

BID SOLICITATION



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

BID OPENING DATE AND TIME:

22-FEB-17 at 2:00 PM

BID NUMBER: 304581

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:

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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 No.: 149225 Ordering Dept.: Chattanooga Public Library Buyer: Geoffrey Hipp 423-643-7233 *****					
DESCRIPTION: This shall be a twelve (12) month blanket contract for Lawn Service at Three (3) Branch Locations for the Chattanooga Public Library. 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 - Iran Divestment Act - 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 FEBRUARY 22, 2017 ***** *****					
PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (304581) ON OUTSIDE PACKAGING *****					
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.

TERMS OF PAYMENT: _____

TELEPHONE NUMBER: _____

COMPANY: _____

SIGNATURE: _____

NAME AND TITLE: _____

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Lawn Service - Main Branch	1	Each	_____	_____
2	Lawn Service - Northgate Branch	1	Each	_____	_____
3	Lawn Service - South Chattanooga Branch	1	Each	_____	_____

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January 26, 2017

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CHATTANOOGA PUBLIC LIBRARY

1001 Broad Street
Chattanooga, Tennessee 37402

SPECIFICATIONS FOR LAWN SERVICE

**MAIN LIBRARY,
NORTHGATE AND SOUTH CHATTANOOGA BRANCH LIBRARIES**

I. QUALIFICATION OF BIDDERS

- A. In order to be considered for award of contract for this work, bidder must have demonstrated to the CHATTANOOGA PUBLIC LIBRARY'S complete satisfaction, competency and responsibility in lawn services, and must be doing business currently in such service.
- B. Chattanooga Public Library reserves the right to make any investigations necessary to assure itself that the bidder is properly qualified to execute the contract.
- C. The bidder may execute lawn service on all specified locations only.

II. BONDS AND INSURANCE

- A. Company must be bonded and insured as follows:
 - 1. Employee dishonesty bond limits to \$25,000;
 - 2. Property damage and liability insurance written on a comprehensive general liability form including products and completed operations - \$1,000,000 limit per occurrence;
 - 3. Workmen's Compensation.
- B. The bidder must furnish evidence to Chattanooga Public Library of bonding and insurance as specified above.

III. LIBRARY GROUNDS AND SITE INSPECTION

A. The library locations for lawn service are:

1. Downtown Main Library
1001 Broad Street
Chattanooga, Tennessee 37402

Approximately square feet

2. Northgate Branch Library
278 Northgate Mall Drive
Chattanooga, Tennessee 37415

Approximately square feet

3. South Chattanooga Branch Library
925 West 39th Street
Chattanooga, Tennessee 37410

Approximately square feet

IV. LENGTH OF CONTRACT AND INVOICING

- A. Bid awarded shall be for a twelve-month period with the option to extend two additional twelve-month periods.
- B. Invoicing shall be monthly and itemized separately for each branch location. The monthly invoice shall total the exact amount of the bid. Invoicing shall be net (30) and sent electronically via e-mail or postal service to the Library Business Office.

V. CANCELLATION OF CONTRACT

- A. A company will be granted a fair amount of time to correct deficiencies in service. If the company fails to comply with, or meet any of the requirements as specified, the Library reserves the right to cancel the contract with thirty (30) days written notice.

VI. SCOPE OF WORK

A. Lawn service is to be on a regular schedule. The following maintenance should be carried out on all lawns, planted areas, and parking lots of the above listed properties.

1. Mow lawn and trim out once a week or as needed.
2. Edge all walks, curbs, and drives once a week or as needed.
3. Police all grounds once a week.
4. Fertilize all lawn areas, shrubs, and trees twice a year - to be coordinated with Head of Maintenance at the Library.
5. Prune all shrubs twice a year or as needed.
6. Spray shrubs as needed for pest control.
7. Spray and pull weeds in beds as needed.
8. Spray and pull weeds in sidewalk and parking areas as needed.
9. Over-seed and aerate lawn areas in the Fall – to be coordinated with the Head of Maintenance at the Library.
10. Remove leaves in fall and early spring. Leaves are not to be blown across walks or into the street.
11. Blow off walks, drives, and parking lots weekly or as needed.
12. Shredded hardwood mulch (2-3”) for all bed areas once a year – to be coordinated the Head of Maintenance at the Library.
13. Clean up for the above services.

VII. RESPONSIBILITY FOR SUPPLIES AND EQUIPMENT

A. The successful bidder shall furnish all lawn equipment, including pesticide, fertilizer, mulch and pruning supplies.

VII. TRASH DISPOSAL

A. Trash disposal is to be handled as follows:

1. Trash on parking lot, entranceways and surrounding building shall be picked up weekly or as needed.
2. Trash and debris is to be carried off premises by lawn service.

VIII. SECURITY

A. Only authorized lawn service personnel shall be on the premises.

X. LOSS OR DAMAGE TO OWNER PROPERTY

A. Breakage and/or damage are to be reported to the Head of Maintenance of the Library and restoration made for such damages.

XI. CARE OF MATERIALS AND FURNISHING

- A. Smoking shall not be permitted in the library building or on library property.
- B. Care shall be exercised to prevent damages from equipment, to all facilities, hardscapes, utilities, and vehicles.

XII. INSPECTION AND EVALUATION OF SERVICE

- A. Successful bidder must provide for inspection programs on weekly or bi-monthly basis and make provisions for communication with the Head of Maintenance for the Library.

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

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)