

Date: April 11, 2019

Requisition No.: 183608

**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 April 25, 2019*

Requisition / Bid No.: R183608 / 305470

Ordering Dept.: Purchasing, City Wide

Buyer & E-mail: Mark McKeel mmckeel@chattanooga.gov

Items Being Purchased: Multi-Purposed Printing Paper (Recycled)

*****REQUEST FOR QUOTES MUST BE RECEIVED*****

2:00 P.M., EST on April 25, 2019

**The City of Chattanooga reserves the right to reject any and/or all proposals,
waive any informalities 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:

25-APR-19 at 2:00 PM

BID NUMBER: 305470

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
Requisition / Bid No.: 183608 / 305470 Ordering Dept.: Purchasing, City Wide Buyer: Mark McKeel Phone No.: 423-643-7236 Items Being Purchased: Multi-Purpose Printing Paper; FSC Certified, Minimum 30% Post-Consumer Recycled Content ATTACHMENTS: 1. Bid Sheet (1 pg) 2. Affirmative Action Plan (2 pgs) 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. This Shall Be A Twelve (12) Month Blanket Contract To Supply Multi-Purpose Printing Paper to the City of Chattanooga. The Contract Term May Be Renewed For An Two (2) Twelve (12) Month Term 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 APRIL 25, 2019 *** PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (305470) 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 having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.					

BID SOLICITATION



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

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.

BID OPENING DATE AND TIME:

25-APR-19 at 2:00 PM

BID NUMBER: 305470

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
<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

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: _____

BID SOLICITATION



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

BID OPENING DATE AND TIME:

25-APR-19 at 2:00 PM

BID NUMBER: 305470

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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
1	Multi-Purpose Printing Paper, White, Min. 92 Bright, 8.5" x 11", 20 lb, 500 Sherets per Reem, 10 Reemes per Case - NO SECONDS (RECYCLED PRODUCT); Brand Name: _____ Point of Mfg: _____	1400	Case	_____	_____
2	Multi-Purpose Printing Paper, White, Min. 92 Bright, 8.5" x 11", 20 Lb, 500 Sheets per Ream, 10 Reams per Case - NO SECONDS (THP Three Hole Punched) (RECYCLED PRODUCT); Brand Name: _____ Point of Mfg: _____	86	Case	_____	_____
3	Multi-Purpose Printing Paper, Color, Min. 92 Bright, 8.5" x 11", 20 Lb, 500 Sheets per Ream, 10 Reams per Case - NO SECONDS (RECYCLED PRODUCT); Brand Name: _____ Point of Mfg: _____	24	Case	_____	_____
4	Multi-Purpose Printing Paper, White, Min. 92 Bright, 8.5" x 14", 20 Lb, 500 Sheets per Ream, 10 Reams per Case - NO SECONDS (RECYCLED PRODUCT); Brand Name: _____ Point of Mfg: _____	40	Case	_____	_____
5	Multi-Purpose Printing Paper, Color, Min. 92 Bright, 8.5" x 14", 20 Lb, 500 Sheets per Ream, 10 Reams per Case - NO SECONDS (RECYCLED PRODUCT); Brand Name: _____ Point of Mfg: _____	3	Case	_____	_____
6	Multi-Purpose Printing Paper, White, Min. 92 Bright, 11" x 17", 20 Lb, 500 Sheets per Ream, 5 Reemes per Case, NO SECONDS (RECYCLED PRODUCT); Brand Name: _____ Point of Mfg: _____	44	Case	_____	_____

Multi-Purpose Printing Paper (Recycled)
FSC Certified, Minimum 30% Post-Consumer Recycled Content
Bid No. 305470

Line No.	Product Name	Brand Name	Point of Manufacturer	Estimated Quantity for 1-Year	Unit of Measure	Unit Price	Amount
1	Multi-Purpose Printing, Paper, White, Min. 92 Bright, 8.5" x 11", 20lb., 500 Sheets per Reem, 10 Reems per Case - NO SECONDS (RECYCLED PRODUCT)			1400	Case	0.00	\$ -
2	Multi-Purpose Printing, Paper, White, Min. 92 Bright, 8.5" x 11", 20lb., 500 Sheets per Reem, 10 Reems per Case - NO SECONDS (THP Three Hole Punched) (RECYCLED PRODUCT)			24	Case	0.00	\$ -
3	Multi-Purpose Printing, Paper, Color, Min. 92 Bright, 8.5" x 11", 20lb., 500 Sheets per Reem, 10 Reems per Case - NO SECONDS (Green 2001021, Blue 2001015, Pink 2001027, Canary 200101X, Lilac 2001024, Orchid 2001025, Gold 2001020) (RECYCLED PRODUCT)			40	Case	0.00	\$ -
4	Multi-Purpose Printing, Paper, White, Min. 92 Bright, 8.5" x 14", 20lb., 500 Sheets per Reem, 10 Reems per Case - NO SECONDS (RECYCLED PRODUCT)			86	Case	0.00	\$ -
5	Multi-Purpose Printing, Paper, Color, Min. 92 Bright, 8.5" x 14", 20lb., 500 Sheets per Reem, 10 Reems per Case - NO SECONDS (Green 2001036, Blue 2001033, Pink 2001044, Canary 2001036, Lilac/Orchid 2001043, Gold 2001037) (RECYCLED PRODUCT)			3	Case	0.00	\$ -
6	Multi-Purpose Printing, Paper, White, Min. 92 Bright, 11" x 17", 20lb., 500 Sheets per Reem, 5 Reems per Case - NO SECONDS (RECYCLED PRODUCT)			44	Case	0.00	\$ -

TOTAL

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:

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

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: _____