



**SPECIFICATIONS AND BID FORMS**

**FOR**

**2024 STREET SIGN  
UPGRADE PROJECT**

**CITY OF BELLE MEADE  
NASHVILLE, TENNESSEE**

**OCTOBER 2024**

**CITY OF BELLE MEADE  
2024 STREET SIGN UPGRADE CONTRACT  
DECEMBER 2, 2024 – May 31, 2025**

INFORMATION FOR BIDDERS

**A. INVITATION FOR BIDS**

Sealed bids, for a contract upgrade all stop signs and other regulatory street sign posts to round, black metal posts, including adding black mounting frames for all intersections throughout the city limits, will be accepted at Belle Meade City Hall, 4705 Harding Road, Nashville, TN 37205 (615-297-6041) on or before 9:00 am CST on Friday, November 1, 2024, at which time said bids will be publicly opened and read aloud.

Specifications and plans will be available on or after 8 a.m., Tuesday, October 1, 2024 at City Hall or online at <https://citybellemeade.org/finance/>. Please contact Nathan McVay, Public Works Director at 615-297-6041 or [nmcvay@citybellemeade.org](mailto:nmcvay@citybellemeade.org) for more information.

The City reserves the right to waive informalities and to reject any and all bids.

**B. INFORMATION FOR BIDDERS**

The City of Belle Meade, Tennessee solicits bids for a time and materials contract for removing and replacing all stop signs and other regulatory signs at intersections throughout the city limits with black, round metal posts and black mounting frames, which includes the following:

1. Provide personnel and all equipment necessary to remove all existing, specified sign posts and install new posts, affixed with the appropriate regulatory signs placed into new mounting frames and affixed to the post with clamps.
2. Each installed 12' post is anticipated to be direct buried approximately 4' in the ground so that the top of the post is 8' in height and the top of the sign should be 6" below the top of the post.
3. There are 148 stop signs and 12 yield signs that will need to be removed, placed into mounting frames, and reinstalled. There are 62 other signs that will be removed from old posts and affixed to the same new posts without mounting frames.
4. The City intends to hold a pre-construction meeting with the awarded contractor at a date and time that works for both parties. Public Works Director Nathan McVay will provide a driving tour to discuss and review all locations, if requested.
5. The Contractor will be responsible for calling the local "State One-Call System" (Dial 811) at least 48 hours before penetrating the ground and have a utilities representative on site.
6. The Contractor shall not begin work prior to 7:00 a.m. or work later than 5:00 p.m. on any week day and will not perform any work on Sundays nor any federal holiday.

7. Sealed bids will be received by the City of Belle Meade at City Hall, 4705 Harding Road, Nashville, Tennessee 37205 at or before **9:00 a.m. CST, Friday, November 1, 2024**, at which time they will be publicly opened and read aloud.
8. Bids must be submitted on the Bid Form enclosed, attached.
9. No Bidder may withdraw a submitted bid for a period of 60 days after the date set for the opening of bids. The City reserves the right to accept any bid or reject any and/or all bids.

C. CONDITIONS

1. Indemnity and Insurance Requirements – It is specifically understood and agreed between the parties that the Contractor shall indemnify City, defend and save it harmless against any and all claims, causes of action and/or suits which may be presented or brought, arising out of the conduct of the Contractor or any of its employees, servants or agents or subcontractors, in the performance of this agreement. In furtherance of this agreement for indemnity, but not by way of limitation thereof, Contractor shall obtain and keep in effect during the term hereof, and any extension, at his own expense, policies of insurance, indemnifying itself, and the City against all claims, causes of action and other liabilities or whatsoever kind and nature arising out of, or in any way connected with its activities pursuant to this contract, such insurance to cover:
  - Workers Compensation benefits as required under the statutory limits for the State of Tennessee,
  - General Liability to include damages for Bodily Injury, Property Damage, and Personal Injury in the amount of one million dollars (\$1,000,000) per occurrence with a two million dollar (\$2,000,000) annual aggregate.
  - Automobile Liability to include owned, hired, and non-owned motor vehicles in the amount of one million dollars (\$1,000,000) per occurrence.

IN ADDITION to Insurance Certificates for the above coverages, an ENDORSEMENT NAMING THE CITY OF BELLE MEADE AS AN ADDITIONAL INSURED is required for the Liability and Automobile coverages.

2. Bidder shall be required to satisfy the City Manager that they have adequate equipment and experience to perform the contract.
3. The City has a right to cancel this contract on thirty (30) days written notice for failure of bidder to properly perform the duties herein.
4. The successful bidder shall enter into a written contract by the first business day of December and provide evidence of insurance at that time (or pre-agreed later date).
5. The term of the initial contract would be for 180 days, beginning December 2, 2024. After completion of the initial contract period, the contract may be renewed for a period not to exceed one (1) year per renewal up to two (2) years upon written confirmation from the City and the Contractor.

6. No work shall be conducted when there are climatic conditions present or forecast that would make such an operation ineffectual or dangerous. The climatic conditions include, but are not limited to, heavy rain, fog, snow, ice, sleet, and high winds.

D. QUALIFICATIONS

Bidders must demonstrate to the City they have the following:

1. A minimum of three (3) years' experience in business and provide three (3) references of same.
2. The Bidder must use employees possessing a driver's license, pass a pre-hire drug screen, and be subject to an annual random drug and alcohol screen.
3. Bidder must be accessible from a mobile phone from 7:00 a.m. to 5:00 p.m., Monday through Friday. Telephone numbers and names of personnel to contact must be provided in case of an emergency.
4. Certificate of liability insurance and workers' compensation insurance, as described in Section C, Conditions.
5. All equipment must meet minimum safety standards as outlined by the Department of Transportation regarding strobe lights, arrow board, and, if applicable, use of a shadow vehicle with an arrow board and impact attenuator.
6. This agreement shall not be assigned by the Contractor, except upon the express prior written consent of the City.

CITY OF BELLE MEADE – 2024 STREET SIGN UPGRADE PROJECT

BIDDERS QUALIFICATION FORM

BIDDER'S QUALIFICATION FORM

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

Submitted by: (check one)

- Individual
- Partnership or Joint Venture
- Corporation

Principal Office Address: \_\_\_\_\_  
 \_\_\_\_\_

Office Representative: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

If a Corporation, answer

When Incorporated: \_\_\_\_\_

In What State: \_\_\_\_\_

Resident Agent: \_\_\_\_\_

The Bidder submitting this bid warrants that the Bidder has successfully operated a business in comparable or related fields within the State of Tennessee.

In the alternative, the Bidder submitting this bid warrants that the Bidder has done business in the following comparable or related fields and within the State of: \_\_\_\_\_.

Operational Experience of Bidder

<u>Entity Served</u>	<u>Period</u> <u>From</u> <u>To</u>	<u>Responsible Contact</u> <u>Name &amp; Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**CITY OF BELLE MEADE – 2024 STREET SIGN UPGRADE PROJECT**

**CONTRACT BID FORM**

In Compliance with the invitation for bids, dated November 1, 2024, the undersigned bidder:

\_\_\_\_\_  
Name of Person, Firm or Corporation

\_\_\_\_\_  
Address, P.O. Box or Street

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Contractor Phone Number/Fax Number

\_\_\_\_\_  
Signature

(FAILURE TO SIGN HERE WILL  
RESULT IN REJECTION OF BID)

\_\_\_\_\_  
Name and Title of Person Signing Bid

\_\_\_\_\_  
Date

The above signed agrees that if this bid is accepted as hereinafter provided it will, except to the extent otherwise specifically provided in the Contract Documents, furnish all labor, materials, supplies, tools, plant and equipment necessary to perform all work described in the specifications and in the Contract attached to said Invitations for Bids in strict accordance with the terms and provisions of this Contract.

**CITY OF BELLE MEADE, TN**

**PROJECT: Belle Meade Sign Upgrade Project**

**BID OPENING: Friday, November 1, 2024**

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

**BID FORM**

Item No.	Description	Pay Unit	Est. Qty.	Unit Price	Total Price
SP-1	2 3/8" OD (12' height) Round Posts (for Stop Signs and other regulatory signs)	Each	160		
SP-2	Heavy Duty Pipe Post Clamps (for Round Posts)	Each	448		
SP-3	Flat Post Caps for Round Posts	Each	160		

<b>BID FORM continued</b>					
<b>Item No.</b>	<b>Description</b>	<b>Pay Unit</b>	<b>Est. Qty.</b>	<b>Unit Price</b>	<b>Total Price</b>
SP-4	30" Mounting Frame with Back Plates in Black (Metal) for Stop Signs	Each	148		
SP-5	30" Mounting Frame with Back Plates in Black (Metal) for Yield Signs	Each	12		
	Mobilization	L.S.	1		
	Traffic Control	L.S.	1		
	Sign Post Removal & Installation	L.S.	160		

### **STREET INTERSECTIONS TO BE UPGRADED**

The City of Belle Meade has approximately 99 locations with 148 stop signs and 12 yield signs each on their own post that needs to be upgraded to a new style of post. Additionally, we have 62 other regulatory signs that share these same posts and will need to be removed and re-installed along with the stop and yield signs. We anticipate there are 99 individual locations where sign posts will need to be removed and re-installed. The listing below is intended to be used as the recommended, efficient route for this project.

#### **Listing of Intersections:**

<b>Location</b>	<b>Street Intersection</b>	<b>Stop Sign(s)</b>	<b>Yield Sign(s)</b>	<b>Other signs</b>
1	Lynwood Blvd/Harding Road		2	
2	Lynwood/Lynwood/Westhampton	2		
3	Lynwood/Lynwood/Lynwood	3	1	3
4	Lynwood/Millrace	1		
5	Lynwood/Webster	1		
6	Lynwood/Lillywood	1		
7	Lynwood/Westview	1		
8	Lynwood/Abbott Martin	3		3
9	Lynwood/Walnut	1		
10	Lynwood/Glen Eden	4		4
11	Glen Eden/Royal Oaks	1		
12	Lynwood/Signal Hill	1		
13	Lynwood/Sunnybrook	1		
14	Lynwood/Iroquois	2		
15	Iroquois/Royal Oaks	1		
16	Lynwood/Trimble	1		
17	Lynwood/Harding	4		8
18	Lynwood/Warner	1		
19	Lynwood/Forsythe	1		
20	Lynwood/Tyne	2		2
21	Tyne/Westview	1		
22	Westview/Forsythe	4		4
23	Westview/Warner	4		4
24	Westview/Harding Place (1)	1		
25	Westview/Harding Place (2)	1		
26	Westview/Iroquois	4		4
27	Westview/Sunnybrook	1		
28	Westview/Signal Hill	1		
29	Westview/Glen Eden	4		4



30	Glen Eden/Jackson	3		5
31	Jackson/Truxton	1		
32	Jackson/Gerald	4	1	
33	Jackson/Howell	2		
34	Jackson/Iroquois	4		4
35	Jackson/Shepard	2		
36	Jackson/Harding Place	2		4
37	Chancery/Forsythe	1		
38	Forsythe/Drew Place	3		
39	Chancery/Manor Drive	1		
40	Chancery/Tyne	2		
41	Chancery/Herbert	1		1
42	Herbert/Georgian	3		
43	Herbert/Chickering Rd	1		
44	Chickering Rd/E. Brookfield	1		
45	Chickering Rd/Chickering Ln	1		
46	Canterbury/Nichol	1		
47	Canterbury/W. Brookfield	1		
48	W. Brookfield/Nichol	1		1
49	Harding Place/Enquirer	1		
50	Enquirer/Iroquois	1		
51	Enquirer/Leake	1		
52	Enquirer/Park Hill	1		
53	Leake/Parmer Ave	1		
54	Parmer/Paddock Ln	1		
55	Paddock/Park Hill	1		
56	Park Hill/Scotland	1		
57	Park Hill/Bellevue Drive South	1		
58	Bellevue Drive West/Carriage Hill	1		
59	Carriage Hill/Park Hill	1		
60	Park Hill/ Deer Park Drive	1		
61	Park Hill/Deer Park Circle	1		
62	Bellevue Drive West/Deer Park Drive	1		
63	Deer Park Drive/Jackson	2		1
64	Jackson/Harding Road	1		
65	Jackson/Deer Park Circle	1		
66	Deer Park Circle/One Way (1)	1		
67	Deer Park Circle/One Way (2)	1		
68	Clarendon/Harding Rd	1		
69	Clarendon/Sutherland	1	1	
70	Clarendon/Evelyn	1		

71	Evelyn/Harding Rd	1		
72	Clarendon/Cornwall Ave	1		
73	Malone/Ellendale	1		
74	Malone/Sunnyside	1		
75	Honeywood/Ellendale	1		
76	Belle Meade Blvd (BMB)/Bonaventure	1		
77	BMB/Clarendon	1		
78	BMB/Cornwall	2		
79	BMB/Sutherland	2		
80	BMB/Jackson	6		8
81	BMB/Deer Park	2	1	
82	BMB/Leake	1		
83	BMB/Iroquois	1		
84	BMB/W Tyne	1		
85	BMB/W Brookfield	1		
86	BMB/Page	2	2	2
87	BMB/E Brookfield	1		
88	BMB/Chickering Rd	1		
89	BMB/Tyne	1		
90	BMB/Forsythe	1		
91	BMB/Warner	1		
92	BMB/Harding Place	1	1	
93	BMB/Shepard	1		
94	BMB/Iroquois	1		
95	BMB/Howell	1		
96	BMB/Gerald	1		
97	BMB/Park Hill	1		
98	BMB/Honeywood	1		
99	BMB/Malone	1		

**CONTRACT FOR 2024 STREET SIGN UPGRADE PROJECT  
IN THE CITY OF BELLE MEADE  
BEGINNING DECEMBER 2, 2024 AND  
ENDING MAY 31, 2024**

THIS CONTRACT is made and entered into this day of \_\_\_\_\_, 2024 by and between the City of Belle Meade, Tennessee (the "City"), and \_\_\_\_\_, a corporation located in the City of Nashville, Tennessee, (the "Contractor").

WHEREAS, the City of Belle Meade ("the City") desires to upgrade stop signs and other regulatory street sign posts to round, black metal posts, including adding black mounting frames for all such signs, throughout the city.

1. \_\_\_\_\_, ("the Contractor"), will provide personnel and all equipment necessary to remove all existing, specified sign posts and install new black, round posts, affixed with the appropriate regulatory signs placed into new black mounting frames and affixed to the post, for an amount not to exceed \$ \_\_\_\_\_ (\_\_\_\_\_ dollars) for all locations designated throughout the city.

Holidays upon which work will not be required are New Year's Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

2. The Contractor agrees that these services shall be provided in compliance with all laws, ordinances and regulations of the United States, State of Tennessee, Metropolitan Government of Nashville and Davidson County, and the City of Belle Meade, now or hereafter in effect during the term of this contract.

3. The Contractor shall keep a sufficient number of full time employed personnel satisfactory to the City for carrying out its duties.

4. (a) The Contractor shall assign a qualified person or persons to be in charge of this operation in the City and shall assign a permanent dependable crew. Contractor shall give the name or names to the City with information regarding their experience.

(b) The Contractor's employees shall wear a clean uniform or shirt bearing the Contractor's name.

(c) Each driver shall, at all times, carry a valid driver's license for the type of vehicle he is driving.

(d) The City may require the dismissal of any employee of the Contractor who violates any provision hereof, or who is wanton, negligent, or discourteous in the performance of his duties.

(e) The Contractor shall provide operating and safety training for all personnel.

(f) No person shall be denied employment by the Contractor for reasons of age, race, sex, creed, religion or national origin.

(g) The Contractor shall be responsible for calling the local “State One-Call System” (Dial 811) at least 48 hours before penetrating the ground and have a utilities representative on site.

5. The Contractor shall maintain its equipment in operable condition and suitable capacity (at the City’s sole discretion) available to the City at all times during the terms of this agreement.

6. No work shall be conducted when there are climatic conditions present or forecast that would make such an operation ineffectual or dangerous. The climatic conditions include, but are not limited to, heavy rain, fog, snow, ice, sleet, and high winds.

7. The Contractor shall be required to satisfy the City Manager that they have adequate equipment and experience to perform the contract and complete the project within 180 days from the start date of this Contract.

8. The Contractor will furnish all materials, incidentals, equipment and perform all labor necessary to perform the work authorized by the City and detailed in project plans and specifications.

9. All work will be assigned by the City Manager as needed. Payment for goods and services shall be as measured and be complete and in-place, including all mobilization, labor, materials and incidentals.

10. Payment – In consideration of and upon the faithful performance by the Contractor and compliance with the conditions set forth herein, the City shall pay to the Contractor the sum of \$\_\_\_\_\_ in total for labor time and materials.

Payment may be made no more frequently than monthly and upon submission by the Contractor to the City Manager of an itemized billing as noted above.

11. It is agreed that if the Contractor is adjudged bankrupt, either voluntarily or involuntarily or files a bankruptcy petition, then this Contract may be terminated at any time by the City.

12. The Contractor will defend, indemnify, save harmless, and protect the City, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims demands, damages, costs, expenses, and attorneys’ fees resulting from injury to person or damage to property arising out of work done in the performance of this Contract. The City reserves the right to retain counsel of its choice at its own expense, or, in the alternative, approve counsel obtained by the Contractor.

13. Indemnity and Insurance Requirements – It is specifically understood and agreed between the parties that the Contractor shall indemnify City, defend and save it harmless against any and all claims, causes of action and/or suits which may be presented or brought, arising out of the conduct of the Contractor or any of its employees, servants or agents or subcontractors, in the performance of this agreement. In furtherance of this agreement for indemnity, but not by way of limitation thereof, Contractor shall obtain and keep in effect during the term hereof, and any extension, at his own expense, policies of insurance, indemnifying itself, and the City against all claims, causes of action and other liabilities or whatsoever kind

and nature arising out of, or in any way connected with its activities pursuant to this contract, such insurance to cover:

- Workers Compensation benefits as required under the statutory limits for the State of Tennessee,
- General Liability to include damages for Bodily Injury, Property Damage, and Personal Injury in the amount of one million dollars (\$1,000,000) per occurrence with a two million dollar (\$2,000,000) annual aggregate.
- Automobile Liability to include owned, hired, and non-owned motor vehicles in the amount of one million dollars (\$1,000,000) per occurrence.

In addition to Insurance Certificates for the above coverages, an ENDORSEMENT NAMING THE CITY OF BELLE MEADE AS AN ADDITIONAL INSURED is required for the Liability and Automobile coverages.

14. Delays and Damages - If the Contractor refuses or fails to do the work with such diligence as will ensure its completion within the time specified herein and in the time specified in agreed to schedule hereinafter provided for, the City may terminate his right to proceed. In such event, the City may require the Surety to fully perform and complete the work in the manner required by the performance bond or the City may take over the work and do it by Contract or otherwise and the Contractor and his surety shall be liable to the City for any excess cost.

15. Disposal Site – Contractor agrees to dispose of all materials collected and transported by it pursuant to this agreement in a proper and lawful manner in accordance with any and all governmental requirements.

16. Assignment – This Contract shall not be assigned by the Contractor, except upon the express prior written consent of the City.

17. Hours of Commencement – Service under this contract shall not commence prior to 7:00 a.m. nor extend past 5:00 p.m. No work shall be performed on any Sunday or on federal holidays.

18. Terms and Renewal Option - The term of the contract shall be for 180 days beginning December 2, 2024 and ending May 31, 2024. After completion of the initial contract period, the contract may be renewed for a period not to exceed one (1) year per renewal up to two (2) years upon written confirmation from the City and the Contractor.

19. The City has a right to cancel this contract on thirty (30) days written notice for failure of bidder to properly perform the duties herein.

20. It is the intention and agreement of the parties of this Contract that all legal provisions of law that are required to be inserted herein, shall be and are inserted herein. However, if by mistake or otherwise, some such provision is not herein inserted or is not inserted in proper form, upon the application of either party, the Contract shall be amended so as to strictly comply with the law without prejudice to the right of either party hereunder.

This contract along with Information for Bidders, Contract Bid Form, Bidders Qualification Form, Iran Divestment Act Certification, and the Contractor Certification per TCA 12-104-101 (a) and (b), constitutes the entire Contract and understanding between the parties

hereto, and it shall not be considered modified, altered, changed, or amended in any respect unless in writing and signed by the parties hereto. All the aforementioned documents are hereby incorporated by reference into this Contract and become a part hereof as though fully set out herein.

**DISPOSAL**

Removal and disposal of debris during the project shall be the responsibility of the Contractor. The Contractor shall comply with all applicable Federal, State, and local laws and ordinances related to the hauling, handling, and disposal of such material.

**EQUIPMENT**

All equipment shall have the Company name and/or logo prominently displayed.

Equipment to be utilized:

Makes: (1)	_____	(2)	_____	(3)	_____
Model	_____		_____		_____
Unit #	_____		_____		_____
Year:	_____		_____		_____

**CITY**

The City will provide Contractor with a designated individual that will help coordinate sign replacements, verify that work has been completed as scheduled, and handle problems that may arise in areas of the City's responsibilities. The City will furnish the Contractor with a list of all sign locations/intersections within the city limits.

**HOURS**

Hours of operation will be:

Day Time: 7:00 a.m. until 5:00 p.m., Monday – Friday

**INVOICING**

Contractor will submit a monthly statement to the City listing all sign posts removed and those installed by location or intersection. Payment will be made by the City within sixty (60) days of receipt.

The contract represents the entire agreement between the City and the Contractor. Both parties reserve the right to add additional streets, parking lots, etc., to this agreement upon the written consent of each party.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed on the day and date first above written.

**THE CITY OF BELLE MEADE**

By: \_\_\_\_\_

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

Title: Mayor

**(Contractor Name)**

By: \_\_\_\_\_

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

Title: Owner



## CONTRACTOR CERTIFICATION

Date:

To:

Contract description: **2024 Street Sign Upgrade Project**

The City of Belle Meade has executed and hands you herewith an executed counterpart of its contract with you for the performance of the above work. In your performance on this contract, we call to your attention the provisions of Tennessee Code Annotated Section 12-4-101 (a) and (b), which provide in part that “it is unlawful for any...person whose duty it is to...overlook or in any manner to superintend any work or any contract in which” the City “shall or may be interested” to be directly or indirectly interested in such contract. Accordingly, it will be a violation of the law of the state and the policies of the City of Belle Meade for any employee of the City to participate in any manner in the performance of this contract or to share in the proceeds of the same. In your performance of this contract, we shall expect full compliance with the requirements of this statute and request your confirmation of this fact upon the line provided below.

THE CITY OF BELLE MEADE

By: \_\_\_\_\_  
Mayor

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

\_\_\_\_\_ (Contractor) certifies that it understands the requirements of the above-referenced statute and agrees that it will comply fully with the same in the performance of the above contract.

By: \_\_\_\_\_  
(Contractor’s Representative)

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





**STATE OF TENNESSEE  
IRAN DIVESTMENT ACT CERTIFICATION**

<b>SUBJECT CONTRACT NUMBER(S):</b>	
<b>CONTRACTOR LEGAL ENTITY NAME:</b>	
<b>EDISON SUPPLIER IDENTIFICATION NUMBER:</b>	

The Iran Divestment Act, Tenn. Code Ann. § 12-12-101 et. seq. requires a person that attempts to contract with the state, including a contract renewal or assumption, to certify at the time the bid is submitted or the contract is entered into, renewed, or assigned, that the person or the assignee is not identified on a list created pursuant to § 12-12-106.

Currently, the list is available online at the following website: <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

The Contractor, identified above, certifies by signature below that it is not included on the list of persons created pursuant to Tenn. Code Ann. § 12-12-106 of the Iran Divestment Act.

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**CONTRACTOR SIGNATURE**

NOTICE: This certification MUST be signed by an individual with legal capacity to contractually bind the Contractor.

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**PRINTED NAME AND TITLE OF SIGNATORY**

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**DATE**