

# 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.

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RFQ

BID OPENING DATE AND TIME:

16-MAY-19 at 2:00 PM

BID NUMBER: 305501

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.:184321 / Bid No. 305501 Ordering Dept.: Human Resources Buyer: Marisol Hernandez Phone No.: 423-643-7235 Email: Mhernandez@chattanooga.gov					
Items Being Purchased: Stop Loss Insurance for Human Resource Department					
ATTACHMENTS: Specifications Iran Divestment Act Form Affirmative Action Plan No Contact/No Advocacy Notice Receipt, Must be Notarized ..... ***Deadline For Questions Is May 8, 2019, at 2pm, Est*** .....					
This Shall Be A Twelve (12) Month Blanket Contract To Supply Stop Loss Insurance. 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 MAY 16, 2019 ***					
SUBMIT SEALED BIDS IN DUPLICATE WITH AN ADDITIONAL COPY ON A FLASH DRIVE INDICATING BID NUMBER (305501) ON OUTSIDE PACKAGING .....					
City of Chattanooga (COC) Terms and Conditions posted on Website <a href="http://www.chattanooga.gov/purchasing/standard-terms-and-conditions">http://www.chattanooga.gov/purchasing/standard-terms-and-conditions</a>					
If you can't download call buyer for a copy.					
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. Exceptions not submitted with bid response will not be considered.					
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.					

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**BID OPENING DATE AND TIME:**  
 16-MAY-19 at 2:00 PM

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**BUYER:**  
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Item	Class-Item	Quantity	Unit	Unit Price	Total
<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**

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: \_\_\_\_\_

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**  
 16-MAY-19 at 2:00 PM

**BID NUMBER:** 305501

**BUYER:**  
**PHONE #:** (423) 643-7230  
**DELIVERY REQUIRED:**

**SEALED BIDS**

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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	Bid Proposals for Stop Loss Insurance for the City of Chattanooga's Health Plan	423000	Each	_____	_____

**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.

ALL BIDS MUST BE SIGNED – The undersigned offers the above quoted prices under the conditions contained herein.

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

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

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

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

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

April 30, 2019

Ref. No. 305501

**PURCHASING DIVISION  
101 EAST 11<sup>th</sup> STREET, STE. G-13  
CHATTANOOGA, TENNESSEE 37402  
CITY HALL**

**Invitation to Bid for the City of Chattanooga, TN**

*Bids will be received at 101 East 11<sup>th</sup> Street, Ste. G-13, Chattanooga, TN, 37402, until 2:00 p.m., e.s.t., on Thursday, May 16, 2019.*

**Requisition No.: 184321 / Bid No. 305501**

**Ordering Dept.: Human Resources**

**Buyer: Marisol Hernandez**

**Phone No.: 423-643-7235**

**Fax No.: 423-643-7244**

\*\*\*\*\*

**Items Being Purchased: STOP LOSS INSURANCE FOR CITY OF CHATTANOOGA HEALTH PLAN.**

\*\*\*\*\*

**\*\*\*INVITATION TO BID MUST BE RECEIVED\*\*\*  
NO LATER THAN  
2:00 P.M. E.S.T. ON May 16, 2019  
\*\*ALL QUESTIONS MUST BE SUBMITTED IN WRITING\*\*  
AND RECEIVED NO LATER THAN  
2:00 P.M. E.S.T. ON May 8, 2019**

\*\*\*\*\*

**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.**

**The City of Chattanooga (COC) Terms and Conditions posted on Website are applicable: <http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>**

**Exceptions to the Terms and Conditions not submitted with bid response will not be considered.**

\*\*\*\*\*

**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 Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated within Offeror's bid.**

# **INVITATION TO BID**

Stop Loss Insurance

For

City of Chattanooga Health Plan

April 30, 2019

## OVERVIEW:

The City of Chattanooga's self-insured Health Plan is administered by BlueCross BlueShield of Tennessee (BCBST). The plan consists of a PPO plan as well as High Deductible Health Plan (HDHP) and currently has approximately 6400 members. The plan includes active employee, retirees and their dependents. Active employees are enrolled in BCBST Network S and BCBST Network P but retirees are enrolled in BCBST Network P only. The City currently uses BCBST (Blue Re) as its Stop Loss vendor and the current specific attachment level is \$500K. The plan year is on a fiscal cycle which runs July 1 through June 30.

The City is seeking bids to provide stop loss insurance for the next plan year (July 1, 2019 – June 30, 2020).

Please note the City will not pay an outside entity commissions other than Russ Blakely & Associates, LLC. The City also asks for bids to be submitted directly by bidding carriers and not Advisors, Brokers or Consultants.

## GENERAL INSTRUCTIONS TO PROPOSERS

**Sealed Bids must be submitted in hard copy format to the Purchasing Division, City of Chattanooga, by no later than 2:00 p.m., EDT, on May 16, 2019 to the attention of:**

City of Chattanooga Purchasing Division  
Attn: Marisol Hernandez  
101 East 11<sup>th</sup> Street  
Suite G13  
Chattanooga, TN 37402  
Phone: (423) 643-7235  
Fax: (423) 643-7244  
[mhernandez@chattanooga.gov](mailto:mhernandez@chattanooga.gov)

Late or misdirected bids shall be rejected and returned unopened without exception. Postmarks are not accepted.

### Quantity and Format

Proposer shall submit three (3) complete copies of their bid; one (1) original, two (2) copies and one (1) electronic copy in PDF format on a flash drive. All bids shall be submitted in a sealed non-transparent envelope or box marked **"305501 - Stop Loss Insurance for City of Chattanooga Health Plan"**.

### Implied Requirements

All products and services not specifically mentioned in this bid, but which are necessary to provide the functional capabilities described by the Proposer, shall be included in the Bid.

Proposer-Supplied Materials

Any material submitted by a Proposer shall become the property of the City unless otherwise requested at the time of submission. **Any firm submitting a bid should assume the information included in the bid is subject to Open Records / Freedom of Information Act.**

Incurring Costs

The City shall not be liable for any cost incurred by the proposer prior to the issuance of a contract purchase agreement and will not pay for the information solicited or obtained. Proposer shall not include or integrate any such expense as part of its bid.

Economy of Preparation

Bids shall be prepared simply and economically. Bids shall provide a straightforward and concise bid description. Emphasis shall be placed on clarity and content.

Bid Withdrawal Procedure

A Bid may be withdrawn at any time until the date and time set above for opening of bids. Any bid not so withdrawn shall, upon opening, constitute an irrevocable offer to provide the specifications set forth in the bid, until the successful bid(s) is/are accepted and a contract has been executed between the City and the successful Proposer(s).

General Reservation of City Rights

The City of Chattanooga may contact any firm for the purpose of obtaining additional information or clarification.

General Terms

Any contract resulting from this Bid will be subject to the City of Chattanooga's Standard Terms and Conditions.

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

Any exceptions to said Terms and Conditions must be submitted with Bid response.

Proposers shall state any exceptions to or deviations from the terms of this Bid and the Standard Terms and Conditions. Where proposer wishes to propose alternative approaches to meeting the City's technical or contractual requirements, these should be thoroughly explained. The Contractor shall be bound to accept all stated terms not except in its bid.

City reserves the right to accept or reject any or all exceptions / deviations at its sole discretion. City reserves the right to reject excepted or conditional bids at its sole discretion.

Any resulting contract shall NOT be open to other Tennessee governmental agencies (including school districts) as a "piggyback contract".

**ADDITIONAL BID INFORMATION**

Please provide bid proposals with pricing information for the following specific attachment levels:

- \$500K
- \$550K
- \$600K

Bid Timeline

Bid to be released by City – April 30, 2019

Last day to ask questions\* (see below) – May 8, 2019

City response to questions – May 10, 2019

Last day to submit bid – May 16, 2019

\*Please send questions or the need for additional information in writing to the City’s purchasing department.

Please note the City will not pay an outside entity commissions other than Russ Blakely & Associates, LLC. The City also asks for bids to be submitted directly by bidding carriers and not Advisors, Brokers or Consultants.

**The following data is available upon request from the City’s Purchasing Department. Requests must be made directly to Marisol Hernandez, Buyer at [mhernandez@chattanooga.gov](mailto:mhernandez@chattanooga.gov)**

BCBST Member Listing	As of 3/31/2019
BCBST Subgroup Key	
Active employees plus Agency Listing	As of 4/11/19
Monthly enrollment report	7/1/2016 through 3/31/2019
Monthly Paid Claims report	7/1/2015 through 3/31/2019
Large Claim reports	plan YTD and prior 2 plan years
Current EOC for PPO and HDHP	attached
Current Stop Loss Policy and Contract	attached
Demographic of Current Members	Active and Retirees
Demographic of Current Members	Active Only
BCBST Stop Loss Aggregate	7/1/2018-3/31/2019
BCBST 50% Stop Loss	7/1/2018-3/31/2019

\*All questions, and requests for information or clarification must be submitted in writing, and will be accepted until 2:00 PM on May 8, 2019, and shall be sent to:

City of Chattanooga Purchasing Division  
Attn: Marisol Hernandez, Buyer  
101 East 11<sup>th</sup> Street  
Suite G13  
Chattanooga, TN 37402  
Phone: (423) 643-7235  
Fax: (423) 643-7244  
mhernandez@chattanooga.gov

The City specifically requests that any communication concerning this ITB be made exclusively with the Purchasing Division Buyer until selection has been completed. Failure to honor this request will be negatively viewed in the selection process.

#### TERM OF CONTRACT

Contract for Custodial and Related Services shall begin on 7/1/2019 and continue through 6/30/2020. The Contractor shall submit to the City of Chattanooga invoices for services provided in even monthly installments such that the sum of all monthly invoices total the exact contract amount. Invoices are due after service has been rendered with the first invoice due on 08/01/2019 and on the first (1<sup>st</sup>) day of each month thereafter throughout the remainder of the contract and any contract extensions. The monthly invoice shall be sent to: City of Chattanooga (Accounts Payable Division) 101 East 11<sup>th</sup> Street, Suite 101 Chattanooga, TN 37402 during the last week of each and every month for the preceding month's service.

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 more information, please contact the State of Tennessee, Central Procurement Office  
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

## 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.

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(Signature of Contractor)

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(Title and Name of Company)

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(Date)

**No Contact/No Advocacy Affidavit**

City of Chattanooga  
Purchasing Division

**For Submission with Sealed RFP, RFQ, Sealed Bid Responses:**

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ (agent name), being first duly sworn, deposes and says 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 # \_\_\_\_\_;
- (2) \_\_\_\_\_ (agent name) swears or affirms that the Submitter  
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: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_