

Date: June 4, 2019

Requisition No.: 185624

**PURCHASING DEPARTMENT  
101 EAST 11<sup>TH</sup> 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 11<sup>th</sup> Street, Suite G13,  
Chattanooga, TN 37402 until 2:00 P.M., EST. on June 19, 2019*

**Requisition / Bid No.: R185624 / 305557  
Ordering Dept.: Fleet Management Division, Public Works  
Buyer & E-mail: Mark McKeel mmckeel@chattanooga.gov**

\*\*\*\*\*

**Items Being Purchased: Auto Glass; Windshield, Installation & Replacement**

\*\*\*\*\*

**\*\*\*REQUEST FOR BIDS MUST BE RECEIVED\*\*\*  
2:00 P.M., EST on June 19, 2019**

\*\*\*\*\*

**\*\*\*PRE-BID CONFERENCE WILL BE CONDUCTED\*\*\*  
10:00 A.M., EST on June 11, 2019**

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**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**

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:

19-JUN-19 at 2:00 PM

BID NUMBER: 305557

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.: 185624 / 305557 Ordering Dept.: Fleet Management, Public Works Buyer: Mark McKeel Phone No.: 423-643-7236					
Items Being Purchased: Auto Glass; Windshield, Installation, Replacement & Labor					
ATTACHMENTS: 1. Specifications (2 pages) 2. Affirmative Action Plan (2 pages) 3. Iran Divestment Act Disclosure (1 page) 4. No Contact / No advocacy Notice (1 page) City of Chattanooga (COC) Terms and Conditions posted on Website <a href="http://www.chattanooga.gov/purchasing/standard-terms-and-conditions">http://www.chattanooga.gov/purchasing/standard-terms-and-conditions</a> If you can't download call buyer for a copy.					
NOTE: A Pre-Bid Conference will be held June 11, 2019 at 10:00 AM, at City Hall, Purchasing Conference Room 101 East 11th Street, Suite G13, Chattanooga, TN 37402. Attendance at the Pre-Bid is Preferred.					
This Shall Be A Twelve (12) Month Blanket Contract To Supply the City of Chattanooga, Fleet Management Division with Auto Glass; Windshield, Installation & Replacement.					
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.					
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 JUNE 19, 2019 ***					
PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (305557) ON OUTSIDE PACKAGING					
PLEASE DO NOT EMAIL BIDS					
**** 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.					
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					

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City of Chattanooga  
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Item	Class-Item	Quantity	Unit	Unit Price	Total
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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.

\*\*\*\* NOTE \*\*\*\*  
 PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:

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: \_\_\_\_\_

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City of Chattanooga  
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Item	Class-Item	Quantity	Unit	Unit Price	Total
1	2008-up Chevrolet Malibu	1	Each	_____	_____
2	1995-2003 Chevrolet Silverado 1500	2	Each	_____	_____
3	2004-2007 Chevrolet Silverado 1500	3	Each	_____	_____
4	2007-2014 Chevrolet Tahoe	4	Each	_____	_____
5	2005-2009 Chevrolet Trailblazer	2	Each	_____	_____
6	2016-UP Dodge Grand Caravan	3	Each	_____	_____
7	1992-2011 Ford Crown Victoria	12	Each	_____	_____
8	2003-2005 Ford E250, E350, E450	3	Each	_____	_____
9	2006-2008 Ford E250, E350, E450	3	Each	_____	_____
10	2009-2014 Ford E250, E350, E450	3	Each	_____	_____

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City of Chattanooga  
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Item	Class-Item	Quantity	Unit	Unit Price	Total
11	2001-2007 Ford Escape	1	Each	_____	_____
12	2008-2012 Ford Escape	25	Each	_____	_____
13	2013-UP Ford Escape	40	Each	_____	_____
14	2003-2006 Ford Expedition	2	Each	_____	_____
15	1995-2006 Ford Explorer	5	Each	_____	_____
16	2007-2010 Ford Explorer	60	Each	_____	_____
17	2011-UP Ford Explorer	60	Each	_____	_____
18	1997-2004 Ford F150	9	Each	_____	_____
19	2005-2008 Ford F150	10	Each	_____	_____
20	2009-UP Ford F150	80	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
21	2001-2007 Ford F250, F350 Super Duty Trucks	16	Each	_____	_____
22	2008-up Ford F250, F350 Super Duty Trucks	60	Each	_____	_____
23	1991-1997 Ford F350, F450, F550, F750	3	Each	_____	_____
24	1999-2002 Ford F350, F450, F550, F750	5	Each	_____	_____
25	2003-2007 Ford F350, F450, F550, F750	10	Each	_____	_____
26	2008-UP Ford F350, F450, F550, F750	20	Each	_____	_____
27	2008-2011 Ford Focus	20	Each	_____	_____
28	2012-UP Ford Focus	30	Each	_____	_____
29	2007-2009 Ford Fusion	1	Each	_____	_____
30	2011-UP Ford Fusion	100	Each	_____	_____

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
31	1998-2013 Ford Ranger	10	Each	_____	_____
32	2014-UP Ford Ranger	1	Each	_____	_____
33	2002-2008 Ford Taurus	10	Each	_____	_____
34	2012-2014 Ford Taurus	80	Each	_____	_____
35	2015-UP Ford Taurus	5	Each	_____	_____
36	2010-2014 Ford T150, T250, T350	1	Each	_____	_____
37	2015-UP Ford T150, T250, T350	20	Each	_____	_____
38	1994-2003 International Ambulance	1	Each	_____	_____
39	2004-UP International Ambulance	10	Each	_____	_____
40	1994-2001 Jeep Cherokee	5	Each	_____	_____

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City of Chattanooga  
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Item	Class-Item	Quantity	Unit	Unit Price	Total
41	2016-UP Jeep Cherokee	2	Each	_____	_____
42	2011-UP Nissan Maxima	1	Each	_____	_____
43	2001-2004 Toyota Prius	1	Each	_____	_____
44	2005-Up Toyota Prius	2	Each	_____	_____
45	2012 Volkswagen Passat TDI	1	Each	_____	_____
46	Fire Truck One Piece Front Windshield	24	Each	_____	_____
47	Fire Truck Two Piece Front Windshield	40	Each	_____	_____
48	Chip Repair	55	Each	_____	_____
49	Installation & Labor Ambulance	11	Each	_____	_____
50	Installation & Labor Back Glass Transfer due to Accident	100	Each	_____	_____

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City of Chattanooga  
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Item	Class-Item	Quantity	Unit	Unit Price	Total
51	Installation & Labor Fire Truck One Piece Front Windshield	24	Each	_____	_____
52	Installation & Labor Fire Truck Two Piece Front Windshield	40	Each	_____	_____
53	Installation & Labor Fire Trucks	10	Each	_____	_____
54	Installation & Labor Heavy Duty Trucks	38	Each	_____	_____
55	Installation & Labor Light Duty Trucks, Sedans, Vans, and SUVs	705	Each	_____	_____

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

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

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

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

**AUTO GLASS; WINDSHIELD, INSTALLATION, REPLACEMENT, AND LABOR  
FOR CITY OF CHATTANOOGA PUBLIC WORKS DEPARTMENT  
FLEET DIVISION  
May 2019**

**1. Scope of services**

The scope of services included in these specifications shall be to provide cost of automotive glass and windshields, as well as installation, replacement, and labor of said glass. Any questions or comments related to the services described in these specifications may be directed to Mark McKeel, City of Chattanooga Purchasing Division, [mmckeel@chattanooga.gov](mailto:mmckeel@chattanooga.gov).

**2. Basis of bidding**

The Vendor shall submit two (2) copies of bid documents utilizing the attached Bid Form. The Bid shall include pricing for the cost of the glass, installation/labor, and repairs.

**3. General conditions and instructions to bidders**

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

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

**5. Items and other requirements**

The vendor will perform all services at the Fleet Management facilities: Amnicola and 12<sup>th</sup> Street. The vendor will be available Monday through Friday during the hours of 8:00 am to 5:00 pm EST with minor exceptions shown below.

The vendor will need to be available at varied times and dates as needed. It will be necessary to perform glass installation on weekdays, and possible weekends and holidays. This will be a necessity for emergency vehicles (Fire Trucks and Police Vehicles).

The vendor will need supply a Certificate of Insurance with their bid.

The price for glass shall include all miscellaneous materials required for installation.

**6. The City will provide the following services:**

- a. Designate a City representative to coordinate vehicle information to vendor's personnel.
- b. Provide access to City facilities to provide service

## 7. Execution

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

## 8. Payment of Services

- a. The City will make payment to the Vendor according to the City's normal policies and procedures.
- b. Vendor's invoice must list a valid e-mail address for billing questions and inquiries.
- c. 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.
- d. 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.
- e. Vendor's invoices that are billed inaccurately, incompletely, or otherwise unable to be properly processed are not considered valid.
- f. 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.
- g. Invoices to the City shall reference the City department, release number, work order number (if applicable), and the first and last name of the City employee placing the order.
- h. Accurate invoices, with all appropriate backup documentation, shall be sent to:

City of Chattanooga  
Attn: Accounts Payable Division  
101 East 11<sup>th</sup> Street, Suite 101  
Chattanooga, TN 37402  
acctspayable@chattanooga.gov

And a copy sent to

City of Chattanooga  
Fleet Division  
fleetacctspayable@chattanooga.gov

## 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](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)

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: \_\_\_\_\_