

Date: July 28, 2020

Requisition No.: 200943

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 11, 2020*

Requisition / Bid No.: R200943 / 305949
Ordering Dept.: Finance & Administration
Buyer & E-mail: Mark McKeel mmckeel@chattanooga.gov

Items Being Purchased: Printing, Folding, Stuffing, Mailing & Postage of Tax Bills,
Summons and Permit Invoices

REQUEST FOR BIDS MUST BE RECEIVED
2:00 P.M., EST on August 12, 2020

Pre-bid will not be conducted due to the COVID-19 virus.
All questions must be submitted to me at mmckeel@chattanooga.gov
by August 4, 2020 at 2:00 PM EST.

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:
 12-AUG-20 at 2:00 PM

BID NUMBER: 305949

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
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Requisition / Bid No.: 200943 / 305949
 Ordering Dept.: Finance & Administration
 Buyer: Mark McKeel
 Phone No.: 423-643-7236

Items Being Purchased: Printing, Folding, Stuffing, Mailing & Postage of Tax Bills, Summons and Permit Invoices

ATTACHMENTS:
 1. Boilerplate & Bid Lines (3 pages)
 2. Specifications (2 pages)
 2. Affirmative Action Plan (2 pages)
 3. Iran Divestment Act Disclosure (1 page)
 4. 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.

NOTE: Pre-bid will not be conducted due to the COVID-19 virus. All questions must be submitted to me at mmckeel@chattanooga.gov by August 4, 2020 at 2:00 PM EST.

This Shall Be A Twelve (12) Month Blanket Contract for the Printing, Folding, Stuffing, Mailing & Postage of Tax Bills, Summons and Permit Invoices for Finance & Administration.

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 12, 2020 ***

PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (305949) ON OUTSIDE PACKAGING

PLEASE DO NOT EMAIL BIDS

**** 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

BID SOLICITATION



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

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BUYER:
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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
<p>having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.</p> <p>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 are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item.</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>**** NOTE **** 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>eMail Address _____</p> <p>Contact Person's Name _____</p> <p>Estimated Delivery _____</p> <p>Minority-Owned Business _____ Small Business _____ Veteran _____</p> <p>Minority Woman-Owned Business _____ Disabled Veteran _____</p> <p>Woman-Owned Business _____</p> <p>**** ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION ****</p>					

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



City of Chattanooga
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Chattanooga, TN 37402

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BID NUMBER: 305949

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
3	Tax Bills; Printing, Folding, Stuffing, Mailing - September Billing	70000	Each	_____	_____
4	Tax Bills; Additional page(s), pricing per page	70000	Each	_____	_____
5	OSAP Bills; Printing, Folding, Stuffing, Mailing - January Billing	200	Each	_____	_____
6	OSAP Billing; Additional page(s), pricing per page	200	Each	_____	_____
7	Past Due Notices; Printing, Folding, Stuffing, Mailing - March Billing	30000	Each	_____	_____
8	Past Due Notices; Additional page(s), pricing per page	30000	Each	_____	_____
9	Summons; Printing, Folding, Stuffing, Mailing - March Billing	7000	Each	_____	_____
10	Summons; Additional page(s), pricing per page	7000	Each	_____	_____
11	Postage per piece for mailing at Bulk Rate (1 - 3 oz)	70000	Each	_____	_____
12	Postage per piece for mailing at Non-Bulk Rate	90000	Each	_____	_____

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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: _____

Specifications for Tax Bill and Business Permit Printing, Folding, Stuffing, and Mailing

Tax bill printing specifications:

- Quantity - 4 billings from September to March
 - September Billing - (Tax bills) - estimated (use for quoting) 70,000 bills
 - January Billing - (OSAP bills) - estimated (use for quoting) 200 bills
 - March Billing - (Past Due notices) - estimated (use for quoting) between 20,000 to 30,000 bills
 - March Billing - (Summons) - estimated (use for quoting) between 3,000 to 7,000 summons

THE CITY DOES NOT GUARANTEE A QUANTITY BUT ESTIMATES THESE AMOUNTS. PLEASE USE THESE AMOUNTS FOR YOUR QUOTE. PLEASE CONSIDER YOUR COMPANY'S INTERESTS ON THE LOW AND HIGH ENDS OF THESE RANGES. ALSO CONSIDER YOUR COMPANY'S INTERESTS AT LOWER AND HIGHER AMOUNTS.

- File structure provided by City to print vendor is a tab delimited file.
- Vendor must NCOA (National Change of Address) and CASS (Coding Accuracy Support System) data file with certain records being supplied back to city.
- Vendor must be able to pull certain records/notices for City that do not require mailing.
- Notice is printed in Blue with black variable data front only 60 lb white stock 1/3 micro perf @ 3.667 from bottom.
- #10 window outgoing envelope 24lb white wove with special window 1 3/8 x 4 1/2 - 7/8L - 1/2B
- #9 return inside tint window size 1 3/8 x 4 1/2 - 3/4L - 1/2B
- Vendor must be able to group multiple notices in same envelope. There is no code in the City's current data to allow for extraction of addresses that receive multiple notices, and vendor has to pull those with same address.
- Vendor must also be able to group multiple notices in a 9x12 envelope when it exceeds capacity of a #10 envelope.
- Vendor must have capability to produce a QR code for notices. City's current software does not produce data for a QR code, but software changes may result in this capability.
- Vendor must also have capabilities to produce barcodes for internal city use. The information for the barcode is in the file provided by the City. The barcode is used for scanner identification during bill payment.
- Vendor must be able to proof and process and deliver notices to the USPS in a 24 hour turn-around time; this is a literal turn-around time; City must be able to review and approve digital proof of at least 250 bills at a time prior to vendor printing; e.g., data received by vendor at 9:00 am on Tuesday would need to be set, proofed, printed,

folded, inserted, and delivered to USPS by 9:00 am Wednesday; City approval time can be reduced by batch size of 250 plus (250 is the minimum)

- Vendor must be able to add inserts or additional pages as requested by City
- All data processed verified and quality controlled
- No subcontracting allowed. All processes to include envelope printing, data, art, digital production, and all mailing services performed in the same facility.
- Mail delivered to Chattanooga TN - BMEU (Business Mail Entry Unit) with maximum postage discounts available.
- Vendor must be able to bypass items that are coded for electronic bills.

Business Permit printing specifications:

- City received renewal of business license from the State and the city may be needing to mail out the new business license to businesses with the bulk of the mailing going out between March to May of each year
- City mails out Beer, Hotel and Wrecker permits each November
 - Beer approx 600
 - Hotel approx 100
 - Wrecker approx 100

Also:

- City requires Presort First Class US postage paid rate wherever possible
- Vendor must pay cost of postage at bulk rate for pre-sorted mail, then invoice City for repayment
- Vendor must pay cost of postage at non-bulk rate for only mail that cannot qualify for bulk rate, then invoice City for repayment
- City must be able to approve proofs prior to printing or mailing to bill-recipients
- Vendor must include any implementation charges (all set up costs) in bid price
- Location of bill printing service, if not local to Chattanooga, cannot be revealed on any item
- Envelopes must mail from a local Chattanooga, TN, post office or vendor must utilize a City of Chattanooga USPS meter permit ID (Presort First Class US postage paid "Chattanooga TN" Permit No. (City permit) on all items (including return envelopes) that are postmarked
- Vendor must be able to add inserts or additional pages as requested by City
- An electronical, searchable, copy of tax bills, past due notices, summons and permit invoices will be provided to the City of Chattanooga for archive and research.

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: www.tn.gov, type in search term "List of persons pursuant to Tenn.Code Ann. 12-12-106," to see a link to the "Public Information Library."

<https://www.tn.gov/generalservices/article/Public-Information-library>; There, click on List of persons pursuant to Tenn.Code Ann. 12-12-106. The link for the list which is periodically updated is: [https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to Tenn. Code Ann. 12-12-106 Iran Divestment Act updated 7.7.17.pdf](https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn.Code_Ann._12-12-106_Iran_Divestment_Act_updated_7.7.17.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: _____