

BID SOLICITATION



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

BID OPENING DATE AND TIME:

02-JUN-16 at 2:00 PM

BID NUMBER: 304254

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:

V
E
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D
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R

RFQ

M
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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.: 135347 Ordering Dept.: Chattanooga Police Department Buyer: Geoffrey Hipp 423-643-7233 ***** DESCRIPTION: High Density File Storage System as specified ***** ATTACHMENTS: - Specifications - Insurance Requirements - Affirmative Action Plan - Standard Terms and Conditions: (http://www.chattanooga.gov/purchasing/standard-terms-and-conditions) ***** *** BIDS MUST BE RECEIVED NO LATER THAN *** ***** 2:00 PM ON JUNE 2, 2016 ***** ***** PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (304254) ON OUTSIDE PACKAGING ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION, FREIGHT ALLOWED. ***** NOTE: 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. 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. ***** PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION: Company Name _____ Address _____ Phone/Toll-Free No. _____ Fax No. _____ E-Mail Address _____ Contact Person's Name _____ Estimated Delivery _____ Minority-Owned Business _____ Small Business _____ Veteran _____ Minority Woman Owned Business _____ Disabled Veteran _____ Women-Owned Business _____					

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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101 East 11th Street, Suite G13
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Item	Class-Item	Quantity	Unit	Unit Price	Total
1	High Density File Storage System for CPD Records Room as specified	1	Each	_____	_____

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COMPANY: _____

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SIGNATURE: _____

TELEPHONE NUMBER: _____

NAME AND TITLE: _____

SPECIFICATIONS
for
HIGH DENSITY RECORDS STORAGE SYSTEM
for
CHATTANOOGA POLICE DEPARTMENT

Purpose

To increase the records storage capacity in the CPD Records Room by adding a high density (expanding) storage system.

Description

See attached drawings. Three carriages consisting of seven storage modules each will expand/collapse on rails with a mechanical assist system. Each storage module will be open on opposite sides with seven shelves and movable dividers.

Supplier Scope of Work

1. Deliver all materials to work site
2. Install rail system and flooring/ramps, as needed
3. Install the carriages, storage modules, and mechanical assist system
4. Clean-up work site as needed, remove any debris
5. Provide technical information and training (operation and maintenance), as needed
6. Work will be completed during normal CPD business hours

City Will Provide

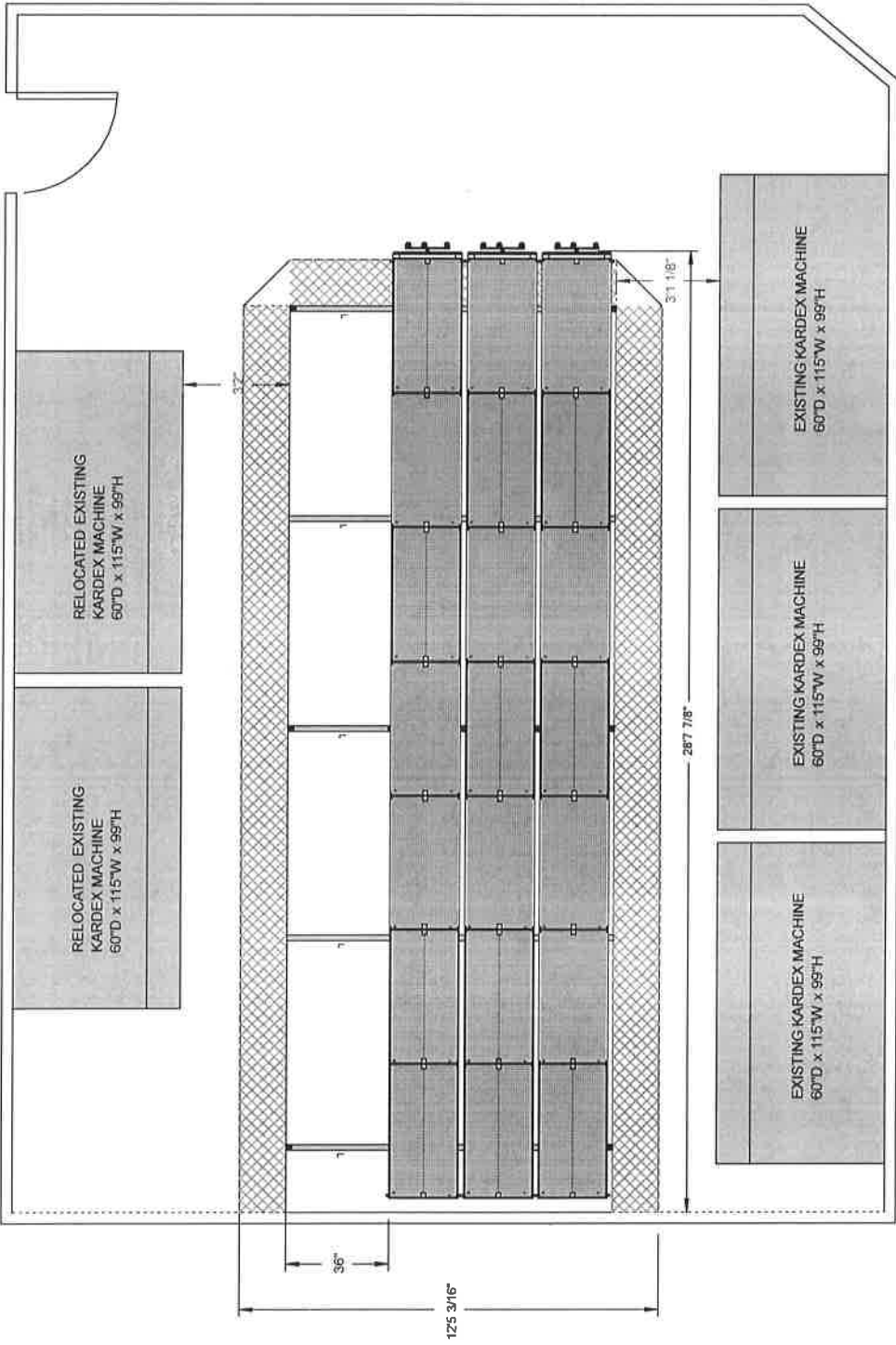
1. Clear work area and staging area
2. City will install floor covering (carpet, tile, etc.) over new flooring/ramps

Site Visit

A site visit prior to bidding is strongly recommended for site familiarization and information gathering.

Location: Chattanooga Police Services Center, 3410 Amnicola Hwy, Chattanooga, TN 30746

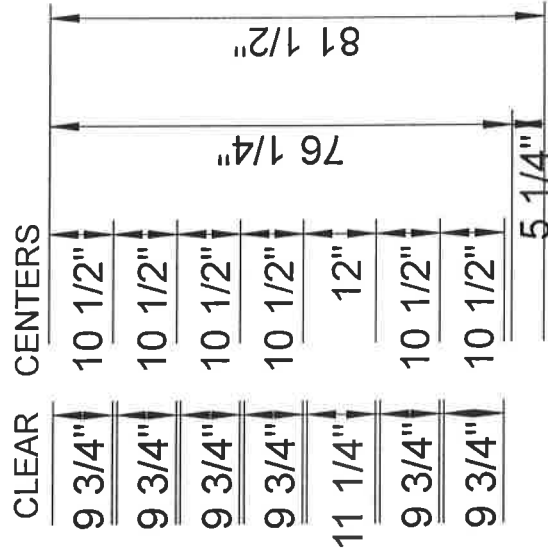
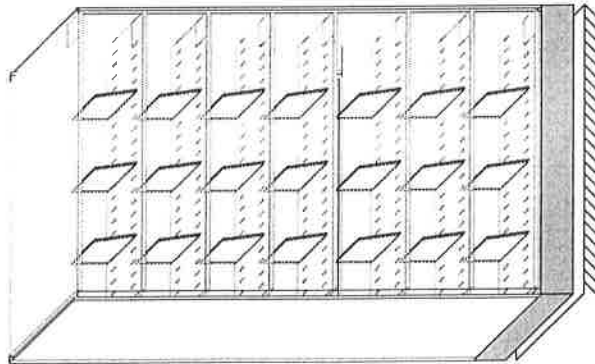
Contact to Schedule Site Visit: Randy Bell, Phone: 423-643-5189, e-mail: rwbell@chattanooga.gov



Project Name: CITY OF CHATTANOOGA POLICE DEPARTMENT - SUPPORT SERVICES		Project #: 		APPROVAL This drawing Approved By: _____ Dated _____
		Drawn by: 		
Salesperson:	Scale		Date Printed:	
	Rev level:			



MOBILE UNITS
48"W x 24"D



-F

Project Name: CITY of CHATTANOOGA POLICE DEPARTMENT -
SUPPORT SERVICES

APPROVAL This drawing Approved By: _____	Drawn by: _____
	Date Printed: _____
	Dated _____

REQUIREMENTS FOR INSURANCE COVERAGE

Contractor shall purchase and maintain during the life of this Agreement, insurance coverage which will satisfactorily insure Contractor against claims and liabilities which arise because of the execution of this Agreement, with the minimum insurance coverage as follows:

- a. Commercial General Liability Insurance, with a limit of \$1,000,000 for each occurrence and \$2,000,000 in the general aggregate.
- b. Automobile Liability Insurance, with a limit of \$1,000,000 for each accident, combined single limit for bodily injury and property damage.
- c. Worker's Compensation Insurance and Employer's Liability Insurance, in accordance with statutory requirements, with a limit of \$500,000 for each accident.
- d. Professional Liability Insurance, with a limit of \$1,000,000 for each claim and aggregate.

If any of the above cited policies expire during the life of this Agreement, it is the Contractor's responsibility to forward renewal Certificates within ten (10) days after the renewal date containing all the aforementioned insurance provisions.

Certificates must specifically cite the following provisions:

- i. City of Chattanooga, its agents, representatives, officers, directors, officials and employees must be named an Additional Insured under the following policies:
 - a) Commercial General Liability
 - b) Auto Liability
 - c) Worker's Compensation Insurance and Employer's Liability Insurance
 - d) Professional Liability Insurance
- ii. Contractor's insurance must be primary insurance as respects performance of subject contract.
- iii. All policies, except Professional Liability Insurance, if applicable, waives rights of recovery (subrogation) against City of Chattanooga, its agents, representatives, officers, directors, officials and employees for any claims arising out of work or services performed by Contractor under this Agreement.

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 that 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 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 all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, 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)