

Date: April 18, 2018

Requisition No.: 167984

**PURCHASING DEPARTMENT  
101 EAST 11<sup>TH</sup> 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 11<sup>th</sup> Street, Suite G13,  
Chattanooga, TN 37402 until 2:00 P.M., EST. on May 2, 2018*

**Requisition / Bid No.: R167984 / 305074  
Ordering Dept.: Chattanooga-Hamilton County Air Pollution Control Board  
Buyer & E-mail: Mark McKeel mmckeel@chattanooga.gov**

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**Items Being Purchased: Filter Analysis for PM2.5 Monitoring**

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**\*\*\*REQUEST FOR BIDS MUST BE RECEIVED\*\*\*  
2:00 P.M., EST on May 2, 2018**

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**The City of Chattanooga reserves the right to reject any and/or all proposals,  
waive any informalities 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:**  
 02-MAY-18 at 2:00 PM

**BID NUMBER: 305074**

**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 / Bid No.: 167984 / 305074 Ordering Dept.: Chattanooga-Hamilton County Air Pollution Control Board Buyer: Mark McKeel Phone No.: 423-643-7236					
Items Being Purchased: Filter Analysis					
ATTACHMENTS: 1. Specifications (2 pages) 2. Affirmative Action Plan (2 pages) 3. Iran Divestment Act Disclosure (1 page) 4. No Contact/No Advocacy Notice (1 page)					
This Shall Be A Twelve (12) Month Blanket Contract To Supply Filter Analysis.					
The Contract Term May Be Renewed For An Additional Four (4) 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 MAY 2, 2018 ***					
City of Chattanooga (COC) Terms and Conditions posted on Website <a href="http://www.chattanooga.gov/purchasing/standard-terms-and-conditions">http://www.chattanooga.gov/purchasing/standard-terms-and-conditions</a>					
If you can't download call buyer for a copy.					
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.					
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.					
**** NOTE ****					

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
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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.

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: \_\_\_\_\_

# BID SOLICITATION



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

Item	Class-Item	Quantity	Unit	Unit Price	Total
1	PM2.5 Filter Analysis	750	Each	_____	_____
2	PM2.5 Filter Analysis Tare Only	100	Each	_____	_____

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TELEPHONE NUMBER: \_\_\_\_\_

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COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

## Filter Analysis for PM<sub>2.5</sub> Monitoring

This contract will be for pre-drying, pre-weighing, and post-drying and post-weighing 47mm Teflon PM<sub>2.5</sub> filters to 3 decimal places (0.001). The work must be done in a temperature and humidity controlled, static-free laboratory environment according to Part 40 of the *Code of Federal Regulations*; EPA's *QA Handbook for Air Pollution Measurement Systems: Volume II: Ambient Air Quality Monitoring Program* EPA-454/B-17-001; and EPA's Quality Assurance Guidance Document 2.12, *Monitoring PM<sub>2.5</sub> in Ambient Air Using Designated Reference or Class I Equivalent Methods* EPA 454/B-16-001.

In AQ Guidance Document 2.12, the applicable parts and sections are specifically: Chapter 9, Gravimetric Laboratory Design and Setup; Chapter 10, Filter Preparation and Analysis; Chapter 11, Performance Evaluation Section 11.2.7 Balance Accuracy Assessment and Section 11.2.8 Temperature and Relative Humidity Logger Audit Procedure; and Chapter 12 Calculations, Validations, and Reporting of PM<sub>2.5</sub> Section 12.2.2 Net PM<sub>2.5</sub> Mass Calculation and Section 12.2.3. PM<sub>2.5</sub> Concentration Calculation.

The contract lab will be responsible for any discussion in the Handbook or Guidance that is applicable to laboratory procedures, but not specifically named in this document.

### Filters: Supply and Preparation –

EPA will supply the filters to the Chattanooga-Hamilton County Air Pollution Control Bureau (the Bureau) who will forward them to the lab. The filters will be pre-dried, pre-weighed, loaded into clean cassettes, and mailed by the lab to the Bureau for exposure in the field. The Bureau will mail the exposed cassettes back to the laboratory on cold packs in a cooler with a digital thermometer that records the maximum and minimum temperatures. The filters will be removed from the cassettes, re-dried, and re-weighed within 30 days of exposure.

### Shipping Fees –

This contract will include shipment costs of any filters or items sent to the Bureau by the contract laboratory.

The contract laboratory will not be responsible for shipment fees for any shipment from the Bureau to the contract laboratory. Shipment fees for any filters or items sent to the contract laboratory from the Bureau will be paid by the Bureau.

### Cassettes Care and Cleaning Procedure –

Cassettes that hold the filters shall be cleaned with alcohol, acetone, or mild soap and water and dried by the laboratory before a new filter is loaded. Care should be taken to prevent any contamination of the cassettes.

The lab will ship loaded cassettes to the Bureau every two to three weeks as needed. The Bureau will ship the exposed cassettes back to the lab every two to three weeks.

#### Reporting –

This contract will include providing two reports per quarter: a report where data is in a readable format with weights and calculated  $PM_{2.5}$  values for each site and a report where data lines have been put into pipe delimited Air Quality System (AQS) loadable format with all four required lines. The lines are 88101, 68102, 68105, and 68108 for each run day formatted from the weights of filters and monitor downloads. The AQS format shall include void lines and blank data. The laboratory will add any necessary flags to the loadable AQS data lines when and if such is required.

The Bureau will e-mail the downloaded data from the  $PM_{2.5}$  Federal Reference Monitors to the lab.

#### Temperature and Humidity Control Charts –

Temperature and humidity control charts will be provided to the Bureau to demonstrate that the laboratory temperature and humidity have been properly controlled. Any laboratory deviation from the quality assurance requirements must be immediately reported to the Bureau.

#### Cassette Shipping –

The Bureau will ship cassettes in plastic petri dishes sealed with vinyl tape. The plastic petri dishes and vinyl tape will be supplied by the Bureau to the contract lab. The Bureau will send triplicate blanks (loaded cassettes mailed from the laboratory that are never opened) to the laboratory. If the triplicate blanks indicate numbers higher than 0.010, the laboratory will be contacted and response action will be expected to try to lower the difference in pre and post weights.

This contract will, at a minimum, be annually renewable for not less than a five year period with no appreciable rate increase.

## 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)

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