

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**

09-APR-19 at 2:00 PM

**BID NUMBER: 305427**

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
Requisition No: 182936 Ordering Dept: Youth and Family Development Buyer: William Tucker Fax: 423-643-7244 Email: wtucker@chattanooga.gov ***** Items Being Purchased: Foods for Head Start Centers ***** ATTACHMENTS: Specifications (1 page) Affirmative Action Plan (2 pages) Instructions to Bidders (3 pages) ***** ***BIDS MUST BE RECEIVED NO LATER THAN ** *** 02:00 PM EST on APRIL 9, 2019 *** ***** 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. ***** This shall be a twelve-month blanket contract to supply Foods for Head Start Centers as needed by agencies of the City of Chattanooga. The contract terms 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 extend the contract by providing written confirmation of agreement by both parties at least 30 days prior to the contract's current expiration date. ***** Items being purchased are to be delivered to various locations listed in the Specifications. ***** Delivery Contact: Sherrill Ware, Tel. 423-994-9821 ***** Department of Youth and Family Development 501 West 12th Street Chattanooga, TN 37402 ***** ALL ITEMS MUST BE QUOTED F.O.B DESTINATION ***** 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. Any requests for modification of the City's Terms and Conditions MUST be submitted with your Bid. ***** PRICE ESCALATION CLAUSE: All prices under this contract shall remain fixed during each twelve (12) month contract period. If, as a result of a general change in prices or discounts, the contractor has changed prices for all of its customers, then, at the time of contract renewal, the prices under this contract may be adjusted accordingly after acceptance. All price increases must be justified by providing a copy of the prevailing labor wage or material cost increases. The effective date of price					

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changes shall be the date the Purchasing Department approves such changes, or the effective date of such price changes stated by the contractor, whichever date is later.  
 \*\*\*\*\*

**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.  
 \*\*\*\*\*

**NO SUBSTITUTIONS OR EQUIVALENTS WILL BE ACCEPTED.**  
 \*\*\*\*\*

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:

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	Gluten Free Shells	3000	Each	_____	_____
2	Gluten Free Fish Sticks	3000	Each	_____	_____
3	Gluten Free Bread Roll	3000	Each	_____	_____
4	Gluten Free Cod (fish patty)	3000	Each	_____	_____
5	Gluten Free Corn Tortilla	3000	Each	_____	_____
6	Gluten Free Chicken Nuggets	3000	Each	_____	_____
7	Gluten Free elbow Noodles	3000	Each	_____	_____
8	Gluten Free cookie	3000	Each	_____	_____
9	Gluten Free Animal Cookies	3000	Each	_____	_____
10	Gluten Free French Toast Sticks	3000	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
11	Gluten Free Cheddar Biscuits	3000	Each	_____	_____
12	Gluten Free Multi-Grain Sliced Bread	3000	Each	_____	_____
13	Gluten Free Classic White Bread	3000	Each	_____	_____
14	Gluten Free & Wheat Free Waffles	3000	Each	_____	_____
15	Gluten Free Hamburger Buns	3000	Each	_____	_____
16	Gluten Free Ginger Snaps	3000	Each	_____	_____
17	Gluten Free Crackers	3000	Each	_____	_____
18	Gluten Free Chocolate Muffin	3000	Each	_____	_____
19	Gluten Free Blueberry Muffin	3000	Each	_____	_____
20	Gluten Free Lemon Muffin	3000	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
21	veggie Chicken Tenders	3000	Each	_____	_____
22	Veggie Meat Free Patty	3000	Each	_____	_____
23	Beefless Ground Meat	3000	Each	_____	_____
24	Vegan Meat lovers Patty	3000	Each	_____	_____
25	Vegan veggie lover Patty	3000	Each	_____	_____
26	Morning Star Veggie Chicken Patty	3000	Each	_____	_____
27	Morning Star Veggie Tomato & Basil Pizza Burger	3000	Each	_____	_____
28	Gerber Baby 1st Food, Banana	3000	Case	_____	_____
29	Gerber Baby 1st Food, Carrots	3000	Case	_____	_____
30	Gerber Baby 1st Food, Green Beans	3000	Case	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
31	Gerber Baby 1st Food, Pears	3000	Case	_____	_____
32	Gerber Baby 1st Food, Applesauce	3000	Case	_____	_____
33	Gerber Baby 1st Food, Chicken	3000	Case	_____	_____
34	Gerber Baby 1st Food, Turkey	3000	Case	_____	_____
35	Gerber Baby 1st Food, Ham	3000	Case	_____	_____
36	Gerber Baby 1st Food, Beef	3000	Case	_____	_____
37	Gerber Baby 2nd Food, Sweet Potato	3000	Case	_____	_____
38	Gerber Baby 2nd Food, Chicken & Chicken Gravy	3000	Case	_____	_____
39	Gerber Baby 2nd Food, Ham & Ham & Gravy	3000	Case	_____	_____
40	Gerber Baby 2nd Food, Vegetable Beef	3000	Case	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
41	Gerber Baby 2nd Food, Beef & Beef Gravy	3000	Case	_____	_____
42	Gerber Baby 2nd Food, Bananas	3000	Case	_____	_____
43	Gerber Baby 2nd Food, Mixed Fruit	3000	Case	_____	_____
44	Gerber Baby 2nd Food, Applesauce	3000	Case	_____	_____
45	Gerber Baby 2nd Food, Chicken Noodle	3000	Case	_____	_____
46	Gerber Baby 2nd Food, Vegetable Chicken	3000	Case	_____	_____
47	Gerber Baby 2nd Food, Peas	3000	Case	_____	_____
48	Gerber Baby 2nd Food, Chicken & Rice	3000	Case	_____	_____
49	Gerber Baby Cereal Multigrain 8 oz.	3000	Each	_____	_____
50	Gerber Baby Cereal Rice 8 oz.	3000	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
51	Gerber Baby Cereal Oatmeal 8 oz.	3000	Each	_____	_____
52	Gerber Baby rice Cereal DHA 16 oz.	3000	Each	_____	_____
53	Gerber Organic Rice Cereal 8oz.	3000	Each	_____	_____
54	Country Crock Calcium Plus Vitamin D Vegetable Oil Spread 15 oz.	3000	Each	_____	_____
55	Galaxy's Rice Based Sliced Cheese	3000	Each	_____	_____
56	Thick-It Unflavored Ready to Use Food Thickener 36 oz.	3000	Each	_____	_____
57	Halal Certified Chicken Nuggets	3000	Each	_____	_____
58	Halal Certified Chicken Strips	3000	Each	_____	_____

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## **Specifications**

This Shall Be A Twelve (12) Month Blanket Contract To Supply and Deliver Infant and Toddler Foods to Various Head Start and Early Head Start Child Care Centers.

### **Food Requirements**

- No Substitutions are permitted
- The date of expiry of shelf life shall be declared on "Use Before"
- Expiration dates on baby food must be at least Six (6) Months out, anything less than Three (3) Months will be Refused Delivery.
- Sugar can not be no more than Six (6) grams per serving in the Baby Food.,
- Nutrition Labels/Ingredients list must be provided at the time of the Bid Opening Because, Children Under The Age Of Four (4) Can't Have Items Such As, But Not Limited To; Whole Corn, Whole beans, Species, Or Peppers, All Based on the Child and Adult Care Food Program (CACFP).Children's Allergies Such As, but not limited to; Carrots, Eggs, Dyes, Gluten and Soy, are accommodated based on Nutrition Labels.
- No Minimum Orders Requirements
- Delivery must be within 24 hours of order to accommodate new and changing diets per child, that can be daily, depending on doctors orders and Federal Head Start Enrollment Requirements.
- Back order items should be delivered within 2 - 3 Days.

Kitchen/Delivery Hours are 8:00 - 1:00

### **Delivery Location:**

Youth & Family Development ,501 W. 12th St. Chatt. TN, 37402  
Avondale Head Start Center, 2302-A Ocoee St. Chatt. TN, 37406  
Avondale Early Head start Center, 2302-B Ocoee St. Chatt. TN, 37406  
Cedar Hill Head Start/Early Head Start, 4701 Divine Ave. Chatt. TN,37407  
Daisy Head Start/Early Head Start, 9531 Ridge Trail Rd, Soddy Daisy, TN, 37379  
North Chattanooga Head Start, 1510 Hamilton Avenue Chatt, TN, 37405

### **Note:**

Child's Diet Must Not Be Disrupted Or Denied Food Patterns During Head Start Hours That Have Been Introduced at Home, Based on Federal Head Start Requirements.

## **Affirmative Action Plan**

For  
(Invitation or RFP No.)

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(Name of Contractor)

The above named Contractor is an equal opportunity employer and during the performance of this contract, the Contractor agrees to abide by the Affirmative Action Plan 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, or 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 Construction Company)

---

(Date)

## 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.

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 Affidavit**

City of Chattanooga  
Purchasing Division

**For Submission with Sealed RFP, RFQ, Sealed Bid Responses:**

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ (agent name), being first duly sworn, deposes and says 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 # \_\_\_\_\_;

(2) \_\_\_\_\_ (agent name) swears or affirms that the Submitter  
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: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_

City of Chattanooga, Purchasing Division

Rev Feb 2019