

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**  
 06-DEC-16 at 2:00 PM  
**BID NUMBER: 304484**

**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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City of Chattanooga  
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 Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
Requisition No.: 145571 Ordering Dept.: Chattanooga Public Library Buyer: Geoffrey Hipp 423-643-7233 ***** DESCRIPTION: Library Shelving Relocation per specifications ***** ATTACHMENTS: - Specifications - Iran Divestment Act - Affirmative Action Plan - Standard Terms and Conditions: ( <a href="http://www.chattanooga.gov/purchasing/standard-terms-and-conditions">http://www.chattanooga.gov/purchasing/standard-terms-and-conditions</a> ) ***** *** BIDS MUST BE RECEIVED NO LATER THAN *** ***** 2:00 PM ON DECEMBER 6, 2016 ***** ***** PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (3044843197) ON OUTSIDE PACKAGING ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION, FREIGHT ALLOWED. ***** NOTE: 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.  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. ***** PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION: Company Name _____ Address _____ Phone/Toll-Free No. _____ Fax No. _____ E-Mail Address _____ Contact Person's Name _____ Estimated Delivery _____ Minority-Owned Business ___ Small Business ___ Veteran ___ Minority Woman Owned Business ___ Disabled Veteran ___ Women-Owned Business ___					

**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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 101 East 11th Street, Suite G13  
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Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Library Shelving Relocation Project per Specification at 1001 Broad St., Chattanooga, TN 37402s	1	Each	_____	_____

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

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

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

# Request for Bid Solicitation

## Specifications and Notice to Bidders for

### Chattanooga Public Library Shelving Relocation Project

- Work shall be performed in stages according to remediation and construction schedule.
- Contractor is to furnish all labor and material in execution of the contract.
- Contractor is responsible for any damage to shelving and or other property of owner due to his or her actions or the actions of any and all representatives of the contractor in the process of the execution of the contract.
- Contractor is expected to arrive and perform on site and within 10 days of notice. Liquidated damages will be applied after the 11<sup>th</sup> day at \$4,000.00 per day. It is imperative that the contract be executed in a timely manner as to not delay the abatement contractor. The Library reserves the right to change the remediation and construction schedule as needed.
- Any extra charges to owner by contractor in the form of an additional trip or change orders shall be agreed upon in writing before the work can begin.
- All work to be performed after library hours of operation. Before 9am – or after 8 pm Monday thru Thursday, before 9am –or after 6pm Friday thru Saturday or all day Sunday.
- Multiple trips will be required. Each bidder shall include a separate price for each additional trip over the amount agreed upon amount.
- All trips will be documented with an original signed work order for Library Business Office – detailing scope of work. All corresponding invoices will be sent to the Business Office of the Chattanooga Public Library 1001 Broad Street Chattanooga, TN 37402.

- Levels 1, 2, and 3 of the downtown Chattanooga Public Library – Will require the moving of all the double faced book stacks from current location to opposite location on the same floor for the duration of the abatement process which will be approximately ½ of the occupied space per floor. Once the abatement process is complete for the ½ unoccupied now empty Library space per floor, all shelving will be returned/moved to opposite side for remaining abatement process. Once the abatement process is completed there will be a final move to redistribute shelving and stacks per floor.

**Project Contacts:**

**Richard Beeland 423-643-7715**

**Natalie Phillips 423-643-7716**

**Robert Hart 423-643-7746**

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)

## 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 that 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 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 all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, 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)

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(Date)