

Date: April 3, 2019

Requisition No.: 183203

**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 17, 2019*

Requisition / Bid No.: R183203 / 305434

Ordering Dept.: Fleet Management, Public Works

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

**Items Being Purchased: Petersen Knuckleboom Loader OEM Parts &
Service**

*****REQUEST FOR BIDS MUST BE RECEIVED*****

2:00 P.M., EST on April 17, 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/finance66_standardtermsandconditions.htm

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:

17-APR-19 at 2:00 PM

BID NUMBER: 305434

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 / Bid No.: 183203 / 305434 Ordering Dept.: Fleet Management, Public Works Buyer: Mark McKeel Phone No.: 423-643-7236 Items Being Purchased: Petersen Knuckleboom Loader OEM Parts ATTACHMENTS: 1. Specifications (2 pages) 2. Affirmative Action Plan (2 pages) 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 Petersen Knuckleboom Loader OEM Parts to Fleet Management. The Contract Term May Be Renewed For An Additional Two (2) 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 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 17, 2019 *** PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (305434) 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. Any manufacturer;s names, trade names, brand names, or catalog numbers used in the					

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Item	Class-Item	Quantity	Unit	Unit Price	Total
<p>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.

COMPANY: _____

TERMS OF PAYMENT: _____

SIGNATURE: _____

TELEPHONE NUMBER: _____

NAME AND TITLE: _____

BID SOLICITATION



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Item	Class-Item	Quantity	Unit	Unit Price	Total
1	WAL866902 - FELT WASHER	4	Each	_____	_____
2	WAF642004 - GIMBLE BREAK / WASHER / FRICTION DIS	12	Each	_____	_____
3	VAO5RC2000 - PORT RELIEF VALVE	2	Each	_____	_____
4	TU04004 - BOX TUBE	4	Each	_____	_____
5	TU03-006 - TUBE, BOOM	4	Each	_____	_____
6	SN120022 - TAILGATE WEATHERSTRIP	1	Each	_____	_____
7	SCA1032C - PT BOLT	30	Each	_____	_____
8	P102158 - BOLT	2	Each	_____	_____
9	P102119 - GIMBAL KIT USE P102119ASSY	6	Each	_____	_____
10	NUB20U - 1-1/4 USS SLOTTED NUT	2	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
11	LDR04 - SIGHT/TEMP GAUGE	4	Each	_____	_____
12	HS10576FS - BOX HOSE	8	Each	_____	_____
13	HS10576F - HYD HOSE	8	Each	_____	_____
14	HP0512273 - O-RING FOR AUTUATOR	4	Each	_____	_____
15	HF606063046FM - HYD RESTRICTOR	17	Each	_____	_____
16	HC03004 - 14-SPLINE BUCKET MOTOR	16	Each	_____	_____
17	FA011244 - CLEVIS PIN K/B T/G	3	Each	_____	_____
18	EL01043 - PETERSEN SENSOR CABLE	10	Each	_____	_____
19	EL01042 - PROXY SENSOR	8	Each	_____	_____
20	CLP3C - PETERSEN 3 HOLE PIPE CLAMP	6	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
21	CLP220 - 5/8 PLASTIC TUBE CLAMP	8	Each	_____	_____
22	CL5G225 - TOP PLATE CLAMP	8	Each	_____	_____
23	BU502008 - BUSHING BUCKET JAW PIN	4	Each	_____	_____
24	BLU20036U5 - KB TARP CLAMP	4	Each	_____	_____
25	BL120124U87 - 1-1/4-7X7-3/4 BOLT	1	Each	_____	_____
26	BL11624U088 - BL116240U88 BOOM BOLT	14	Each	_____	_____
27	123163 - SLIDE BOX BRACKET	12	Each	_____	_____
28	123127 - HOSE RECOIL COVER	1	Each	_____	_____
29	123124 - SLIDE RT	6	Each	_____	_____
30	123123 - SLIDE RT	6	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
31	123122 - HR BOX {FSUBAS05:001002R}	1	Each	_____	_____
32	123121 - 123121BOX ASM LH	1	Each	_____	_____
33	122111 - TARP ROLLER	5	Each	_____	_____
34	121105 - TIP EXT CYL	6	Each	_____	_____
35	121102 - 5" TIP CYL	6	Each	_____	_____
36	121101 - CYLINDER LIGHTNING LOADER MAIN	3	Each	_____	_____
37	114453 - SPACER	10	Each	_____	_____
38	114451 - TORQUE ARM SPACER.	24	Each	_____	_____
39	109205 - TL3 TRUNION FOR TIP EXT CYL	4	Each	_____	_____
40	102400 - BUCKET CYLINDER ASSY	4	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
41	102173 - BUCKET A FRAME PIN	2	Each	_____	_____
42	102172 - A-FRAM WELDMENT	2	Each	_____	_____
43	102171 - BUCKET BLADE	4	Each	_____	_____
44	102129 - BUCKET SADDLE ASSY	1	Each	_____	_____
45	102127 - PETERSEN MANIFOLD	2	Each	_____	_____
46	CY05001 - HYD CYK OUTRIGGER HORIZONTAL	6	Each	_____	_____
47	Per Hour Labor Rate to Repair Equipment as Required	30	Hour	_____	_____

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**PAYMENT TERMS
FOR
Peterson Knuckleboom Loader OEM Parts for Fleet Management Division
March 2019**

1. PAYMENT OF SERVICES

- 1.1. The City will make payment to the Vendor according to the City's normal policies and procedures.
- 1.2. 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.
- 1.3. Vendor's Invoice must list a valid E-Mail Address for billing questions and inquiries.
- 1.4. 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.
- 1.5. 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.
- 1.6. 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.
- 1.7. Markup will be calculated as the following example:
 - 1.7.1. If the part costs vendor \$100.00,
 - 1.7.2. and the Markup on contract is 10%,
 - 1.7.3. City will reimburse Vendor \$110.00.
- 1.8. 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 and speeds payment processing time.

- 1.9. Vendor's Invoices that are billed inaccurately, incompletely, or otherwise unprocessable are not considered valid.
- 1.10. 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.
- 1.11. 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.
- 1.12. 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:

City of Chattanooga
Fleet Management
3102 Elmendorf Circle
Chattanooga, TN 37406
fleetacctspayable@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 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: _____