

Date: August 31, 2016

Requisition No.: 116049

**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 September 14, 2016*

Requisition / Bid No.: R116049 / 303841

Ordering Dept.: Fleet Management

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

Items Being Purchased: Towing Services

*****REQUEST FOR QUOTES MUST BE RECEIVED*****

2:00 P.M., EST on September 14, 2016

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

10:00 A.M., EST on September 6, 2016

**The City of Chattanooga reserves the right to reject any and/or all proposals,
waive any informalities 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

BID OPENING DATE AND TIME:

14-SEP-16 at 2:00 PM

BID NUMBER: 303841

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
<p>Requisition / Bid No.: 116049 / 303841 Ordering Dept.: Fleet Management Buyer: Mark McKeel Phone No.: 423-643-7236</p> <p>Items Being Purchased: Towing Services</p> <p>ATTACHMENTS: Specifications (2 pgs), Bid Form (1 pg), Business Reference Form (1 pg), Affirmative Action Plan (2 pgs), Insurance Requirements (page 1 of specifications)</p> <p>This Shall Be A Twelve (12) Month Blanket Contract To Supply Towing Services of City Vehicles for Fleet Management.</p> <p>The Contract Term May Be Renewed For An Additional Two (2) Twelve (12) Month Term 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.</p> <p>QUANTITIES ARE ESTIMATES ONLY THE CITY OF CHATTANOOGA SHALL GUARANTEE NO MINIMUM OR MAXIMUM AMOUNT PURCHASED DURING THE LIFETIME OF THE CONTRACT.</p> <p>*** BID MUST BE RECEIVED NO LATER THAN *** *** 2:00 PM EST ON <September 14, 2016> ***</p> <p>The last date for submitting questions is September 8, 2016 by 3:30 PM EST.</p> <p>City of Chattanooga (COC) Terms and Conditions posted on Website http://www.chattanooga.gov/general-services/purchasing/standard-terms-and-conditions</p> <p>If you can't download call buyer for a copy.</p> <p>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.</p> <p>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 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 ****</p>					

BID SOLICITATION



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

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
Company Name _____					
Address _____					
Phone/Toll-Free No. _____					
Fax No. _____					
eMail Address _____					
Contact Person's Name _____					
Estimated Delivery _____					
Minority-Owned Business _____ Small Business _____ Veteran _____					
Minority Woman-Owned Business _____ Disabled Veteran _____					
Woman-Owned Business _____					
**** ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION ****					

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.

TERMS OF PAYMENT: _____

TELEPHONE NUMBER: _____

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

COMPANY: _____

SIGNATURE: _____

NAME AND TITLE: _____

BID OPENING DATE AND TIME:

BID NUMBER: 303841

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

PHONE #: (423) 643-7230

VENDOR RFQ

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Bid-Towing Service-Vehicles and Trucks (SEE ATTACHED BID FORM)	1	Each	_____	_____

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

COMPANY: _____

TERMS OF PAYMENT: _____

SIGNATURE: _____

TELEPHONE NUMBER: _____

NAME AND TITLE: _____

City of Chattanooga
Vehicle Towing Service
Fleet Management Specifications

General Conditions

- 1) Bids shall be a fixed price for all labor and equipment necessary for towing City vehicles from various locations within a twenty-five (25) mile radius of Fleet Services at City Yards (900 East 11th Street) or Amnicola Police Garage for each of three (3) classes: Class I, Class II, and Class III based on gross vehicle weight. A separate price per mile over twenty-five (25) mile radius shall also be bid for each vehicle class.
- 2) Successful bidder(s) must possess and maintain a wrecker or towing license with the City of Chattanooga.
- 3) The Contractor(s) shall be responsible for any damages to City vehicles/equipment and private property serviced by this contract that is caused by the contractor's equipment or operators.
- 4) The Contractor(s) shall be required to furnish proof and carry the following types of Insurance in at least the limits specified below for the duration of contract(s). The Contractor(s) will be responsible for their own acts of negligence in transporting City vehicles.

Coverage

Limits of Liability

Workmen's Compensation	Statutory
Employer's Liability	\$750,000
Bodily Injury Liability Except Automobile	\$750,000 Each Occurrence \$750,000 Aggregate
Property Damage Liability Except Automobile	\$750,000 Each Occurrence \$750,000 Aggregate
Automobile Bodily Injury Liability	\$750,000 Each Person \$1,000,000 Each Occurrence
Automobile Property Damage	\$750,000 Each Occurrence
Excess Umbrella Liability	\$2,000,000 Each

5) Contractor(s) must provide service on a 24 hour, 7 day per week basis.

6) Vehicle Towing Classes:

Class I: Vehicles, Small Trailers, Farm type Tractors, etc. under 12,000 GVW

Basic tow within twenty-five (25) mile radius.

All other factors must be included in Basic tow charge.

Quote Price per Mile over twenty-five (25) miles.

Class II: Vehicles, Small Trailers, etc. under 30,000 GVW

Basic tow within twenty-five (25) mile radius.

All other factors must be included in Basic tow charge.

Quote Price per Mile over twenty-five (25) miles.

Class III: Vehicles, Small Trailers, etc. over 30,000 GVW

Basic tow within twenty-five (25) mile radius.

All other factors must be included in Basic tow charge.

Quote Price per Mile over twenty-five (25) miles.

Non-Emergency Service; Respond within two (2) hours from initial call

Emergency Service; Respond within one (1) hour from initial call

7) Optional Bids (not mandatory to bid these items, but preferable):

1. Price for two with Landoll Trailer
2. Price for Vehicle Recovery or Extraction

All other factors and/or cost considerations must be included in Basic tow for all classes.

All tickets must be signed, and a copy of the receipt furnished upon delivery of equipment.

The State of Tennessee requires \$750,000 Liability Insurance; this will be the minimum the City of Chattanooga requires.

All contract(s) are subject to audit by the City of Chattanooga Internal Auditors for compliance with contract terms.

Bid Form

Towing Service for Class I Vehicles within twenty-five (25) _____ each tow
mile radius of City Yards or Amnicola Police Garage

Towing Service for Class II Vehicles within twenty-five (25) _____ each tow
mile radius of City Yards or Amnicola Police Garage

Towing Service for Class III Vehicles within twenty-five (25) _____ each tow
mile radius of City Yards or Amnicola Police Garage

Emergency Towing Service for Class I Vehicles within _____ each tow
twenty-five (25) mile radius of City Yards or Amnicola Police Garage

Emergency Towing Service for Class II Vehicles within _____ each tow
twenty-five (25) mile radius of City Yards or Amnicola Police Garage

Emergency Towing Service for Class III Vehicles within _____ each tow
twenty-five (25) mile radius of City Yards or Amnicola Police Garage

Towing per mile over twenty-five (25) miles, _____ per mile
Class I Vehicles IRTM)

Towing per mile over twenty-five (25) miles, _____ per mile
Class II Vehicles IRTM)

Towing per mile over twenty-five (25) miles, _____ per mile
Class III Vehicles IRTM)

Emergency Towing per mile over twenty-five (25) miles, _____ per mile
Class I Vehicles IRTM)

Emergency Towing per mile over twenty-five (25) miles, _____ per mile
Class II Vehicles IRTM)

Emergency Towing per mile over twenty-five (25) miles, _____ per mile
Class III Vehicles IRTM)

Optional Bid:

Tow with Landoll Trailer _____ each tow

Vehicle Recovery or Extrication, Class I _____ each tow

Vehicle Recovery or Extrication, Class II _____ each tow

Vehicle Recovery or Extrication, Class III _____ each tow

Business Reference Form

Contractors must provide a minimum of three (3) or maximum of five (5) business references.

Reference

Company Name: _____ Contact: _____

Address: _____ Phone#: (____) _____

Fax/Internet Address: _____ Contract#: _____

Description and date(s) of services provided: _____

Reference

Company Name: _____ Contact: _____

Address: _____ Phone#: (____) _____

Fax/Internet Address: _____ Contract#: _____

Description and date(s) of services provided: _____

Reference

Company Name: _____ Contact: _____

Address: _____ Phone#: (____) _____

Fax/Internet Address: _____ Contract#: _____

Description and date(s) of services provided: _____

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)

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