

BID SOLICITATION



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

BID OPENING DATE AND TIME:

24-MAR-20 at 2:00 PM

BID NUMBER: 305832

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.

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.: 196144 Bid No.: 305832 Ordering Dept.: Waste Resources Division, Public Works Buyer: Amanda Berkowitz Phone No.: (423) 643-7233 Email: aberkowitz@chattanooga.gov Items Being Purchased: Overhead Door Annual Maintenance & Repair Services A pre-bid will be held 10:00 AM EST Wednesday, March 18, 2020 at: Moccasin Bend Wastewater Treatment Plant - O & C Building Conference Room 455 Moccasin Bend Rd. Chattanooga, TN 37405 Deadline for Questions March 19, 2020 This Shall Be A Twelve (12) Month Blanket Contract To Supply Overhead Door Annual Maintenance & Repair Services. The Contract Term May Be Renewed For An Additional Two (2) Twelve (12) Month 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. QUANTITIES ARE ESTIMATES ONLY THE CITY OF CHATTANOOGA SHALL GUARANTEE NO MINIMUM OR MAXIMUM AMOUNT PURCHASED DURING THE LIFETIME OF THE CONTRACT. ATTACHMENTS: Specifications (6 pgs) Affirmative Action Plan (2 pgs) Iran Divestment Act (1 pg) No Contact / No Advocacy Statement (1 pg) 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. *** BID MUST BE RECEIVED NO LATER THAN *** *** 2:00 PM EST ON MARCH 24, 2020 *** 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 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.					

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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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TELEPHONE NUMBER: _____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Non-Emergency Repair Services - 1 man	140	Hour	_____	_____
2	Non-Emergency Repair Services - 2 men	25	Hour	_____	_____
3	Emergency Repair Services - 1 man	5	Hour	_____	_____
4	Emergency Repair Services - 2 men	5	Hour	_____	_____
5	_____% Markup - Repair Parts Not Covered by Annual Maintenance Services	1	Each	_____	_____
6	Non-Emergency Repair - Service Call Fee	12	Each	_____	_____
7	Emergency Repair - Service Call Fee	5	Each	_____	_____
8	Orchard Knob Pump Station (1 Door)	1	Each	_____	_____
9	Williams Street CSO (2 Doors)	1	Each	_____	_____
10	South Chickamauga Pump Station (2 Doors)	1	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
11	Highland Park Pump Station (1 Door)	1	Each	_____	_____
12	Dupont Pump Station (1 Door)	1	Each	_____	_____
13	23rd Street Pump Station (2 Doors)	1	Each	_____	_____
14	Citico Pump Station (2 Doors)	1	Each	_____	_____
15	Carter Street CSO (1 Door)	1	Each	_____	_____
16	Filter Press Building; Treatment Plant (3 Doors)	1	Each	_____	_____
17	MLK CSO (2 Doors)	1	Each	_____	_____
18	Friar Branch Pump Station (1 Door)	1	Each	_____	_____
19	Warner Park CSO (1 Door)	1	Each	_____	_____
20	Blower Building; Treatment Plant (1 Door)	1	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
21	Chlorine Building; Treatment Plant (2 Doors)	1	Each	_____	_____
22	Plant Maintenance Building; Treatment Plant (5 Doors)	1	Each	_____	_____
23	O & C Building; Treatment Plant (1 Door)	1	Each	_____	_____
24	Warehouse; Treatment Plant (2 Doors)	1	Each	_____	_____
25	CB-2; Treatment Plant (1 Door)	1	Each	_____	_____
26	Influent Pump Station; Treatment Plant (1 Door)	1	Each	_____	_____
27	Return Sludge Building; Treatment Plant (1 Door)	1	Each	_____	_____
28	I & I Building; Treatment Plant (16 Doors)	1	Each	_____	_____
29	Sewer Maintenance; Treatment Plant (3 Doors)	1	Each	_____	_____
30	Bleach Farm; Treatment Plant (1 Door)	1	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
31	CB-1; Treatment Plant (1 Door)	1	Each	_____	_____
32	Digester Building; Treatment Plant (3 Doors)	1	Each	_____	_____
33	Lube Shed; Treatment Plant (1 Door)	1	Each	_____	_____
34	Service Scissor Lift Charge, When Required (Doors Greater than 10ft High)	10	Each	_____	_____
35	Water Quality Shed, City Yards (2 doors)	1	Each	_____	_____
36	Tire Shop, City Yards (2 Doors)	1	Each	_____	_____
37	Brine Building, City Yards, (1 Door)	1	Each	_____	_____
38	Carpenter Shop, City Yards (2 Doors)	1	Each	_____	_____
39	Birchwood Landfill (6 Doors)	1	Each	_____	_____
40	Summit Landfill (4 Doors)	1	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
41	Parks Maintenance Shop (1 Door)	1	Each	_____	_____
42	Coolidge Park Maintenance Shop (1 Door)	1	Each	_____	_____
43	Brainerd Golf Course, Maintenance Building (3 Doors)	1	Each	_____	_____
44	Brainerd Golf Course, Maintenance Building (3 Doors)	1	Each	_____	_____
45	Brown Acres Golf Course, Cart Storage (2 Doors)	1	Each	_____	_____
46	Brown Acres Golf Course, Cart Storage (6 Doors)	1	Each	_____	_____
47	Miller Park Complex, Event Storage (1 Door)	1	Each	_____	_____
48	Fleet Management, 12th Street Garage (15 Doors)	1	Each	_____	_____
49	Fleet Management, Amnicola Garage (15 Doors)	1	Each	_____	_____
50	Outdoor Chattanooga Building (5 Doors)	1	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
51	Downtown Library (2 Doors)	1	Each	_____	_____
52	Mobile Communications Services (2 Doors)	1	Each	_____	_____

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**SPECIFICATIONS
FOR
BLANKET CONTRACT
TO SUPPLY
OVERHEAD DOOR ANNUAL MAINTENANCE SERVICES AND
OVERHEAD DOOR REPAIR SERVICES
CITY OF CHATTANOOGA, TENNESSEE
(February 2020)**

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 a blanket service contract for annual preventive maintenance as well as time and material repair services for all roll-up doors for the Waste Resources Division including the Moccasin Bend Wastewater Treatment Plant (MBWWTP), 455 Moccasin Bend Road, Chattanooga, Tennessee 37405, various wastewater pump stations throughout the area, and other City Departments.

1.2 BASIS OF BIDDING

The Bid shall include three (3) parts: One (1) price shall be given for annual maintenance service (as described in Section 2.2.2) for each overhead door listed. An additional cost per hour price shall be given for labor and equipment to perform repair services on an as-called basis, not covered under the annual maintenance visit, as described in Section 2.2.3. Prices shall be given for both non-emergency and emergency services. Pricing shall also be given which indicates the percent markup on parts required to be supplied by the vendor for repair services not covered under the annual maintenance visit (as described in Section 2.2.4).

The cost for all services shall include any and all costs for wages, benefits, indirect costs, overhead and profit, insurance, and any other related direct or indirect cost. The cost for all services shall include any and all equipment necessary to perform the work described herein.

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

1.3 SUBMITTALS

1.3.1 *Bid Bond*

Not Required

1.3.2 *Performance Bond*

None Required.

1.3.3 References and Experience

A. References

1. The Vendor shall submit a list of five (5) customers for whom the Vendor has performed overhead door maintenance and 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 overhead door manufacturers for whom it serves as a factory authorized repair and service facility. Vendor shall indicate terms for continuing any current warranties the City has on those overhead doors for which they are factory authorized.

1.4 GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

The Vendor shall comply with rules and conditions found in the City of Chattanooga, Purchasing Department's "General Conditions and Instructions to Bidders" that are a part of the invitation to Bid for the equipment or services specified herein.

1.5 WARRANTY

The Vendor shall warrant and guarantee the work performed for a period of one (1) year following completion of the work. 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, OHSA, 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 sites.

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.

2.1.4 *Failure to Provide Services and Termination of Contract*

In the event the Vendor:

- a. Fails to initiate services on the date specified or otherwise agreed to;
- b. Fails to provide all of the required documentation for his personnel, insurance, and any other documentation required by these Specifications at the specified times;
- c. After having begun services, abandons them for any reason;
- d. Suspends or refuses to continue services; or
- e. Defaults in any manner in the performance under the terms of the Contract for a period of thirty (30) days (unless the Vendor is prevented from continuing for reasons beyond its control);

The City of Chattanooga shall have the right to terminate the Contract immediately upon the written notification by the City for the reasons listed above and the City shall complete the Contract or have the services completed by another vendor in any reasonable manner at the Vendor's expense.

The City shall have the right to terminate the Contract after giving a thirty-day (30)

written notice to 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 overhead door maintenance and repair services described herein.
- B. For the annual maintenance services described in Section 2.2.2, the City will attempt to schedule the work to optimize the use of the Vendor's technicians and equipment when it is needed. The Vendor shall provide the repair services described in Section 2.2.3 on an "as needed" basis as requested by the City.
- C. 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.

2.2.2 Annual Maintenance Services

- A. The Vendor shall provide **annual maintenance services** described below to all overhead doors listed. Arrangements will be made for Vendor to be accompanied to each site by a City representative for access. The Vendor and City representative will mutually agree as to when these services are to be performed. The work shall commence once the PM is scheduled and Release Number is obtained.

Annual Maintenance Services shall consist of all of the following:

The required preventative maintenance task shown below applies to all manually operated and electrically powered overhead doors. These doors normally range in size from 7 to 24 feet wide by 7 to 20 feet in height.

1. Review manufacturer's instructions.
2. If the door is equipped with intrusion alarms, notify the appropriate person before operating.
3. Schedule maintenance on these doors so that it does not interfere with loading dock operations.
4. Inspect general arrangement of door and mechanism, mountings, guides, wind

locks, anchor bolts, counterbalance, weather-stripping, etc. Clean, tighten, and adjust as required. Make minor repairs as needed.

5. Inspect cables for frayed or broken strands or excessive rusting.
6. Inspect winding drum for tightness and proper tracking of cables.
7. Manually raise and lower door, noting that door tracks evenly and action of brake release, functioning of hand pulls, chains, sprockets, clutch, etc.
8. If equipped, inspect gearbox; change or add oil as needed.
9. Perform required lubrication. Remove old or excess lubricant.
10. Operate with power from stop to stop and at intermediate positions. Observe performance of various components, such as brake, limit switches, motor, gear box, etc. Clean and adjust as needed.
11. Check operation of electric eye, treadle, or other operating devices. Clean and make required adjustments.
12. Check manual operation. Note brake release, motor disengagement, functioning or hand pulls, chains sprockets, clutch, etc.
13. Examine motor, starter, push button, etc., blow out or vacuum if needed.
14. Clean unit and mechanism thoroughly. Touch up paint where needed.

B. - General

- Record findings, notify City representative in writing of additional service work needed and record for follow-up purposes.
- Provide City representative with copy of recorded findings resulting from these annual maintenance services

2.2.3 Overhead Door Repair Services

- A. Vendor shall provide overhead door **repair services** on an "as needed" basis as requested by the City. Vendor shall designate a representative to be contacted whenever the City requests such service. Vendor shall provide the non-emergency requested services within 48 hours of request by the City, unless other arrangements are mutually agreed upon. All non-emergency repair services requested by the City will be scheduled for

normal working hours and will be paid at the hourly rate stated on the Vendor's bid form for these services.

- B. Vendor shall provide all labor, benefits, equipment, fuel, tools and any other related expenses necessary to perform these services. Parts required for these services shall be paid at their documented cost plus markup stated on Vendor's bid form.
- C. **Emergency repair services** and services requested after hours, weekends or holidays will be paid at Vendor's hourly rate given on the bid form for these time periods. Emergency repair services shall be considered those requested by the City within four (4) hours of notification of Vendor.

2.2.4 Replacement of Parts

All parts required to be provided by vendor in performance of the services covered under Section 2.2.3 shall be paid for at their documented cost plus Vendor's markup as stated on Vendor's bid form. Vendor shall provide documentation of cost of parts with submission of invoices.

2.2.5 City Supplied Services

The City will provide the following services;

1. A designated representative to authorize repair services.
2. Access to City facilities covered by these specifications.

3.0 EXECUTION

3.1 CONTRACT STARTING DATE

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

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.

(Signature of Contractor)

(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 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 more information, please contact the State of Tennessee, Central Procurement Office

<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

No Contact/No Advocacy Statement

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: _____