

ADDENDUM NO: 1

REQ NO: 190660

FINAL SUBMITTAL: October 8, 2019 at 2:00 PM EST

FINAL QUESTIONS: October 3, 2019 at 4:30 PM EST

Department: Fleet Management Division, Public Works

Changes to Bid# 305661:

Attached you will find the updated specifications, adding response times for Non-Emergency & Emergency services.

The unit for the Labor lines needs to be changed from Each to Hour. Please bid an Hourly Rate.

You may email the addendum to the Buyer at mmckeel@chattanooga.gov, only if you have submitted your bid. This must be included in the bid packet.

Req No: 190660 Fueling Station Repair Services & Upgrades

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**

**SPECIFICATIONS FOR BLANKET CONTRACT TO PROVIDE FUELING STATION REPAIRS,
MAINTENANCE & UPGRADES FOR CITY OF CHATTANOOGA PUBLIC WORKS
DEPARTMENT FLEET DIVISION
September 2019**

1 Scope of services

The scope of services included in these specifications shall be to provide Fueling Station Repairs, Maintenance & Upgrades for the City of Chattanooga Public Works Department, Fleet Division. 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.

2 Basis of bidding

The Vendor shall submit two (2) copies of bid documents and shall include pricing for repair and maintenance services, as well as upgrades on various specialized equipment and software located at the following fueling stations: 12th Street, Amnicola, and Moccasin Bend.

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 Bids must include labor charges per hour, supplies used, and service call fees.
- b Response time for repairs are as follows:
 - i Standard – within 24 hours of notification (Non-Emergency)
 - ii Emergency – within 4 hours of notification
- c Station information is as follows:
 - i 12th Street Service Station
 - (1) Software: Phoenix / OPW
 - (2) Hardware: Petro-Vend
 - (3) Equipment: Wayne dispensers (4) double dispensers
Two - 20,000 Gallon underground diesel tanks
Two - 20,000 Gallon underground unleaded tanks
 - ii Amnicola / Police Service Station
 - (1) Software: Phoenix / OPW
 - (2) Hardware: Petro-Vend
 - (3) Equipment: Gilbarco dispensers (4) single dispensers
Four - 12,000 Gallon underground unleaded tanks

- iii Moccasin Bend Service Station
 - (1) Software: GasBoy
 - (2) Hardware: Petro-Vend
 - (3) Equipment: GasBoy dispensers (2) single dispensers
 - One - 4,000 Gallon underground diesel tank
 - One - 4,000 Gallon underground unleaded tank

6 The City will provide the following services:

Designate a City representative to coordinate vehicle information to vendor's personnel.
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 Vendor's Invoice must list a valid E-Mail Address for billing questions and inquiries.
- c 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.
- d 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.
- e Vendor's Invoices that are billed inaccurately, incompletely, or otherwise unable to be properly processed are not considered valid.
- f 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.
- g Invoices to the City shall reference the City Department, Release Number, Work Order Number (if applicable), and the first and last name of the City employee placing the order.
- h Accurate Invoices, with all appropriate backup documentation, shall be sent to:

City of Chattanooga
Attn: Accounts Payable Division
101 East 11th Street, Suite 101
Chattanooga, TN 37402
acctspayable@chattanooga.gov

And a copy sent to

City of Chattanooga
Fleet Division
fleetacctspayable@chattanooga.gov