

BID SOLICITATION



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

BID OPENING DATE AND TIME:
 16-JUL-20 at 2:00 PM

BID NUMBER: 305935

BUYER:
PHONE #: (423) 643-7230
DELIVERY REQUIRED:

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.

V
E RFQ
N
D
O
R

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
Requisition No.: 199991 Bid No: 305935 Ordering Dept.: Waste Resources Division, Public Works Buyer: Amanda Berkowitz Phone No.: (423) 643-7233 Email: aberkowitz@chattanooga.gov Deadline for Questions July 9, 2020. A prebid will be held Thursday, July 9, 2020 at 1:30 PM EST at Moccasin Bend Wastewater Treatment Plant – Training Center - 455 Moccasin Bend Rd, Chattanooga, TN 37405 This Shall Be A Twelve (12) Month Blanket Contract To Supply Electrical Services. 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. 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 JULY 16, 2020 *** ATTACHMENTS: Specifications (10 pgs) Affirmative Action Plan (2 pgs) Iran Divestment Act (1 pg) No Contact/No Advocay Statement 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 ar enot intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item. 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.					

BID SOLICITATION



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

BID OPENING DATE AND TIME:
 16-JUL-20 at 2:00 PM

BID NUMBER: 305935

BUYER:
PHONE #: (423) 643-7230
DELIVERY REQUIRED:

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.

**V
E
N
D
O
R** RFQ

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
<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

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: _____

BID SOLICITATION



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

BID OPENING DATE AND TIME:
 16-JUL-20 at 2:00 PM

BID NUMBER: 305935

BUYER:
PHONE #: (423) 643-7230
DELIVERY REQUIRED:

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.

V
E
N
D
O
R

RFQ

M
A
I
L
T
O

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Electrical Foreman	13070	Hour	_____	_____
2	Electrical Foreman Overtime	205	Hour	_____	_____
3	Electrician Apprentice 1st Year	3050	Hour	_____	_____
4	Electrician Apprentice 1st Year Overtime	120	Hour	_____	_____
5	Electrician Apprentice 2nd Year	1965	Hour	_____	_____
6	Electrician Apprentice 2nd Year Overtime	115	Hour	_____	_____
7	Electrician Apprentice 3rd Year	8440	Hour	_____	_____
8	Electrician Apprentice 3rd Year Overtime	165	Hour	_____	_____
9	Electrician Apprentice 4th Year	9650	Hour	_____	_____
10	Electrician Apprentice 4th Year Overtime	810	Hour	_____	_____

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.

TERMS OF PAYMENT: _____

TELEPHONE NUMBER: _____

COMPANY: _____

SIGNATURE: _____

NAME AND TITLE: _____

BID SOLICITATION



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

BID OPENING DATE AND TIME:
16-JUL-20 at 2:00 PM

BID NUMBER: 305935

BUYER:
PHONE #: (423) 643-7230
DELIVERY REQUIRED:

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.

V
E
N
D
O
R

RFQ

M
A
I
L
T
O

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
11	Electrician Apprentice 5th Year	5130	Hour	_____	_____
12	Electrician Apprentice 5th Year Overtime	490	Hour	_____	_____
13	Electrician Journeyman	16715	Hour	_____	_____
14	Electrician Journeyman Overtime	300	Hour	_____	_____
15	Instrument Technician - ISA Certified	440	Hour	_____	_____
16	Instrument Technician - ISA Certified Overtime	440	Hour	_____	_____
17	Lineman	5	Hour	_____	_____
18	Lineman Overtime	5	Hour	_____	_____
19	Lineman Foreman	165	Hour	_____	_____
20	Lineman Foreman Overtime	80	Hour	_____	_____

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.

TERMS OF PAYMENT: _____

TELEPHONE NUMBER: _____

COMPANY: _____

SIGNATURE: _____

NAME AND TITLE: _____

BID SOLICITATION



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

BID OPENING DATE AND TIME:
 16-JUL-20 at 2:00 PM

BID NUMBER: 305935

BUYER:
PHONE #: (423) 643-7230
DELIVERY REQUIRED:

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.

**V
E
N
D
O
R**

RFQ

**M
A
I
L
T
O**

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
21	Unexpected services ____ percent markup	1	Each	_____	_____
22	Parts and materials ____ percent markup by Vendor over cost	1	Each	_____	_____
23	Forklift -- 6000 pound reach	5	Hour	_____	_____
24	Scissor lift -- 26 feet	20	Hour	_____	_____
25	One man lift	5	Hour	_____	_____
26	Snorkel lift	5	Hour	_____	_____
27	Trencher	5	Hour	_____	_____
28	Truck auger	315	Hour	_____	_____
29	Air compressor	5	Hour	_____	_____
30	Bucket/Derrick truck -- 45 ft. boom	145	Hour	_____	_____

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.

TERMS OF PAYMENT: _____

TELEPHONE NUMBER: _____

COMPANY: _____

SIGNATURE: _____

NAME AND TITLE: _____

BID SOLICITATION



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

BID OPENING DATE AND TIME:
 16-JUL-20 at 2:00 PM

BID NUMBER: 305935

BUYER:
PHONE #: (423) 643-7230
DELIVERY REQUIRED:

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.

**V
E
N
D
O
R**

RFQ

**M
A
I
L
T
O**

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
31	Bucket/Derrick truck -- 65 ft. boom	120	Hour	_____	_____
32	Boom concrete finisher	5	Hour	_____	_____
33	Concrete saw	10	Hour	_____	_____
34	Crane -- 60 ft. boom	5	Hour	_____	_____
35	Concrete core drill -- up to 6 inches	10	Hour	_____	_____
36	Equipment not listed above _____ percent markup	1	Each	_____	_____
37	Boom lift -- 60 feet	60	Hour	_____	_____
38	Electrician Helper	5095	Hour	_____	_____
39	Electrician Helper, Overtime	3005	Hour	_____	_____

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: _____

**SPECIFICATIONS FOR BLANKET CONTRACT
TO SUPPLY
ELECTRICAL SERVICES
FOR
THE CITY OF CHATTANOOGA, TENNESSEE
June, 2020**

1.0 GENERAL

1.1 SCOPE OF SERVICES

The Scope of Services included in these Specifications shall be for electrical services and equipment, both routinely scheduled and on an as-needed basis, for the City of Chattanooga.

It is the responsibility of each bidder to visit WRD facilities to determine the nature of the electrical systems for which these services may be required, the associated work areas and conditions, the sizes and types of equipment and parts, the safety requirements, and any other circumstances associated with the provision of these electrical services.

1.2 BASIS OF BIDDING

The Bid shall include the labor cost per hour for the various electrical classifications, the cost per hour for testing services as described herein, and the cost per hour for provision of equipment.

The cost per hour shall include any and all costs for standard tools/incidentals required to complete a job, wages, travel, benefits, indirect costs, overhead, including, but not limited to, meetings, planning, preparing quotes, copying, copy paper, personal protection equipment (PPE), supplies, profit, insurance, and any other related direct or indirect cost. The labor cost per hour shall be for the services of one (1) individual of the stated classification.

The Vendor shall also provide standard hourly rates and overtime rates for the various work described herein and as indicated in Bid Form. Emergency work as described in Section 2.2.1.D of these specifications shall be paid for at the stated overtime rate. Please include your company's policy on overtime.

The bid shall be awarded on the basis of the unit cost per hour of the electrical classifications, as well as an evaluation of the Vendor's qualifications, experience, capabilities and other factors specified in the City Code.

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. Incomplete bid packages may be considered invalid.

1.3 SUBMITTALS

1.3.1 Bid Bond

Not Required.

1.3.2 Performance Bond

None Required.

1.3.3 References, Qualifications, and Experience

A. References

1. The Vendor shall submit a list of at least three (3) customers for whom the Vendor has performed electrical services during the past three (3) years in a similar facility including high voltage services such as those described in Section 2.2 herein.
2. The list shall include names, addresses, telephone numbers, and contact person who is knowledgeable of services provided.

B. Qualifications and Experience

1. Vendor shall maintain full-time staff having at least five (5) years' experience in overhead high voltage (12,460 or higher volts) substation switching and mechanical operations of multi-feed switching centers.
2. Vendor shall maintain full-time staff having at least five (5) years' experience in municipal utilities, plants and distribution.
3. Vendor's staff shall have at least two (2) available employees that are ISA Certified Control System Technicians.
4. The Vendor shall submit a brief company history of providing services similar to those specified herein.
5. The Vendor shall provide a description of its work force including number of skilled personnel, licenses and certifications, and their length of service with the company.

- C. The Vendor shall provide a description of any previous specialized electrical services provided for commercial, manufacturing or industrial clients and any similar electrical services provided for municipal utilities, plants, and distribution systems.

1.4 **GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS**

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

1.5 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 Vendor shall provide a firm hourly rate for the first year of the Contract.

The City and Vendor shall have the option of mutually extending the Contract for two (2) additional one (1) year periods.

1.6 INSURANCE

The Vendor shall, prior to the award of the Contract, furnish proof and maintain in force insurance requirements at the minimum limits specified in the attachment "Requirements for Insurance Coverage."

Copies of the current insurance certificate(s) shall be provided to the City prior to any work being performed. Insurance shall be kept in force during the entire length of the contract.

1.7 WARRANTY

The Vendor shall warrant and guarantee the work performed for a period of one (1) year following completion of the work. The work shall be guaranteed and warranted against defective workmanship and materials.

2.0 SERVICES AND OTHER REQUIREMENTS

A. Detailed Job Estimates

The Vendor shall provide a detailed job estimate for each job requested and must receive a Release Number prior to beginning any work. The City of Chattanooga may require its Estimate Form or equivalent to be used. The estimate should include the number and type of workers to be used, the estimated time required to complete the job from start to finish and any equipment required to perform the work including operator and rental of special equipment not included in Bid Form. Preparing estimates shall not be billed separately, but accounted for as overhead. If requested, work shall have before and after pictures submitted in a digital format to the City Of Chattanooga agreed upon point of contact for each department.

B. Parts/Electrical Supplies to be Used

If requested by the department, vendor shall provide a list of all parts/electrical supplies to be purchased to complete any job as requested by the City of Chattanooga. A City of Chattanooga representative may purchase the parts/electrical supplies from the existing WRD electrical supply blanket contract and shall be referenced to an approved job identification number. Items which are not available on the City of Chattanooga electrical supplies blanket contract may be purchased under this contract under Bid Form. A copy of Vendor's Supplier's Invoice for those purchases must be included with Vendor's Invoice to the city. All work over \$5,000 shall have a quote submitted and approved before work can proceed. The quote shall

include a takeoff for all parts needed to complete the job.

C. Storage

The vendor shall provide their own storage facilities for storing of materials and equipment. The location and nature of the storage facility shall be approved by City Representative before any facilities are brought on-site. Storage area shall remain clean and have a neat appearance at all times.

D. Timesheets

Vendor shall provide with each invoice employee Timesheets showing time worked on the job. In the case an employee works overtime, the number of standard work hours must be included prior to any authorized overtime. Timesheets shall include all work performed, indicating the electrical trade, hours of work, use of specialized equipment, and/or use of approved subcontractors. If requested, previous days' time sheets shall be signed by the City supervisor at the morning safety briefing. Vendor employees to clock in and out on the City of Chattanooga provided TimeClock and report to Electric Shop. Work Order Numbers to be specified. TimeClock information is for WRD use only. Punching the Timeclock does not waive the requirement for employee Timesheets being attached to invoices. TimeClock reports will not be used to pay invoice. Unless approved by the City break times shall be 9:15-9:30 and 2:00-2:15. Lunch shall be 11:30-12:00.

E. Hourly Rates

Hourly rates shall include employee's hourly rate of compensation under each classification. **Any costs for transportation or mileage should be included in your hourly rates.**

F. Electrical Foreman

Vendor will be contacted when use of electrical foreman is required. Specific work orders will be provided. The department should be informed of specific employees who serve as foremen. Hours worked by electrical foreman must be preapproved. Foreman shall clock in and out on City of Chattanooga provided time clock.

G. Tools & Supplies

Vendor's employees must arrive on job site with all vendor supplied tools, Personal Protective Equipment, and consumables, including, but not limited to, HazMat suits, tape, wire nuts, wire ties, and gloves.

H. Weekly Maintenance Meeting

If requested, vendor shall send a representative to the Maintenance Meeting held each Friday in O&C Conference Room. All vendor employees working onsite shall attend the morning safety briefing if requested by the department.

I. AVL

At the City of Chattanooga's discretion, AVLS may be installed on Vendor's vehicles which are routinely used to perform work under this blanket contract.

The city will pay for all costs involved. If an AVL system is currently being utilized by Vendor, live access could be provided to the City of Chattanooga, in lieu of a city AVL installation.

2.1 GENERAL

2.1.1 Subcontractors

The Vendor shall not subcontract the services or assign the contract to others without the written consent of the City of Chattanooga.

2.1.2 Compliance with Applicable Regulations

All of the services provided by the Vendor shall be completed in a good and workmanlike manner. All services provided shall be in compliance with all applicable statutes, rules, ordinances and regulations of, but not limited to, the NEC, NFPA 70E, USEPA, TOOT, OHSA, NETA and any similar federal, state, and local laws or regulations applicable to the Vendor or to the services described herein.

The Vendor's personnel shall comply with all City facilities' work rules and regulations when on site.

Electrical Foreman and Electrician Journeyman must have City of Chattanooga Electrician Journeyman license, and be certified.

2.1.3 Inspection

The services furnished by the Vendor shall be subject to inspection and approval by the City's designated representative, but the manner and method of providing the services shall be the responsibility of the Vendor.

2.1.4 Failure to Provide Services and Termination of Contract

In the event the Vendor:

- a. Fails to initiate services on the date specified or otherwise agreed to;
- b. Fails to provide all of the required documentation for his personnel, insurance, and any other documentation required by these Specifications at the specified times;
- c. After having begun services, abandons them for any reason;
- d. Suspends or refuses to continue services; or
- e. Defaults in any manner in the performance under the terms of the Contract for a period of two (2) consecutive working days (unless the Vendor is prevented from continuing for reasons beyond its control);

The City of Chattanooga shall have the right to terminate immediately the Contract for any reason after giving a ninety (90) day written notice to the Vendor for the above, but not limited to the reasons listed above.

2.2 DESCRIPTION OF CONTRACTED SERVICES

2.2.1 General

- A. Attach Vendor's Written Safety Plan and include contact information.

- B. The Vendor shall provide specialized electrical services for the repair, upgrade, replacement, improvement, and/or maintenance of the electrical equipment at all City of Chattanooga facilities. The Vendor shall provide all standard tools/incidentals required to complete a job, labor, travel, mileage, benefits, tools, equipment, fuel, materials and other related expenses necessary to provide these services.
- B. The Vendor shall provide the services as scheduled by the City or on an "as needed" basis as requested by the City. The City will attempt to schedule the work to optimize the use of the Vendor's personnel and equipment when it is needed.
- C. Vendor shall perform work on straight time, i.e., non-emergency, unless otherwise noted. Overtime, weekend, or holiday work shall only be performed at the City's direction. Vendor shall agree to a twenty-four (24) hour response time to respond to routine calls.
- D. Vendor shall perform emergency work when requested by the City. Response to the need for emergency work shall be within two (2) hours of notification. Vendor shall supply an after-hours contact name and phone number through which notification of the need for emergency work shall be made.
- E. The Vendor shall provide trained electrical service personnel to perform various tasks requested by the City in accordance with the agreed hourly rates (reference Appendix A). Hourly rate shall include all typical tools and equipment used by electrical service personnel. Specialized equipment shall be as listed in Appendix B and shall have separate hourly or daily rates. Any other equipment NOT listed in Appendix B, shall be included in the detailed written estimate for each job and shall include operator and rental fees.
- F. The Vendor shall review the various projects and assignments with City personnel, to determine labor, materials, and equipment needed, and to provide any other planning, sketches, drawings, product research, or other requirements of the work.
- G. The Vendor shall ensure that upon completion of work assignments, all materials and equipment are cleaned up and/or removed, all materials requiring disposal must be approved by the City of Chattanooga, disposition must be determined by the city, whether retained, stored, or removed, all equipment is properly stored, and the work area is completely cleaned.

2.2.2 Examples of Services Required

Electrical services to be supplied under this contract shall include, but not be limited to the following:

- A. Testing, repair, and service to 47KV dual feed switching centers/power distribution systems by a NETA certified testing agency.
- B. Minor electrical services and equipment, both routinely scheduled and on an as-needed basis, for projects pertaining to 480 volts or less either Single or 3 Phase.
- C. Inspection and repairs to overhead electrical equipment, including lines, poles,

lightening arrestors, risers, guy wires, ground rods, etc.

- D. Annual cleaning and inspection of all switching centers by NETA certified personnel.
- E. Annual cleaning, inspection, and oil analysis of all transformers to include a report of findings within one week.
- F. Inspection, testing, and repairs to distribution transformers to include a report of findings supplied within one week.
- G. Medium voltage testing and servicing.
- H. Assistance with set up of generators of up to 2.0 megawatts for backup power needs.
- I. Inspection, troubleshooting, and repair to electrical and electromechanical systems on various voltages from 13kV AC to 5v DC.
- J. Design, installation, and start-up testing of new electrical control panels, including new installations, retro-fit applications and applications including automatic transfer controls for backup power.
- K. Supplement City of Chattanooga electrical personnel as needed.
- L. If requested, update electrical prints in an Autocad system to reflect changes. This may be hired out to a subcontractor and charged on the unexpected services line of the blanket.
- M. Update the City of Chattanooga Arc Flash study as changes are made.

2.2.3 City Supplied Services

The City will provide the following services:

1. Designate a City representative to coordinate each assignment and/or project with Vendor's personnel.
2. Provide access to City facilities for execution of the work.
3. Parts/Electrical Supplies needed to complete each job may at the City's option, be purchased by a City representative from the electrical supplies blanket contract with the City of Chattanooga.
4. The City of Chattanooga will provide the Time Clock.
5. Automatic Vehicle Locator ("AVL") - City reserves the right to install AVL's on vendors' vehicles, or, in the alternative, may require live access to Vendor's AVL system.

3.0 EXECUTION

3.1 CONTRACT STARTING DATE

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

4. PAYMENT OF SERVICES

- 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 units of measure used on invoice should match units of measure bid. 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.
- 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 copies sent to:

For work performed at MBWWTP locations:

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

For work performed at General Services locations:

General Services
274 East 10th Street
Chattanooga, TN 37402
Pwfacilities-payables@chattanooga.gov

Electrical Foreman* **
Electrician Apprentice 1st Year*
Electrician Apprentice 2nd Year*
Electrician Apprentice 3rd Year*
Electrician Apprentice 4th Year*
Electrician Apprentice 5th Year*
Electrician Journeyman*
Instrument Technician - ISA Certified* (regular)
Lineman* (regular)
Lineman Foreman* ** (regular)

- *Attach proof of Titles/Licensee designation
- *Attach all employees' Confined Space Entry Certification, NFPA Certification, OSHA 10
- *Attach all employees' Drug Test Results
- *Keep all documentation for each employee on file for submitting to WRD upon request.

Attach Company Policy on Overtime

Define Titles/Designations

Electrical Foreman _____
Electrician Apprentice 1st Year* _____
Electrician Apprentice 2nd Year* _____
Electrician Apprentice 3rd Year* _____
Electrician Apprentice 4th Year* _____
Electrician Apprentice 5th Year* _____
Electrician Journeyman _____
Instrument Technician - ISA Certified (regular) _____
Lineman (regular) _____
Lineman Foreman (regular) _____

**Foreman's hours must be pre-approved by WRD and shall not include time for quoting job, planning jobs, or attending meetings.

WRD reserves the right to terminate services of any personnel and vendor is required to replace same.

Parts and Materials Markup

For items not included under current WRD Electrical Supply Blanket Contract or items authorized by City Representative only.

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. During the term of this contract 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)

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 more information, please contact the State of Tennessee, Central Procurement Office
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

No Contact/No Advocacy Statement

City of Chattanooga
Purchasing Division

For Submission with Sealed RFP, RFQ, Sealed Bid Responses:

State of _____

County of _____

_____ (agent name), being first duly sworn, deposes and says 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 # _____;

(2) _____ (agent name) swears or affirms that the Submitter
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: _____