

BID SOLICITATION



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

BID OPENING DATE AND TIME:

05-SEP-17 at 2:00 PM

BID NUMBER: 304857

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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Item	Class-Item	Quantity	Unit	Unit Price	Total
Requisition No.: 158540 / 304857 Ordering Dept.: Finance Buyer: Deidre Keylon Phone No.: 423-643-7231					
Items Being Purchased: Printing, Folding, Stuffing, and Mailing of Tax Bills and Related Bills, Notices, and Summons					
ATTACHMENTS: Specifications (2 pages), Affirmative Action Plan document (2 pages) and Iran Divestment Act Vendor Disclosure and Acknowledgement attestation form (1 page), Insurance requirements are included under Standard Terms & Conditions (see below); Samples are separate					
This Shall Be A Twelve (12) Month Blanket Contract To Supply Printing, Folding, Stuffing, and Mailing of Tax Bills and Related Bills, Notices, and Summons as Specified. The Contract Term May Be Renewed For An Additional Two 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.					
****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.					
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 SEPTEMBER 05-2017 *** ***DEADLINE FOR QUESTIONS IS AUGUST-28-2017 AT 2:00 PM EST*** ***ALL QUESTIONS MUST BE SUBMITTED IN WRITING TO DMKEYLON@CHATTANOOGA.GOV***					
City of Chattanooga (COC) Terms and Conditions posted on Website http://www.chattanooga.gov/purchasing/standard-terms-and-conditions apply.					
If you can't download call buyer for a copy.					
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 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					

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Item	Class-Item	Quantity	Unit	Unit Price	Total
<p>informalities in the bids received, and to accept any bid which in its opinion may be for the best interest of the City.</p> <p>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.</p> <p>**** NOTE ****</p> <p>PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:</p> <p>Company Name _____</p> <p>Address _____</p> <p>_____</p> <p>Phone/Toll-Free No. _____</p> <p>Fax No. _____</p> <p>eMail Address _____</p> <p>Contact Person's Name _____</p> <p>Estimated Delivery _____</p> <p>Minority-Owned Business _____ Small Business _____ Veteran _____</p> <p>Minority Woman-Owned Business _____ Disabled Veteran _____</p> <p>Woman-Owned Business _____</p>					

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: _____

SEALED BIDS

BID NUMBER: 304857

DELIVERY REQUIRED:

MAIL TO

Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Blanket PO - Printing, folding, stuffing, and mailing of Tax Bills, OSAP bills, Past Due Notices, and Summons		Dollar	_____	_____

NAME AND TITLE:

Specifications for Tax Bill Printing, Folding, Stuffing, and Mailing

Tax bill printing specifications:

- Quantity - 4 billings from September to March
 - September Billing - (Tax bills) - estimated (use for quoting) 70,000 bills
 - January Billing - (OSAP bills) - estimated (use for quoting) 200 bills
 - March Billing - (Past Due notices) - estimated (use for quoting) between 20,000 to 30,000 bills
 - March Billing - (Summons) - estimated (use for quoting) between 3,000 to 7,000 summons

THE CITY DOES NOT GUARANTEE A QUANTITY BUT ESTIMATES THESE AMOUNTS. PLEASE USE THESE AMOUNTS FOR YOUR QUOTE. PLEASE CONSIDER YOUR COMPANY'S INTERESTS ON THE LOW AND HIGH ENDS OF THESE RANGES. ALSO CONSIDER YOUR COMPANY'S INTERESTS AT LOWER AND HIGHER AMOUNTS.

- File structure provided by City to print vendor is a tab delimited file.
- Vendor must NCOA and Cass data file with certain records being supplied back to city.
- Vendor must be able to pull certain records/notices for City that do not require mailing.
- Notice is printed in Blue with black variable data front only 60 lb white stock 1/3 micro perf @ 3.667 from bottom.
- #10 window outgoing envelope 24lb white wove with special window 1 3/8 x 4 1/2 - 7/8L - 1/2B
- #9 return inside tint window size 1 3/8 x 4 1/2 - 3/4L - 1/2B
- Vendor must be able to group multiple notices in same envelope. There is no code in the City's current data to allow for extraction of addresses that receive multiple notices, and vendor has to pull those with same address.
- Vendor must also be able to group multiple notices in a 9x12 envelope when it exceeds capacity of a #10 envelope.
- Vendor must have capability to produce a QR code for notices. City's current software does not produce data for a QR code, but software changes may result in this capability.
- Vendor must also have capabilities to produce barcodes for internal city use. The information for the barcode is in the file provided by the City. The barcode is used for scanner identification during bill payment.
- Vendor must be able to proof and process and deliver notices to the USPS in a 24 hour turn-around time; this is a literal turn-around time; City must be able to review and approve digital proof of at least 250 bills at a time prior to vendor printing; e.g., data received by vendor at 9:00 am on Tuesday would need to be set, proofed, printed, folded, inserted, and delivered to USPS by 9:00 am Wednesday; City approval time can be reduced by batch size of 250 plus (250 is the minimum)
- All data processed verified and quality controlled

- No subcontracting allowed. All processes to include envelope printing, data, art, digital production, and all mailing services performed in the same facility.
- Mail delivered to Chattanooga TN - BMEU with maximum postage discounts available.
- Vendor must be able to bypass items that are coded for electronic bills.

Also:

- City requires Presort First Class US postage paid rate wherever possible
- Vendor must pay cost of postage (at bulk rate for pre-sorted mail, and at non-bulk rate for only mail that cannot qualify for bulk rate), then invoice City for repayment
- City must be able to approve proofs prior to printing or mailing to bill-recipients
- Vendor must include any implementation charges (all set up costs) in bid price
- Location of bill printing service, if not local to Chattanooga, cannot be revealed on any item
- Envelopes must mail from a local Chattanooga, TN, post office or vendor must utilize a City of Chattanooga USPS meter permit ID (Presort First Class US postage paid "Chattanooga TN" Permit No. (City permit) on all items (including return envelopes) that are postmarked

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 further information, please see website: www.tn.gov, type in search term "List of persons pursuant to Tenn.Code Ann. 12-12-106," to see a link to the "Public Information Library."

<https://www.tn.gov/generalservices/article/Public-Information-library>; There, click on List of persons pursuant to Tenn.Code Ann. 12-12-106. The link for the list which is periodically updated is:

https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_7.7.17.pdf