall maintain an office or such other facilities through which it may be contacted without charge by telephone. It shall be equipped with sufficient telephones and shall have a responsible person in charge from 8 a.m. to 4:30 p.m. Eastern Standard Time Monday through Friday. The Company shall, at its expense, maintain a telephone listed in the name in which it does business so that local residents or customers may register service complaints or request needed service.

The Company shall notify all Customers about service inquiry procedures, regulations, and day(s) of collection. On collection day, if the waste to be serviced is improperly mixed with excluded wastes, or if the approved containers are inaccessible or improperly placed or overloaded, then the Company shall not be obligated to collect such waste and shall notify the Customer of the reasons for the non-Service.

1.7. ACCEPTANCE OF WORK

- A. The provider shall provide the services required in a professional and timely manner.
- B. The City will furnish (to the extent feasible) existing information, data, reports, and maps identified by the selected company, which may be needed to carry out the work. The City shall cooperate with the provider in every way possible, providing the provider's needs are made known.
- C. The City will not provide clerical assistance or personnel to the provider.
- D. The City's acceptance of required documents shall not relieve the provider from the obligation to comply with minimum standards and correct any defective work, whether previously or subsequently noted, and the provider on demand and at no cost to the City shall remedy all incomplete, inaccurate, or defective work.

2. PROPOSAL RESPONSE

2.1. An original and seven (7) copies of the Proposal must be submitted in a sealed envelope on or before 2:00 P.M. (Eastern Standard Time) on Friday, March 21, 2025, at the Norris Community Building, PO Box 1090, 20 Chestnut Drive, Norris, TN 37828 to:

- Charles Adam Ledford
- City Manager
- PO Box 1090
- 20 Chestnut Drive
- Norris, TN 37828

Late proposals will not be considered.

2.2. Any proposal may be withdrawn prior to award of the contract.

2.3. The City reserves the right:

- To waive informalities in the process;
- To request additional information;
- To supplement, amend or otherwise modify the terms or schedules set forth herein;
- To conduct all investigations and background checks necessary for adequate evaluation.

3. PROPOSAL FORMAT

The information listed below shall be submitted with each proposal and should be submitted in the order shown. Each section should be clearly labeled and separated by tabs. Failure by a proposer to include all listed items may result in the rejection of the proposal.

- Letter of Interest
- Executive Summary - This section should be limited to a brief narrative highlighting the vendor's proposal and their understanding of the proposed project.
- Optional Backdoor Service Citywide – Optional proposed project.
- Brief History of the Company
- Information specifically addressing each of the evaluation factors with each factor under a separate tab.
- Required Attachments (A-E) completed and signed as required.

4. PROPOSAL EVALUATION FACTORS

Proposals will be evaluated, and the contract awarded using the factors and assigned values listed in this Section:

Factor 1 – Cost - 40 Points

The pricing/fee portion of this proposal shall be all inclusive for the services as detailed in this document. Provide pricing per location, per month for basic service as described (to include a separate method for charging commercial, institutional, or multi-family housing based on dumpster sizes and frequency of collection). Also include pricing for additional containers if requested by a customer. Also include provisions and cost if any for back door pick-up that may be required for elderly customers and/or customers with a disability. Total bid price will be based on the summation of extended values of quantity multiplied by the unit price provided.

Factor 2 – Experience and Qualifications - 20 Points

- Describe the Company's experience, expertise, and qualifications as it relates to this project.
- Number of years in business.
- Describe why you believe your Company is the one best suited to provide this service.
- Detail the expertise, qualifications and experience the Company and/or its personnel have provided the same or similar services to cities comparable to the City of Norris.
- Evidence of the financial capabilities to provide the services.

Factor 3 – Customer Service and Support - 20 Points

Describe in detail how the company will provide customer support to both the City and individual customers.

Factor 4 – Business Plan - 20 Points

Describe in detail how the company will provide the services required. Please address your approach to scheduling, the disposal facility to be utilized, access to the site and its long-term capacity, a contingency plan that

includes a back-up disposal site and procedures that will be implemented should normal operations be interrupted.

Factor 5 – References - 10 Points

Please provide at least three (3) references for cities that the company has provided the same or similar services. Provide the Name of the city and all contact information as listed on Attachment B.

5. COST INCURRED IN RESPONDING

- 5.1.** All costs directly or indirectly related to preparation of a response to the Request for Proposals, or any oral presentation required to supplement and/or clarify the submittal which may be required by the City shall be the sole responsibility of and shall be borne by the Company.
- 5.2.** Each Company submitting its proposal waives any claim for liability against the City as to loss, injury and costs or expenses, which may be incurred as a consequence of its response to this document.

6. PRE-PROPOSAL CONFERENCE

A Pre-Proposal Conference will be held at 2:00 PM (Eastern Standard Time) on Friday, March 7, 2025, at the Norris Community Building, PO Box 1090, 20 Chestnut Drive, Norris, TN 37828.

7. INQUIRIES

Questions should be submitted in writing (via email) on or before Wednesday, March 12, 2025 at 1:00 P.M. (Eastern Standard Time). Responses to written inquiries will be emailed to all interested parties and will also be posted on the City's website www.cityofnorris.com/blah. Direct all questions to:

Charles Adam Ledford
City Manager
City of Norris
(865)494-7645
citymanager@norrlistn.gov

Written responses will be provided by 1:00 P.M. Friday March 14, 2025 (seven days prior to the due date for proposals).

8. ADDENDA

Any addenda to this proposal document shall be issued in writing; no oral statements, explanations, or commitments by whomever shall be of any effect unless incorporated in the addenda.

9. SUBMISSION DEADLINE

Proposals must be received no later than 2:00 PM (Eastern Standard Time) on Friday, March 21, 2025. Late proposals will not be accepted, and will be returned unopened, regardless of postmark.

10. REJECTION OF PROPOSALS

- 10.1.** The City reserves the right to reject any and all submittals and/or to waive any informality in the solicitation process or parts thereof and/or to resolicit.
- 10.2.** The City does not guarantee that a contract will be awarded as a result of this Request for Proposals.

11. CONTRACT COMPLIANCE STATEMENT

11.1. The Company by submission of a response to this Request for Proposals states their compliance with all applicable rules and regulations of Federal, State and Local governing entities and that they are not excluded from Federal procurement programs and their compliance with the terms of this Request for Proposals.

11.2. The Company must demonstrate that the proposal meets all applicable rules, regulations, and licensing requirements, whether Local, State or Federal. It is the responsibility of the potential Company to determine the applicability of any rule, regulation, or other requirement.

12. TERMS AND CONDITIONS

The following shall be essential terms and conditions of this agreement:

- A. **TERM.** The initial term of the contract will be for a period of five (5) years. The contract may be extended for an additional five (5) year term upon the written agreement of both parties.
- B. **COMPENSATION.** Payment shall be made to the Company within thirty (30) days of receipt of the invoice. The Company shall invoice the City during the month following the month in which the Services are rendered under the terms of this Contract.

The Compensation payable by the City to the Company shall be annually adjusted by the same percentage as the Consumer Price Index for All Urban Consumers, Table 2, Services Less Energy Services, Water and Sewer and Trash Collection Services, Garbage and Trash Collection (published by the United States Bureau of Labor Statistics) shall have increased during the preceding twelve months. The index used will be for the month preceding the contract anniversary date.

Company shall be entitled to an increase in rates to offset any change in conditions which increase the Company's costs, including but not limited to, increases in landfill fees, changes in the ordinances under which the Company is to operate, or changes in federal, state, or local laws, rules, or regulations. The Company also shall be entitled to an increase in rates to offset any increased costs associated with longer haul distance if the City designates an alternate landfill for disposal. Documentation of such increases shall be submitted to the City at its request. In addition, in the event the Company becomes liable for or is required to collect and/or pay any governmental tax or surcharge upon collection or disposal of the materials contemplated herein, such tax or surcharge shall be the responsibility of the City to be paid along with Company's normal monthly compensation.

- C. **TERMINATION.** The City shall have the right to terminate the Agreement at any time.

In the event the Company fails to comply with any provision of the Agreement resulting from this RFP, or if the progress or quality of the work is unsatisfactory, the City may serve written notice upon the Company and if the Company fails within a period of ten (10) days thereafter to correct failure, the City may terminate the Agreement upon written notice to the Company. Upon such termination, the Company shall immediately cease its performance of the Agreement. The City shall determine and pay to the Company the amount due for such satisfactory work.

The City reserves the right to terminate the Agreement for its convenience or in the event it shall abandon or indefinitely postpone the program. Such termination shall be accomplished by written notice delivered to the Company. Upon receipt of notice, the Company shall immediately cease. Payment to the Company shall be made for work performed prior to receipt of the termination notice, together with the Companies cost for closing down its work, and the Company shall have no claim for loss of anticipated profits or any additional compensation.

- D. BREACH OF AGREEMENT. If the Company fails to fulfill its obligations under the Agreement in a timely and proper manner or if it shall violate any of the terms of the Agreement, the City shall have the right to immediately terminate the Agreement and withhold payments in excess of fair compensation for work completed. The term "breach of agreement" specifically includes, but is not limited to, failure to comply with any applicable Federal, State or Local laws or regulations.

Notwithstanding the above, the Company shall not be relieved of liability to the City for damages sustained by virtue of any breach by the Company.

- E. MODIFICATION OF AGREEMENT. Such Agreement may be modified only by written amendment executed by all parties.
- F. PARTNERSHIP/JOINT VENTURES. Such Agreement shall not in any way be construed or intended to create a partnership or joint venture between the parties or among any of the parties. None of the parties of such Agreement shall hold itself out in a manner contrary to the terms of the Agreement. No party shall become liable for any representation, act, or omission of any other party contrary to the terms of the Agreement.
- G. WAIVER. No waiver of any provision of such Agreement shall affect the right of the City thereafter to enforce such provision or to exercise any right or remedy available to it in the event of any other default.
- H. ASSIGNMENT-CONSENT REQUIRED. The provisions of such Agreement shall inure to the benefit of and shall be binding upon the respective successors and assignees of the parties hereto. Such Agreement nor any of the rights and obligations of the Company hereunder shall not be assigned, subcontracted, or transferred in whole or in part without the prior written consent of the City. Any such assignment transfer or subcontract shall not release the Company from its obligation hereunder. Any approved assignee shall assume each and every obligation of the Company hereunder and the City may contract with or reimburse any such assignee without waiving any of its rights against the Company.
- I. ENTIRE AGREEMENT. Such Agreement shall set forth the entire Agreement between the parties with respect to the subject matter hereof and shall govern the respective duties and obligations of the parties until and unless a more formal Agreement is entered into between the parties.
- J. FORCE MAJEURE. No party to such Agreement shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by any act of God, force majeure, storm, fire, casualty, civil disturbance, riot, war, national emergency, act of Government, act of public enemy or other cause of similar nature beyond its control.

13. GRATUITIES AND KICKBACKS

- GRATUITIES. It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore.
- KICKBACK. It shall be a breach of ethical standards for any payment gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

14. MISCELLANEOUS PROVISIONS

The Company and the City mutually agree as follows:

- A. PERSONNEL. The Company represents that he/she has or will secure at his/her own expense, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City. All services required hereunder will be performed by the Company or under his/her supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform services.
- B. INTEREST OF OTHER LOCAL PUBLIC OFFICIALS. No member of the governing body of the locality in which the area of the Project is situated and no other public official of such locality who exercises any functions or responsibilities in the review or approval of the carrying out of the Project to which this Agreement pertains shall have any personal interest, direct or indirect, in their Agreement.
- C. ACCESS TO RECORDS. The Company shall maintain books, records, documents, and other evidence directly pertinent to performance of work under this Agreement in accordance with accepted professional practice and appropriate accounting procedures and practices. Audits conducted pursuant to this provision shall be in accordance with generally accepted auditing standards and formally established audit regulations, procedures and guidelines of the reviewing or audit agency.

15. INSURANCE

During the term of this contract, the selected Company shall maintain in full force and effect the following insurance and shall provide with acceptable proof of the following:

Workmen's Compensation	Statutory
Employer's Liability	\$1,000,000.00 each person
Bodily Injury Liability	\$1,000,000.00 each occurrence
Property Damage	\$1,000,000.00 aggregate
Automobile Bodily Injury	\$1,000,000.00 each person
General Liability	\$1,000,000.00 each occurrence
Automobile Property Damage	\$1,000,000.00 each occurrence
Excess Umbrella Liability	\$1,000,000.00 each occurrence

16. LICENSING AND BUSINESS REQUIREMENTS

The Company is responsible to comply with all licensing requirements and associated business regulations whether Local, State or Federal. It is the responsibility of the potential project manager to determine the applicability of any rule, regulation, or other requirement.

The Company shall conduct operations under this Contract in compliance with all applicable state, federal and local laws and ordinances, provided, however, that the terms of this Contract shall govern the obligations of the Company where conflicting ordinances exist.

17. EQUAL EMPLOYMENT OPPORTUNITY

The Company shall affirm that it does not subscribe to any personnel policy which permits or allows for discrimination in the employment promotion, demotion, dismissal or laying off of any individual due to his/her race, creed, color, national origin, age or gender or physical handicap.

18. INDEMNIFICATION

The selected Company will indemnify and hold harmless the City of Norris, its officers, agents, and employees from:

- Any claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of the selected company, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract, and,
- Any claims, damages, penalties, costs, and attorney fees arising from any failure of the selected company, its officers, employees, and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
- The City of Norris will not indemnify, defend, or hold harmless in any fashion the Company from any claims arising from any failure, regardless of any language in any attachment or other document that the Company may provide.
- Company shall pay the City of Norris any expenses incurred as a result of Companies failure to fulfill any obligation in a professional and timely manner.
- Any claims, damages, penalties, costs, and attorney fees arising from any failure of the selected company, its officers, employees, and/or agents, including its sub or independent contractors, arising from any use, trespass, or damage occasioned by the Company's operation or premises of third persons.

19. PERFORMANCE BOND AND LABOR AND MATERIAL BOND

The Company shall furnish to the City a performance bond for the faithful performance of this Contract and all obligations arising hereunder in the amount of \$100,000.00. Such bond shall be executed by a surety company licensed to do business in the State of Tennessee. A certificate from the surety showing that the bond premiums are paid in full shall accompany such bond.

The Company shall further furnish to the City a labor and material bond with good and sufficient surety or sureties acceptable to the City, conditioned that the Company shall promptly make payments to the persons supplying him or his subcontractors or assignees with labor, material, fuel, or supplies in the prosecution of the work under the contract or any amendment or extension thereof. The form and conditions of this bond shall be as prescribed by the City and the penal sum thereof shall be 25 percent of the annual contract price and shall be furnished in compliance with Section 12-4-201 et. seq., T.C.A.



ATTACHMENTS

- A. COMPANY INFORMATION**
- B. CLIENT REFERENCE**
- C. FAIR EMPLOYMENT PRACTICE STATEMENT**
- D. FORM OF NON-COLLUSIVE AFFIDAVIT**
- E. IRAN DIVESTMENT ACT AFFIDAVIT**

ATTACHMENT A

COMPANY INFORMATION

Name of Organization: _____

Business Address: _____

Phone Number

(____) _____ - _____

Name of Principal Owners (*leave blank if publicly owned*): _____

Number of Years in Business

Location of office which will service this project: _____

Authorized Negotiator and contact information

ATTACHMENT B

CLIENT REFERENCES

Provide information on clients for whom similar service has been provided.

Customer Name, Address: _____

Project Name or Title: _____

Nature of Service Provided: _____

Contact person: _____

Phone Number & Email: _____

Customer Name, Address: _____

Project Name or Title: _____

Nature of Service Provided: _____

Contact person: _____

Phone Number & Email: _____

Customer Name, Address: _____

Project Name or Title: _____

Nature of Service Provided: _____

Contact person: _____

Phone Number & Email: _____

ATTACHMENT C

FAIR EMPLOYEMENT PRACTICE STATEMENT

AFFIDAVIT

STATE OF _____

COUNTY OF _____

After being first duly sworn according to law, the undersigned (Affiant) states that he/she is

_____ of _____ (Company) and that by its employment policy, standards and practices the Company does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal of, laying off of any individual due to his/her race, creed, color, national origin, age or gender, or physical handicap.

Any further Affiant sayeth not.

Signature

Type/Print Name

Sworn to and subscribed before me on this _____ day of _____

Notary Public

My Commission Expires: _____

ATTACHMENT D

FORM OF NON-COLLUSIVE AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____, being first duly sworn, deposes and says that:

(1) He/She is _____ of _____, the Company that has submitted the attached Proposal:

(2) He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and not collusive or sham; that said Company has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person to put in a proposal or to refrain from submitting and has not, in communications or conference, with any person, agreed to fix any overhead, profit or cost element of said proposal, or that of any other bidder, or to secure any advantage against the City of Norris or any person interested in the proposed contract; and that all statements in said proposal of bid are true and;

(4) Any fees arrived at during negotiations must be fair and proper and are not to be tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Company or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed) _____

Title

Sworn to and subscribed before me on this _____ day of _____, 20____

Notary Public

My Commission Expires: _____

ATTACHMENT E

IRAN DIVESTMENT ACT AFFIDAVIT

As per Tennessee Code Annotated, Title 12, and effective July 1, 2016:

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 §12-12-106.

Signature

Date