

Date: July 25, 2018

Requisition No.: 171447

**PURCHASING DEPARTMENT
101 EAST 11TH STREET
CITY HALL
SUITE G13
CHATTANOOGA, TENNESSEE
37402**

Request for Bid (RFB) for the City of Chattanooga, Tennessee

*Proposals will be received at 101 East 11th Street, Suite G13,
Chattanooga, TN 37402 until 2:00 P.M., EST. on August 8, 2018*

**Requisition / Bid No.: R171447 / 305176
Ordering Dept.: City Wide Services, City Forestry Division, Public Works
Buyer & E-mail: Mark McKeel mmckeel@chattanooga.gov**

Items Being Purchased: Trees

*****REQUEST FOR BIDS MUST BE RECEIVED*****

2:00 P.M., EST on August 8, 2018

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informality in the proposals received, and to accept any proposal 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.

The City's Standard Terms and Conditions may be found on website:
<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

Note: ALL BIDS MUST BE SIGNED

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

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Company Name: _____

Mailing Address: _____

City & Zip Code: _____

Phone/Toll Free No.: _____

Fax No.: _____

E-Mail Address: _____

Contact Person: _____

Company Title: _____

Signature: _____

BID SOLICITATION



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

BID OPENING DATE AND TIME:
 08-AUG-18 at 2:00 PM

BID NUMBER: 305176

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 / Bid No.: 171447 / 305176 Ordering Dept.: City Wide Services: City Forestry, Public Works Buyer: Mark McKeel Phone No.: 423-643-7236					
Items Being Purchased: Trees					
ATTACHMENTS: 1. Affirmative Action Plan (2 pages) 2. Iran Divestment Act Disclosure (1 page) 3. No Contact / No Advocacy Notice (1 page) 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.					
This Shall Be A Twelve (12) Month Blanket Contract To Supply Trees as needed by City Forestry.					
The Contract Term May Be Renewed For An Additional Two (2) 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 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.					
*** BID MUST BE RECEIVED NO LATER THAN *** *** 2:00 PM EST ON AUGUST 8, 2018 ***					
PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (305176) ON OUTSIDE PACKAGING					
**** Vendor Shall Hold Prices Firm for First (1st) Year of Contract ****					
Price Escalation Clause: If as a result of a general change in prices or discounts, the Contractor has changed prices to all of its customers, the price under this contract may be adjusted accordingly. Contractor may be requested to show proof of alleged price changes prior to approval of any price adjustments.					
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.					

BID SOLICITATION



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Item	Class-Item	Quantity	Unit	Unit Price	Total
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**** NOTE ****
 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 _____

**** ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION ****

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.

ALL BIDS MUST BE SIGNED – The undersigned offers the above quoted prices under the conditions contained herein.

TERMS OF PAYMENT: _____

TELEPHONE NUMBER: _____

COMPANY: _____

SIGNATURE: _____

NAME AND TITLE: _____

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City of Chattanooga
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Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Aeryn Trident Maple 2" Tree	20	Each	_____	_____
2	Autumn Blaze Maple 2" Tree	20	Each	_____	_____
3	Autumn Gold Ginkgo 2" Tree	20	Each	_____	_____
4	American Hophornbeam 1-3/4" Tree	20	Each	_____	_____
5	Ascendor Willow Oak 2" Tree	20	Each	_____	_____
6	Autumn Brilliance Serviceberry 5'-7' Tree	20	Each	_____	_____
9	Bald Cypress 2" Tree	20	Each	_____	_____
10	Blackgum 2" Tree	20	Each	_____	_____
11	Blue Atlas Cedar Tree	20	Each	_____	_____
12	Bosque Elm 2" Tree	20	Each	_____	_____

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City of Chattanooga
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Item	Class-Item	Quantity	Unit	Unit Price	Total
13	Bowhall Red Maple 2" Tree	20	Each	_____	_____
14	Bur Oak 2" Tree	20	Each	_____	_____
15	Burgandy Chinese Elm 2-1/2" Tree	20	Each	_____	_____
16	Chinese Fringe 9'-10' Tree	20	Each	_____	_____
17	Chinese Pistache 2" Tree	20	Each	_____	_____
18	Dawn Redwood 2" Tree	20	Each	_____	_____
19	Emerald Green Arborvitae 7'-8' Tree	20	Each	_____	_____
20	Foster Holly 6' Tree	20	Each	_____	_____
21	Goldenrain 2" Tree	20	Each	_____	_____
22	Green Giant Arborvitae 7'-8' Tree	20	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
23	Green Pillar Willow Oak Tree	20	Each	_____	_____
24	Greenspire Linden 2" Tree	20	Each	_____	_____
25	Happidaze Sweetgum 2" Tree	20	Each	_____	_____
26	Highbeam Overcup Oak 2" Tree	20	Each	_____	_____
27	Hightower Willow Oak 2" Tree	20	Each	_____	_____
28	Kentucky Coffeetree 2" Tree	20	Each	_____	_____
29	Kousa Dogwood 1-3/4" Tree	20	Each	_____	_____
30	Legacy Sugar Maple 2" Tree	20	Each	_____	_____
31	Leyland Cypress 6'-7' Tree	20	Each	_____	_____
32	Little Gem Magnolia 6'-7' Tree	20	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
33	Little Volunteer Tulip Poplar 2"Tree	20	Each	_____	_____
34	Musashino Zelkova 2" Tree	20	Each	_____	_____
35	Nellie Stevens Holly 6'-7' Tree	20	Each	_____	_____
36	Okame Cherry 2" Tree	20	Each	_____	_____
37	Overcup Oak 2" Tree	20	Each	_____	_____
38	Pin Oak 2" Tree	20	Each	_____	_____
39	Prairiefire Crabapple 2" Tree	20	Each	_____	_____
40	Princeton American Elm 2" Tree	20	Each	_____	_____
41	Trident Maple 2" Tree	20	Each	_____	_____
42	Redbud 2" Tree	20	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
43	Regal Prince Oak 2" Tree	20	Each	_____	_____
44	Royal Purple Smokebush 2" Tree (Cotinus Coggyria)	20	Each	_____	_____
45	Saucer Magnolia 6'-8' Tree	20	Each	_____	_____
46	Shumard Oak 2" Tree	20	Each	_____	_____
47	Silver Linden 2" Tree	20	Each	_____	_____
48	Sweet Bay Magnolia 6'-8' Tree	20	Each	_____	_____
49	White Shield Osage Orange 2" Tree	20	Each	_____	_____
50	Tulip Poplar 2" Tree	20	Each	_____	_____
51	Village Green Zelkova 2" Tree	20	Each	_____	_____
52	Wildfire Blackgum 2" Tree	20	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
53	Willow Oak 2" Tree	20	Each	_____	_____
54	Winter King Hawthorne 2" Tree	20	Each	_____	_____
55	Yellowwood 2" Tree	20	Each	_____	_____
56	Yoshino Cherry 2" Tree	20	Each	_____	_____
57	Columnar English Oak 2" Tree	20	Each	_____	_____
58	Columnar European Hornbeam 2" Tree	20	Each	_____	_____
59	Seedless Sweetgum 2" Tree	20	Each	_____	_____
60	Miscellaneous Trees; _____ % Markup for Trees not list above	1	Each	_____	_____

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NAME AND TITLE: _____

SPECIFICATIONS FOR TREES

1. Trees shall have a single, relatively straight trunk, and central leader. They shall be free of co-dominant stems and vigorous, upright branches that compete with the central leader. If the original leader has been headed, a new leader at least one-half of the diameter of the original leader shall be present.
2. Main branches shall be well-distributed along the central leader, not clustered together. They shall form a balanced crown appropriate for the age of the species/cultivar.
3. The attachment of the largest scaffold branches shall be free of included bark.
4. The tree trunk shall be relatively straight, vertical, and free of wounds, except properly made pruning cuts, which shall be closed over or less than 3/4 inch (2 cm) diameter open, sunburned areas, conks (fungal fruiting bodies), wood cracks, bleeding areas, signs of boring insects, galls, cankers, stem-girdling ties, or lesions (mechanical injury).
5. The root system shall be substantially free of injury from biotic (e. g., insects and pathogens) and abiotic (e. g., herbicide toxicity and salt injury) agents.
6. Desired caliper: two (2) inches unless otherwise specified. Multiple trunked trees such as river birch should be between six (6) and eight (8) feet tall as measured from the top of the root ball.

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.

(Signature of Contractor)

(Title and Name of Construction Company)

(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 further information, please see website:

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

No Contact/No Advocacy

Notice Receipt

City of Chattanooga
Purchasing Division

For Submission with Sealed Bid Solicitation 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: _____