

# 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: 305562

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 No.: 185730 Bid No.: 305562 Ordering Dept.: Waste Resources Buyer: Amanda Berkowitz Phone No.: (423) 643-7233 Email: aberkowitz@chattanooga.gov					
Items Being Purchased: Variable Frequency Drives, Direct Current Drives, & Electronic Board Services					
ATTACHMENTS: Specifications (5 pgs) Affirmative Action Plan (1 pg) Iran Divestment Act (1 pf) No Contact/No Advocacy Affidavit (1pg) 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.					
This Shall Be A Twelve (12) Month Blanket Contract To Supply Variable Frequency Drives, Direct Current Drives, & Electronic Board Services For The Waste Resources Division. 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 ***					
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 manufacturers 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.					
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:					

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**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
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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 Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Labor, repair / recondition / maintenance	1500	Hour	_____	_____
2	Labor, repair / recondition / maintenance, overtime	300	Hour	_____	_____
3	Labor, repair / recondition / maintenance, Holiday	150	Hour	_____	_____
4	Labor, Field Service	1000	Hour	_____	_____
5	Labor, Field Service, overtime	300	Hour	_____	_____
6	Labor, Field Service, Holiday	150	Hour	_____	_____
7	Repair parts and material markup; _____ %	1	Each	_____	_____
8	Replacement VFD markup; _____ %	1	Each	_____	_____
9	Replacement DCD markup; _____ %	1	Each	_____	_____
10	Replacement electronic board markup; _____ %	1	Each	_____	_____

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

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

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

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

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

**SPECIFICATIONS FOR BLANKET CONTRACT FOR  
REPAIR, RECONDITION, MAINTENANCE, AND REPLACEMENT OF  
VARIABLE FREQUENCY DRIVES,  
DIRECT CURRENT DRIVES, AND ELECTRONIC BOARDS  
FOR THE WASTE RESOURCES DIVISION  
CITY OF CHATTANOOGA, TENNESSEE  
May, 2019**

**1.0 GENERAL**

**1.1 SCOPE OF SERVICES**

The Scope of Services included in these Specifications shall be for all labor, benefits, equipment, fuel, and any other related expenses necessary to provide repair, recondition, maintenance, and replacement of variable frequency drive (VFD), direct current drive (DCD) and electronic board repair services for the WASTE RESOURCES DIVISION including the Moccasin Bend Wastewater Treatment Plant (MBWWTP), 455 Moccasin Bend Road, Chattanooga, Tennessee 37405, and all Pump Stations

It is the responsibility of each bidder to be familiar with and have a working knowledge of all types, sizes, and quantities of variable frequency drive (VFD), direct current drive (DCD) and electronic board repair services as well as understand any peculiar circumstances which may be associated with the servicing of these units.

**1.2 BASIS OF BIDDING**

The labor cost shall include any and all, costs for wages, benefits, indirect costs, overhead and profit, insurance, taxes, travel, and any other related direct or indirect cost. The cost per hour shall be for the services of one (1) operator and any and all equipment necessary to perform the work described herein.

Parts and materials required for the work but not described herein will be invoiced by the Vendor at cost plus a percent mark-up.

Replacement VFDs, DCD, and Electric Boards will be invoiced by the Vendor at a cost plus a percent mark-up.

The Vendor shall provide hourly rates for overtime / holiday rates for the various work described herein.

The Vendor shall provide hourly rates and overtime / holiday rates for Field Service.

**1.3 References and Experience**

A. References

1. The Vendor shall submit a list of five (5) customers for whom the Vendor has performed variable frequency drive (VFD), direct current drive (DCD) and electronic board repair services during the past three (3) years and provided labor and equipment and materials to perform similar services.
2. The list shall include names, addresses, telephone numbers, and contact person who is knowledgeable of services provided.

B. Experience

1. The Vendor shall submit a brief company history of providing the specified services.
2. The Vendor shall provide a brief description of its service facilities and the work performed there.
3. The Vendor shall provide a description of its work force including number of skilled personnel and their length of service with the company.
4. The Vendor shall provide a list of variable frequency drive (VFD) and direct current (DCD) drive companies for whom it serves as a factory authorized repair and reconditioning shop.
5. The Vendor shall provide a list of variable frequency drive (VFD) and direct current (DCD) drive companies for whom it serves as a factory authorized distributor.
6. The Vendor shall provide a list of electronic board companies for whom it serves as a factory authorized repair and reconditioning shop.
7. The Vendor shall provide a list of electronic board companies for whom it serves as a factory authorized distributor.

#### 1.4 WARRANTY

A. Variable Frequency Drive and Direct Current Drive Repair, Reconditioning, and/or Replacement

The Vendor shall warrant and guarantee the work performed for a period of one (1) year following delivery of the work to the City. The work shall be guaranteed and warranted against defective workmanship and materials. Replacement VFDs shall have a five (5) year warranty from startup date and shall have certified startup.

B. Electronic Board Repair, Reconditioning, and/or Replacement

The Vendor shall warrant and guarantee the work performed for a period of ninety (90) days following delivery of the work to the City. New electronic boards shall be warranted for one (1) year after delivery to the City. The work shall be guaranteed and warranted against defective workmanship and materials.

## **2.0 SERVICES AND OTHER REQUIREMENTS**

### **2.1 GENERAL**

#### **2.1.1 Sole Vendor**

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 USEPA, TDOT, OSHA, 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, Waste Resources Division, and Moccasin Bend WWTP work rules and regulations when on site.

#### **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.

## **2.2 DESCRIPTION OF CONTRACTED SERVICES**

### **2.2.1 General**

- A. The Vendor shall provide all labor, benefits, equipment, fuel, materials and any other related expenses necessary to provide the variable frequency drive (VFD), direct current drive (DCD) and electronic board repair, reconditioning, maintenance, and replacement services described herein, including equipment pick-up and delivery, for the Waste Resources Division.
- B. The Vendor shall provide the services 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 technicians and equipment when it is needed.
- C. The Vendor shall provide the City with an estimate, including all parts, materials, labor, and shipping costs to complete repairs, reconditioning, and test services on each unit sent for repair within five (5) business days. This estimate shall include a reasonable delivery date for the repairs, reconditioning, and test services.

- D. 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.
- E. Vendor shall make available a detailed report of repairs for all equipment that has been sent for repair and maintain a history for each piece of equipment. This information shall be maintained in a manner that is available to the City for review on line at any time.
- F. Vendor shall make available on-line a tracking system of the all the equipment that has been sent for repair to allow the City the ability to check the status of the repair at any time.

### **2.2.2 Vendor Services**

- A. Variable Frequency Drive and Direct Current Drive Repair, Reconditioning, and/or Replacement
  1. The Vendor shall provide pickup and delivery transportation services for all variable frequency drives, and direct current drives to be repaired, reconditioned or replaced. No drive shall be picked up without being assigned a unique identifier to allow the City to track status of repair.
  2. The Vendor shall provide factory trained technicians to come on site at the various sites to trouble shoot and inspect the variable frequency drives (VFD) and direct current drives (DCD). The Vendor shall recommend whether it will be necessary to remove the VFD or DCD to the Vendor's shop for further evaluation.
  3. The Vendor shall disassemble, inspect, and/or test each VFD or DCD upon receipt at the Vendor's shop. All of the electrical and mechanical components of each VFD or DCD shall be evaluated. Upon completion of this inspection, the Vendor shall prepare for the City an estimate of the cost to repair, recondition, or replace the VFD or DCD. The City will provide the Vendor with a decision to proceed with the repair and reconditioning or replacement of the VFD or DCD.
  4. The Vendor shall electrically repair, recondition, and test the VFD or DCD in accordance with manufacturers' operation and maintenance manuals. The Vendor shall provide a certification upon completion of the work that the repair, reconditioning, and testing have been performed in accordance with the manufacturers' operation and maintenance manuals.
  5. If the decision of the City is to replace the VFD or DCD, the Vendor shall provide a replacement VFD or DCD at the Vendor's cost plus the percent mark-up allowed by the Contract. Labor charges incurred during the inspection / testing shall be charged at the contract rate if the decision is to replace it.
  6. The vendor will provide onsite installation of VFDs or DCDs when requested and be present at startup to certify the VFD or DCD
- B. Electronic Board Repair, Reconditioning, and/or Replacement

1. The Vendor shall provide pickup and delivery transportation services for all boards to be repaired, reconditioned or replaced. No board shall be picked up without being assigned a unique identifier to allow the City to track status of repair.
2. The Vendor shall provide factory trained technicians to come on site at the various sites to trouble shoot and inspect the electronic boards. The Vendor shall recommend whether it will be necessary to remove the electronic boards to the Vendor's shop for further evaluation.
3. The Vendor shall disassemble, inspect, and/or test each electronic board upon receipt at the Vendor's shop. All of the electrical and mechanical components of each electronic board shall be evaluated. Upon completion of this inspection, the Vendor shall prepare for the City an estimate of the cost to repair, recondition, or replace the electronic boards. The City will provide the Vendor with a decision to proceed with the repair and reconditioning or replacement of the electronic boards.
4. The Vendor shall electrically repair, recondition, and test the electronic boards in accordance with manufacturers' operation and maintenance manuals. The Vendor shall provide a certification upon completion of the work that the repair, reconditioning, and testing have been performed in accordance with the manufacturers' operation and maintenance manuals.
5. If the decision of the City is to replace the electronic boards, the Vendor shall provide a replacement electronic board at the Vendor's cost plus the percent mark-up allowed by the Contract. Labor charges incurred during the inspection / testing shall be charged at the contract rate if the decision is to replace it.

### **2.2.3 City Supplied Services**

The City will provide the following services;

1. Provide reasonable access to City facilities.
2. Provide assistance to load VFDs or DCDs onto Vendor's trucks.

## **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.

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(Signature of Contractor)

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(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 proposer and each person signing on behalf of any proposer 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 proposer is not on the list created pursuant to § 12-12-106.

(SIGNED)

---

(PRINTED NAME)

---

(BUSINESS NAME)

---

(DATE)

---

**No Contact/No Advocacy Affidavit**

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: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_