

BID SOLICITATION



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

BID OPENING DATE AND TIME:
 01-JUN-16 at 2:00 PM
BID NUMBER: 304236

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.

**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.: 134718
 Ordering Dept.: Waste Resources
 Buyer: Geoffrey Hipp 423-643-7233

DESCRIPTION:
 This shall be a twelve (12) month blanket contract for Vibration Analysis and Thermography Services 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.

ATTACHMENTS:
 - Specifications
 - Affirmative Action Plan
 - Standard Terms and Conditions:
 (<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>)

***** BIDS MUST BE RECEIVED NO LATER THAN *****
 ***** 2:00 PM ON JUNE 1, 2016 *****

PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (304236) 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.

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.

PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:

Company Name _____
 Address _____
 Phone/Toll-Free No. _____
 Fax No. _____
 E-Mail Address _____
 Contact Person's Name _____

BID SOLICITATION



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

BID OPENING DATE AND TIME:
 01-JUN-16 at 2:00 PM
BID NUMBER: 304236

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 . RFQ
N .
D .
O .
R .

M City of Chattanooga
A 101 East 11th Street, Suite G13
I Chattanooga, TN 37402
L
T
O

| Item | Class-Item | Quantity | Unit | Unit Price | Total |
|--|------------|----------|------|------------|-------|
| 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.

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

TERMS OF PAYMENT: _____

COMPANY: _____

TELEPHONE NUMBER: _____

SIGNATURE: _____

NAME AND TITLE: _____

BID SOLICITATION



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

BID OPENING DATE AND TIME:
 01-JUN-16 at 2:00 PM
BID NUMBER: 304236

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 |
|------|---|----------|------|------------|-------|
| 1 | Labor, Vibration Analysis | 1 | Hour | _____ | _____ |
| 2 | Labor, Infrared Thermographic | 1 | Hour | _____ | _____ |
| 3 | Labor, Vibration Analysis, Overtime/Emergency | 1 | Hour | _____ | _____ |
| 4 | Labor, Infrared Thermographic, Overtime/Emergency | 1 | Hour | _____ | _____ |
| 5 | Equipment (% Markup) | 1 | Each | _____ | _____ |

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.

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

TERMS OF PAYMENT: _____

COMPANY: _____

TELEPHONE NUMBER: _____

SIGNATURE: _____

NAME AND TITLE: _____

**SPECIFICATIONS FOR
ANNUAL BLANKET CONTRACT TO SUPPLY
VIBRATION ANALYSES AND INFRARED THERMOGRAPHIC SERVICES
FOR THE WASTE RESOURCES DIVISION
CITY OF CHATTANOOGA, TENNESSEE**

1.0 GENERAL

1.1 SCOPE OF SERVICES

The Scope of Services included in these Specifications shall be for all labor, benefits, equipment, fuel, and any other related expenses necessary to provide vibration analyses and infrared thermographic services for the WASTE RESOURCES DIVISION including the Moccasin Bend Wastewater Treatment Plant (MBWWTP) and associated major pump stations, 455 Moccasin Bend Road, Chattanooga, Tennessee 37405, the City Landfill, 9327 Birchwood Pike, Harrison, TN 37341; and the Wood Recycling Center, 3925 North Hawthorne Street, Chattanooga, TN 37406.

It is the responsibility of each bidder to visit both the Moccasin Bend Wastewater Treatment Plant and other locations within the WASTE RESOURCES DIVISION and to become familiar with and have a working knowledge of all types, sizes, and quantities of electric motors, pumps, blowers, compressors, gear boxes, variable frequency drive (VFD), direct current drive (DCD), motor control centers, electrical switch gear, and other related equipment requiring vibration analyses and infrared thermographic services.

Any questions or comments related to the services described in these Specifications may be directed to the Plant Superintendent at Moccasin Bend Wastewater Treatment Plant, 455 Moccasin Bend Road, Chattanooga, Tennessee 37405 (423) 643-7088.

1.2 BASIS OF BIDDING

The Contractor shall submit one (1) bid on the City's Standard Bid Form. The Bid shall include the cost per hour for labor and equipment to provide vibration analyses and infrared thermographic services and percent markup on materials and specialized outside services not normally performed by the Vendor

The cost per hour shall include any and all, costs for wages, benefits, indirect costs, overhead and profit, insurance, and any other related direct or indirect cost. The cost per hour shall be for the services of one (1) technician and any and all equipment necessary to perform the work described herein.

Specialty equipment, materials and services required for the work but not described herein will be invoiced by the Vendor at cost plus a percent mark-up.

The Vendor shall also provide hourly rates for overtime/emergency service and holiday work for the various work described herein.

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.

1.3 SUBMITTALS

1.3.1 Bid Bond

Not Required

1.3.2 Performance Bond

None Required.

1.3.3 References and Experience

A. References

1. The Vendor shall submit a list of five (5) customers for whom the Vendor has performed vibration analyses and infrared thermographic services
2. The list shall include names, addresses, telephone numbers, and contact person who is knowledgeable of services provided.

B. Experience

1. The Vendor shall submit a brief company history of providing the specified services.
2. The Vendor or Vendor's technicians shall have at least five (5) years experience in performing vibration analyses and infrared thermographic services, on equipment required to perform these services, and in the preparation of reports analyzing the data and recommending actions to be taken.

1.4 GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

The Vendor shall comply with rules and conditions found in the City of Chattanooga, Standard Terms and Conditions.

1.5 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 Vendor shall provide a firm hourly rate for the first year of the Contract.

The City shall have the option of extending the Contract for two (2) additional one (1) year periods.

1.6 INSURANCE

The Vendor shall, proper to the award of the Contract, furnish proof and maintain in force the following types of insurance at the minimum limits specified below:

| <u>COVERAGES</u> | <u>LIMITS OF LIABILITY</u> |
|---|--|
| Workmen's Compensation Employer's Liability | Statutory \$750,000 |
| Bodily Injury Liability Except Automobile | \$750,000 each occurrence \$1,500,000 aggregate |
| Property Damage Liability Except Automobile | \$750,000 each occurrence \$750,000 aggregate |
| Automobile Bodily Injury Liability | \$750,000 each person \$1,500,000 each occurrence |
| Automobile Property Damage Excess Umbrella Liability | \$750,000 each occurrence \$3,000,000 each occurrence |

Copies of the current insurance certificate(s) shall be provided to the City prior to any work being performed. Insurance shall be kept in force during the entire length of the contract.

1.7 WARRANTY

The Vendor shall warrant and guarantee the work performed for a period of 90 days following delivery of the work to the City. The work shall be guaranteed and warranted against defective workmanship and materials.

2.0 SERVICES AND OTHER REQUIREMENTS

2.1 GENERAL

2.1.1 *Sole Vendor*

The Vendor shall not subcontract the services or assign the contract to others without the written consent of the City of Chattanooga.

2.1.2 *Compliance with Applicable Regulations*

All of the services provided by the Vendor shall be completed in a good and workmanlike manner. All services provided shall be in compliance with all applicable statues, rules, ordinances and regulations of, but not limited to, the USEPA, TDOT, OHSA, and any similar federal, state, and local laws or regulations applicable to the Vendor or to the services described herein.

The Vendor's personnel shall comply with all City, Waste Resources Division, and Moccasin Bend WWTP work rules and regulations when on site.

2.1.3 Inspection

The services furnished by the Vendor shall be subject to inspection and approval by the City's designated representative, but the manner and method of providing the services shall be the responsibility of the Vendor.

2.1.4 Failure to Provide Services and Termination of Contract

In the event the Vendor:

- a. Fails to initiate services on the date specified or otherwise agreed to;
- b. Fails to provide all of the required documentation for his personnel, insurance, and any other documentation required by these Specifications at the specified times;
- c. After having begun services, abandons them for any reason;
- d. Suspends or refuses to continue services; or
- e. Defaults in any manner in the performance under the terms of the Contract for a period of thirty (30) days (unless the Vendor is prevented from continuing for reasons beyond its control);

The City of Chattanooga shall have the right to terminate the Contract immediately upon the written notification by the City for the reasons listed above and the City shall complete the Contract or have the services completed by another vendor in any reasonable manner at the Vendor's expense.

The City shall have the right to terminate the Contract after giving a thirty-day (30) written notice to the Vendor.

2.2 DESCRIPTION OF CONTRACTED SERVICES

2.2.1 General

- A. The Vendor shall provide all labor, benefits, equipment, fuel, materials and any other related expenses necessary to provide vibration analyses and infrared thermographic services described herein for the Waste Resources Division.
- B. The Vendor shall provide the vibration analyses services on a calendar quarterly basis. The infrared thermographic services shall be provided on an annual basis unless otherwise agreed to by the City.

The Vendor shall provide additional services on an "as needed" basis as requested by the City. The City will attempt to schedule the work to optimize the use of the Vendor's technicians and equipment when it is needed.

- C. The Vendor shall perform work on straight time, i.e., non-emergency, unless otherwise noted. Overtime, weekend, or holiday work shall only be performed at the City's direction.

2.2.2 Vendor Services

A. Vibration Analyses Services

1. The Vendor shall provide all of the necessary equipment to perform the vibration analyses. Equipment shall be in good repair and calibrated. The City shall not pay for any down time due to equipment not working or being repaired by the Vendor.
2. The Vendor shall take vibration readings on the horizontal, vertical, and axial axis on each input and output bearing for motors, blowers, compressors, pumps, gear boxes, turbines, and other similar moving equipment found in the WRD. The horizontal and vertical readings shall be measured both in inches per second (In/sec) and spike energy (G/sec). The axial reading shall be measured in inches per second (In/sec).
3. The Vendor shall collect physical data on each machine being tested. This physical data shall include, but not be limited to, the following:
 - a) Temperature at Arrival
 - b) Speed in Hz or percent
 - c) Hours Runtime
 - d) Amp Draw
 - e) Water or Air Flow Rate (Output Rate)
4. The Vendor shall prepare a report after each trip to a site summarizing the physical data collected on each piece of equipment, the vibration readings collected with a comparison of previous vibrations readings in the same location, an analysis of the readings along with the probable cause of a reading that is above accepted levels, and a recommendation for correcting the problem. All reports shall be submitted in electronic format to the Plant Superintendent and to the Waste Resources Division Maintenance Supervisor.

B. Infrared Thermographic Services

1. The Vendor shall provide all of the necessary equipment to perform the infrared thermographic services. Equipment shall be in good repair and calibrated. The City shall not pay for any down time due to equipment not working or being repaired by the Vendor.
2. The Vendor shall perform these services with the use of a portable, high resolution, infrared imaging system while the site is under load. This equipment shall detect emitted Infrared radiation and shall convert it to a video monitor screen. The shades of gray viewed on the monitor screen,

from black to white, shall indicate the temperature differentials present. The infrared radiation emitted from an object shall be always proportional to the temperature of that object.

3. The Vendor shall record a digital Infrared signature for each hot spot. This recorded signature shall be used for office review by the Vendor and to capture pictures of the unusual temperature differentials or hot spots at each site. A color photograph shall be captured at each for simplified visual identification. A black and white photograph shall be captured at each site for a visual of the identified hot spot. These photographs shall be stored on a disk and shall be used as a record for future comparisons.
4. The Vendor shall identify the hot spots as, but not limited to, loose or dirty connections, poor contacts, unbalanced loads, faulty fuse clips, overloaded circuits, and/or other similar electrical problems causing heat.
5. The Vendor shall provide a report in electronic format, submitted to the Plant Superintendent and the Waste Resources Division Maintenance Supervisor, indicating the thermal condition priority rating for each site based on the following as a minimum the International Testing Maintenance Specifications 1997 (NETA MTS-1997):
 - a) Color Code-RED: Major discrepancy. Corrective measures should be taken immediately. Part is in failure mode. (Risk-Red is based on 72+ Degrees Fahrenheit above ambient.)
 - b) Color Code-YELLOW (ORANGE): Monitor continuously. Corrective measures should be taken as soon as possible. Danger can occur if not addressed (Risk-Yellow is based on 37-72 Degrees Fahrenheit above ambient.)
 - c) Color Code-GREEN: Indicates probable deficiency. Corrective measures should be taken as scheduling permits. (Risk-Green is based on 19-37 Degrees Fahrenheit above ambient)
 - d) Color code-BLUE: Probable deficiency. Warrants investigation. (Risk-BLUE is based on 0-19 Degrees Fahrenheit above ambient)

Note: *Temperature Deltas may be in Fahrenheit or Celsius*

2.2.3 City Supplied Services

The City will provide the following services:

1. Provide reasonable access to City facilities.
2. Provide a designated contact person in the City authorized to determine equipment that is to be included in these testing services.
3. Provide a designated person to accompany the Vendor to each site and start, operate at full load, and stop equipment.

4. Provide copies of available previous vibration analyses and infrared thermograph reports for the WRD.

3.0 EXECUTION

3.1 CONTRACT STARTING DATE

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

3.2 PAYMENT OF SERVICES

- A. The City will make payment to the Vendor according to the City's normal policies and procedures.
- B. Vendor's Invoice must list a valid E-Mail Address for billing questions and inquiries.
- C. 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.
- D. 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.
- E. 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") or Service Ticket upon request. The POD/Service Ticket must contain an itemized list of goods and/or services. The POD/Service Ticket 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/Service Ticket with Invoice is encouraged.
- F. Vendor's Invoices that are billed inaccurately, incompletely, or otherwise unprocessable are not considered valid.
- G. 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.
- H. 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.

Specifications
Vibration Analysis and infrared Thermographs
For Waste Resources Division
Page 8 of 8
4/22/16

- I. 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

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)