

BID SOLICITATION



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

BID OPENING DATE AND TIME:
 19-NOV-19 at 2:00 PM

BID NUMBER: 305695

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.: 192233 Bid No.: 305695 Ordering Dept.: City Attorney's Office Buyer: Amanda Berkowitz Phone No.: (423) 643-7233 Email: aberkowitz@chattanooga.gov * Items Being Purchased: Mailing Services * Deadline for Questions: November 11, 2019 * This Shall Be A Twelve (12) Month Blanket Contract To Supply Mailing Services for the City Attorney's Office. 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 (2 pgs) Affirmative Action Plan (1 pg) Iran Divestment Act (1 pg) No Contact/No Advocacy Notice Receipt 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 NOVEMBER 19, 2019 *** * 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. * 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.					

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Item	Class-Item	Quantity	Unit	Unit Price	Total
<p>**** NOTE **** 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> <p>**** ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION ****</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: _____



CITY OF CHATTANOOGA
Specifications for Mail Services Vendor – Tax Year 2016
Submitted by: Office of the City Attorney
October 14, 2019

Scope of Services

The City of Chattanooga is looking for a vendor to provide document set up, printing, and mailing services for summonses and notice letters that will be sent to delinquent tax payers in preparation for the upcoming City of Chattanooga Tax Year 2016 Delinquent Tax Sale. In each mail batch, the City will send a summons or notice letter to each property owner on the City's delinquent tax list that contains information that is specific to the property at issue (e.g. the property address, tax map ID, legal description of the property etc.). Thus, the City seeks a vendor that will be able to do the following:

- Use data extracted from a Microsoft Excel spreadsheet to generate a personalized summons or notice letter for each property and property owner on the City's delinquent tax list. The Excel spreadsheet will be provided by the City.
 - A template version of the summons or notice letter will be provided by the City in Microsoft Word and will be set up so that the specific property/property owner information from the spreadsheet can be mail merged into the document.
- Send drafts of the mail merged summonses or notice letters to the City for review and approval before the documents are sent out into the mail stream.
- Upon receiving approval from the City, mail the summonses or notice letters to the property owners via United States Postal Service ("USPS") certified mail.
- Provide the City with electronic copies of the USPS signature sheets that contain signatures, tracking information, and/or return information for each certified mailing that is sent out.

Tentative Mail Schedule

Type of Mailing	Anticipated Mail Date*	Estimated Quantity of Mailings*
Re-issuance of Summons and Complaint (Property Owners)	December 1, 2019	1,600
Notice Letter to Lienholders (#1)	December 6, 2019	800
Notice Letter to Property Owners (#1)	January 10, 2020	950
Notice Letter to Property Owners (#2)	February 21, 2020	900
Notice Letter to Lienholders (#2)	February 21, 2020	600
Motion for Default – Property Owners	March 20, 2020	500
Motion for Default – Lienholders	March 20, 2020	300
Notice Letter to Property Owners (#3)	April 17, 2020	250
Notice Letter to Lienholders (#3)	April 17, 2020	100
Order Confirming Master's Report and Order to Sell – Property Owners	May 4, 2020	150

Order Confirming Master's Report and Order to Sell – Lienholders	May 4, 2020	60
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***Please Note:** The anticipated mail dates and estimated quantities that are listed above are very uncertain at this time and are likely to change during the coming weeks and months. The City will communicate with the vendor in advance of each mailing to ensure that information is sent to the vendor in a timely enough manner to ensure a smooth document set up and mailing process for each mail batch.

Basis of Bidding:

Bid shall include the rate for all services, per mailing, to include, setup fees, postage, or any other related cost.

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 proposer and each person signing on behalf of any proposer 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 proposer 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 Quote 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: _____