

2025 CRACK SEALING PROGRAM



Bid Package

TOWN OF COOPERTOWN 5157 Burgess Gower Rd, Springfield, TN 37172

2025 CRACK SEALING PROGRAM TOWN OF COOPERTOWN

INSTRUCTION TO BIDDERS

The Town of Coopertown, TN (Town) is requesting bids for their 2025 Crack Sealing Program. The Town desires to obtain pricing for these paving tasks. All offerings made under this invitation shall meet or exceed the detailed requirements as set forth in the attached minimum specifications, drawings, and plans, if any.

Bid Submittal:

The bidder must submit their proposal on the “Bid Form” provided by the Town. The bid pricing must be typed, or written, in blue or black ink. The bids will be received by the Town until the day, date, and time as set forth in the “Advertisement for Bids”. Local time shall prevail in all openings. The bid due date and time will be strictly observed. It is the responsibility of the bidder to ensure that their bid is delivered via mail, carrier, in person, or other method prior to the scheduled bid opening day, date, and time.

Before submitting a bid or proposal, each bidder shall carefully examine the project site, and the specifications, drawings, and plans, and inform themselves fully concerning the existing conditions. Each bidder shall make their bid or proposal to provide the items covered at the lowest cost while offering the best service and quality.

BID OPENING:

A bid opening will occur at the time and on the date as scheduled in the “Advertisement for Bids”. At the “Bid Opening”; an “Apparent Lowest Bidder” may be announced. A “Successful Bidder” will be announced after a review period in which all elements of the bid are taken into consideration to include, but not be limited to, alternate or option bids which the Town may want to include in the Work, and which were bid on as alternate or option items in the original bid request, delivery schedules, service factors, and other pertinent data. The “Apparent Lowest Bidder” may or may not be the “Successful Bidder”.

Alternate bids and specifications are not acceptable unless specifically asked for and / or authorized in the “Advertisement for Bids”.

Bids submitted may be immediately rejected when:

- The bidder fails to use the provided bid form,
- Bid form is not signed by an authorized representative of the bidding company,
- Conditions are placed upon the bid by the bidder,
- Unauthorized additions to the bid by the bidder,
- Lack of appropriate documents as required or requested in the “Advertisement for Bids”,

A “Bid Opening Form” may be made available to the attendees at the “Bid Opening” showing all bids submitted. Individual bids will not be available for inspection until after the review period has occurred as outlined in “Bid Inspection” below.

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BID WITHDRAWAL:

Any bid may be withdrawn prior to the day, date, and time as set forth in the "Advertisement for Bids". Any bid may be withdrawn as a result of any authorized postponement by the Town.

BID INSPECTION:

A record shall be kept, listing each bidder by name, address, and indicating their bid amounts. These records are to be open to public inspection after review and after the award to the successful bidder.

Evaluation Period:

- The review period is following the bid opening, during which time the bids are closed to public inspection. and lasts until the Board of Mayor and Aldermen select a "Successful Bidder".
- During the period when evaluation is being made, all bid analysis is confidential, thereby maintaining the integrity of the bidding system.
- None of the Town personnel in any office should discuss information pertinent to any bid during this period, other than at scheduled meetings of the Town personnel specifically intended for review with regard to the bid and/or project.
- Violation of the confidentiality of bids pending award seriously compromises the Town's position in establishing contractual agreements.

During the bid review period, certain issues may be discussed with the potential "Successful Bidder". Any failure to come to an agreement on the discussed issues may result in the rejection of that bidder's bid and force the Town to move to the next bidder in line, when deemed by the Town as being in the best interest of the Town.

AWARD OF BUSINESS:

A bid shall be considered an offer subject to acceptance by the Town. The Town may reject any and all bids or delay or cancel the project for any reason. The Town shall have a bid hold period of thirty (30) days. This time period may be extended by mutual agreement.

INDEMNITY AND INSURANCE REQUIREMENTS:

The Bidder agrees to protect, defend, and save harmless the Town and its elected and appointed officials, agents, employees, and volunteers while working in the scope of their duties as such, from and against all claims, demands, and causes of action of any kind or character, including the cost of their defense arising from the Bidder's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of service or in any way resulting from the acts or omissions of the Bidder and/or its agents, employees, subcontractors, representative or the Town under this agreement.

The Bidder shall procure and maintain for the duration of the contract, at his/her own cost and expense, insurance against claims for injuries to persons or damages to property including

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contractual liability that may arise in connection with the performance of the work by the Bidder, his agents, representatives, employees, or subcontractors under this agreement. The insurance carrier(s) must be licensed to conduct business in the State of Tennessee. The insurance will be evidenced by certificates of insurance. The certificate shall include wording that the Town will be notified thirty (30) days prior to cancellation of the coverage or a major change in the coverage provided. The Bidder will either verify the listed coverage(s) for all subcontractors hired by the Bidder to assist with the project, or the Bidder will assume total financial responsibility for uninsured claims of the subcontractor. The Town shall be held harmless for any injuries, claims, or judgments against the subcontractor. Certificates for liability coverage shall name the Town as an additional insured. The following coverage will be required:

a. Worker's Compensation Insurance: A certificate shall be provided that indicates the Bidder provides workman's compensation coverage in compliance with the State Laws of Tennessee and including Employer's Liability (Coverage B).

b. General Liability Insurance with a minimum limit of \$2,000,000 per occurrence. This insurance shall indicate on the certificate of insurance the following coverage:

- Broad Form Contractual
- Independent Contractor and Subcontractors
- Premises Operations

c. Automobile Liability Insurance (when required) with minimum limits of \$500,000 per occurrence. This insurance shall include bodily injury and property damage for the following coverage:

- Owned Automobiles
- Hired Automobiles
- Non-Owned Automobiles

GENERAL:

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All work shall comply with the Standard Specifications for State Road and Bridge Construction Edition January 1, 2021, of the Tennessee Department of Transportation.

Hot pour type joint sealant furnished under this specification shall meet the ASTM D5078 requirements.

The contractor shall provide certification that their sealant meets the mentioned ASTM requirements.

Daylight hours for the purpose of these specifications are defined as the period one-half hour after sunrise to one-half hour before sunset.

Performance of work on Saturdays is optional with the Contractor. If the Contractor elects to work on Saturdays, inspection is required for such work. In such cases, the Contractor shall provide the Street Department 24-hour advanced notice of their intent to work on Saturday.

The Contractor shall be responsible for all traffic control for the work required and follow the standard set forth in the MUTCD manual.

The crack sealing project shall begin no sooner than August 31, 2025, unless previously agreed upon by both parties, and shall be completed by September 30, 2025, depending on weather conditions.

The Bidder shall maintain a clean and orderly project site during the project. All materials shall be properly stored. All materials collected during clean-up shall be promptly removed and disposed of.

The Bidder shall be responsible for sweeping and cleaning of the roads both prior to, during, and after repair and improvement operations. Prior to treatment, the road will be cleaned of all standing water, dirt, leaves, foreign materials, weeds, grass, etc. This work shall be accomplished by hand brooming, mechanical means, power blowing, or other approved methods.

ROADS LIST:	Approximate Mileage:
Oak Point Drive:	.4 Miles
Kacie Drive:	.8 Miles
Elana Jeanne Drive:	.1 Miles
E Felts Road:	.1 Miles
Joey Court:	.25 Miles
Brandon Way:	.1 Miles
Alycia Way:	.25 Miles
Chris Court:	.17 Miles

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BID FORM:

- Company Name: _____
- Contact Name: _____
- E-mail Address: _____
- Address: _____
- Phone: _____
- Fax: _____
- Federal Tax Identification Number: _____
- Contractor License #: _____
- Contractor Classification(s): _____

The Town of Coopertown shall have a **bid hold period of thirty (30) days**. This time period may be extended by mutual agreement.

The above quantities are listed for calculation and comparison purposes only. Quantities may vary based on the Town of Coopertown's priorities and budgetary considerations.

It is further understood, and agreed by the undersigned in submitting this proposal, that the Town of Coopertown reserves the following rights and privileges:

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

Bidders shall not add any conditions or qualifying statements to this bid, or the bid may be declared irregular and not being responsive to the Advertisement for Bids.

The undersigned BIDDER proposes, and agrees, if this bid is accepted and successful, to enter into an agreement with the Town of Coopertown, Tennessee to perform and / or furnish the goods and / or services at the prices indicated below in accordance with the terms, conditions, time frame, specifications, and contract stipulations.

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Bid Submitted by: _____

Authorized Signature

Name (Printed)

Title

Date

ATTENTION John Rhodes, Street Department Supervisor
 Town of Coopertown
 5153 Burgess Gower Road
 Springfield, TN 37172=

Dear Mr. Rhodes:

Having examined the documentation provided with the subject Request for Proposals, the undersigned proposes to furnish the requested item or materials as requested in accordance with the subject documents.

I propose to provide the specified services as follows:

Roadway Crack Sealing Services \$/day: # of days _____ x \$ _____/day =

Total cost: \$ _____