

BID SOLICITATION



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

BID OPENING DATE AND TIME:

02-MAR-17 at 2:00 PM

BID NUMBER: 304593

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.: 1494637706 Ordering Dept.: Waste Resources Buyer: Geoffrey Hipp 423-643-7233 *****					
DESCRIPTION: This shall be a twelve (12) month blanket contract for Security Camera Equipment and Service 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 - Iran Divestment Act - Insurance Requirements - 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 MARCH 2, 2017 ***** *****					
PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (304593) 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 _____					

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Item	Class-Item	Quantity	Unit	Unit Price	Total
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: _____

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City of Chattanooga
101 East 11th Street, Suite G13
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Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Security Camera Professional Service Technician Regular Time	1	Hour	_____	_____
2	Security Camera Professional Service Technician Overtime, Weekend, Holiday	1	Hour	_____	_____
3	Equipment, Parts & Materials Markup	1	Each	_____	_____
4	Unexpected Services Markup	1	Each	_____	_____
5	Lift Rental Markup	1	Each	_____	_____

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COMPANY: _____

TERMS OF PAYMENT: _____

SIGNATURE: _____

TELEPHONE NUMBER: _____

NAME AND TITLE: _____

**SPECIFICATIONS FOR BLANKET CONTRACT TO
SUPPLY SECURITY CAMERA EQUIPMENT & SERVICES
FOR WASTE RESOURCES DIVISION (WRD) OF THE
CITY OF CHATTANOOGA, TENNESSEE**
February 2017

1.0 GENERAL

1.1 SCOPE OF SERVICES

The Scope of Services included in these Specifications shall be for security camera equipment, repair and installation services and on an as-needed basis, for WRD.

It is the responsibility of each bidder to visit WRD facilities to determine the nature of the security camera systems for which these services may be required, the associated work areas and conditions, the sizes and types of equipment and parts, the safety requirements, and any other circumstances associated with the provision of these services.

Any questions or comments related to the services described in these specifications may be directed to Geoffrey Hipp, Buyer, City of Chattanooga Purchasing Division, e-mail ghipp@chattanooga.gov.

1.2 BASIS OF BIDDING

The Contractor shall submit two (2) copies of bid documents utilizing the attached WRD's Bid Form. The Bid shall include the hourly labor cost for the one (1) qualified camera system professional. The cost per hour shall include any and all costs for standard tools/incidentals required to complete a job, wages, travel, benefits, indirect costs, overhead, including, but not limited to, meetings, planning, preparing quotes, copying, copy paper, personal protection equipment (PPE), supplies, profit, insurance, and any other related direct or indirect cost.

The Vendor shall also provide standard hourly rates and overtime rates for the various work described herein and as indicated in Bid Form. Emergency work as described in Section 2.2.1.D of these specifications shall be paid for at the stated overtime rate. Please include your company's policy on overtime.

The Vendor shall also provide as a part of his bid, a percentage markup on any equipment, parts or services that may be required under this contract.

The bid shall be awarded on the basis of the unit cost per hour of the labor and the percentage markup on equipment and parts, as well as an evaluation of the Vendor's qualifications, experience, and capabilities.

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. Incomplete bid packages may be considered invalid.

1.3 SUBMITTALS

1.3.1 Bid Bond - Not Required.

1.3.2 Performance Bond - None Required.

1.3.3 References, Qualifications, and Experience

A. References

1. The Vendor shall submit a list of at least three (3) customers for whom the Vendor has performed security camera installation and services during the past three (3) years in a similar facility.
2. The list shall include names, addresses, telephone numbers, and contact person who is knowledgeable of services provided.

B. Qualifications and Experience

1. Vendor shall maintain full-time staff having at least five (5) years' experience in security camera installation and repair in an industrial plant environment.
2. The Vendor shall submit a brief company history of providing services similar to those specified herein.
3. The Vendor shall provide a description of its work force including number of skilled personnel, licenses and certifications, and their length of service with the company.

C. The Vendor shall provide a description of any previous specialized security camera installation and services provided for commercial, manufacturing or industrial clients

1.4 GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

The Vendor shall comply with the Terms and Conditions posted on website <http://www.chattanooga.gov/general-services/purchasing/standard-terms-and-conditions> that has been made a part of this solicitation.

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 and Vendor shall have the option of mutually extending the Contract for two (2) additional one (1) year periods.

1.6 WARRANTY

The Vendor shall warrant and guarantee the equipment and work performed for a period of one (1) year following completion of the installation and work. The work shall be guaranteed and warranted against defective workmanship and materials.

2.0 SERVICES AND OTHER REQUIREMENTS

A. Detailed Job Estimates

The Vendor shall provide a detailed job estimate for each job requested and must receive a Release Number prior to beginning any work. WRD may require its Estimate Form or equivalent to be used. The estimate should include the number and type of workers to be used, the estimated time required to complete the job from start to finish and any equipment required to perform the work including operator and rental of special equipment not included in Bid Form. Preparing estimates shall not be billed separately, but accounted for as overhead.

B. Parts/ Supplies to be Used

Vendor shall provide a list of all parts/electrical supplies to be purchased to complete any job as requested by WRD. WRD representative may purchase the parts/electrical supplies from the existing WRD electrical supply blanket contract and shall be referenced to an approved job identification number. Items which are not available on the City of Chattanooga electrical supplies blanket contract may be purchased under this contract under Bid Form. A copy of Vendor's Supplier's Invoice for those purchases must be included with Vendor's Invoice to WRD.

C. Storage

The vendor shall provide their own storage facilities for storing of materials and equipment. The location and nature of the storage facility shall be approved by City Representative before any facilities are brought on-site.

D. Hourly Rates

Hourly rates shall include employee's hourly rate of compensation. Any costs for transportation or mileage should be included in your hourly rates.

E. Tools & Supplies

Vendor's employees must arrive on job site with all vendor supplied tools, Personal Protective Equipment, and consumables, including, but

not limited to, HazMat suits, tape, wire nuts, wire ties, and gloves.

2.1 GENERAL

2.1.1 Subcontractors

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 statutes, rules, ordinances and regulations of, but not limited to, the NEC, NFPA 70E, USEPA, TOOT, OSHA, 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 facilities' 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 two (2) consecutive working days (unless the Vendor is prevented from continuing for reasons beyond its control);

WRD shall have the right to terminate immediately the Contract for any reason after giving a thirty (30) day written notice to the Vendor for the above, but not limited to the reasons listed above.

2.2 DESCRIPTION OF CONTRACTED SERVICES

2.2.1 General

- A. Attach Vendor's Written Safety Plan and include contact information.

- B. The Vendor shall provide specialized security camera services for the repair, upgrade, replacement, installation, improvement, and/or maintenance of the camera equipment at all WRD facilities. The Vendor shall provide all standard tools/incidentals required to complete a job, labor, travel, mileage, benefits, tools, equipment, fuel, materials and other related expenses necessary to provide these services.
- C. The Vendor shall provide the installation and services as scheduled by the City or 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 personnel and equipment when it is needed.
- D. 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. Vendor shall agree to a twenty-four (24) hour response time to respond to routine calls.
- E. Vendor shall perform emergency work when requested by the City. Response to the need for emergency work shall be within two (2) hours of notification. Vendor shall supply an after-hours contact name and phone number through which notification of the need for emergency work shall be made.
- F. The Vendor shall review the various projects and assignments with City personnel, to determine labor, materials, and equipment needed, and to provide any other planning, sketches, drawings, product research, or other requirements of the work.
- G. The Vendor shall ensure that upon completion of work assignments, all materials and equipment are cleaned up and/or removed, all materials requiring disposal must be approved by WRD, disposition must be determined by WRD, whether retained, stored, or removed, all equipment is properly stored, and the work area is completely cleaned.
- H. All equipment must be compatible with equipment that is currently in use. All existing seven DVR's are Everfocus and all existing cameras are Everfocus.

2.2.3 City Supplied Services

The City will provide the following services:

1. Designate a City representative to coordinate each assignment and/or project with Vendor's personnel.
2. Provide access to City facilities for execution of the work.
3. Parts/Electrical Supplies needed to complete each job may at the City's option, be purchased by a City representative from other sources.

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.

4. PAYMENT OF SERVICES

- 4.1. The City will make payment to the Vendor according to the City's normal policies and procedures.
- 4.2. No partial Invoices, except for equipment purchases over \$10,000 or jobs lasting over 45 days, will be accepted.
- 4.3. 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.
- 4.4. Vendor's Invoice must list a valid E-Mail Address for billing questions and inquiries.
- 4.5. 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.
- 4.6. 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.
- 4.7. 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.
- 4.8. Markup will be calculated as the following example:
 - 4.8.1. If the part costs vendor \$100.00,
 - 4.8.2. and the Markup on contract is 10%,
 - 4.8.3. City will reimburse Vendor \$110.00.
- 4.9. 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.

- 4.10. Vendor's Invoices that are billed inaccurately, incompletely, or otherwise unprocessable are not considered valid.
- 4.11. 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.
- 4.12. 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.
- 4.13. 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

BID FORM

LABOR RATES

Security Camera Professional Service Technician	Hour	_____
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Security Camera Professional Service Technician Overtime, Weekend, Holiday	Hour	_____
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EQUIPMENT, PARTS AND MATERIALS MARKUP

For items not supplied by WRD or items authorized by City Representative only.

Equipment, Parts & Materials Markup	Percent	_____
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Unexpected Services Markup	Percent	_____
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Lift Rental Markup	Percent	_____
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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

REQUIREMENTS FOR INSURANCE COVERAGE

Contractor shall purchase and maintain during the life of this Agreement, insurance coverage which will satisfactorily insure Contractor against claims and liabilities which arise because of the execution of this Agreement, with the minimum insurance coverage as follows:

- a. Commercial General Liability Insurance, with a limit of \$1,000,000 for each occurrence and \$2,000,000 in the general aggregate.
- b. Automobile Liability Insurance, with a limit of \$1,000,000 for each accident, combined single limit for bodily injury and property damage.
- c. Worker's Compensation Insurance and Employer's Liability Insurance, in accordance with statutory requirements, with a limit of \$500,000 for each accident.
- d. Professional Liability Insurance, with a limit of \$1,000,000 for each claim and aggregate.

If any of the above cited policies expire during the life of this Agreement, it is the Contractor's responsibility to forward renewal Certificates within ten (10) days after the renewal date containing all the aforementioned insurance provisions.

Certificates must specifically cite the following provisions:

- i. City of Chattanooga, its agents, representatives, officers, directors, officials and employees must be named an Additional Insured under the following policies:
 - a) Commercial General Liability
 - b) Auto Liability
 - c) Worker's Compensation Insurance and Employer's Liability Insurance
 - d) Professional Liability Insurance
- ii. Contractor's insurance must be primary insurance as respects performance of subject contract.
- iii. All policies, except Professional Liability Insurance, if applicable, waives rights of recovery (subrogation) against City of Chattanooga, its agents, representatives, officers, directors, officials and employees for any claims arising out of work or services performed by Contractor under this Agreement.

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)