

Date: March 22, 2017

Requisition No.: 148378

**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 5, 2017*

Requisition / Bid No.: R148378 / 304563

Ordering Dept.: Purchasing / General Services

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

Items Being Purchased: Paper Goods

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

2:00 P.M., EST on April 5, 2017

*****PRE-BID CONFERENCE WILL BE CONDUCTED*****

10:00 A.M., EST on March 29, 2017

**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

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:

05-APR-17 at 2:00 PM

BID NUMBER: 304563

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.: 147378 / 304563 Ordering Dept.: Purchasing Buyer: Mark McKeel Phone No.: 423-643-7236 Items Being Purchased: Paper Goods ATTACHMENTS: Affirmative Action Plan (2 pages), Iran Divestment Act Disclosure (1 page) *** PLEASE NOTE: All items must be bid to be considered for an award. There will be two (2) vendors selected for an award. This Shall Be A Twelve (12) Month Blanket Contract To Supply Paper Goods to the City of Chattanooga The Contract Term May Be Renewed For An Additional 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. **** 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. 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 5, 2017> *** 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. 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 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					

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:

05-APR-17 at 2:00 PM

BID NUMBER: 304563

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
any brand which meets or exceeds the quality of the specifications listed for any item.					
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.					
**** NOTE **** PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:					
Company Name _____					
Address _____					
Phone/Toll-Free No. _____					
Fax No. _____					
eMail Address _____					
Contact Person's Name _____					
Estimated Delivery _____					
Minority-Owned Business _____ Small Business _____ Veteran _____					
Minority Woman-Owned Business _____ Disabled Veteran _____					
Woman-Owned Business _____					
**** ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION ****					

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# 304563 Paper Goods

Paper Products

Line No.	Product Name	Product Sold As	Unit	Brand Name	Catalog Number	Estimated Quantity	Unit Price	Amount
1	Paper Towel, Multi-Fold, 9.25 x 9.5	4,000	Case			1,112	\$ -	\$ -
2	Paper Towel, Roll, 9.0 x 11.0, 85 Sheets, White, 2-Ply	30	Case			138	\$ -	\$ -
3	Paper Towel, Single-Fold, 9.25 x 10.25	4,000	Case			363	\$ -	\$ -
4	Paper Towel, Roll, 7.75 x 8.00	12	Case			315	\$ -	\$ -
5	Paper Towel, C-Fold, 13 x 10.25, White, 2-Ply	2,400	Case			458	\$ -	\$ -
6	Paper Towel, Wypall, 9.0 x 16.5 White	900	Case			41	\$ -	\$ -
7	Paper Towel, Cormatic Pull Towel, Brown, 90-Foot Roll	6 Rolls	Case			145	\$ -	\$ -
8	Paper Towel, Bay West, White, 8 x 630, 3-Notch	6	Case			50	\$ -	\$ -
9	Toilet Tissue, White, 2-Ply, 4.5 x 3.75, 500 Sheets	96	Case			414	\$ -	\$ -
10	Toilet Tissue, White, 2-Ply, 3.9 x 4.0, 616 Sheets	48	Case			236	\$ -	\$ -
11	To Fit Wagon Wheel, Holds 6 Rolls	12 Rolls	Case			277	\$ -	\$ -
12	Toilet Tissue, White, 9021, 2-Ply, JRT Jr. Jumbo	6 Rolls	Case			77	\$ -	\$ -
13	Toilet Tissue, White, Giant Roll, 4,000, 1-Ply	36	Case			95	\$ -	\$ -
14	Toilet Tissue, White, Comp-Coreless 375, 4 x 4.5, 2-Ply, 1000 Sheets	3,000	Case			23	\$ -	\$ -
15	Toilet Seat Covers, Disposable, (To Fit Kimberly Clark/Scott Dispenser)	1,000	Case			36	\$ -	\$ -
16	Cups, Styrofoam, 8 Oz.	1,000	Case			49	\$ -	\$ -
17	Cups, Solo, Plastic, 16 Oz.	6	Case			53	\$ -	\$ -
18	Towel Extender, Centerpull, White, 2-Ply, 520 Sheets	1,000	Case			220	\$ -	\$ -
19	Trash Can Liner, Natural, 12 Gallon, 24 x 33, #8 Micron	100	Case			532	\$ -	\$ -
20	Trash Can Liner, Black, 33 Gallon, 30 x 36, 1.2 Mil Thickness, .9 Mil	100	Case			1,838	\$ -	\$ -
21	Trash Can Liner, Clear, 60 Gallon, 38 X 58, 1.7 Mil Thickness (for Riverbend Festival per CWS)	100	Case			80	\$ -	\$ -
22	Trash Can Liner, Clear, 30 x 36, 4 Mil, ** Fire Department Evidence Bags Only **	100	Case			73	\$ -	\$ -
23	Trash Can Liner, Black, 44 x 55, 1.5 Mil	250	Case			311	\$ -	\$ -
24	Trash Can Liner, Orange, 33 x 40, #14 Micron	250	Case			50	\$ -	\$ -
TOTAL: \$ -								\$ -

Paper Goods not Listed Above Percentage Discount (-), Markup (+), or Net (0); _____ %
(Please Note Discount, Markup, or Net)

Discount, Markup, or Net 0.00%

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