

BID SOLICITATION



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

BID OPENING DATE AND TIME:

15-AUG-17 at 2:00 PM

BID NUMBER: 304838

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:

V
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RFQ

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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>Requisition No.: 158215 / 304838 Ordering Dept.: Finance Buyer: Deidre Keylon Phone No.: 423-643-7231</p> <p>Items Being Purchased: Printing, Folding, Stuffing, and Mailing of Sewer Bills and Printing of Shut-off Notice Hang Tags</p> <p>ATTACHMENTS: Specifications (7 pages), Affirmative Action Plan document (2 pages) and Iran Divestment Act Vendor Disclosure and Acknowledgement attestation form (1 page), Insurance requirements are included under Standard Terms & Conditions (see below)</p> <p>This Shall Be A Twelve (12) Month Blanket Contract To Supply Printing, Folding, Stuffing, and Mailing of Sewer Bills and Printing of Shut-off Notice Hang Tags. The Contract Term May Be Renewed For An Additional Two 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.</p> <p>****Vendor Shall Hold Prices Firm For First (1st) Year of Contract****</p> <p>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.</p> <p>QUANTITIES ARE ESTIMATES ONLY. THE CITY OF CHATTANOOGA SHALL GUARANTEE NO MINIMUM OR MAXIMUM AMOUNT PURCHASED DURING THE LIFETIME OF THE CONTRACT.</p> <p>*** BID MUST BE RECEIVED NO LATER THAN *** *** 2:00 PM EST ON AUGUST-15-2017 *** ***DEADLINE FOR QUESTIONS IS AUGUST-09-2017*** ***ALL QUESTIONS MUST BE SUBMITTED IN WRITING TO DMKEYLON@CHATTANOOGA.GOV***</p> <p>City of Chattanooga (COC) Terms and Conditions posted on Website http://www.chattanooga.gov/purchasing/standard-terms-and-conditions</p> <p>If you can't download call buyer for a copy.</p> <p>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.</p> <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>					

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Item	Class-Item	Quantity	Unit	Unit Price	Total
<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 ****</p> <p>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: _____

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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	Printing, folding, and stuffing of sewer bills per specifications		Dollar	_____	_____
2	Postage for mailing at bulk rate	170000	Dollar	_____	_____
3	Postage for mailing that does not qualify for bulk rate		Dollar	_____	_____
4	Printing of shut-off notice door hang tags per specifications		Dollar	_____	_____

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COMPANY: _____

TERMS OF PAYMENT: _____

SIGNATURE: _____

TELEPHONE NUMBER: _____

NAME AND TITLE: _____

**Specifications for Sewer Bill Printing, Folding, Stuffing, and Mailing
and Shut-Off Notice Hang Tags**

Sewer bill printing specifications:

- Quantity estimated at 65,000 per month in batches of as low as 8,000 per week and as high as 20,000 per week
- File structure provided by City to print vendor is a tab delimited file.
- Vendor must NCOA and Cass data file with certain records being supplied back to city.
- Vendor must be able to pull certain records/notices for city that do not require mailing.
- Notice is printed in Blue with black variable data front only 60 lb white stock 1/3 micro perf @ 3.667 from bottom.
- #10 window outgoing envelope 24lb white wove with special window 1 3/8 x 4 1/2 - 7/8L – 1/2B
- #9 return inside tint window size 1 3/8 x 4 1/2 - 3/4L – 1/2B
- Vendor must be able to group multiple notices in same envelope
- Vendor must also be able to group multiple notices in a 9x12 when it exceeds capacity of a #10.
- Vendor must have capability to produce a QR code for notices.
- Vendor must also have capabilities to produce barcodes for internal city use.
- Vendor must be able to proof and process and deliver notices to the USPS in a 24 hour turn-around time
- All data processed verified and quality controlled
- No subcontracting allowed. All processes to include envelope printing, data, art, digital production, and all mailing services performed in the same facility.
- Mail delivered to Chattanooga TN - BMEU with maximum postage discounts available.
- Vendor must be able to bypass items that are coded for electronic bills.

Shut-off notice door hang tag specifications:

- To be quoted in quantities of 1,000; 2,500; 5,000; and 7,500
- 67# bright green (neon) paper
- black ink on front and back
- Punched out hole
- Finished door hangers must be delivered (inside delivery) to Tennessee American Water Company at 109 Wiehl Street, Chattanooga, TN 37403; all handling, packaging, shipping, delivery, and other costs related to this delivery must be included in the quoted price

Additionally:

- City must be able to approve proofs prior to mailing to bill-recipients

- Vendor to cover excess postage not covered by bulk, and then invoice City for repayment
- Vendor must include any implementation charges (all set up costs) in bid price
- Vendor must mail from a local Chattanooga, TN, post office or utilize a City of Chattanooga USPS meter permit ID to be printed on envelopes so that no postmark other than City of Chattanooga or non-identifiable postmark will appear
- Vendor must notify City of the weekly balance on the USPS meter permit

SAMPLE

City of Chattanooga Waste Resources Division

Payment Processing
P.O. Box 591 • Chattanooga, TN 37401-0591



BILLING DATE	PREMISE #	CUSTOMER ID	ACCOUNT NAME
7/21/2017	92[REDACTED]1	9[REDACTED]1	[REDACTED]
FOR THE PERIOD			SERVICE ADDRESS
6/8/2017 - 7/11/2017			[REDACTED]



CG02



*****AUTO**5-DIGIT 37406 5 279

CHATTANOOGA, TN 37408-1200

IMPORTANT MESSAGES

If your payment is made through your bank's bill paying system, please change your account number to the customer ID below.

Customer ID: 9[REDACTED]1

shaded in med. blue

UNPAID FEES MAY RESULT IN DISCONNECTION

Meter Number	Meter Size	Previous Read	Present Read	Usage (100 Gallons)	ACCOUNT ACTIVITY RELATED TO PREVIOUS STATEMENT	
090578085T		2221.56	2266.44	44.88	Previous Balance	\$267.20
All bars & lines in bright royal blue ink; all data fields in black ink					Payments	\$0.00
					Adjustments	\$0.00
					PAST DUE AMOUNT	\$267.20
					Days in Billing Cycle	33
					CURRENT SUMMARY OF CHARGES	
					Sewer Charge	\$37.89
					TOTAL NEW CHARGES	\$37.89
					AMOUNT DUE IF PAID BY 8/8/2017	\$305.09
					AMOUNT DUE ON OR AFTER 8/9/2017	\$308.88
RECURRING PAYMENTS: Auto-Pay on your due date with no additional charge via e-check, automatic bank draft, credit card, or debit card.				TOTAL USAGE	44.88	

PAY IN PERSON: Any area First Tennessee Bank, or at City Hall, 101 E. 11th St, 1st Floor

PAY BY PHONE: 24/7 Dial (844) 755-0311, at no charge.

PAY ONLINE: www.chattanooga.gov/sewerfee (register for e-billing here)

BILLING QUESTIONS: Dial (423) 643-6311 from 8 am to 6 pm, Monday-Friday

SERVICE ISSUES: Call 3-1-1 from 8 am to 6 pm, Monday - Friday

ADDRESS CHANGE: Contact TN American Water (866) 736-6420

PAYMENT COUPON. PLEASE RETURN THIS PORTION WITH YOUR PAYMENT. MAKE CHECKS PAYABLE TO CITY OF CHATTANOOGA.

CHATTANOOGA, TN 37408-1200

Please make checks payable to
CITY OF CHATTANOOGA

Premise Number	9[REDACTED]71
PAST DUE AMOUNT	\$267.20
Due Date For Current Charges	8/8/2017
Current Charges	\$37.89
AMOUNT DUE IF PAID BY 8/8/2017	\$305.09
AMOUNT DUE ON OR AFTER 8/9/2017	\$308.88



City of Chattanooga
Waste Resources Division
P.O. Box 591
Chattanooga, TN 37401-0591



926006557100000000099676108082017000000305092

Notice of Disconnection of Water Service for Unpaid Sewer Service Charges

A work order has been submitted with your water provider to disconnect water service at this location due to unpaid sewer service charges.

Date: _____

Name on Account: _____

Chattanooga Account #: _____

Sewer Service Address: _____

A reconnect work order will be submitted by the City of Chattanooga Waste Resources Division (WRD) to restore your water service as soon as this outstanding balance is paid in full.

To reinstate your water service, please call or visit us online:

Customer Service: Dial 311/423-425-6311

Office Hours: M-F 8:00 a.m. – 6:00 p.m.

24-Hour/Day Pay-via-Web: www.chattanooga.gov

24-Hour/Day Pay-by-Phone: 1-888-673-9479

Payment may be made IN PERSON (cash or credit card only) at:

Treasurer's Office – City Hall

101 East 11th Street, First Floor

Office Hours: M-F 8:00 a.m. – 4:30 p.m.

Payments for same day reconnection must be received by 3:00 p.m.



**City of Chattanooga
Waste Resources Division**

Aviso de Suspensión del Servicio de Agua por falta de pago de la cuenta de servicios de alcantarillados

Una orden de trabajo se ha presentado a su proveedor de agua para desconectar el servicio de agua en esta ubicación debido a la falta de pago por servicios de alcantarillados.

Fecha: _____

Nombre de usuario: _____

Número de cuenta - Chattanooga: _____

Dirección del servicio: _____

Una orden de reconexión será presentada por **La ciudad de Chattanooga Waste Resources Division (WRD)** a su proveedor de agua potable para restablecer el servicio de agua tan pronto el saldo pendiente sea pagado en su totalidad.

Para restablecer el servicio de agua, por favor llame o visítenos en línea.

Servicio al Cliente: Marque 311/423-425-6311

Horas laborales: L-V 8:00 a.m. – 6:00 p.m.

24 horas/al día pago vía Web: www.chattanooga.gov

24 horas/al día pago por teléfono: 1-888-673-9479

Se puede hacer pagos en persona (solo en efectivo o tarjeta de crédito) en:

La Oficina de Tesorería

101 Calle 11 E, Primer Piso

Horas laborales: L-V 8:00 – 4:30 pm

Para restablecer el servicio el mismo día el pago debe recibirse antes de las 3:00p.m.



**City of Chattanooga
Waste Resources Division**

Cut so easy
access to hang on
door

print two sided

4 1/4"

11 inches

1 1/2"

1 1/2"

Notice of Disconnection of Water Service for Unpaid Sewer Service Charges

A work order has been submitted with your water provider to disconnect water service at this location due to unpaid sewer service charges.

Date: _____

Name on Account: _____

Chattanooga Account #: _____

Sewer Service Address: _____

A reconnect work order will be submitted by the City of Chattanooga Waste Resources Division (WRD) to restore your water service as soon as this outstanding balance is paid in full.

To reinstate your water service, please call or visit us online:

Customer Service: Dial 311/423-425-6311

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24-Hour/Day Pay-via-Web: www.chattanooga.gov

24-Hour/Day Pay-by-Phone: 1-888-673-9479

Payment may be made **IN PERSON** (cash or credit card only) at:

Treasurer's Office – City Hall

101 East 11th Street, First Floor

Office Hours: M-F 8:00 a.m. – 4:30 p.m.

Payments for same day reconnection must be received by 3:00 p.m.



**City of Chattanooga
Waste Resources Division**

9 envelope

PLACE
STAMP
HERE



CSB



City of Chattanooga
Waste Resources Division
P.O. Box 591
Chattanooga, TN 37401-0591

PRESORT FIRST CLASS
US POSTAGE
PAID
CHATTANOOGA TN
PERMIT NO. 468

#10
envelope



**Affirmative Action Plan
For
(Invitation or RFP Number)**

(Name of Contractor)

The above named Contractor is an equal opportunity employer and during the performance of this contract, the Contractor agrees to abide by the Affirmative Action Plan 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. During the term of this contract 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 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) _____