

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**  
 04-OCT-16 at 2:00 PM

**BID NUMBER: 304433**

**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  
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 Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
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Requisition No.: 142178  
 Ordering Dept.: Waste Resources  
 Buyer: Geoffrey Hipp 423-643-7233  
 \*\*\*\*\*

**DESCRIPTION:**  
 This shall be a twelve (12) month blanket contract for Motorola Moscad Telemetry Service and Support 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  
 - Iran Disestment Act  
 - Standard Terms and Conditions:  
 (<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>)  
 \*\*\*\*\*

**\*\*\* BIDS MUST BE RECEIVED NO LATER THAN \*\*\***  
 \*\*\*\*\* 2:00 PM ON OCTOBER 4, 2016 \*\*\*\*\*  
 \*\*\*\*\*

PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (304433) 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**

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Labor	525	Hour	_____	_____
2	Parts (% Markup)	20000	Each	_____	_____

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TERMS OF PAYMENT: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

**SPECIFICATIONS  
FOR  
MOTOROLA MOSCAD TELEMETRY SERVICE AND SUPPORT  
MOCCASIN BEND WASTEWATER TREATMENT PLANT  
CITY OF CHATTANOOGA  
(08/2016)**

**1.0 GENERAL**

**1.1 SCOPE OF WORK**

The Scope of Work covered by these Specifications includes the supply of labor and parts for on-site maintenance and repair of the City of Chattanooga's (City) Motorola Moscad System and other related equipment at the Moccasin Bend Wastewater Treatment Plant, 455 Moccasin Bend Road, Chattanooga, TN 37405, and related pump stations and Combined Sewer Overflow (CSO) facilities located throughout the City of Chattanooga Interceptor Sewer System as described herein.

The City's remote telemetry system has 103 total sites, including the following:

1. 70 wastewater pump stations,
2. 8 storm water stations,
3. 7 landfill leachate pump stations,
4. 3 regulator sites,
5. 3 flow metering sites,
6. 1 overflow monitoring site,
7. 9 CSO facilities,
8. 1 water tower facility, and
9. 1 central receiving station located at Moccasin Bend WWTP.

The City's remote telemetry system utilizes a combination of a Moscad 800MHz radio system and a PLC cellular/fiber system, reporting through an interface and using Wonderware software. The Moscad system uses a conventional system that utilizes 800 MHz radios along with three (3) 800MHz repeaters located on Lookout Mountain, and Signal Mountain. The PLC cellular system utilizes PLC's to transmit data via cellular routers over the Sprint or Verizon networks. Moccasin Bend Wastewater Treatment Plant is in the process of updating its Motorola Moscad system to the Motorola ACE 3600 system. This process will be ongoing from the later part of 2016 and is expected to last most of 2017.

Contractors may request a tour of the system by contacting the Plant Superintendent at Moccasin Bend WWTP, 455 Moccasin Bend Road, Chattanooga, Tennessee 37405 and (423) 757-5026.

**1.2 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 at the Vendor's hourly rate.

### 1.3 SUBMITTALS WITH BID

Experience and qualifications with Motorola Moscad and remote telemetry systems will be used in evaluating Bids for this work.

The Contractor shall provide the following information and documentation with the Bid (Failure to do so shall result in the disqualification of the bid):

- A. Documentation of a minimum of 10 years' experience with Motorola Moscad remote telemetry systems. Documentation of experience with Wonderware software development as it relates to Motorola Moscad remote telemetry systems.
- B. List of three (3) additional successful Motorola projects with a minimum of five (5) RTU's and one (1) central receiving unit within the last ten (10) years.

A description of each project including hardware and software used to make the system functional and operational shall be provided. Description shall include cost of the project and the actual and percentage of work performed by the Contractor.

List shall contain the name and address of the Municipality and/or Utility, name of contact person with the Municipality and/or Utility that is familiar with the project, contact person's phone number and/or e-mail address, and brief description of the project.

- C. Documentation that Contractor has a minimum of two (2) design/engineering and service personnel on staff specifically for SCADA and I & C projects.
- D. Resumes of Contractor's primary and back-up service technicians that will be provided to service the Motorola Moscad hardware and software on this contract.
- E. Location of Contractor's office that will provide the service technicians to serve this project.
- F. Documentation that the Contractor has trained service technicians who can provide on-site classroom and hands-on training for Motorola MOSCAD basics and advanced procedures for City Maintenance and Operation personnel.

Resumes of Contractor's primary and back-up service technicians that will be doing the onsite training to service described in this contract shall be provided.

- G. Documented certification that the Contractor is a Wonderware Intouch System Integrator. Documentation that the Contractor has the capability and experience with Wonderware.

- H. Documentation that Contractor has the capability and experience with Microsoft Access Database as data collection and report generator with Wonderware.
- I. Documentation that Contractor has the capability and experience of Microsoft Excel Spreadsheet as a report generator with Wonderware.
- J. Documentation that Contractor has experience and capabilities to service and program Allen Bradley PLC's, Automation Direct PLC's, and General Electric Fanuc PLC's.
- K. List and description of any related projects performed for the City of Chattanooga related to Motorola Moscad systems.
- L. List and description of any related projects performed for the City of Chattanooga.
- M. Description of the Contractor's approach for providing these services in timely, efficiently, and effective manner.

#### **1.4 INSURANCE**

The Contractor shall provide the necessary insurance to protect the City from any claims of personal or property damage as a result of the performance of this work.

During the term of the contract, the Contractor shall maintain the following minimum amounts of insurance coverage:

See attached

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.

#### **1.5 WARRANTY**

The service and repair work including parts shall be warranted for a period of 12 months after work was performed against defects in workmanship, materials, and installation.

## **2.0 SERVICE AND PARTS**

### **2.1 SERVICE AND SCHEDULE**

- A. The Contractor shall provide the services of the qualified service technician(s) listed above on-site for emergency services, training, installation, and trouble shooting of software and hardware for Motorola Moscad remote telemetry and central receiving stations

The City will perform all normal corrective and preventive maintenance.

- B. The Contractor shall be able to respond within 24 hours to any emergency calls.

The Contractor shall provide emergency numbers to call for after normal hours and holiday technical assistance via telephone or Internet.

- C. The Contractor shall provide the non-emergency and training 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 Contractor's employees and to efficiently use the services of the technician while on site.

### **2.2 PARTS AND REPAIR COMPONENTS**

The City shall provide all parts needed for repairs unless there is an immediate need. In this case, the Contractor will provide the necessary parts and the City will reimburse the Contractor.

### **2.3 TRAINING SERVICES**

- A. The City will provide at least one (1) employee to work with the Contractor's service technician while on site. When possible, the City's employee will perform the service work under the guidance of the Contractor's service technician.

- B. If requested by the City, the Contractor shall provide the services of a trained service technician to provide training on the Basics of MOSCAD System Operation and Maintenance. This training will be provided for the City's electrical/instrumentation staff. This training will be provided on site at the Moccasin Bend WWTP. The City and Contractor will mutually schedule the time for the training.

- C. If requested by the City, the Contractor shall provide the services of a trained service technician to provide training on Advanced MOSCAD System Operation and Maintenance. This training will be provided for the City's electrical/instrumentation staff. This training will be provided on site at the Moccasin Bend WWTP. The City and Contractor will mutually schedule the time for the training.

### **3.0 EXECUTION**

#### **3.1 WORK SCHEDULE**

The services provided under this contract shall be performed during the City's normal working hours (8:00 a.m. – 4:30 p.m.) Monday through Friday unless otherwise mutually agreed upon by the Contractor and the City. Overtime rates will not be applicable.

#### **3.2. RECORD OF SERVICE PERFORMED**

The Contractor shall provide a record of all services made during each work period via a copy of the Contractor's standard service report.

#### **3.3 TERMINATION OF CONTRACT**

Either party may terminate the Contract at any time provided 30 days written notice is given of the intent to terminate the Contract.

#### **3.4 INITIATION OF WORK**

Work shall begin within 30 days after receipt of the City's purchase order for this Contract. Work shall be performed on a mutually agreed upon work schedule.

#### **3.5 BID PRICE**

The Contractor's experience with Motorola Moscad system will be taken into account in evaluating the Bids.

It is the intent that the City shall be provided with experienced service technicians that are familiar with the City's software, equipment, process, configuration, and programming of its Motorola Moscad system.

It is not the City's intent to pay for the Contractor to become familiar and acclimated to the system. It is the responsibility of the Contractor to cover the cost to become integrally familiar with the City's system. Contractor shall factor the cost of becoming familiar with system into the hourly rate being requested for this Bid.

Pricing shall be based on an hourly basis. The total for the hourly cost must include any subcontracting, travel and living expenses that will be incurred. No other expenses will be paid in addition to the hourly rate.

It is estimated that the services required under this contract will at least be one 40-hour week each month. Additional services may be requested by the City as needed.

Contractor shall provide the hourly rate on the Bid Form.

### **3.6 PAYMENT**

- 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.

- 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

## 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)

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(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:

[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](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)