



CITY OF EAST RIDGE, TENNESSEE

**REQUEST FOR BIDS
BRUSH CHIPPING / GRINDING SERVICES**

SUBMISSION DEADLINE: June 17, 2026 at 9:00 a.m.

1. INVITATION TO BID

The City of East Ridge, Tennessee (“City”) is soliciting sealed bids from qualified vendors (“Respondent” or “Contractor”) to provide brush chipping, grinding, shredding, and related yard waste processing services, including on-call emergency chipping and grinding services, within the City limits

2. BACKGROUND AND PURPOSE

The City periodically generates significant quantities of yard waste, including brush, limbs, logs, leaves, and other organic debris from public works, storm response, and routine maintenance operations. The City seeks a Contractor capable of:

- Processing stockpiled yard waste efficiently and safely;
- Providing scheduled and on-call services, including emergency response;
- Furnishing all labor, equipment, and supervision necessary for the work; and
- Offering value to the City through competitive pricing and revenue sharing related to mulch sales.

3. SCOPE OF SERVICES

3.1 General Requirements

The Contractor shall furnish all personnel, labor, equipment, trucks, tools, fuel, supervision, and materials necessary to perform the following services in a professional and workmanlike manner to the satisfaction of the City.

Services include, but are not limited to:

- Chipping, grinding, and/or shredding of yard waste;
- Loading of stockpiled materials into chipping or grinding equipment;
- Operation and mobilization of all required equipment;
- Compliance with all applicable federal, state, and local laws, regulations, and safety standards.

3.2 Yard Waste Definitions

For purposes of this bid, yard waste includes but is not limited to:

- Brush
- Tree limbs
- Logs
- Leaves
- Yard Trimmings
- Wood debris

Unless otherwise authorized by the City, individual branches or logs shall not exceed twelve (12) inches in diameter.

3.3 Locations

Routine services shall be performed at one or more City-designated stockpile sites within the City of East Ridge. The City will notify the Contractor in advance of designated locations and any changes thereto.

For on-call and/or emergency services, work may be required at various locations throughout the City, including but not limited to streets, rights-of-way, or other public property where yard waste or fallen trees must be processed to address public safety concerns or restore access.

All sites shall be reasonably accessible to the Contractor's equipment.

3.4 Scheduling of Services (Routine)

Routine chipping or grinding services shall be performed on an as-needed basis, as scheduled by the City. Work shall generally occur between 8:00 a.m. and 5:00 p.m., Monday through Friday, unless otherwise authorized by the City. The City anticipates periodic service throughout the year but makes no guarantee of minimum hours.

3.5 Emergency / On-Call Services

The City requires availability for on-call emergency chipping or grinding services, including but not limited to storm response or other emergency events.

- Respondents shall submit a separate hourly rate for emergency/on-call services.
- Emergency work may be requested outside normal business hours, including nights, weekends, or holidays.
- Response time expectations may be specified in the final contract.

4. MULCH OWNERSHIP AND REVENUE SHARING

4.1 Ownership and Use

Unless otherwise specified by the City, materials chipped, ground, or shredded under this contract may be retained by the Contractor for recycling, disposal, or resale.

4.2 Mulch Sales and Revenue

Respondents shall submit a percentage proposal identifying the percentage of gross revenue the City of East Ridge will receive from any sale of mulch or processed material produced directly from services performed for the City.

- The proposed percentage shall apply regardless of the end purchaser.
- The City reserves the right to audit or request documentation of mulch sales related to City-generated material.
- Revenue-sharing payments and reporting frequency shall be addressed in the final contract.

5. INSURANCE AND LICENSING

The Contractor shall maintain, at its own expense, the following insurance and licensing throughout the term of the contract:

- General Liability Insurance meeting or exceeding the limits required by the Tennessee General Tort Liability Act;
- Automobile Liability Insurance covering owned, non-owned, and hired vehicles used in connection with the performance of the services;
- Workers' Compensation Insurance as required by law;
- Any licenses or permits to perform the services.

Certificates of Insurance shall be provided by the Contractor to the City prior to contract execution and upon renewal. The Certificate of Insurance for General Liability Insurance must name the City of East Ridge, Tennessee as an additional insured.

6. BID SUBMITTAL REQUIREMENTS

Bid submissions must be signed by an authorized representative of the Contractor and delivered by mail or in person during City Hall business hours by the deadline. Bids received after the deadline will not be accepted or considered.

All bids must be submitted in a sealed envelope and clearly marked on the outside with “**Bid: Chipping and Grinding Services**”.

Deadline for Submission:

Sealed bids must be received no later than **June 17, 2026 at 9:00 a.m.** and shall be submitted to:

City of East Ridge
Attn: City Clerk's Office
1517 Tombras Avenue
East Ridge, TN 37412

Respondents are solely responsible for ensuring that their bid is received by the City prior to the deadline. The City shall not be responsible for delays caused by mail delivery, courier service, or any other means.

Each bid response shall include, at a minimum:

6.1 Company Information and Pricing Proposal

Respondents shall clearly state on Exhibit A attached to this bid specification the following:

- Legal business name and address
- Primary contact person
- Years of experience providing similar services
- Description of equipment to be used
- Hourly Rate – Routine Chipping/Grinding Services

- Hourly Rate – Emergency / On-Call Chipping Services
- Percentage of Mulch Sales Revenue Payable to the City (based on gross revenue)

Rates shall be fully inclusive of all costs, including labor, equipment, mobilization, fuel, insurance, and overhead, unless otherwise stated in the bid and expressly accepted by the City. All pricing information shall be provided on Exhibit A. Pricing submitted elsewhere may not be considered.

6.2 Qualifications and Experience

- Demonstrated experience performing municipal or large-scale chipping or grinding services of similar nature
- At least three (3) references from governmental entities or comparable clients, including contact information

7. BID OPENING

Sealed bids will be publicly opened on **June 17, 2026 at 9:00 a.m.** Bid opening will be held at the East Ridge City Hall located at 1517 Tombras Ave, East Ridge, TN 37412.

8. EVALUATION AND AWARD

Bids will be evaluated based on:

- Responsiveness to this Request for Bids
- Qualifications and experience
- Pricing and overall value to the City
- Proposed mulch revenue sharing percentage

The City reserves the right to reject any or all bids, waive technicalities therein, and award the bid in the City's best interest.



EXHIBIT A

Brush Chipping / Grinding Services

COMPANY INFORMATION

Legal Business Name: _____

Business Address: _____

Primary Contact Person: _____ Title: _____

Phone Number: _____ Email Address: _____

Years of Experience Providing Similar Services: _____

EQUIPMENT INFORMATION

Provide a brief description of the equipment proposed to be used for chipping, grinding, and/or shredding services (attach additional pages if necessary):

PRICING PROPOSAL AND MULCH SALES REVENUE SHARING

All rates shall be fully inclusive of all labor, equipment, mobilization, fuel, insurance, overhead, and any other costs necessary to perform the services:

Scheduled / Routine Chipping / Grinding Services: \$_____ per hour

On-Call Emergency Chipping / Grinding Services: \$_____ per hour

Percentage of gross revenue from any sale of mulch or processed material generated from City-originated yard waste that shall be paid to the City of East Ridge: _____%.

CERTIFICATION

By signing below, the undersigned certifies that this bid is submitted in accordance with the City of East Ridge bid specifications and that all information provided herein is true and correct.

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____