

# BID SOLICITATION



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

## BID OPENING DATE AND TIME:

28-MAR-17 at 2:00 PM

**BID NUMBER: 304621**

## 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:**

V  
E  
N  
D  
O  
R

RFQ

M  
A  
I  
L  
T  
O

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
Requisition No.: 150384 Ordering Dept.: Waste Resources Buyer: Geoffrey Hipp 423-643-7233 ***** DESCRIPTION: Membrane Plates per specifications ***** ATTACHMENTS: - Specifications - Iran Divestment Act - Affirmative Action Plan - Standard Terms and Conditions: ( <a href="http://www.chattanooga.gov/purchasing/standard-terms-and-conditions">http://www.chattanooga.gov/purchasing/standard-terms-and-conditions</a> ) ***** *** BIDS MUST BE RECEIVED NO LATER THAN *** ***** 2:00 PM ON MARCH 28, 2017 ***** ***** PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (304621) ON OUTSIDE PACKAGING ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION, FREIGHT ALLOWED. ***** 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.  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. ***** PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION: Company Name _____ Address _____ Phone/Toll-Free No. _____ Fax No. _____ E-Mail Address _____ 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

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

The City is Exempt from all Federal and State Tax.  
 Bids will be received at the above mentioned address.

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

TERMS OF PAYMENT: \_\_\_\_\_

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

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

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

## SEALED BIDS

**VENDOR** RFQ

28-MAR-17 at 2:00 PM

**BUYER:**

**PHONE #:** (423) 643-7230

M  
A  
I  
L  
T  
O

<b>Item</b>	<b>Class-Item</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
1	Intermediate Membrane Plate per Specifications	1	Each	_____	_____
2	Endplate (Head & Tail) per Specifications	1	Each	_____	_____

**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: \_\_\_\_\_

**SPECIFICATIONS FOR  
BLANKET CONTRACT FOR THE PROVISION OF MEMBRANE PLATES  
FOR THE FILTER PRESS DEWATERING SYSTEM  
MOCCASIN BEND WASTEWATER TREATMENT PLANT  
CHATTANOOGA TENNESSEE**

**February 2017**

**1.0    GENERAL**

**1.1    SCOPE OF SERVICES**

The Scope of Services included in these Specifications shall be for all labor, materials, shipping, and any other related expenses necessary to fabricate and deliver, on an as-needed basis, polypropylene membrane plates for the existing filter press dewatering system utilized at the Moccasin Bend Wastewater Treatment Plant (MBWWTP), 455 Moccasin Bend Road, Chattanooga, Tennessee 37405. The City of Chattanooga has undergone performance testing of both the filter press system and the membrane plates being used, and therefore it is necessary that any membrane plates provided under this blanket contract meet the exact specifications of the plates currently being used.

It is the responsibility of each bidder to visit the Moccasin Bend Wastewater Treatment Plant to verify the types, dimensions, openings, materials, and other characteristics of the membrane plates currently being used. Failure to do so will not relieve successful bidder of the responsibility to provide plates meeting the exact specifications of those currently being used at no additional cost to the City.

Any questions or comments related to the product described in these Specifications may be directed to the Plant Manager or the Solids Operations Supervisor at Moccasin Bend Wastewater Treatment Plant, 455 Moccasin Bend Road, Chattanooga, Tennessee 37405, (423) 757-5026.

**1.2    BACKGROUND INFORMATION**

The filter press dewatering process utilized at MBWWTP is the Siemens J-VAP hot water vacuum filter press system. This process consists of six (6) J-VAP filter presses each utilizing filter plates made by Lenser Filtration GMBH of Senden, Germany. Each press contains the following:

- Two (2) Head/Tail Plates-2000 KMA NG 25mm HD/TL 100 psi
- Fifty-four (54) Membrane Plates-2000 KMA NG 25 mm Int 100 psi
- Fifty-five (55) Heating Plates-Assembly Heat 2m J-VAP

This contract will provide for the Head/Tail Plates and the Membrane Plates ONLY. Heating plates will NOT be provided under this contract. Please refer to Section 1.7 for specifications on these plates.

### **1.3 BASIS OF BIDDING**

The Bidder shall submit pricing for membrane plates on the attached bid form. The City expects to purchase plates in approximate lots of twenty (20) intermediate membrane plates and two (2) Endplates as a minimum with each order. The Bid shall include any and all costs for labor, equipment, materials, shipping to MBWWTP, and any other related direct or indirect costs.

***The City of Chattanooga reserves the right to reject any and/or all bids, to waive any information in Bids received, and to accept any Bid which in its opinion may be in the best interest of the city.***

### **1.4 SUBMITTALS**

#### **1.4.1 Bid Bond**

Not Required

#### **1.4.2 Performance Bond**

Not Required.

#### **1.4.3 References**

The City may, at its discretion, request information from bidders regarding qualifications of manufacturers providing materials and/or labor related to the construction and provision of these membrane plates. Additionally, if requested, the bidder shall submit a list of three (3) customers for whom the bidder and/or manufacturer has provided similar membrane plates during the past three (3) years.

The list shall include names, addresses, telephone numbers, and contact person who is knowledgeable of services provided.

### **1.5 GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS**

The Bidder shall comply with rules and conditions found in the City of Chattanooga, Purchasing Department's "General Conditions and Instructions to Bidders" that are a part of the invitation to Bid for the products and services specified herein.

### **1.6 LENGTH OF CONTRACT**

The Contract for products and services described herein shall be for a period of one (1) year beginning the effective date of the award of the Contract, with the option to renew the contract for two (2) additional one (1) year periods.

## **1.7 TECHNICAL SPECIFICATIONS**

### **1.7.1 General**

All membrane plates provided under this contract shall be equal to those currently in use made by Lenser Filtration GMBH of Senden, Germany.

### **1.7.2 Submittals Prior to Fabrication**

Prior to beginning fabrication, vendor shall submit dimensioned drawings, material specifications and other related information to the Plant Manager for approval.

### **1.7.3 Membrane Plate Specifications**

The drawings attached to these specifications shall be used for information only. As stated in Section 1.1, it is the responsibility of each bidder to visit the Moccasin Bend Wastewater Treatment Plant to verify the types, dimensions, openings, materials, and other characteristics of the membrane plates currently being used.

#### Intermediate Membrane Filter Plates

- Material is polypropylene, heat stabilized and copper stabilized, with additives to inhibit oxidation of the polypropylene.
- Temperature operating range to be 15 to 100 degrees Celsius.
- Plates shall be pre-drilled for handles, allowing for re-use of the City's existing handles.

#### Endplate (head & tail) Membrane Filter Plates

- Material is polypropylene, heat stabilized and copper stabilized, with additives to inhibit oxidation of the polypropylene.
- Temperature operating range to be 15 to 100 degrees Celsius.
- Plates shall be pre-drilled for handles, allowing for re-use of the City's existing handles.

## **1.8 FOLLOW-UP PERFORMANCE VISIT**

Within 30 days after membrane plates provided under this contract are placed into a J-VAP press, vendor shall visit the Moccasin Bend Wastewater Treatment Plant to determine the performance of the plates and to resolve any problems with performance, fit, and usage of the plates.

Vendor shall follow up with at least one (1) visit per year to determine continued performance of the plates and to resolve any problems experienced with usage of the plates.

The cost of these visits shall **not** be paid for separately, but shall be included in vendor's price for construction and delivery of the plates.

## **1.9 PAYMENT TERMS**

- i. The City will make payment to the Vendor according to the City's normal policies and procedures.
- ii. Before an order can be placed for routine transactions, City will request a Quote from Vendor with detailed breakdown. City may require breakdown on its own form. Once City has approved the quoted price and submits Requisition for same, it will advise Vendor of the Release Number in order to place the order. Invoices that do not reference the Release Number will not be considered complete or valid.
- iii. Vendor's Invoice must list a valid E-Mail Address for billing questions and inquiries.
- iv. 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.
- v. 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.
- vi. Items being billed on Markup line must have corresponding source Invoice, and that total and Markup breakdown must be reflected on Vendor's Invoice to the City. The Markup for items purchased on the percent Markup line, is for markup of items only. No Markup is allowed for taxes or freight charges. The taxes and freight charges will be a straight reimbursement, with no Markup.

Markup will be calculated as the following example:

If the part costs vendor \$100.00,  
and the Markup on contract is 10%,  
City will reimburse Vendor \$110.00.

- vii. Vendor will be responsible for collecting signature and legible name of City employee when delivering goods and/or services and must be able to produce said Proof of Delivery ("POD") upon request. The POD must contain an itemized list of goods and/or services. The POD must accompany each Department's payment packet before presenting the Invoice with all necessary backup to City's Accounts Payable Division. Including copy of POD with Invoice is encouraged and speeds payment processing time.
- viii. Vendor's Invoices that are billed inaccurately, incompletely, or otherwise unprocessable are not considered valid.
- ix. 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.
- x. Invoices to the City shall reference the City Department, Release Number, Work Order Number, and the first and last name of the City employee placing the order.

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

City of Chattanooga  
Attn: Accounts Payable Division  
101 East 11<sup>th</sup> Street, Suite 101  
Chattanooga, TN 37402  
[acctspayable@chattanooga.gov](mailto:acctspayable@chattanooga.gov)

and copy sent to:

Moccasin Bend Wastewater Treatment Plant  
455 Moccasin Bend Road  
Chattanooga, TN 37405  
[MBacctspayable@chattanooga.gov](mailto:MBacctspayable@chattanooga.gov)

## MEMBRANE PLATE DRAWINGS







**BID FORM**  
**BLANKET CONTRACT FOR THE PROVISION OF MEMBRANE PLATES**  
**FOR THE FILTER PRESS DEWATERING SYSTEM**  
**MOCCASIN BEND WASTEWATER TREATMENT PLANT**  
**CHATTANOOGA TENNESSEE**  
**February 2017**

Pricing shall be given on the following form for each of the two (2) types of membrane plates.

<b>Plate Description</b>	<b>Price Each</b>
Intermediate Membrane Filter Plates	
Endplate (Head & Tail) Membrane Plates	

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)

## **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)