

BID SOLICITATION



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

BID OPENING DATE AND TIME:

14-NOV-17 at 2:00 PM

BID NUMBER: 304908

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:

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
<p>Requisition No.: 161006 Ordering Dept.: Waste Resources Buyer: Geoffrey Hipp 423-643-7233 *****</p> <p>DESCRIPTION: This shall be a twelve (12) month blanket contract for Protective Footwear for the Waste Resources Division. The contract 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 bilaterally extend the contract by Written Confirmation by both parties at least 30 days prior to the contract's current expiration date into any successive term as provided herein. *****</p> <p>ATTACHMENTS: - Specifications - Iran Divestment Act - Affirmative Action Plan - Standard Terms and Conditions: (http://www.chattanooga.gov/purchasing/standard-terms-and-conditions) *****</p> <p>*** BIDS MUST BE RECEIVED NO LATER THAN *** ***** 2:00 PM ON NOVEMBER 14, 2017 ***** *****</p> <p>PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (304908) ON OUTSIDE PACKAGING *</p> <p>ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION, FREIGHT ALLOWED. *****</p> <p>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.</p> <p>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.</p> <p>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. *****</p> <p>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 to all of its customers, then, at the time of contract renewal, the price 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. Prompt notice of price changes (increases or reductions) must be furnished to the Purchasing Agent at least 30 days prior to the requested effective date and the prices for these services/materials shall remain firm for twelve (12) months. The effective date of price increases shall be the date the Purchasing Agent accepts the price changes or the effective date of increase stated by contractor's notice to Purchasing Agent, whichever is later. *****</p> <p>PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:</p> <p>Company Name _____</p> <p>Address _____</p> <p>Phone/Toll-Free No. _____</p> <p>Fax No. _____</p> <p>E-Mail Address _____</p>					

SEALED BIDS

BID OPENING DATE AND TIME:

BID NUMBER: 304908

PHONE #: (423) 643-7230

VENDOR

MAIL TO

Item	Class-Item	Quantity	Unit	Unit Price	Total
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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

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: _____

NAME AND TITLE: _____

**SPECIFICATIONS FOR BLANKET CONTRACT TO SUPPLY PROTECTIVE FOOTWEAR
DEPARTMENT OF PUBLIC WORKS, CITY OF CHATTANOOGA, TENNESSEE
OCTOBER, 2017**

1.0 General

1.1 Scope of services

The scope of services included in these specifications shall be to provide protective footwear for the City of Chattanooga Public Works Department.

It is the responsibility of each bidder to meet with Public Works personnel to determine needs in order to provide the best selections of shoes.

Any questions or comments related to the services described in these specifications may be directed to Geoff Hipp, Buyer, City of Chattanooga Purchasing Division, ghipp@chattanooga.gov.

1.2 Basis of bidding

The Vendor shall submit two (2) copies of bid documents utilizing the attached Bid Form. The Bid shall include brand, style number, manufacturer's suggested retail price, length of manufacturer's warranty, and percentage discount of each manufacturer's suggested retail price.

1.3 General conditions and instructions to bidders

The Vendor shall comply with the Terms and Conditions posted on website <http://chattanooga.gov/purchasing/standard-terms-and-conditions> that has been made a part of this solicitation.

1.4 Length of contract

The Contract for services described herein shall be for a period of one (1) year beginning the effective date of the award of the Contract. The City and Vendor shall have the option of mutually extending the Contract for two (2) additional one (1) year periods.

2.0 Services and other requirements

2.1 Brands

Vendor will offer a choice of three (3) of the ten (10) brands listed below:

Red Wing, Carhartt, Wolverine, Timberland, Keen, Georgia Boot, Caterpillar, Carolina, Hytech, or Rocky

2.2 Styles

Vendor will provide a choice of three (3) styles for men and one (1) style for women in each of their offered brands. Athletic or slip on styles are not acceptable. Acceptable footwear must be ankle height or taller, include a safety toe, have full leather uppers, must lace-up 6-8 inches, be water resistant or water proof, and comply with ANSI Z41.1-1991 or Z741.1-1999. All offered styles shall be first quality.

2.3 Sizes

Vendor will make available men's sizes 8B to 14EEE and women's sizes 6B to 10B. Sizing must include half sizes.

2.4 Mobile Units

If a mobile unit is Vendor's only option, the unit will need to be available quarterly. Vendor will be notified in advance which locations in the City require service each period. Vendor must provide a method for the sizing of new employees. Shoes must be delivered within 2 days. Shipping charges are allowed.

2.5 Local Store

If a local store is available, employees will shop during normal business hours. Free parking will be available for employees while receiving services. Shoes should be available for immediate delivery. If shoe is not in stock, they must be delivered within two (2) days. Shipping charges are allowed.

2.6 Cost Limit

The cost limit for safety shoes/boots purchased under this Contract will be \$175 per pair, after discount.

2.7 Availability

Shoes not in stock must be delivered within two (2) days. Shipping charges are allowed. If an offered style is discontinued, Vendor shall offer a replacement of equal value. City to approve any offered replacements.

2.10 Warranty

Manufacturer's warranty will apply to each pair of protective footwear.

2.11 City Supplied Services

The City will provide the following services:

1. Designate a City representative to coordinate pickup and delivery with Vendor's personnel.
2. Provide access to City facilities to provide service.

3.0 Execution

The contract for the services shall begin immediately on the effective date of the award of the Contract.

4.0 Payment of Services

4.1. The City will make payment to the Vendor according to the City's normal policies and procedures.

4.2 Vendor's Invoice must list a valid E-Mail Address for billing questions and inquiries.

4.3 Invoice Date is critical and Invoices must be sent to the City on the Invoice Date in order for the City's tracking system to accurately reflect the record. The Invoice Date must not precede the Ship Date or Service Date.

4.4 Invoice descriptions on transaction lines must match the wording of the Purchase Order transaction lines, and reference the corresponding transaction line number of the Purchase Order. The Vendor shall not invoice the City for any item that does not correspond to a line on the Purchase Order.

4.5 Vendor's Invoices that are billed inaccurately, incompletely, or otherwise unable to be properly processed are not considered valid.

4.6 When sending City a Revised Invoice, it must be clearly marked "Revised." When sending City a replacement Invoice, it must reference the Invoice Number it is replacing.

4.7 Invoices to the City shall reference the City Department, Release Number, Work Order Number (if applicable), and the first and last name of the City employee placing the order as well as the employee's signature. Employee shall be given a copy of receipt / ticket at time of purchase. Additional copies should be made available to the City upon request.

4.8 Accurate Invoices, with all appropriate backup documentation, shall be sent to:

City of Chattanooga
Attn: Accounts Payable Division
101 East 11th Street, Suite 101
Chattanooga, TN 37402
acctspayable@chattanooga.gov

and copy sent to:

Moccasin Bend Wastewater Treatment Plant
455 Moccasin Bend Road
Chattanooga, TN 37405
MBacctspayable@chattanooga.gov

BID FORM
Protective Footwear
City of Chattanooga, Department of Public Works
October 2017

Offered Brands	4 Offered Styles	Style #	Length of Warranty	MSRP	% discount	contract price
Brand A	men's					
	men's					
	men's					
	women's					
Brand B	men's					
	men's					
	men's					
	women's					
Brand C	men's					
	men's					
	men's					
	women's					

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/entitles/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106,_Iran_Divestment_Act-July.pdf

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)