

# BID SOLICITATION



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

## 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.

## BID OPENING DATE AND TIME:

16-MAY-17 at 2:00 PM

**BID NUMBER: 304717**

## 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. 150776 Ordering Dept.: Department of Youth and Family Development Chattanooga Police Department Buyer: William Tucker Telephone: 423-643-7238 Fax: 423-643-7244 Email: wtucker@chattanooga.gov ***** Items Being Purchased: Disposable Diapers and Wipes ***** ATTACHMENTS: Specifications (2 pages) Instructions to Bidders (2 pages) ***** *** BIDS MUST BE RECEIVED NO LATER THAN *** *** 02:00 PM EST on MAY 16, 2017 *** ***** SEALED BIDS: 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. ***** This shall be a twelve (12) month blanket contract to supply Disposable Diapers and Wipes as needed by agencies of the City of Chattanooga. The contract term may be renewed for two (2) additional 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. ***** ***** ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION ** ***** City of Chattanooga Terms and Conditions are incorporated herein by Reference, and are posted on the City's Website at <a href="http://www.chattanooga.gov/general-services/purchasing/standard-terms-and-conditions">http://www.chattanooga.gov/general-services/purchasing/standard-terms-and-conditions</a> . If you cannot 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.  Quantities are estimates only. Purchases are to be made on an as-needed basis. The City of Chattanooga shall guarantee no minimum or maximum amount to be purchased under this contract.					

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Item	Class-Item	Quantity	Unit	Unit Price	Total
<p>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.</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>Vendor Contact Information:</p> <p>Vendor Name _____</p> <p>Contact Person _____</p> <p>Tel. _____</p> <p>Fax _____</p> <p>Email _____</p> <p>Street Address or PO Box _____</p> <p>City, State, Zip _____                      *****</p>					

**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	Disposal Diapers Size 1 - Small (8-14lbs) Quantity 120 per case	222	Case	_____	_____
2	Disposal Diapers Size 2 - Sm-Med (12-18) Quantity 120 per case	222	Case	_____	_____
3	Disposal Diapers Size 3 - Med(16-28lbs) Quantity 120 per case	222	Case	_____	_____
4	Disposal Diapers Size 4 - Large(22-37lbs) Quantity 120 per case	222	Case	_____	_____
5	Disposal Diapers Size 5 - Extra-Large(27+lbs) Quantity 120 per case	222	Case	_____	_____
6	Disposal Diapers Size 6 - 2Extra-Large(37+lbs) Quantity 120 per case	222	Case	_____	_____
7	Pull Ups Size 2T-3T (18-34lbs) 102 count per case for Boys	222	Case	_____	_____
8	Pull Ups Size 3T-4T (32-40lbs) 92 count per case for Boys	222	Case	_____	_____
9	Pull Ups Size 4T-5T (38+lbs) 78 count per case for Boys	222	Case	_____	_____
10	Baby Wipes 900 Count per case.	222	Case	_____	_____

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101 East 11th Street, Suite G13  
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Item	Class-Item	Quantity	Unit	Unit Price	Total
11	Pull Ups Size 2T-3T (18-34lbs) 102 count per case for Girls	222	Case	_____	_____
12	Pull Ups Size 3T-4T (32-40lbs) 92 count per case for Girls	222	Case	_____	_____
13	Pull Ups Size 4T-5T (38+lbs) 78 count per case for Girls	222	Case	_____	_____

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TELEPHONE NUMBER: \_\_\_\_\_

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

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

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

# City of Chattanooga

## Department of Youth and Family Development

### Specifications

### Disposable Diapers

Scope: To provide disposable diapers and baby wipes for Chattanooga Human Services Child Care and Head Start and Early Head Start Centers.

Acceptable Brands:     Huggies, Snug & Dry  
                                 Pampers, Swaddlers  
                                 Or Equal

Disposable diapers shall meet the following quality standards:

- Contoured shape to fit
- Leak Guard
- Flexibility
- Wetness Indicator
- Odor Control
- Extra-absorbing Stay Dry Liners
- Stretchable Waistband
- Must Stop Leaks

Bidders MUST provide, with their Bids, a sample diaper in each size offered. Samples will become the property of the Department of Youth and Family Development, and will not be returned.

The selected supplier will deliver diapers and wipes to the following locations:

- (1) Chattanooga Human Services Child Care Center, 501 West 12<sup>th</sup> Street, Chattanooga TN 37402.
- (2) Avondale Head Start, 2302 Ocoee Street, Chattanooga TN 37406.
- (3) Avondale Early Head Start, 2302-B Ocoee Street, Chattanooga TN 37406.
- (4) Cedar Hill HS/EHS Center, 4701 Divine Avenue, Chattanooga TN 37407.
- (5) Daisy HS/EHS Center, 9531 Ridge Trail Road, Soddy Daisy TN 37379.
- (6) North Chattanooga Center, 1510 Hamilton Avenue, Chattanooga TN 37405.

Deliveries shall be made within seven (7) business days following placement of the order.

# City of Chattanooga

## Department of Youth and Family Development

### Specifications

#### Baby Wipes

Scope: To provide baby wipes for Chattanooga Human Services Child Care and Head Start and Early Head Start Centers.

Acceptable Brands:     Huggies, Soft Care  
                                 Pampers, Sensitive  
                                 Or Equal

Baby wipes shall meet the following quality standards:

Fragrance Free  
Hypo-allergenic  
Alcohol Free  
Thick enough so that multiples are not required

Bidders must state the number of Wipes per carton. The requested count is 900 per carton.

Bidders MUST provide, with their Bids, a sample of the Wipes. Samples will become the property of the Department of Youth and Family Development, and will not be returned.

The selected supplier will deliver diapers and wipes to the following locations:

- (1) Chattanooga Human Services Child Care Center, 501 West 12<sup>th</sup> Street, Chattanooga TN 37402.
- (2) Avondale Head Start, 2302 Ocoee Street, Chattanooga TN 37406.
- (3) Avondale Early Head Start, 2302-B Ocoee Street, Chattanooga TN 37406.
- (4) Cedar Hill HS/EHS Center, 4701 Divine Avenue, Chattanooga TN 37407.
- (5) Daisy HS/EHS Center, 9531 Ridge Trail Road, Soddy Daisy TN 37379.
- (6) North Chattanooga Center, 1510 Hamilton Avenue, Chattanooga TN 37405.

Deliveries shall be made within seven (7) business days following placement of the order.

## 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 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 Purchasing Office at the following address:

Purchasing Office, Suite G13  
City Hall  
101 East 11<sup>th</sup> 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 noted 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 (Tenn. Code Ann. Section 12-12-106) prohibits municipalities from contracting with business entities which engage in investment activities with Iran. This law refers to a list of such business entities which is maintained by the State of South Carolina. This list can be reviewed on the internet at:

[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)

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

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) \_\_\_\_\_