



# REQUEST FOR QUOTATION

Quotations will be received until 17-SEP-20 at 4:30 PM

Reqn. No: 305984

## PURCHASING OFFICE

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

Phone: (423) 643-7230  
Fax: (423) 643-7244

Page 1 of 2 Date: 09/11/2020

### VENDOR NOTICE (THIS IS NOT A PURCHASE ORDER)

The City of Chattanooga reserves the right to reject any and/or all bids, waive all informalities in the bids received, and to accept any bid, which is 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. The city is exempt from all federal and state tax. Tax is not to be included in the bid price.

#### DELIVERY LOCATION:

City of Chattanooga  
Purchasing Department  
101 E. 11th Street, Suite G13  
Chattanooga, TN 37402

BUYER: J Shelton

#### VENDOR QUOTATION

Item	Description of Material, Service or Construction	Qty	Unit	Unit Price	Extended Price
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#### ATTACHMENTS:

- Specifications (1pg)
- Affirmation Action Plan (2pgs)
- No Contact/ No Advocacy Notice Receipt (1pg)
- Iran Divestment Act Form (1pg)

Bid exactly as specified?

Yes  No

Are you a City of Chattanooga Employee

Yes  No

Are there additional Shipping Charges

Yes  No

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.

#### NOTE:

##### ALL QUOTES MUST BE SIGNED

All quotes received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Vendor acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

#### PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:

Company Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone/Toll-Free No. \_\_\_\_\_

Fax No. \_\_\_\_\_

eMail Address \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Estimated Delivery \_\_\_\_\_

Minority-Owned Business \_\_\_\_\_ Small Business \_\_\_\_\_ Veteran \_\_\_\_\_

Minority Woman-Owned Business \_\_\_\_\_ Disabled Veteran \_\_\_\_\_

Woman-Owned Business \_\_\_\_\_

#### THIS SECTION MUST BE COMPLETED BY VENDOR

Delivery shall be made \_\_\_\_\_ calendar days after receipt of order. Payment Terms: \_\_\_\_\_

Vendor: . - RFQ -

Phone: () Fax:

Email Address:

Signature \_\_\_\_\_

Date \_\_\_\_\_

Typed Name and Title \_\_\_\_\_



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#### Instructions to Vendors

(1) Request for Quote documents can be downloaded from the City of Chattanooga's website by using the following link <http://www.chattanooga.gov/purchasing/bidssolicitations>. This page will provide a list of the current Request for Quotes with links that will display a PDF version of the documents suitable for printing.

(2) All Addenda will be posted and attached to the Request for Quote file. Vendors should check this list before submitting their quote, to see if any Addenda have been posted.

(3) Quotes should be submitted by the due date/time to the Purchasing Office via mail, email, or fax.

Purchasing Department  
City Of Chattanooga  
101 East 11th Street, Suite G 13  
Chattanooga, TN 37402  
Phone: 423-643-7230  
Fax: 423-643-7244  
Attn: Jaime Shelton

(4) Any questions regarding the specifications or quoting process should be directed to the Buyer, at the following email address: [JShelton@Chattanooga.Gov](mailto:JShelton@Chattanooga.Gov)

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

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Vendor: . - RFQ -

Phone: ( ) Fax:

Email Address:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name and Title



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**VENDOR QUOTATION**

Item	Description of Material, Service or Construction	Qty	Unit	Unit Price	Extended Price
1	Hourly rate for individual, group and quarterly sessions Sept 2020-2022	300	Hour	_____	_____
	<b>TOTAL</b>				_____

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Email Address:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name and Title

The Contractor will provide music services to the Family Justice Center for the *Transforming Family Justice Center Services: Creating New Pathways of Hope and Healing for Polyvictims Purpose Area 1* Office of Victims of Crime (OVC) Grant Award 2019-V3-GX-K036. The Contractor will provide the following:

- Serve as a subject matter expert on the grant Learning Exchange Team (LET) and attend all required LET meetings as scheduled
- Trauma-informed therapeutic music intervention using music expression for clients that are referred via the FJC's OVC grant intake process
- Sign into grant log book when providing contract services to clients or trainings pertaining to OVC grant
- No over time will be permitted
- All terms are effective upon the acceptance of the solicitation and may end no later than September 30, 2022.

The Contractor shall agree to perform all terms and conditions of this contract as awarded, and will be paid according to the City of Chattanooga's invoice processing schedule. Contractor understands that sessions are based on need and clientele at a per hour rate for individual sessions, group sessions, and quarterly school-based intervention groups until September 30, 2022.

## 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. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, any contractor and/or subcontractor is further required to file in duplicate within ten (10) days of being notified that it is the lowest responsible bidder, an affirmative action plan with the EEO Director of the City of Chattanooga. This plan shall state the Contractor's goals for minority and women utilization as a percentage of the work force on this project.
5. This Plan or any attachments thereto shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project. This plan or attachment thereto shall further describe the methods by which the Contractor or Subcontractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.

During the term of this contract, the Contractor upon request of the City, will make available for inspection by the City of Chattanooga copies of payroll records, personnel documents and similar records or documents that may be used to verify the Contractor's compliance with these Equal Opportunity provisions.

6. The Contractor will include the portion of the sentence immediately preceding paragraph 1 and the provisions of paragraphs 1 through 6 in every subcontract so that such provisions will be requested of each subcontractor. The Contractor agrees to notify the City of Chattanooga of any subcontractor who refuses or fails to comply with these equal opportunity provisions. Any failure or refusal to comply with these provisions the Contractor and/or Subcontractor shall be a breach of this contract.

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(Signature of Contractor)

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(Title and Name of Construction Company)

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(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: \_\_\_\_\_

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 more information, please contact the State of Tennessee, Central Procurement Office  
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>