

Date: February 27, 2018

Requisition No.: 164902

**PURCHASING DEPARTMENT
101 EAST 11TH STREET
CITY HALL
SUITE G13
CHATTANOOGA, TENNESSEE
37402**

Request for Bid (RFB) for the City of Chattanooga, Tennessee

*Proposals will be received at 101 East 11th Street, Suite G13,
Chattanooga, TN 37402 until 2:00 P.M., EST. on March 14, 2018*

Requisition / Bid No.: R164902 / 305046

Ordering Dept.: City Wide

Buyer & E-mail: Mark McKeel mmckeel@chattanooga.gov

Items Being Purchased: Uniform & Textile Rental / Laundry Service

*****REQUEST FOR BIDS MUST BE RECEIVED*****

2:00 P.M., EST on March 14, 2018

*****NON-MANDATORY PRE-BID CONFERENCE WILL BE CONDUCTED*****

10:00 A.M. EST on March 6, 2018 at

Purchasing Conference Room

101 East 11th Street

Chattanooga, TN 37402

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informality in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City.

The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin.

The City's Standard Terms and Conditions may be found on website:

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

Note: ALL BIDS MUST BE SIGNED

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Company Name: _____

Mailing Address: _____

City & Zip Code: _____

Phone/Toll Free No.: _____

Fax No.: _____

E-Mail Address: _____

Contact Person: _____

Company Title: _____

Signature: _____

BID SOLICITATION



City of Chattanooga
101 East 11th Street, Suite G13
Chattanooga, TN 37402

SEALED BIDS

Mail or submit two (2) signed copies of bid form to this office in the enclosed envelope. Retain one copy for your file.

BID OPENING DATE AND TIME:

14-MAR-18 at 2:00 PM

BID NUMBER: 305046

BUYER:

PHONE #: (423) 643-7230

DELIVERY REQUIRED:

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City of Chattanooga
 101 East 11th Street, Suite G13
 Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
Requisition / Bid No.: 164902 / 305046 Ordering Dept.: City Wide, Facilities Management Buyer: Mark McKeel Phone No.: 423-643-7236 Items Being Purchased: Uniform & Textile Rental / Laundry City Wide ATTACHMENTS: Specifications (4 pages) Bid Sheet (1 page) Affirmative Action Plan (2 pages) Insurance Requirements (2 pages) Iran Divestment Act Disclosure (1 page) This Shall Be A Twelve (12) Month Blanket Contract To Supply City Wide Uniforms & Textile Rental / Laundry Service. The Contract Term May Be Renewed For An Additional Two (2) Twelve (12) Month Terms Under The Same Terms And Conditions By Mutual Agreement. The City Of Chattanooga And The Contractor May Bilaterally Extend The Contract By Providing Written Confirmation Of Agreement By Both Parties At Least 30 Days Prior To The Contract's Current Expiration Date Into Any Successive Term As Provided Herein. **** Vendor Shall Hold Prices Firm for First (1st) Year of Contract **** Price Escalation Clause: If as a result of a general change in prices or discounts, the Contractor has changed prices to all of its customers, the price under this contract may be adjusted accordingly. Contractor may be requested to show proof of alleged price changes prior to approval of any price adjustments. QUANTITIES ARE ESTIMATES ONLY THE CITY OF CHATTANOOGA SHALL GUARANTEE NO MINIMUM OR MAXIMUM AMOUNT PURCHASED DURING THE LIFETIME OF THE CONTRACT. *** BID MUST BE RECEIVED NO LATER THAN *** *** 2:00 PM EST ON MARCH 14, 2018 *** City of Chattanooga (COC) Terms and Conditions posted on Website http://www.chattanooga.gov/purchasing/standard-terms-and-conditions If you can't download call buyer for a copy. NOTE: ALL BIDS MUST BE SIGNED All bids received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Bidder acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for					

BID SOLICITATION



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101 East 11th Street, Suite G13
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City of Chattanooga
 101 East 11th Street, Suite G13
 Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
<p>any brand which meets or exceeds the quality of the specifications listed for any item.</p> <p>The City of Chattanooga reserves the right to reject any and/or all bids, waive any informalities in the bids received, and to accept any bid which in its opinion may be for the best interest of the city.</p> <p>The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color, or national origin.</p> <p>**** NOTE **** PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:</p> <p>Company Name _____</p> <p>Address _____</p> <p>_____</p> <p>Phone/Toll-Free No. _____</p> <p>Fax No. _____</p> <p>eMail Address _____</p> <p>Contact Person's Name _____</p> <p>Estimated Delivery _____</p> <p>Minority-Owned Business _____ Small Business _____ Veteran _____</p> <p>Minority Woman-Owned Business _____ Disabled Veteran _____</p> <p>Woman-Owned Business _____</p> <p>**** ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION ****</p>					

NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS

ALL BIDS MUST BE SIGNED – The undersigned offers the above quoted prices under the conditions contained herein.

The City is Exempt from all Federal and State Tax.
 Bids will be received at the above mentioned address.

COMPANY: _____

TERMS OF PAYMENT: _____

SIGNATURE: _____

TELEPHONE NUMBER: _____

NAME AND TITLE: _____

Item	Class-Item	Quantity	Unit	Unit Price	Total
2	Uniform & Textile Rental / Laundry; per Specifications, see attached bid sheet for bidding	1	Each	_____	_____

NAME AND TITLE: _____

*Specifications for Blanket Contract to Supply Uniforms, Textiles, and
Laundry Service, City Wide
For the City of Chattanooga, Tennessee*

1.0 General

1.1 Scope of Work

The Scope of Services included in these specifications shall be to provide uniforms and textiles rental with weekly laundry service City Wide.

It is the responsibility of each bidder to meet with each department to determine the garment needs and to allow the departments to compare items being bid to ensure garments are of similar quality. Please contact Mark McKeel, Buyer, City of Chattanooga Purchasing Division, phone number 423-643-7236 to schedule a pre-bid meeting. Bids submitted without this meeting will not be accepted. Vendor item numbers are to be submitted on the bid form to confirm garment specifics.

Any questions or comments related to the services described in these specifications may be directed to Mark McKeel, Buyer, City of Chattanooga, Purchasing Division, phone number 423-643-7236.

1.2 Basis of Bidding

The Contractor shall submit two (2) copies of bid documents utilizing the attached Bid Form. The Bid shall include the cost per garment for one (1) week, replacement cost, and Vendor's item number.

The City of Chattanooga reserves the right to reject any and/or all bids, to waive any information in Bids received, and to accept any Bid which in its opinion may be in the best interest of the City of Chattanooga. Incomplete bid packages may be considered unresponsive.

1.3 General Conditions and Instructions to Bidders

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

1.4 General Conditions and Instructions to Bidders

The Contract for services described herein shall be for a period of twelve (12) months beginning the effective date of the award of the contract. The City of Chattanooga and Vendor shall have the option of mutually extending the Contract for two (2) additional twelve (12) month periods.

2.0 Services and Other Requirements

2.1 Laundry Bins

The Vendor shall provide an adequate number of laundry bins at various department locations City Wide. Bins shall be billed at Contract rate.

2.2 Garment Costs

The cost per garment per week shall include any and all costs for service including but not limited to, make-up charges, size change charges, repair charges, delivery charge, emblem charge, and laundry charge.

2.3 Unreturned Items

The City of Chattanooga shall be billed Replacement Cost of items not returned to Vendor by employees that leave employment of the City of Chattanooga.

2.4 Damaged Items

The City of Chattanooga shall be billed Replacement Cost of items deemed to be damaged beyond normal wear and tear by City of Chattanooga personnel to the extent they are no longer usable. Damaged garment to be provided to City of Chattanooga personnel for confirmation.

2.5 City Supplied Services

The City of Chattanooga will provide the following services:

1. Designate a Department representative to coordinate pickup and delivery with Vendor's personnel.
2. Provide access to Department facilities for execution of the work.

3.0 Execution

Contract Starting Date:

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

4.0 Payment of Services

- 4.1 The City of Chattanooga will make payment to the Vendor according to the City's normal policies and Procedures.
- 4.2 No partial invoices, except for equipment purchases over \$10,000 or jobs lasting over forty-five (45) days, will be accepted.
- 4.3 Vendor's invoice must list a valid e-mail address for billing questions and inquiries.
- 4.4 Invoice Date is critical and invoice must be sent to the City of Chattanooga on the Invoice Date in order for the City of Chattanooga tracking system to accurately reflect the record. The Invoice Date must not precede the Ship Date or Service Date.
- 4.5 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 of Chattanooga for any item that does not correspond to a line on the Purchase Order.
- 4.6 Vendor's invoices that are billed incorrectly, incompletely, or otherwise unable to be properly processed are not considered valid.
- 4.7 When sending City of Chattanooga a Revised Invoice, it must be clearly marked "Revised". When sending City of Chattanooga a replacement invoice, it must reference the Invoice Number it is replacing.
- 4.8 Invoices to the City of Chattanooga shall reference the City of Chattanooga Department, Release Number, Work Order Number, and the first and last name of the City of Chattanooga employee placing the order.

- 4.9 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 copy sent to:

Departments that use this contract

Uniforms & Textiles Rental / Laundry
City Wide, City of Chattanooga
Bid# 303770

Line #	Part Description	Estimated Quantities	Cost Each per Week	Replacement Cost	Vendor's Item Number
1	Shirt, Woven, Mens, Short Sleeve, Button-up, with pockets, City of Chattanooga patch	31702	\$	\$	
2	Shirt, Woven, Mens, Long Sleeve, Button-up, with pockets, City of Chattanooga patch	10306	\$	\$	
3	Shirt, Woven, Womens, Short Sleeve, Button-up, with pockets, City of Chattanooga patch	2137	\$	\$	
4	Shirt, Woven, Womens, Long Sleeve, Button-up, with pockets, City of Chattanooga patch	1782	\$	\$	
5	Shirt, Polo, Mens, Short Sleeve, Moisture-Wicking, City of Chattanooga patch	?	\$	\$	
6	Shirt, Polo, Womens, Short Sleeve, Moisture-Wicking, City of Chattanooga patch	242	\$	\$	
7	Shirt, FR, Long Sleeve, Enhanced Visibility, City of Chattanooga patch	132	\$	\$	
8	Jeans, FR	?	\$	\$	
9	Pants, Cargo, Mens, Poly-Cotton Blend	226295	\$	\$	
10	Pants, Cargo, Womens, Poly-Cotton Blend	?	\$	\$	
11	Jacket, Medium Weight, Hip Length, Zippered, City of Chattanooga patch	6091	\$	\$	
12	Jacket, Light Weight, Hip Length, Zippered, City of Chattanooga patch	8552	\$	\$	
13	Jacket, Light Weight, Hip Length, Pullover, City of Chattanooga patch	?	\$	\$	
14	Shirt, Woven, Hi-Vis, ANSI III, Short Sleeve, City of Chattanooga patch	?	\$	\$	
15	Shirt, Woven, Hi-Vis, ANSI III, Long Sleeve, City of Chattanooga patch	?	\$	\$	
16	Jacket, Hi-Vis, ANSI III, City of Chattanooga patch	?	\$	\$	
17	Lab Coats, Poly-Cotton Blend, Mens, Blue	3679	\$	\$	
18	Lab Coats, Poly-Cotton Blend, Womens, Blue	3679	\$	\$	
19	Barber / Face Towel, 100% Cotton, 11 x 17	?	\$	\$	
20	Microfiber Wiper, 12 x 12	?	\$	\$	
21	Laundry Drop-off Bins	?	\$	\$	
22	3 x 5 Carpet Mats	8775	\$	\$	
23	4 x 6 Carpet Mats	16973	\$	\$	
24	3 x 10 Carpet Mats	2243	\$	\$	
25	3 x 5 Scraper Mats	10329	\$	\$	
26	2 x 3 Spring Step	410	\$	\$	
27	3 x 5 Duralite Mats	961	\$	\$	
28	Cotton Shop Towels	?	\$	\$	
29	Microfiber Towels	662	\$	\$	
30	Bar Mop Towels, Ribbed, White	64442	\$	\$	
31	24" Dust Mop with Frame	742	\$	\$	
32	36" Dust Mop with Frame	3016	\$	\$	
33	Wet Mop	988	\$	\$	
34	Laundry Bins		\$	\$	
35	Unreturned Items		\$	\$	
36	Damaged Items		\$	\$	
37	Unplanned / Unanticipated Items		\$	\$	
Totals:			\$	\$	

Please Note: "Unplanned / Unanticipated Items" will be added to the contract if needed.

Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, any contractor and/or subcontractor is further required to file in duplicate within ten (10) days of being notified that it is the lowest responsible bidder, an affirmative action plan with the EEO Director of the City of Chattanooga. This plan shall state the Contractor's goals for minority and women utilization as a percentage of the work force on this project.
5. This Plan or any attachments thereto shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project. This plan or attachment thereto shall further describe the methods by which the Contractor or Subcontractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.

During the term of this contract, the Contractor upon request of the City, will make available for inspection by the City of Chattanooga copies of payroll records, personnel documents and similar records or documents that may be used to verify the Contractor's compliance with these Equal Opportunity provisions.

6. The Contractor will include the portion of the sentence immediately preceding paragraph 1 and the provisions of paragraphs 1 through 6 in every subcontract so that such provisions will be requested of each subcontractor. The Contractor agrees to notify the City of Chattanooga of any subcontractor who refuses or fails to comply with these equal opportunity provisions. Any failure or refusal to comply with these provisions the Contractor and/or Subcontractor shall be a breach of this contract.

(Signature of Contractor)

(Title and Name of Construction Company)

(Date)

REQUIREMENTS FOR INSURANCE COVERAGE

The Contractor shall not commence work under these Contract Documents until he has obtained all insurance required herein nor shall the Contractor allow any Subcontractor to commence work on his subcontract until similar insurance required of the Subcontractor has been obtained by the Subcontractor. Insurance shall be placed by the Contractor with one or more insurance carriers licensed to do business in the State of Tennessee. Each insurance policy shall be renewed ten (10) days before the expiration date of the policy.

Certificates of Insurance shall be filed with the City prior to commencement of the work. These certificates shall contain a provision that coverage's afforded under the policies will not be changed or canceled unless at least fifteen (15) days' written notice has been given to the City. The Contract shall not be binding upon the City until the insurance coverage required herein has been obtained and certificates have been filed with the City.

Adequate insurance coverage shall be maintained by the Contractor at all times. Failure to maintain adequate coverage shall not relieve the Contractor of any responsibilities or obligations under these Contract Documents. In the event any insurance coverage is canceled or allowed to lapse, the Contractor will not be permitted to prosecute the work until adequate and satisfactory insurance has been obtained and Certificates of Insurance furnished to the City. Failure to keep insurance policies in effect will not be cause for any claims for extension of time under these Contract Documents.

All such policies shall be subject to approval by the City Attorney. Should the City Attorney at any time in his sole discretion determine that the insurance policies and certificate provided may not be sufficient to protect the interests of the City because of the insolvency of the insurance company or otherwise, the Contractor shall replace such policies with policies meeting his approval.

The Contractor shall procure and maintain at his own expense, during the Contract Time, insurance as hereinafter specified:

Workmen's Compensation Insurance that shall protect the Contractor against all claims under applicable state workmen's compensation laws shall be maintained. The Contractor shall also be protected against claims for injury, disease or death of employees which, for any reason, may not fall within the provisions of a workmen's compensation law. This policy shall also include an endorsement providing coverage in all States in which work is performed. The Contractor shall require all the Subcontractors to provide similar Workmen's Compensation Insurance for all the Subcontractors' employees on the work unless such employees are covered by the protection afforded by the Contractor. The liability limits shall not be less than that required by statute.

General Public Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Contractor against all claims arising from injuries including death, to members of the public or damage to property of others arising out of any act or omission of the Contractor or his agents, employees, or Subcontractors. In addition, this policy shall specifically insure the contractual liability assumed by the successful bidder to defend and indemnify the City of Chattanooga against such claims or suits.

To the extent that the work may require blasting, explosive conditions or underground operation, the comprehensive general public liability and property damage coverage shall contain no exclusion relative to blasting, explosion, collapse of buildings, or damage to underground property.

The comprehensive general public liability and property damage coverage shall also protect the Contractor against all claims from damage to:

1. Private driveways, walks, shrubbery and plantings;
2. Public utility facilities; and
3. U.S Government monuments.

The liability limits shall not be less than:

Bodily Injury	\$ 500,000 each person
	\$1,000,000 each occurrence
Property Damage	\$ 250,000 each occurrence
	\$ 500,000 aggregate

The general public liability and property damage insurance shall carry an endorsement in form satisfactory to the City to the effect that the Contractor shall save harmless the City from any claims and damages whatsoever, including patent infringement. General public liability and property damage insurance shall be kept in force at all times during the course of the work until such time as the work covered by these Contract Documents has been completed and accepted by the City.

Comprehensive Motor Vehicle Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Contractor against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles, and shall cover operation on or off the site of all motor vehicles licensed for highway use, whether they are owned, non-owned, or hired.

The liability limits shall not be less than:

Bodily Injury	\$ 250,000 each person
	\$ 500,000 each occurrence
Property Damage	\$ 100,000 each occurrence

Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.
Vendor Disclosure and Acknowledgement

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.

(SIGNED) _____

(PRINTED NAME) _____

(BUSINESS NAME) _____

(DATE) _____

For further information, please see website:

https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106,_Iran_Divestment_Act-July.pdf