

## GENERAL PROVISIONS

Timber sales shall comply with the procedures outlined in General Services Rule 0690-2-1-.18 (a), Disposal of Forestry Products.

A copy of the timber sale contract will be available to interested bidders before the specified time for opening bids.

The timber sale contract will not be assignable by the purchaser in whole or in part without the written consent of the Division of Forestry.

The departure from the procedures, stipulations or requirements outlined in the Invitation to Bid and General Provisions may be granted only with approval from the Commissioner of the Tennessee Department of Agriculture.

1. **PREPARATION OF BIDS:**

- (A) Failure to examine any maps and/or instructions will be at bidder's risk.
- (B) Bids must be filled out in **ink or typewritten**. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent to the error, and must be initialed in ink by person signing bid.

2. **SUBMISSION OF BIDS:**

- (A) **Bid Envelope** - The appropriate bid number must be on the outside of the envelope and envelope sealed. Only one bid per envelope. Please print the name of the bidder, organization and telephone number on the outside of the bid. The State assumes no responsibility for lost or misdirected bids.
- (B) **Signature** - **Bids must be signed and envelope sealed. The person signing the Invitation to Bid must be a person authorized to bind the bidder contractually. Unsigned bids will be rejected. Unsigned bids cannot be signed after the bid has been opened, even if the bidder or the bidder's representative is present at bid opening. No signatures shall be in pencil.** Name of person executing bid and the organization he/she represents should be typewritten or be legibly printed in longhand.
- (C) **Bid Form** - Only bids submitted on bid forms furnished by the Division of Forestry will be considered.

3. **ACCEPTANCE OF BIDS:** The Division of Forestry reserves the right to reject any or all bids. Only bids in sealed envelopes delivered or mailed to the designated location prior to the bid opening time will be considered.

If multiple bids from the same bidder or bidder's agent or representative are submitted, then all but the highest bid tendered will be voided.

4. **ERROR IN BID:** No bid shall be altered, amended, or withdrawn after the specified time for opening bids. Negligence on the part of the bidder in preparing the bid confers no right for withdrawal of the bid after it has been

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opened.

5. **AWARD:**

- (A) The highest responsible bidder will be declared the purchaser. The purchaser will be required to sign a timber sale contract at which time he will pay the full purchase price and post a performance bond equaling seven (7) percent of the sale price. Both of these amounts shall be in the form of certified or cashier's check, payable to the Tennessee Department of Agriculture, Division of Forestry.
- (B) Should the highest bidder not meet the requirements or stipulations in the Invitation for Bids or General Provisions, then the next highest responsible bidder will be declared the purchaser.
- (C) Should two bids be identical in amount, the winner of a coin toss will determine the purchaser.

6. **Required Documents:** Copies of the following documents are required to be provided to the State by the Purchaser. Copies can be attached to the signed contract, sent to the State's contact person by mail, or provided to the State's contact person no later than the pre-operation meeting. All insurances shall be in good standing and maintained for the term of the contract. Should the status of any of these insurances or documents change, copies should be forwarded to the State's contact person as soon as possible.

- (A) Proof of Worker's Compensation Insurance applicable to Tennessee, if Purchaser and/or logging contractor have employees
- (B) Proof of General Liability Insurance applicable to Tennessee
- (C) Proof of Vehicle Insurance for those vehicles utilized under the terms and conditions of the contract applicable to Tennessee
- (D) Proof of legal alien work status, if applicable

- United States Passport
- Unexpired Foreign Passport with I-551 Stamp
- I-94 Arrival/Departure Record
- Alien Registration Receipt Card (Resident Alien Card) I-551 (Issued after March 1977)
- Alien Registration Receipt Card (Resident Alien Card) I-551 (Issued since 1989)
- Alien Registration Receipt Card (Conditional Resident Alien Card) I-551
- Temporary Resident Card I-688
- Employment Authorization Card I-688A
- Employment Authorization Card I-688B