

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**  
 26-APR-18 at 2:00 PM

**BID NUMBER: 305070**

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.: 168100  
 Ordering Dept.: Waste Resources  
 Buyer: Geoffrey Hipp 423-643-7233  
 \*\*\*\*\*

**DESCRIPTION:**  
 This shall be a twelve (12) month blanket contract for Flow Meter Instrumentation Maintenance, Support and Purchase for the Waste Resources Division. 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  
 - 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 APRIL 26, 2018 \*\*\*\*\*  
 \*\*\*\*\*

**PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (305070) 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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 101 East 11th Street, Suite G13  
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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 ___					

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

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

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

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

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

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

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

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

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<b>V E N D O R</b>	RFQ
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<b>M A I L T O</b>	City of Chattanooga 101 East 11th Street, Suite G13 Chattanooga, TN 37402
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Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Hourly Labor Rate	1	Each	_____	_____
2	Percent markup on materials and parts including new or replacement ABB Magmeters	9.5	Each	_____	_____

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

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COMPANY: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_  
 NAME AND TITLE: \_\_\_\_\_

**SPECIFICATIONS FOR  
FLOWMETER INSTRUMENTATION MAINTENANCE, SUPPORT, AND  
PURCHASE  
MOCCASIN BEND WASTEWATER TREATMENT PLANT  
Chattanooga, Tennessee  
(3/2018)**

**1. GENERAL**

**1.1. SCOPE OF WORK**

The scope of work covered by these specifications includes the supply of labor and parts for on-site maintenance, and purchase of replacement magnetic Fischer & Porter, ABB, and other related flowmeter instruments at the Moccasin Bend Wastewater Treatment Plant and related pump stations in the City of Chattanooga Interceptor Sewer System as described herein. The Wastewater Treatment Plant is located at 455 Moccasin Bend Road, Chattanooga, Tennessee 37405.

**1.2 LENGTH OF CONTRACT**

The length of contract shall be for a period of 12 months with an option to renew for 2 additional 12 month periods by the City of Chattanooga.

**1.3 QUALIFICATIONS OF SERVICE TECHNICIAN**

The service technician to perform these services shall have at least 5 years of work experience with ABB, Fischer & Porter, and other instruments and shall be ABB factory trained. Familiarity with the City's instruments will be a major consideration.

**1.4 INSTRUCTIONS TO BIDDERS**

Bids for this Contract should consist of one (1) hourly rate for labor to provide the services described herein and one (1) percentage markup on materials and parts including new or replacement ABB Magmeters. The prices shall include all travel time to the job site, lodging, and any and all other related expenses.

**1.5 GENERAL CONDITIONS**

The Contractor shall comply with rules and conditions found in the City of Chattanooga, Purchasing Department's "General Conditions and Instructions to Bidders" that are a part of the invitation to Bid for the equipment or services specified herein.

## 1.6 WARRANTY

The service and repair work, including parts, shall be warranted for a period of 12 months from the date work is performed. Warranty shall cover defects in workmanship, materials, and installation.

## 2.0 SERVICES AND PARTS

### 2.1 PREVENTATIVE MAINTENANCE SERVICES

The Contractor shall provide the services of a qualified Service Technician on-site as needed whenever requested by the City.

The Service Technician, as a minimum, shall perform preventative maintenance, calibration, and repair on instruments listed in Appendix A when requested by the City. All equipment shall be inspected, tested, and/or calibrated in accordance with the manufacturer's recommended frequency schedules. Additionally, the Service Technician shall perform repairs and/or installations requested by the Moccasin Bend Wastewater Treatment Plant Chief Instrumentation/Electrical Technician and/or the Waste Resources Maintenance Manager.

### 2.2 CORRECTIVE MAINTENANCE SERVICES

Corrective maintenance services shall be provided during normal working hours to keep the equipment listed in proper operation. Corrective maintenance services shall be provided for the equipment listed in Appendix A and shall be in accordance with manufacturer's suggested methods of repair.

### 2.3 PARTS AND REPAIR COMPONENTS

The Contractor shall provide a stock of spare parts that shall be readily available to expedite full repairs. All new flowmeters shall be manufactured by ABB or an approved equal and all new electronic transmitters shall be backwards compatible to ABB MFF magmeter flowtubes.

The vendor shall also provide a percentage markup for material as a part of the bid. Every attempt will be made by the technician to repair the flowmeter in the field but if new parts are needed, then the vendor shall provide a written estimate for the cost of those parts and after approval by the city, the parts shall be delivered and installed.

## 2.4 TRAINING SERVICE

The City shall provide at least one employee to work with the service technician. When possible, the City employee will perform the service work under the guidance of the Contractor's Service Technician.

## **3.0 EXECUTION**

### 3.1 WORK SCHEDULE

The services provided under this contract shall be performed during the City's normal working hours (7:00 a.m. to 3:30 p.m.) and normal working week (Monday through Friday) unless otherwise mutually agreed upon by the Contractor and the City.

### 3.2 RECORD OF MAINTENANCE AND REPAIRS

The Contractor shall provide a record of all repairs and services made during each work period. A copy of this record shall be given to the Chief Instrumentation/Electrical Technician within one (1) week after the work was performed.

The Contractor shall provide a Certification of Calibration for all flow meters tested and calibrated at least annually and more frequently if required by regulatory agencies.

### 3.3 TERMINATION OF CONTRACT

Either party may terminate the Contract at any time provided 30 days written notice is provided of the intent to terminate the contract.

### 3.4 INITIATION OF WORK

Work shall begin within 30 days after receipt of the City's purchase order for this Contract. Work shall be performed on a mutually agreed upon work schedule.

#### **4.0 BILLING INSTRUCTIONS**

- 4.1. The City will make payment to the Vendor according to the City's normal policies and procedures.
- 4.2. 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.
- 4.3. Vendor's Invoice must list a valid E-Mail Address for billing questions and inquiries.
- 4.4. 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.
- 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 for any item that does not correspond to a line on the Purchase Order.
- 4.6. 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.
- 4.7. Markup will be calculated as the following example:

If the part costs vendor \$100.00,  
and the Markup on contract is 10%,  
City will reimburse Vendor \$110.00.
- 4.8. 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.

- 4.9. Vendor's Invoices that are billed inaccurately, incompletely, or otherwise unprocessable are not considered valid.
- 4.10. 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.
- 4.11. 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.
- 4.12. 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:

Moccasin Bend Wastewater Treatment Plant  
455 Moccasin Bend Road  
Chattanooga, TN 37405  
MBacctspayable@chattanooga.gov

**APPENDIX A**

**LIST OF INSTRUMENTATION FOR CONTRACT SUPPORT SERVICES**

<b>LOCATION DESCRIPTION</b>	<b>BRAND - MODEL NUMBER</b>	<b>QUANTITY</b>
<b>Moccasin Bend Wastewater Treatment Plant</b>		
Magnetic Flowmeter—Influent	ABB	1
Magnetic Flowmeter---Bypass	F&P - 46 inch	1
Magnetic Flowmeter---Primary 1	F&P 8 inch	1
Magnetic Flowmeter---Primary 2	F&P - 8 inch	1
EQ Influent & Bypass Flow	Milltronics	3
EQ Basin Levels	F&P 50US3000	2
EQ Basin Effluent 1-2-3-4	F&P 10D1435 36 inch	4
EQ Flow Adders	F&P 50AS 1000	3
EQ Flow Recorders	F&P 51-1102DB	3
Return Sludge	F&P 10D1435-50PZ1000 36 inch	1
Waste Sludge	F&P 10D1435-50PZ1000 12 inch	1
O2 Tanks 1-2-3-4 Influent	F&P 10D1435-50PZ1000 36 inch	4
RS to O2 Tanks	F&P 10D1435-50PZ1000 18 inch	4
Mixed Liquor to Clarifiers	F&P 10D1435-50PZ1000 24 inch	10
RS from Clarifiers	F&P 10D1435-50PZ1000 24 inch	10
Sludge Thickener 1	F&P 10D1430-50SF1000 12 inch	1
Sludge Thickener 2	F&P 10D1435-50PZ1000 12 inch	1
Return Sludge to Primaries	F&P 10D1435-50PZ1000 8 inch	1
Mixed Liquor Flow	F&P 10D1430-50SD1000 10 inch	2
Chlorine Solution Flow	F&P 10D1475 - 4 inch	1
Press Building		
Lime Slurry	Badger Flow Meter	2
Sludge Flow	Badger Flow Meter	2
Acid Flow	Badger Flow Meter	2
Acid Tank Level Transmitter	F&P DP	1
O2 Flow to tanks	DP Transmitters	4
Effluent Flow Recorder/Totalizer	F&P 1102-DB	1
Sludge Tank Level Transmitters	F&P	2
Recorders 6x6 51-4200	F&P	6
Controllers	F&P 53MC2000	8
EQ Basin Controllers	F&P 53MC2001	4
Venturi Building Flow	Marsh-McBirney	1

Plant Water	F&P 10D1435/50PZ1120B 8 inch	1
	F&P 1102DB Recorder/Totalizer	1
Mixed Liquor Air Flow	Rosemont DP	2
Temp. Transmitters	Moore	2
O2 Plant Controllers	Fisher Controls	11
O2 Plant Converters	Fisher Controls	12
Plant Effluent	F&P 1102DB Recorder/Totalizer	1
Wet Weather Stations	ABB Magnetic Flow meters	13 (see below)
Wet Weather Clarifiers 1 thru 3		3
WW Sludge Pump Station		4
North Recycle Pump Station		1
South Recycle Pump Station		1
Wet Weather Grit Tanks 1 thru 4		4
Temp. Indicator	JMS	1
Contact Tanks 1-2-5	Milltronics Flow meters	3
Centrifuge Building	F&P Mag-Meters	2
New Centrifuge Building	Toshiba Mag-Meters	4
Clarifiers 11-12-13	ABB Mag-Meters	6
EQ Panel	AGM I/I Converters	5
Mixed Liquor Bldg. 1	F&P 50AS1000 Adder	1

### **Pump Station/CSO Treatment Facilities, Other**

Frawley Rd.	F&P 10D1435-50PZ 1999	1
Mtn. Creek	F&P 10D1430-50SF1000	2
Mtn. Creek	F&P 50AS1000	1
Mtn. Creek	F&P 1102DB Recorder/Totalizer	1
Citico	Danfoss Mag-Meters	4
	Chessell Recorders	2
Orchard Knob	N/A	
S. Chickamauga	F&P 10D1435 Mag-Meters 50PZ1000 189 inch	4
	F&P Adder 50AS1000	1
	F&P Totalizer 52T1000	1
	Foxboro Recorder/Totalizer	1
Boy Scout Rd. Friars Branch	F&P 10D1435-50SD1000 Mag-Meters	4

	F&P Zero Return Units	4
	F&P Recorder/Totalizer	1
Summit Landfill	ABB Mag-Meter - 4 inch	1
	Gas Flow Recorder/Controller	1
Collegedale (Revenue)	Flowmeter & Converter 14 inch Badger	1
Big Ridge	ABB Mag-Meters	6
Walker County	Endress-Hauser Mag-Meter 14 inch	1
23 <sup>rd</sup> St.	F&P 10D1435/50XM Mag-Meters	4
Hixson 1&2	F&P Mag-Meters & Converters	2
Dupont PS	ABB Mag-Meter/Converter	1
	Hach Pipe insert flowmeter	1
Dupont Effluent Plant	AGM Current Alarm	2
	AGM I/I	1
	Simpson Level Controller	1
19 <sup>th</sup> Street PS	ABB Mag-Meters/Converters	3
Airport #1	ABB Mag-Meter	1
Airport #2	Badger Mag-Meter	1
Altamont	ABB Mag-Meter	1
Alton Park	ABB Mag-Meter	1
Davidson Place	ABB Mag-Meter	1
Eastgate #1	ABB Mag-Meter	1
Eastgate #2	ABB Mag-Meter	1
ESIP	Badger Mag-Meter	1
Hixson #1	Fischer Porter Mag Meter	1
Hixson #2	Fischer Porter Mag Meter	1
Ringgold (Revenue)	Rosemount Mag Meter	1
Spring Creek (Revenue)	ABB Mag-Meter	1
Tiftonia #1	Marsh-McBirney Probe Type	1
VAAP (Revenue)	ABB Mag-Meter	1
Warner Park CSO Facility	ABB Mag-Meter	1
Warner Park Storm Station #1	ABB Mag-Meter	1
Warner Park Storm Station #2	ABB Mag-Meter	1
West Chickamauga	Rosemount Mag Meter	1
Williams Street CSO TF	ADS area velocity meter	1

**No Contact/No Advocacy**

**Notice Receipt**

City of Chattanooga

Purchasing Division

**For Submission with Sealed Bid Solicitation Responses:**

\_\_\_\_\_ (Vendor Agent name), states that:

(1) He/She is the owner, partner, officer, representative, or agent of \_\_\_\_\_

\_\_\_\_\_ (Business name), the Submitter of the

attached sealed solicitation response to Solicitation # \_\_\_\_\_, and said

Business has taken notice, and will abide by the following No Contact and No Advocacy clauses:

**NO CONTACT POLICY:** After the posting of this solicitation, a potential submitter is prohibited from directly or indirectly contacting any City of Chattanooga representative concerning the subject matter of this solicitation, unless such contact is made with the Purchasing Division.

**NO ADVOCATING POLICY:** To ensure the integrity of the review and evaluation process, companies and/or individuals submitting sealed solicitation responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any City of Chattanooga representative.

**Any business entity and/or individual that does not comply with the No Contact and No Advocating policies may be subject to the rejection or disqualification of its solicitation response from consideration.**

Submitter Signature:

Printed Name:

\_\_\_\_\_

\_\_\_\_\_

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

Date: \_\_\_\_\_

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)

## 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.

---

(Signature of Contractor)

---

(Title and Name of Company)

---

(Date)