

BID SOLICITATION



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

BID OPENING DATE AND TIME:
 14-JAN-21 at 2:00 PM
BID NUMBER: 306064

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
Requisition No.: 205372 Ordering Dept.: Youth and Family Development- HeadStart Division Buyer: Jaime Shelton Phone No.: 423-643-7232 Items Being Purchased: Kitchen Equipment Repair Services Are you a City of Chattanooga Employee Yes _____ No _____ ATTACHMENTS: Specifications (1pg) Instructions to Bidders (1pg) Affirmation Action Plan (2pgs) No Contact/ No Advocacy Notice Receipt (1pg) Iran Divestment Act Form (1pg) This Shall Be A Twelve (12) Month Blanket Contract To Supply Kitchen Equipment Repair Services. The Contract Term May Be Renewed For An Additional Two (2) Twelve (12) Month Term 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 GITY OF CHATTANOOGA SHALL GUARANTEE NO MINIMUM OR MAXIIMUM AMOUNT PURCHASED DURING THE LIFETIME OF THE CONTRACT. *** BID MUST BE RECEIVED NO LATER THAN *** *** 2:00 PM EST ON January 14, 2021> *** Deadline for Questions Shall be 01/06/2021 4:30 EST City of Chattanooga (COC) Terms and Conditions posted on Website http://www.chattanooga.gov/images/citymedia/Purchasing_Images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revised_7.18.2018.pdf 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					

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

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 Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Daisy Kitchen Svc, Technician, Regular Time Labor rate	200	Hour	_____	_____
2	Daisy Kitchen Svc, Helper, regular Time labor rate	200	Hour	_____	_____
3	Daisy Kitchen Svc, Technician, overtime, weekend and holiday labor rate	100	Hour	_____	_____
4	Daisy Kitchen Svc, Overtime, overtime, weekend and holiday labor rate	100	Hour	_____	_____
5	Daisy Kitchen Parts and Materials, 15% markup over cost	4000	Job	_____	_____
6	Avondale Kitchen Svc, Technician, Regular Time Labor Rate	200	Hour	_____	_____
7	Avondale Kitchen Svc, Helper, Regular Time Labor Rate	100	Hour	_____	_____
8	Avondale Kitchen Svc, Technician, Overtime, Weekend and Holiday Labor rate	200	Hour	_____	_____
9	Avondale Kitchen Svc, Helper, Overtime, Weekend and Holiday Labor rate	200	Hour	_____	_____
10	Avondale Kitchen Parts and Materials, 15% markup over cost	3000	Job	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
11	Cedar Hill Svc, Technician, Regular Time Labor Rate	200	Hour	_____	_____
12	Cedar Hill Svc, Helper, Regular Time Labor Rate	200	Hour	_____	_____
13	Cedar Hill Svc, Technician, Overtime, Weekend and Holiday Labor rate	100	Hour	_____	_____
14	Cedar Hill Svc, Helper, Overtime, Weekend and Holiday Labor rate	200	Hour	_____	_____
15	Cedar Hill Parts and Materials, 15% markup over cost	4000	Job	_____	_____
16	YFD Svc, Technician, Regular Time Labor rate	100	Hour	_____	_____
17	YFD Svc, Helper, regular Time labor rate	200	Hour	_____	_____
18	YFD Svc, Technician, overtime, weekend and holiday labor rate	100	Hour	_____	_____
19	YFD Svc, Overtime, overtime, weekend and holiday labor rate	100	Hour	_____	_____
20	YFD Parts and Materials, 15% markup over cost	4000	Job	_____	_____

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COMPANY: _____

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SIGNATURE: _____

TELEPHONE NUMBER: _____

NAME AND TITLE: _____

**Kitchen Equipment
Repair Services
Specifications
(R205372)**

Scope & Location: Provide quality service work for all equipment in commercial kitchens for Chattanooga Head Start/ Early Head Start locations. Locations listed below.

Avondale Buildings A and B - 2302 Ocoee St. Chattanooga TN 37406

Cedar Hill - 4701 Divine Ave Chattanooga TN 37407

Daisy Head Start- 9531 West Ridge trail Rd, Soddy Daisy TN 37379

Youth and Family Development- 501 W. 12th Chattanooga TN 37402

Purpose: To provide quality service for the safe and efficient operation of all the Chattanooga Head Start / Early Head Start Facilities. Keeping all applicable codes, requirements and regulations foremost in the operation of each facility.

Material Requirements: Successful bidder will furnish all tools material and manpower to meet the objectives of the contract. Service Technicians will have certifiable factory training for equipment. The successful bidder will be required to provide a minimum of a diagnostic response within the next business day of each request. The successful bidder will also remove any discarded equipment and debris associated with work being performed.

Equipment Types: Dishwashers, cook top stoves, convection ovens, steamers, warmers / proofers, walk in and reach in coolers and freezers. As well as other types of commercial equipment.

Instructions To Bidders

- (1) Bid documents can be downloaded from the City of Chattanooga's website at: www.chattanooga.gov. At the left side of that page is a link labeled "Bid Solicitations." One of the top results will be a link that will display a page listing the 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 Purchasing Office at the following address:

Purchasing Department
City Of Chattanooga
101 East 11th Street, Suite G 13
Chattanooga, TN 37402
Attn: Jaime Shelton

- (4) Sealed Bids should be submitted in a sealed envelope. No particular envelope is required, but the Solicitation number should be noted on the outside of the envelope. This is a six-digit number starting with a 3, along with the bid opening date.
- (5) Any questions regarding the specifications or bidding process should be directed to the Buyer, Jaime Shelton at the following email address:

JShelton@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.

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)

No Contact/No Advocacy

Notice Receipt

City of Chattanooga
Purchasing Division

For Submission with Quote 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: _____

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 more information, please contact the State of Tennessee, Central Procurement Office
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>