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## ***Anderson County Water Authority***

***1611 N Charles G. Seivers Blvd  
Clinton, TN 37716***

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# Request for Quote

FOR:

*Road Patch Repair*

FROM:

Anderson County Water Authority  
1611 N Charles G. Seivers Blvd  
Clinton, TN 37716



# **Anderson County Water Authority**

**1611 N Charles G. Seivers Blvd  
Clinton, TN 37716**

Date: June 10th, 2025

Subject: Invitation for Road Patch Repair Quotes

To Whom It May Concern:

Anderson County Water Authority will receive sealed quotes at the address listed below until 12:00 pm on July 8<sup>th</sup>, 2025. Quotes delivered later will not be accepted. Anderson County Water Authority is not responsible for delays in delivery.

Delivery should be made to (for courier or US mail):

**Jeff Elrod  
General Manager  
Anderson County Water Authority  
1611 N Charles G. Seivers Blvd  
Clinton, TN 37716**

**Package should be labeled  
“Road Patch Repair”**

Refer to the “Response Preparation – Information and Instructions” section for further requirements regarding proposal development, packaging, and delivery.

The invitation to quote has the following table of contents:

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# **Anderson County Water Authority**

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## **1. INTRODUCTION**

Anderson County Water Authority (ACWA) is a water and sewer provider serving Anderson County located in the State of Tennessee. ACWA is in the Knoxville Metropolitan Statistical Area located on the western side of Knox County.

### **1.1. Purpose**

The purpose of this invitation for quotes is to source the repair of routine asphalt road repair as the result of water utility and sewer service operations. Normal operations consist of leak repairs and service installations that require the replacement of roadways according to local standards.

## **2. Scope of Invitation for Quotes**

### **2.1 Overview**

Anderson County Water Authority desires to source a vendor to perform asphalt patch repairs from the normal operations of providing water utility and sewer services. The quotes for the asphalt repairs should be priced on square footage of the applied asphalt with any contingent fees listed separately in addition to the square foot pricing. (example: mobilization fee, administration fee etc.)

### **2.2 Normal Asphalt Repair**

- a. Routine water leak repairs and service installations require approximately a 4ft x 6ft area to be repaired after work is completed. Other repairs may be smaller or larger.
- b. ACWA will backfill the excavation with a rock mixture approved by local government regulations.
- c. ACWA will at its best ability square cut all excavations.
- d. The selected vendor will be required to apply a hot mix asphalt repair up to the backfilled excavation meeting local regulations. The repairs must be level with the surrounding road surface upon completion. The approximate depth will be 2" of asphalt and the vendor will need to remove the top layer of rock backfill to accommodate the asphalt depth.
- e. The selected vendor will supply all required traffic control measures to ensure the safety of vehicle traffic while working and will place signage informing pedestrians and motorists of any hazards while they may exist until the job is completed if at any time work is active in completing the repair.
- f. The selected vendor will guarantee the repair for 180 days after the asphalt is applied. If the backfill was not properly performed by ACWA this will remove the obligation for the guarantee once backfill is determined to be the cause of the asphalt topping failure. Failure of the repair includes but is not limited to excessive cracking, removal, wear and or settling of the area repair resulting in the longevity of the repair being limited or the safety of motorist being of concern.
- g. ACWA will supply the selected vendor with a list of locations and approximate size of the areas requested for repair once 5 locations have accumulated.
- h. The selected vendor will have 30 days to repair the list of requested repairs and provide ACWA with a detailed invoice containing the costs associated with each repair and the date repaired. This invoice will be supplied to ACWA within 15 days after the last repair is completed.

## **3. RESPONSE PREPARATION – INFORMATION AND INSTRUCTIONS**

To maintain the fairness and integrity of the selection process, it is essential that the proposal conform to the requirements of this section. Do not include any material that is not specifically requested. Elaborate artwork, expensive paper or bindings, and expensive visual or other presentations are neither necessary nor desired. Failure to follow the instructions in this section may result in disqualification. Anderson County Water Authority desires a concise, direct, and easily interpreted response.



# **Anderson County Water Authority**

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## **3.1. RESPONSE TO QUESTIONS**

Please adhere to the following guidelines when responding to any questions in this invitation to quote. These guidelines are provided to help the Anderson County Water Authority evaluation team more accurately obtain the information needed for their evaluation.

- When answering a specific question, **DO NOT** refer the reviewer to an enclosed brochure, report, or another document. Please respond by providing a concise, simple, and clear answer to the question.
- If you feel a reference must be made to another document or paragraph in the quote, **INCLUDE A PAGE NUMBER AND PARAGRAPH REFERENCE**, and any other reference indicator that you feel will enable the reviewer to access the information.
- If you choose **NOT** to answer a question, so indicate by writing “Not Applicable,” or otherwise indicating the reason for non-response.
- You must include the **INVITATION FOR QUOTE** question with your response to aid in our review.

## **3.2. PROCUREMENT SCHEDULE**

- Request for quotes posted ..... [June 10th, 2025]
- Time limit to ask questions..... [July 1<sup>st</sup>, 2025]
- Quotes due ..... [July 8th, 2025]
- Evaluations completed..... [July 10th, 2025]
- Selection(s) made .....[July 15th, 2025]

**Selected quote must be approved by the ACWA Board at the July Board meeting scheduled for July 15<sup>th</sup>, 2025 @ 5pm. The board meeting is subject to being rescheduled. If rescheduled the participants will be notified. ACWA reserves the right to terminate this process or reject any and all quotes submitted at the sole discretion of the Anderson County Water Authority Board of Commissioners.**

## **3.3. FORMAT INSTRUCTIONS**

### **3.3.1. STYLE**

- All proposals should use common, easily readable, and available fonts such as Times New Roman in 10 point or larger type-size.
- Each page shall contain at least a one-inch margin on all sides.

### **3.3.2. ORGANIZATION**

- All pages shall be numbered.
- Major sections shall have a page break between them and the next section.
- The following sections shall be included:

I) Cover Letter, Introduction (Limit to 1 page)

II) Executive Summary (Limit to 3 pages) – The summary should be suitable for review by a Board of Commissioners. The following overviews or recaps are suggested for inclusion: company strength and markets served; product functions and capabilities, including perceived advantages; support services; value differentiation, including cost considerations.



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III) Cost Proposal (Limit to 5 pages) If your service has options which you feel are superior to competitor services or are options not offered by competitors, please elaborate what these are, and the cost associated with the options as a part of the total cost of the configured service.

- Include a cost per square foot of asphalt repair
- Include a separate cost for mobilization fee if required
- Include a separate cost for traffic control if required
- Include any other separated costs deemed necessary to provide an accurate cost per patch repair location.

## **3.4 COPIES AND SUBMISSION**

- Paper - one (1) unbound, signed original (signature by an authorized employee of the quoting company) required
- Submission is considered to have been made when the sealed quote is received at the Authority's office located at 1611 N Charles G. Seivers Blvd Clinton, TN 37716 no later than July 8<sup>th</sup>, 2025, at 3p.m.
- The form on the next page titled Quote Response Form will be filled out completely and returned as the first page of the package.
- Include a copy of general liability and workers compensation coverage.
- Include a copy of business license
- All submissions shall be in a sealed package(s) and clearly labeled:

**"Asphalt Patch Repair"**

Send all quotes to:

**Jeff Elrod  
General Manager  
Anderson County Water Authority  
1611 N Charles G. Seivers Blvd  
Clinton, TN 37716**



# Anderson County Water Authority

1611 N Charles G. Seivers Blvd  
Clinton, TN 37716

## QUOTE RESPONSE FORM

Contact Address: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

In accordance with your invitation to quote titled "Asphalt Patch Repair" and approved on (date) \_\_\_\_\_ the undersigned hereby agrees to furnish the services in accordance with this proposal.

The undersigned understands that, if chosen as a final vendor, additional good-faith contract negotiations will occur, and that the attached proposal shall serve as a basis for that negotiation. The undersigned understands that any and all quotes can be rejected and/or cancelled at the sole discretion of the Anderson County Water Authority Board of Commissioners or the General Manager for any reason determined to be in the best interest of the Authority.

An authorized representative of each party to our proposed solution has signed below.

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

State of Incorporation: \_\_\_\_\_

Signed: \_\_\_\_\_ Printed Name \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

General Liability Insurance Company Policy # \_\_\_\_\_ Liability Coverage \_\_\_\_\_

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

State of Incorporation: \_\_\_\_\_

Signed: \_\_\_\_\_ Printed Name \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

General Liability Insurance Company Policy # \_\_\_\_\_ Liability Coverage \_\_\_\_\_



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## **3.5. VENDOR INQUIRIES, EXCEPTION REQUESTS, AND COMMUNICATION**

All inquiries shall be made to:

**Jeff Elrod**  
**General Manager**  
**Anderson County Water Authority**  
**1611 N Charles G. Seivers Blvd**  
**Clinton, TN 37716**  
[jelrod@acwatn.org](mailto:jelrod@acwatn.org)  
**865.250.2847**  
**BUSINESS HOURS: 8AM - 4 PM MONDAY THRU FRIDAY**

Vendor questions will not be answered after the date identified in the project schedule above.

## **3.6. INVITATION FOR QUOTES IS NOT A BASIS FOR OBLIGATIONS**

This request for quotes does not constitute an offer to contract and does not commit Anderson County Water Authority to the award of a contract to a person or entity submitting pricing, or to pay any costs incurred in the preparation and submission of quotes. The Authority reserves the right to reject any or all quotes that do not conform to the requirements stated in this document. Anderson County Water Authority reserves the right to cancel all or part of this request for quotes for any reason determined by the Authority to be in the public or the Authority's best interest. In the event a selected quote is awarded to a vendor, Anderson County Water Authority at its discretion can choose to stop utilizing the vendor at any time. This request for quotes is not an obligation to a term agreement. The option to continue utilizing the selected vendor will be on a month-to-month basis based on the needs of ACWA.

## **3.7. RIGHTS TO SUBMITTED MATERIALS**

All pricing and material submitted to Anderson County Water Authority by a vendor, in response to this invitation for quotes, shall become the property of the Authority after the quote submission deadline. The Authority's return of the quote/material will be subject to the requirements of the laws of the State of Tennessee.