

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**  
 08-JUN-17 at 2:00 PM  
**BID NUMBER: 304739**

**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.

**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
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Requisition No.: 153000  
 Ordering Dept.: Waste Resources  
 Buyer: Geoffrey Hipp 423-643-7233  
 \*\*\*\*\*

**DESCRIPTION:**  
 This shall be a twelve (12) month blanket contract for Temporary Employment Services for the City of Chattanooga. The contract may be renewed for two (2) additional 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 Written Confirmation by both parties at least 30 days prior to the contract's current expiration date into any successive term as provided herein.  
 \*\*\*\*\*

**ATTACHMENTS:**  
 - Specifications  
 - Iran Divestment Act  
 - Insurance Requirements  
 - Affirmative Action Plan  
 - Standard Terms and Conditions:  
 (<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>)  
 \*\*\*\*\*

**\*\*\* BIDS MUST BE RECEIVED NO LATER THAN \*\*\***  
 \*\*\*\*\* 2:00 PM ON JUNE 8, 2017 \*\*\*\*\*  
 \*\*\*\*\*

PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (304739) ON OUTSIDE PACKAGING  
 \*

ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION, FREIGHT ALLOWED.  
 \*\*\*\*\*

NOTE: 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.

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.

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.  
 \*\*\*\*\*

**PRICE ESCALATION CLAUSE:**  
 All prices under this contract shall remain fixed during each twelve (12) month contract period. If as a result of a general change in prices or discounts, the contractor has changed prices to all of its customers, then, at the time of contract renewal, the price under this contract may be adjusted accordingly after acceptance. All price increases must be justified by providing a copy of the prevailing labor wage or material cost increases. Prompt notice of price changes (increases or reductions) must be furnished to the Purchasing Agent at least 30 days prior to the requested effective date and the prices for these services/materials shall remain firm for twelve (12) months. The effective date of price increases shall be the date the Purchasing Agent accepts the price changes or the effective date of increase stated by contractor's notice to Purchasing Agent, whichever is later.  
 \*\*\*\*\*

PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone/Toll-Free No. \_\_\_\_\_  
 Fax No. \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_

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Item	Class-Item	Quantity	Unit	Unit Price	Total
Contact Person's Name _____ Estimated Delivery _____ Minority-Owned Business ___ Small Business ___ Veteran ___ Minority Woman Owned Business ___ Disabled Veteran ___ Women-Owned Business _____					

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TERMS OF PAYMENT: \_\_\_\_\_

COMPANY: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Accountant - Regular Hours	1	Hour	_____	_____
2	Accountant - Night/Evening Hours	1	Hour	_____	_____
3	Accountant - Saturday	1	Hour	_____	_____
4	Accountant - Sunday	1	Hour	_____	_____
5	Accountant - Overtime	1	Hour	_____	_____
6	Accounting Clerk - Regular Hours	1	Hour	_____	_____
7	Accounting Clerk - Night/Evening Hours	1	Hour	_____	_____
8	Accounting Clerk - Saturday	1	Hour	_____	_____
9	Accounting Clerk - Sunday	1	Hour	_____	_____
10	Accounting Clerk - Overtime	1	Hour	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
11	Accounts Payable Clerk - Regular Hours	1	Hour	_____	_____
12	Accounts Payable Clerk - Night/Evening Hours	1	Hour	_____	_____
13	Accounts Payable Clerk - Saturday	1	Hour	_____	_____
14	Accounts Payable Clerk - Sunday	1	Hour	_____	_____
15	Accounts Payable Clerk - Overtime	1	Hour	_____	_____
16	Cashier - Regular Hours	1	Hour	_____	_____
17	Cashier - Night/Evening Hours	1	Hour	_____	_____
18	Cashier - Saturday	1	Hour	_____	_____
19	Cashier - Sunday	1	Hour	_____	_____
20	Cashier - Overtime	1	Hour	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
21	Catalog/Misc Personnel	1	Hour	_____	_____
22	Equipment Operator w/Endorsements - Regular Hours	1	Hour	_____	_____
23	Equipment Operator w/Endorsements - Night/Evening Hours	1	Hour	_____	_____
24	Equipment Operator w/Endorsements - Saturday	1	Hour	_____	_____
25	Equipment Operator w/Endorsements - Sunday	1	Hour	_____	_____
26	Equipment Operator w/Endorsements - Overtime	1	Hour	_____	_____
27	Labor/Non-Skilled - Regular Hours	1	Hour	_____	_____
28	Labor/Non-Skilled - Night/Evening Hours	1	Hour	_____	_____
29	Labor/Non-Skilled - Saturday	1	Hour	_____	_____
30	Labor/Non-Skilled - Sunday	1	Hour	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
31	Labor/Non-Skilled - Overtime	1	Hour	_____	_____
32	Labor/Skilled - Regular Hours	1	Hour	_____	_____
33	Labor/Skilled - Night/Evening Hours	1	Hour	_____	_____
34	Labor/Skilled - Saturday	1	Hour	_____	_____
35	Labor/Skilled - Sunday	1	Hour	_____	_____
36	Labor/Skilled - Overtime	1	Hour	_____	_____
37	Lifeguards	1	Hour	_____	_____
38	Maintenance Mechanic (Building) - Regular Hours	1	Hour	_____	_____
39	Maintenance Mechanic (Building) - Night/Evening Hours	1	Hour	_____	_____
40	Maintenance Mechanic (Building) - Saturday	1	Hour	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
41	Maintenance Mechanic (Building) - Sunday	1	Hour	_____	_____
42	Maintenance Mechanic (Building) - Overtime	1	Hour	_____	_____
43	Maintenance Mechanic (Equipment) - Regular Hours	1	Hour	_____	_____
44	Maintenance Mechanic (Equipment) - Night/Evening Hours	1	Hour	_____	_____
45	Maintenance Mechanic (Equipment) - Saturday	1	Hour	_____	_____
46	Maintenance Mechanic (Equipment) - Sunday	1	Hour	_____	_____
47	Maintenance Mechanic (Equipment) - Overtime	1	Hour	_____	_____
48	Maintenance Mechanic (Plant) - Regular Hours	1	Hour	_____	_____
49	Maintenance Mechanic (Plant) - Regular Hours	1	Hour	_____	_____
50	Maintenance Mechanic (Plant) - Night/Evening Hours	1	Hour	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
51	Maintenance Mechanic (Plant) - Saturday	1	Hour	_____	_____
52	Maintenance Mechanic (Plant) - Sunday	1	Hour	_____	_____
53	Maintenance Mechanic (Plant) - Overtime	1	Hour	_____	_____
54	Office Assistant - Regular Hours	1	Hour	_____	_____
55	Office Assistant - Night/Evening Hours	1	Hour	_____	_____
56	Office Assistant - Saturday	1	Hour	_____	_____
57	Office Assistant - Sunday	1	Hour	_____	_____
58	Office Assistant - Overtime	1	Hour	_____	_____
59	Office Assistant w/Computer Experience - Regular Hours	1	Hour	_____	_____
60	Office Assistant w/Computer Experience - Night/Evening Hours	1	Hour	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
61	Office Assistant w/Computer Experience - Saturday	1	Hour	_____	_____
62	Office Assistant w/Computer Experience - Sunday	1	Hour	_____	_____
63	Office Assistant w/Computer Experience - Overtime	1	Hour	_____	_____
64	Payroll Assistant - Regular Hours	1	Hour	_____	_____
65	Payroll Assistant - Night/Evening Hours	1	Hour	_____	_____
66	Payroll Assistant - Saturday	1	Hour	_____	_____
67	Payroll Assistant - Sunday	1	Hour	_____	_____
68	Payroll Assistant - Overtime	1	Hour	_____	_____
69	Plant Operator - Regular Hours	1	Hour	_____	_____
70	Plant Operator - Night/Evening Hours	1	Hour	_____	_____

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71	Plant Operator - Saturday	1	Hour	_____	_____
72	Plant Operator - Sunday	1	Hour	_____	_____
73	Plant Operator - Overtime	1	Hour	_____	_____
74	Receptionist - Regular Hours	1	Hour	_____	_____
75	Receptionist - Night/Evening Hours	1	Hour	_____	_____
76	Receptionist - Saturday	1	Hour	_____	_____
77	Receptionist - Sunday	1	Hour	_____	_____
78	Receptionist - Overtime	1	Hour	_____	_____
79	Security Guard - Regular Hours	1	Hour	_____	_____
80	Security Guard - Night/Evening Hours	1	Hour	_____	_____

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81	Security Guard - Saturday	1	Hour	_____	_____
82	Security Guard - Sunday	1	Hour	_____	_____
83	Security Guard - Overtime	1	Hour	_____	_____
84	Truck Driver w/CDL - Regular Hours	1	Hour	_____	_____
85	Truck Driver w/CDL - Night/Evening Hours	1	Hour	_____	_____
86	Truck Driver w/CDL - Saturday	1	Hour	_____	_____
87	Truck Driver w/CDL - Sunday	1	Hour	_____	_____
88	Truck Driver w/CDL - Overtime	1	Hour	_____	_____

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SIGNATURE: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

SPECIFICATIONS  
for  
TEMPORARY EMPLOYMENT SERVICES  
for the  
CITY OF CHATTANOOGA

Purpose

To define the requirements for providing Temporary Employment Services to the City of Chattanooga. All City Standard Terms and Conditions

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>) shall apply to the contract for these services.

Stipulations

1. All temporary hires must complete the background check that is appropriate for the position they will occupy (i.e., safety sensitive, child sensitive, etc.).
2. All background checks completed by the temporary staffing agency must be comparable to those completed by The City of Chattanooga Human Resources Department.
3. Temporary staffing agency must submit all temporary hire background information to the Human Resources Department before temporary hire start date.
4. All temporary hires must have a background check for convictions and warrants subject to both a County and National search.
5. Temporary staffing agency must provide City of Chattanooga Human Resources Department with a list of all temporary staff assigned to The City according to department. An updated list must be submitted once every quarter (four per year).
6. All temporary hires must be approved by the Human Resources Department before starting work.
7. Definition of Job Class:
  - a. Skilled Labor is defined as being able to work with power tools and operate machinery.
  - b. Non-Skilled Labor is defined as not being able to work with power tools and operate machinery.
8. Temporary staffing agency must allow for flexibility in regards to the hours within which temporary employees can be required to work.
9. Maximum length of temporary assignments must not exceed nine (9) months.

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](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)

## REQUIREMENTS FOR INSURANCE COVERAGE

Contractor shall purchase and maintain during the life of this Agreement, insurance coverage which will satisfactorily insure Contractor against claims and liabilities which arise because of the execution of this Agreement, with the minimum insurance coverage as follows:

- a. Commercial General Liability Insurance, with a limit of \$1,000,000 for each occurrence and \$2,000,000 in the general aggregate.
- b. Automobile Liability Insurance, with a limit of \$1,000,000 for each accident, combined single limit for bodily injury and property damage.
- c. Worker's Compensation Insurance and Employer's Liability Insurance, in accordance with statutory requirements, with a limit of \$500,000 for each accident.
- d. Professional Liability Insurance, with a limit of \$1,000,000 for each claim and aggregate.

If any of the above cited policies expire during the life of this Agreement, it is the Contractor's responsibility to forward renewal Certificates within ten (10) days after the renewal date containing all the aforementioned insurance provisions.

Certificates must specifically cite the following provisions:

- i. City of Chattanooga, its agents, representatives, officers, directors, officials and employees must be named an Additional Insured under the following policies:
  - a) Commercial General Liability
  - b) Auto Liability
  - c) Worker's Compensation Insurance and Employer's Liability Insurance
  - d) Professional Liability Insurance
- ii. Contractor's insurance must be primary insurance as respects performance of subject contract.
- iii. All policies, except Professional Liability Insurance, if applicable, waives rights of recovery (subrogation) against City of Chattanooga, its agents, representatives, officers, directors, officials and employees for any claims arising out of work or services performed by Contractor under this Agreement.

## 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 that 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 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. During the term of all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:
  - a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer".
  - b. Seek and maintain contracts with minority groups and human relations organizations as available.
  - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities.
  - d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.

5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.
6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

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(Signature of Contractor)

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(Title and Name of Company)

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(Date)