

**ADDENDUM NO: 1**

**REQ NO: 194207**

**FINAL SUBMITTAL: February 19, 2020 at 2:00 PM EST**

**FINAL QUESTIONS: February 14, 2020 at 2:00 PM EST**

**Department: Fleet Management Division, Public Works**

**Changes to Bid# 305766:**

**Attached are the specifications that have been updated per the pre-bid conference held on February 12, 2020**

**Please remove line 73; Fram Oil Filters**

**Add the following line for bidding:**

**Line No. 93; Percentage Markup for Automotive Filters not listed, \_\_\_\_\_ %**

**Req No: 194207 Automotive Filters**

**PLEASE SIGN ONE (1) COPY OF ADDENDUM AND RETURN TO THE PURCHASING DEPARTMENT. RETAIN THE OTHER COPY FOR YOUR FILES.**

**Name:** \_\_\_\_\_

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

\_\_\_\_\_

**CITY OF CHATTANOOGA  
PURCHASING DEPARTMENT  
Mark McKeel  
City Hall Suite G13  
CHATTANOOGA, TN 37402  
TELE: (423) 643-7236  
FAX: (423) 643-7244**

**AUTOMOTIVE FILTERS  
FOR CITY OF CHATTANOOGA PUBLIC WORKS DEPARTMENT  
FLEET DIVISION  
January 2020**

**1. Scope of services**

The scope of services included in these specifications shall be to provide cost of delivery of items listed. Any questions or comments related to the services described in these specifications may be directed to Mark McKeel, City of Chattanooga Purchasing Division, [mmckeel@chattanooga.gov](mailto:mmckeel@chattanooga.gov).

**2. Basis of bidding**

The Vendor shall submit two (2) copies of bid documents utilizing the Bid Form provided. The Bid shall include pricing for all automotive filters.

**3. General conditions and instructions to bidders**

The Vendor shall comply with the Terms and Conditions posted on website <http://chattanooga.gov/purchasing/standard-terms-and-conditions> that has been made a part of this solicitation.

**4. Length of contract**

The Contract for services described herein shall be for a period of one (1) year beginning the effective date of the award of the Contract. The City and Vendor shall have the option of mutually extending the Contract for two (2) additional one (1) year periods.

**5. Items and other requirements**

- a. Vendor will provide 24 hour turnaround time for delivery from order placement, otherwise, Fleet Management is to be notified immediately in order to make other arrangements
- b. Vendor will provide spec sheet for proposed substitution for listed manufacturers
- c. No delivery fees allowed

**6. The City will provide the following services:**

- a. Designate a City representative to coordinate part orders to vendor's personnel.
- b. Provide access to City facilities to provide service

**7. Execution**

The contract for the services shall begin immediately on the effective date of the award of the Contract.

## 8. Payment of Services

- a. The City will make payment to the Vendor according to the City's normal policies and procedures.
- b. Before an order can be placed for routine transactions, City will request a Quote from Vendor with detailed breakdown. City may require breakdown on its own form. Once City has approved the quoted price and submits Requisition for same, it will advise Vendor of the Release Number in order to place the order. Invoices that do not reference the Release Number will not be considered complete or valid.
- c. Vendor's Invoice must list a valid E-Mail Address for billing questions and inquiries.
- d. Invoice Date is critical and Invoices must be sent to the City on the Invoice Date in order for the City's tracking system to accurately reflect the record. The Invoice Date must not precede the Ship Date or Service Date.
- e. Invoice descriptions on transaction lines must match the wording of the Purchase Order transaction lines, and reference the corresponding transaction line number of the Purchase Order. The Vendor shall not invoice the City for any item that does not correspond to a line on the Purchase Order.
- f. Items being billed on Markup line must have corresponding source Invoice, and that total and Markup breakdown must be reflected on Vendor's Invoice to the City. The Markup for items purchased on the percent Markup line, is for markup of items only. No Markup is allowed for taxes or freight charges. The taxes and freight charges will be a straight reimbursement, with no Markup.
- g. Markup will be calculated as the following example:
  - i. If the part costs vendor \$100.00,
  - ii. And the Markup on contract is 10%,
  - iii. City will reimburse Vendor \$110.00.
- h. Vendor will be responsible for collecting signature and legible name of City employee when delivering goods and/or services and must be able to produce said Proof of Delivery ("POD") upon request. The POD must contain an itemized list of goods and/or services. The POD must accompany each Department's payment packet before presenting the Invoice with all necessary backup to City's Accounts Payable Division. Including copy of POD with Invoice is encouraged and speeds payment processing time.
- i. Vendor's Invoices that are billed inaccurately, incompletely, or otherwise unprocessable are not considered valid.
- j. When sending City a Revised Invoice, it must be clearly marked "Revised." When sending City a replacement Invoice, it must reference the Invoice Number it is replacing.

- k. Invoices to the City shall reference the City Department, Release Number, Work Order Number, and the first and last name of the City employee placing the order.
- l. Accurate Invoices, with all appropriate backup documentation, shall be sent to:

City of Chattanooga  
Attn: Accounts Payable Division  
101 East 11<sup>th</sup> Street, Suite 101  
Chattanooga, TN 37402  
[acctspayable@chattanooga.gov](mailto:acctspayable@chattanooga.gov)

and copy sent to:

City of Chattanooga  
Fleet Management  
3102 Elmendorf Circle  
Chattanooga, TN 37406  
[fleetacctspayable@chattanooga.gov](mailto:fleetacctspayable@chattanooga.gov)