

Date: January 29, 2020

Requisition No.: 194207

**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 February 19, 2020*

**Requisition / Bid No.: R194207 / 305766
Ordering Dept.: Fleet Management Division, Public Works
Buyer & E-mail: Mark McKeel mmckeel@chattanooga.gov**

Items Being Purchased: Automotive Filters

*****REQUEST FOR BIDS MUST BE RECEIVED***
2:00 P.M., EST on February 19, 2020**

*****PRE-BID CONFERENCE WILL BE CONDUCTED***
10:00 A.M., EST on February 12, 2020**

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

**The City of Chattanooga Standard Terms and Conditions posted on the website
are applicable and can be found at:**

<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:

19-FEB-20 at 2:00 PM

BID NUMBER: 305766

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.

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Item	Class-Item	Quantity	Unit	Unit Price	Total
<p>Requisition / Bid# No.: 194207 / 305766 Ordering Dept.: Fleet Management Division, Public Works Buyer: Mark McKeel Phone No.: 423-643-7236</p> <p>Items Being Purchased: Automotive Filters</p> <p>ATTACHMENTS: 1. Specification (3 pages) 2. Affirmative Action Plan (2 pages) 3. Iran Divestment Act (1 page) 4. No Contact / No Advocacy Affidavit (1 page) 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.</p> <p>NOTE: A Pre-Bid Conference will be held February 12, 2020 at 10:00 AM, at the Purchasing Department Conference Room, 101 East 11th Street, Suite 13, Chattanooga, TN 37402. Attendance at the Pre-Bid is Preferred.</p> <p>This Shall Be A twelve (12) Month Blanket Contract To Supply Automotive Filters to the Fleet Management Division.</p> <p>The Contract Term May Be Renewed For An Additional Two (2) Twelve (12) Months 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 FEBRUARY 19, 2020 ***</p> <p>PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (305766) ON OUTSIDE PACKAGING</p> <p>PLEASE DO NOT EMAIL BIDS</p> <p>**** Vendor Shall Hold Prices Firm for First (1st) Year of Contract ****</p> <p>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.</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</p>					

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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 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:

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 ****

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The City is Exempt from all Federal and State Tax.
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TERMS OF PAYMENT: _____

TELEPHONE NUMBER: _____

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COMPANY: _____

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NAME AND TITLE: _____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Air Filter-Paccar-Part #P611696	10	Each	_____	_____
2	Air Filter-Motorcraft-Part #7C3Z9601A	62	Each	_____	_____
3	Air Filter-Motorcraft-Part #FA1883	51	Each	_____	_____
4	Air Filter-Motorcraft-Part #FA1884	197	Each	_____	_____
5	Air Filter-Motorcraft-Part #FA1908	27	Each	_____	_____
6	Air Filter-Motorcraft-Part #FA1912	78	Each	_____	_____
7	Air Filter-Motorcraft-Part #FA1916	12	Each	_____	_____
8	Air Filter-Motorcraft-Part #FA1939	24	Each	_____	_____
9	Air Filter-Motorcraft-Part #FA1941	12	Each	_____	_____
10	Air Filter-Motorcraft-Part #FA1947	12	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
11	Air Filter-Motorcraft-Part #FA1948	24	Each	_____	_____
12	Air Filter-Luberfiner-Part #LAF4482	12	Each	_____	_____
13	Air Filter-International-Part #2517298C1	58	Each	_____	_____
14	Air Filter-Fleetguard-Part #AF25590	21	Each	_____	_____
15	Air Filter-Fleetguard-Part #AF25707	81	Each	_____	_____
16	Air Filter-Fleetguard-Part #AF27688	10	Each	_____	_____
17	Air Filter-Fleetguard-Part #AF409K	18	Each	_____	_____
18	Air Filter-Fleetguard-Part #AF4610	15	Each	_____	_____
19	Air Filter-Fleetguard-Part #AF4619	113	Each	_____	_____
20	Air Filter-Fleetguard-Part #AF4878	15	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
21	Air Filter-Fleetguard-Part #AF55020	15	Each	_____	_____
22	Air Filter-Fleetguard-Part #AF821M	11	Each	_____	_____
23	Air Filter-Fleetguard-Part #AF888M	11	Each	_____	_____
24	Air Filter-Fleetguard-Part #AH8503	10	Each	_____	_____
25	Air Filter-Donaldson-Part #P777868	44	Each	_____	_____
26	Air Filter-Donaldson-Part #P777869	44	Each	_____	_____
27	Cabin Air Filter-Motorcraft-Part #FP68	42	Each	_____	_____
28	Cabin Air Filter-Motorcraft-Part #FP71A	13	Each	_____	_____
29	Cabin Air Filter-Motorcraft-Part #FP89	12	Each	_____	_____
30	Cabin Air Filter-International-Part #2506656C1	27	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
31	Cabin Air Filter-International-Part #3839141C1	88	Each	_____	_____
32	Coolant Water Filter-International-Part #1820361C1	10	Each	_____	_____
33	Coolant Water Filter-Fleetguard -Part #WF2077	14	Each	_____	_____
34	Crankcase Ventilation Filter-Fleetguard-Part #CV50626	13	Each	_____	_____
35	Crankcase Ventilation Filter-Fleetguard-Part #CV50628	24	Each	_____	_____
36	Fuel Filter-Paccar-Part #K371011	49	Each	_____	_____
37	Fuel Filter-Motorcraft-Part #FD4628	12	Each	_____	_____
38	Fuel Filter-Motorcraft-Part #FD4629	12	Each	_____	_____
39	Fuel Filter-Motorcraft-Part #FG1083	18	Each	_____	_____
40	Fuel Filter-Motorcraft-Part #FG1114	130	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
41	Fuel Filter-John Deere-Part #RE522868	16	Each	_____	_____
42	Fuel Filter-John Deere-Part #RE526557	10	Each	_____	_____
43	Fuel Filter-International-Part #1817677C91	11	Each	_____	_____
44	Fuel Filter-International-Part #1822588C1	10	Each	_____	_____
45	Fuel Filter-International-Part #1878042C92	62	Each	_____	_____
46	Fuel Filter-International-Part #1878042C93	49	Each	_____	_____
47	Fuel Filter-Fleetguard-Part #FF5206	24	Each	_____	_____
48	Fuel Filter-Fleetguard-Part #FF5207	13	Each	_____	_____
49	Fuel Filter-Fleetguard-Part #FF5636	16	Each	_____	_____
50	Fuel Filter-Fleetguard-Part #FF5776	55	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
51	Fuel Filter-Fleetguard-Part #FF63009	35	Each	_____	_____
52	Fuel Filter-Fleetguard-Part #FS1000	14	Each	_____	_____
53	Fuel Filter-Fleetguard-Part #FS19596	13	Each	_____	_____
54	Fuel Filter-Fleetguard-Part #FS19684E	17	Each	_____	_____
55	Fuel Filter-Donaldson-Part #4080114C1	12	Each	_____	_____
56	Hydraulic Filter HYD 3-Micron-Heil-Part #750953001	14	Each	_____	_____
57	Hydraulic Filter-Luberfiner-Part #LFP1652	23	Each	_____	_____
58	Hydraulic Filter-Fleetguard-Part #HF35476	31	Each	_____	_____
59	Hydraulic Filter-Fleetguard-Part #HF6520	17	Each	_____	_____
60	Hydraulic Filter-Fleetguard-Part #HF6710	15	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
61	Oil Filter-Napa-Part #100010	16	Each	_____	_____
62	Oil Filter-Motorcraft-Part #3C3Z6731AA	15	Each	_____	_____
63	Oil Filter-Motorcraft-Part #FL2062	12	Each	_____	_____
64	Oil Filter-Motorcraft-Part #FL400S	13	Each	_____	_____
65	Oil Filter-Motorcraft-Part #FL500S	651	Each	_____	_____
66	Oil Filter-Motorcraft-Part #FL820S	299	Each	_____	_____
67	Oil Filter-Motorcraft-Part #FL910S	658	Each	_____	_____
68	Oil Filter-Luberfiner-Part #LFP2160	48	Each	_____	_____
69	Oil Filter-Luberfiner-Part #LFP2285	12	Each	_____	_____
70	Oil Filter-International-Part #1884508C1	58	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
71	Oil Filter-International-Part #1884508C2	42	Each	_____	_____
72	Oil Filter-International-Part #2606467C92	15	Each	_____	_____
73	Oil Filter-Fram-Part #PH10575	44	Each	_____	_____
74	Oil Filter-Fleetguard-Part #LF16242	13	Each	_____	_____
75	Oil Filter-Fleetguard-Part #LF16243	21	Each	_____	_____
76	Oil Filter-Fleetguard-Part #LF3345	31	Each	_____	_____
77	Oil Filter-Fleetguard-Part #LF3462	12	Each	_____	_____
78	Oil Filter-Fleetguard-Part #LF3970	20	Each	_____	_____
79	Oil Filter-Fleetguard-Part #LF9009	34	Each	_____	_____
80	Oil Filter-Fleetguard-Part #LF9025	21	Each	_____	_____

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81	Oil Filter-Fleetguard-Part #LF9080	75	Each	_____	_____
82	Power Steering Filter-International-Part #ZFS87904M	13	Each	_____	_____
83	Power Steering Filter-Fleetguard-Part #3937557S	23	Each	_____	_____
84	Power Steering Filter-Fleetguard-Part #HF6162	12	Each	_____	_____
85	Power Steering Filter-Fleetguard-Part #LF637	33	Each	_____	_____
86	DEF Doser Filter & Nipple-Paccar-Part #5303604CUM	20	Each	_____	_____
87	Automatic Transmission Filter-Motorcraft-Part #FT210	12	Each	_____	_____
88	Automatic Transmission Filter-Motorcraft-Part #FT218	12	Each	_____	_____
89	Automatic Transmission Filter-Ford-Part #F6AZ7A098A	17	Each	_____	_____
90	Automatic Transmission Filter-Allison-Part #29548988	12	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
91	Automatic Transmission Filter-Allison-Part #29558118	27	Each	_____	_____
92	DEF Tank Vent Filters-Paccar-Part #M376091	43	Each	_____	_____

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**AUTOMOTIVE FILTERS
FOR CITY OF CHATTANOOGA PUBLIC WORKS DEPARTMENT
FLEET DIVISION
January 2020**

1. Scope of services

The scope of services included in these specifications shall be to provide cost of delivery of items listed. 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.

2. Basis of bidding

The Vendor shall submit two (2) copies of bid documents utilizing the Bid Form provided. The Bid shall include pricing for all automotive filters.

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

- a. Vendor will provide 24 hour turnaround time for delivery from order placement, otherwise, Fleet Management is to be notified immediately in order to make other arrangements
- b. No substitution if manufacturer is listed
- c. No delivery fees allowed

6. The City will provide the following services:

- a. Designate a City representative to coordinate part orders 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. 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.
- c. Vendor's Invoice must list a valid E-Mail Address for billing questions and inquiries.
- d. 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.
- e. 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.
- f. Items being billed on Markup line must have corresponding source Invoice, and that total and Markup breakdown must be reflected on Vendor's Invoice to the City. The Markup for items purchased on the percent Markup line, is for markup of items only. No Markup is allowed for taxes or freight charges. The taxes and freight charges will be a straight reimbursement, with no Markup.
- g. Markup will be calculated as the following example:
 - i. If the part costs vendor \$100.00,
 - ii. And the Markup on contract is 10%,
 - iii. City will reimburse Vendor \$110.00.
- h. 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.
- i. Vendor's Invoices that are billed inaccurately, incompletely, or otherwise unprocessable are not considered valid.
- j. 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.

- k. 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.
- l. Accurate Invoices, with all appropriate backup documentation, shall be sent to:

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

and copy sent to:

City of Chattanooga
Fleet Management
3102 Elmendorf Circle
Chattanooga, TN 37406
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

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: _____