

Date: June 16, 2020

Requisition No.: 199546

**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 June 30, 2020*

Requisition / Bid No.: R199546 / 305920

Ordering Dept.: City Wide Services Division, Public Works

Buyer & E-mail: Mark McKeel mmckeel@chattanooga.gov

Items Being Purchased: Manhole Components

*****REQUEST FOR BIDS MUST BE RECEIVED*****

2:00 P.M., EST on June 30, 2020

Pre-bid will not be conducted due to the COVID-19 virus.

**All questions must be submitted to me at mmckeel@chattanooga.gov
by June 23, 2020 at 2:00 PM EST.**

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

BID OPENING DATE AND TIME:
 30-JUN-20 at 2:00 PM

BID NUMBER: 305920

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
Requisition / Bid No.: 199546 / 305920 Ordering Dept.: City Wide Service Division, Public Works Buyer: Mark McKeel Phone No.: 423-643-7236 Items Being Purchased: Manhole Components ATTACHMENTS: 1. Boilerplate & Bid Lines (8 pages) 2. Specifications (3 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 http://www.chattanooga.gov/purchasing/standard-terms-and-conditions If you can't download call buyer for a copy. NOTE: Pre-bid will not be conducted due to the COVID-19 virus. All questions must be submitted to me at mmckeel@chattanooga.gov by June 23, 2020 at 2:00 PM EST. PLEASE NOTE: The evaluation of this bid will include location and delivery time. This Shall Be A Twelve (12) Month Blanket Contract for Manhole Components for the City Wide Services Waste Division and other Divisions within Public Works. 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 30, 2020 *** PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (305920) 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					

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Item	Class-Item	Quantity	Unit	Unit Price	Total
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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 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 ****

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: _____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Manhole Catch Basin Back, V-4095 (Curb Inlet)	8	Each	_____	_____
2	Curb Inlet Hood, 48" Tall, V-4095	8	Each	_____	_____
3	Manhole Catch Basin Frame, V-4095	8	Each	_____	_____
4	Manhole Catch Basin Grate, V-4095	8	Each	_____	_____
5	Manhole Catch Basin Grate, 1/2 Piece, 21-1/2" x 22-7/8", V-4095	8	Each	_____	_____
6	Manhole Curb Inlet Frame and Double Grate, V-4095	8	Each	_____	_____
7	Manhole Catch Basin, Complete V-4095	8	Each	_____	_____
8	Manhole Castings Complete, A-2024-81	8	Each	_____	_____
9	Manhole Frame and Cover, A-2024-41	8	Each	_____	_____
10	Manhole Frame, 8" V-1380-2-24 Clear	8	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
11	Manhole Frame, 4" Tall, 24" Clear	8	Each	_____	_____
12	Manhole Frame, 3" Tall, 22" Clear	8	Each	_____	_____
13	Manhole Replacement Cover for Plastic Lid, Dexol	8	Each	_____	_____
14	Chattanooga Logo "Drain" Lid, 1-1/2" Seat 26" Diameter	8	Each	_____	_____
15	Chattanooga Logo "Sewer" Lid, 1-1/2" Seat 26" Diameter	8	Each	_____	_____
16	Chattanooga Logo "Drain" Lid, "Non Traffic"	8	Each	_____	_____
17	Manhole Frame, 22.5" Clear GA-1033 Slab Type "Non Traffic"	8	Each	_____	_____
18	Manhole Grate, #12 State Standard	8	Each	_____	_____
19	Manhole Grate, City Standard A-3024-81	8	Each	_____	_____
20	Manhole Catch Basin Grate, Double City Standard	8	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
21	Manhole 22" Square Frame and Grate, V-5622	8	Each	_____	_____
22	Catch Basin Frame, 22" x 22" Clear Reversible, V-5622	8	Each	_____	_____
23	Catch Basin Grate, 23-3/4 x 23-3/4 x 1-1/2, V-5622	8	Each	_____	_____
24	Catch Basin Frame, 24-1/2" x 30-3/8" Clear, V-5763	8	Each	_____	_____
25	Manhole Grate, 26" Diameter, V-3380	8	Each	_____	_____
26	Manhole Frame and Grate, 24x24 Heavy Duty, A-5724	8	Each	_____	_____
27	Manhole Frame and Grate, V-3317	8	Each	_____	_____
28	Manhole Steps, A-1984	8	Each	_____	_____
29	Manhole Steps, A-1983	8	Each	_____	_____
30	TN 12 Non Mountable CI Hood, D-CBB-12A	8	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
31	Manhole Paving Ring with Set Screws, 23-1/2" x 1-1/2" x 2"	8	Each	_____	_____
32	Manhole Catch Basin Grate, 37-3/4" x 37-3/4" x 1-1/2", V5636	8	Each	_____	_____
33	#12 Catch Basin Frame (D-CBB-12A), V4074010	8	Each	_____	_____
34	#12 Catch Basin Grate (D-CBB-12A), V4074030	8	Each	_____	_____
35	# 22 Grate, 21-3/4" x 22-7/8", V4095220	8	Each	_____	_____
36	Water Tight Assembly with Chattanooga Logo, V2150325	8	Each	_____	_____
37	Catch Basin Frame, 30" x 30", V5630010	8	Each	_____	_____
38	Catch Basin Grate, 31-3/4" x 31-3/4", V5630030	8	Each	_____	_____
39	Catch Basin Frame, 36" x 36", V5636010	8	Each	_____	_____
40	Manhole Cover, A-2024-81	8	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
41	Manhole Cover to fit 3" Tall Frame, V1140050	8	Each	_____	_____
42	Manhole Ring and Cover, VM89 City Standard, V-1389	8	Each	_____	_____
43	Manhole Components not Listed; _____ % Markup	1	Each	_____	_____

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**SPECIFICATIONS
MANHOLE COMPONENTS
CITY OF CHATTANOOGA**

The City of Chattanooga, Tennessee, the "City," invites all interested firms to submit their bid for the following Manhole Components:

1. Manhole Catch Basin Back, V-4095 (Curb Inlet)
2. Curb Inlet Hood, 48" Tall, V-4095
3. Manhole Catch Basin Frame, V-4095
4. Manhole Catch Basin Grate, V-4095
5. Manhole Catch Basin Grate, 1/2 Piece, 21-1/2" x 22-7/8", V-4095
6. Manhole Curb Inlet Frame and Double Grate, V-4095
7. Manhole Catch Basin, Complete V-4095
8. Manhole Castings Complete, A-2024-81
9. Manhole Frame and Cover, A-2024-41
10. Manhole Frame, 8" V-1380-2-24 Clear
11. Manhole Frame, 4" Tall, 24" Clear
12. Manhole Frame, 3" Tall, 22" Clear
13. Manhole Replacement Cover for Plastic Lid, Dexol
14. Chattanooga Logo "Drain" Lid, 1-1/2" Seat 26" Diameter
15. Chattanooga Logo "Sewer" Lid, 1-1/2" Seat 26" Diameter
16. Chattanooga Logo "Drain" Lid, "Non Traffic"
17. Manhole Frame, 22.5" Clear GA-1033 Slab Type "Non Traffic"
18. Manhole Grate, #12 State Standard
19. Manhole Grate, City Standard A-3024-81
20. Manhole Catch Basin Grate, Double City Standard
21. Manhole 22" Square Frame and Grate, V-5622
22. Catch Basin Frame, 22" x 22" Clear Reversible, V-5622
23. Catch Basin Grate, 23-3/4 x 23-3/4 x 1-1/2, V-5622
24. Catch Basin Frame, 24-1/2" x 30-3/8" Clear, V-5763
25. Manhole Grate, 26" Diameter, V-3380
26. Manhole Frame and Grate, 24x24 Heavy Duty, A-5724
27. Manhole Frame and Grate, V-3317
28. Manhole Steps, A-1984
29. Manhole Steps, A-1983
30. TN 12 Non Mountable CI Hood, D-CBB-12A
31. Manhole Paving Ring with Set Screws, 23-1/2" x 1-1/2" x 2"
32. Manhole Catch Basin Grate, 37-3/4" x 37-3/4" x 1-1/2", V5636
33. #12 Catch Basin Frame (D-CBB-12A), V4074010
34. #12 Catch Basin Grate (D-CBB-12A), V4074030
35. # 22 Grate, 21-3/4" x 22-7/8", V4095220
36. Water Tight Assembly with Chattanooga Logo, V2150325
37. Catch Basin Frame, 30" x 30", V5630010
38. Catch Basin Grate, 31-3/4" x 31-3/4", V5630030
39. Catch Basin Frame, 36" x 36", V5636010

40. Manhole Cover, A-2024-81
41. Manhole Cover to fit 3" Tall Frame, V1140050
42. Manhole Ring and Cover, VM89 City Standard, V-1389

Purchases are made on an as needed basis. The City of Chattanooga shall guarantee no minimum or maximum amount to be purchased.

LENGTH OF CONTRACT

The length of contract shall be for a period of 12 months, with an option to renew for 2 additional 12-month periods by mutual agreement between the Contractor and the City.

BILLING CONSIDERATIONS

The City will make payment to the Vendor according to the City's Purchase Order Standard Terms and Conditions, [https://chattanooga.gov/images/City_of_Chattanooga - Standard Terms and Conditions Revised 7.18.2018.pdf](https://chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revised_7.18.2018.pdf).

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.

1. Vendor's Invoice must list a valid E-Mail Address for billing questions and inquiries.
2. 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.
3. 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.
4. Vendor will be responsible for collection signature and legible name of City employee when delivering goods/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.
5. Vendor's Invoices that are billed inaccurately, incompletely, or otherwise unprocessable are not considered valid.

6. 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.
7. 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 order.
8. 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 a copy sent to:

City of Chattanooga
Attn: Marie Janeway
900 East 11th Street
Chattanooga, TN 37403
PWCWS-Payables@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

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: _____