

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**  
 08-AUG-18 at 2:00 PM

**BID NUMBER:** 305180

**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
Requisition No: 173741 Ordering Dept: Regional Planning Agency Buyer: William Tucker Fax: 423-643-7244 Email: wtucker@chattanooga.gov *****					
Items Being Purchased: Temporary Employment – Project Planning Assistant *****					
ATTACHMENTS: Specifications (1 page) Instructions to Bidders (2 pages) *****					
***BIDS MUST BE RECEIVED NO LATER THAN ** *** 02:00 PM EST on August 8, 2018 *** *****					
SEALED BID: All Bids must be delivered to the Purchasing Office in a sealed envelope on or before the time and date specified above. DO NOT email or fax your Bid; such Bids cannot be considered. *****					
INFORMAL BID: Your Bid may be faxed or emailed to the Purchasing Office. *****					
This shall be a twelve-month blanket contract to supply Temporary Employment – Project Planning Assistant as needed by agencies of the City of Chattanooga. The contract terms may be renewed for one (1) additional twelve (12)-month term under the same terms and conditions by mutual agreement. The City of Chattanooga and the Contractor may extend the contract by providing written confirmation of agreement by both parties at least 30 days prior to the contract's current expiration date. *****					
The City of Chattanooga Standard Terms and Conditions are incorporated herein by reference, and are available for review on the City's website at <a href="http://www.chattanooga.gov/purchasing/standard-terms-and-conditions">http://www.chattanooga.gov/purchasing/standard-terms-and-conditions</a> . If you cannot access the document online, contact the Purchasing Office 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. By submission of a Bid, the bidder acknowledges having reviewed the Standard Terms and Conditions, and agrees to be bound by such terms. *****					
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. *****					
Vendor Contact Information:					

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
Vendor Name _____					
Contact Person _____					
Tel.: _____					
Fax: _____					
Email: _____					
Mailing Address: _____					
City, State, Zip: _____					
*****					

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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Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Planning Project Assistant		Dollar	_____	_____

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## Instructions to Bidders

(1) Bid documents can be downloaded from the City's website at [www.chattanooga.gov](http://www.chattanooga.gov). At the left side of that page is a link labeled "Bid Solicitations." Click that link, and a page will open with a list of the City's current Bid Solicitations, with links that will display a PDF version of the bid documents suitable for printing.

(2) Any Addenda will be published in the list of Bid Solicitations mentioned above. Bidders should check this list before submitting their bids, to see whether any Addendum has been issued.

(3) Bid documents should be submitted to the following address:

Purchasing Office, Suite G-13  
City Hall  
101 East 11th Street  
Chattanooga, TN 37401

(4) Sealed Bids should be submitted in a sealed envelope. No particular envelope is required, but the Bid Solicitation number should be marked on the outside of the envelope. This is a six-digit number starting with a "3".

(5) Any questions regarding the specifications or bidding process should be directed to the Buyer, preferably by email, to the following address: [wtucker@chattanooga.gov](mailto:wtucker@chattanooga.gov).

The Buyer will, if possible find answers to the submitted questions and will issue an Addendum so that all potential bidders will have access to the answers.

(6) Tennessee law prohibits municipalities from contracting with business entities which engage in investment activities in Iran. A list of such prohibited entities can be viewed at

[https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List\\_of\\_persons\\_pursuant\\_to\\_Tenn.\\_Code\\_Ann.\\_12-12106\\_Iran\\_Divestment\\_Act\\_updated\\_7.7.17.pdf](https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12106_Iran_Divestment_Act_updated_7.7.17.pdf)

A form entitled "Vendor Disclosure and Acknowledgement" is attached, which asks the Bidder to affirm that it is not on the list of prohibited entities. This form should be completed and submitted with your Bid.

(7) A Form titled "No Contact/No Advocacy" is attached, regarding contact with City representatives during the evaluation of Bids. Bidders are required to submit this completed Form with their Bids.

(8) Your bid should be entered on the third page of the Bid Solicitation Form as a unit price per hour for the services specified. There is no need to enter a figure in the "Total" column.

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) \_\_\_\_\_

**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: \_\_\_\_\_

# City of Chattanooga

## Regional Planning Agency

Bid Solicitation R173741 – B305180

### Temporary Employment - Planning Project Assistant

#### Specifications

City Department: Chattanooga-Hamilton County Regional Planning Agency

General Department Office Hours: 8:00 am-4:30 pm (M-F); evening and weekend work required

Services to be performed:

This is a temporary, entry level position. Main duties include assisting with land use or transportation-related planning projects and ongoing planning work through the performance of administrative work, basic research and public participation.

- Research: compiling data and images, internet searches, summarizing findings
  - General mapping: assisting with the creation of Geographic Information Systems (GIS) maps
  - Community Outreach: creating brochures and posters, maintaining contact lists, assisting with mailings, social media and e-blasts, web postings
  - Public Meeting Planning: scheduling, sending electronic invitations, creating post cards, tracking RSVP's, ordering food, transporting meeting supplies, meeting room set up, taking notes during meetings
  - In-house Meeting preparation: Setting up projector and laptop, ordering food, making copies, taking notes, typing up minutes
  - General office reception/admin support: greeting and assisting customers, transferring phone calls, filing (paper and digital), copying, changing wall displays, attending staff meetings
- Qualifications and Responsibilities:

Applicant must be over 18 years of age and have a valid driver's license. One (1) year of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered.

Employee will assist higher level staff of the Chattanooga-Hamilton County Regional Planning Agency with administrative and planning tasks.

Projected time needed: Up to one year with a possible extension