

BID SOLICITATION



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

BID OPENING DATE AND TIME:

01-JUN-17 at 2:00 PM

BID NUMBER: 304727

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 No.: 148918 Ordering Dept.: Waste Resources Buyer: Geoffrey Hipp 423-643-7233 *****					
DESCRIPTION: This shall be a twelve (12) month blanket contract for Uniform and Textile Rental and Laundry Service for the Waste Resources Division. The contract may be renewed for two (2) additional 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 Written Confirmation by both parties at least 30 days prior to the contract's current expiration date into any successive term as provided herein. *****					
ATTACHMENTS: - Specifications - Insurance Requirements - Iran Divestment Act - Affirmative Action Plan - Standard Terms and Conditions: (http://www.chattanooga.gov/purchasing/standard-terms-and-conditions) *****					
*** BIDS MUST BE RECEIVED NO LATER THAN *** ***** 2:00 PM ON JUNE 1, 2017 ***** *****					
PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (304727) ON OUTSIDE PACKAGING *					
ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION, FREIGHT ALLOWED. *****					
NOTE: 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. 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. *****					
PRICE ESCALATION CLAUSE: All prices under this contract shall remain fixed during each twelve (12) month contract period. If as a result of a general change in prices or discounts, the contractor has changed prices to all of its customers, then, at the time of contract renewal, the price under this contract may be adjusted accordingly after acceptance. All price increases must be justified by providing a copy of the prevailing labor wage or material cost increases. Prompt notice of price changes (increases or reductions) must be furnished to the Purchasing Agent at least 30 days prior to the requested effective date and the prices for these services/materials shall remain firm for twelve (12) months. The effective date of price increases shall be the date the Purchasing Agent accepts the price changes or the effective date of increase stated by contractor's notice to Purchasing Agent, whichever is later. *****					
PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION: Company Name _____ Address _____ Phone/Toll-Free No. _____ Fax No. _____ E-Mail Address _____					

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Item	Class-Item	Quantity	Unit	Unit Price	Total
Contact Person's Name _____					
Estimated Delivery _____					
Minority-Owned Business ___ Small Business ___ Veteran ___					
Minority Woman Owned Business ___ Disabled Veteran ___					
Women-Owned Business ___					

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The City is Exempt from all Federal and State Tax.
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COMPANY: _____

TERMS OF PAYMENT: _____

SIGNATURE: _____

TELEPHONE NUMBER: _____

NAME AND TITLE: _____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Shirt, woven, mens, short sleeve, button-up, with pockets, City of Chattanooga patch	1	Week	_____	_____
2	Shirt, woven, mens, short sleeve, button-up, with pockets, City of Chattanooga patch Replacement Cost	1	Each	_____	_____
3	Shirt, woven, mens, long sleeve, button-up, with pockets, City of Chattanooga patch	1	Week	_____	_____
4	Shirt, woven, mens, long sleeve, button-up, with pockets, City of Chattanooga patch - Replacement Cost	1	Each	_____	_____
5	Shirt, woven, womens, short sleeve, button-up, with or without pockets, City of Chattanooga patch	1	Week	_____	_____
6	Shirt, woven, womens, short sleeve, button-up, with or without pockets, City of Chattanooga patch - Replacement Cost	1	Each	_____	_____
7	Shirt, woven, womens, long sleeve, button-up, with or without pockets, City of Chattanooga patch	1	Week	_____	_____
8	Shirt, woven, womens, long sleeve, button-up, with or without pockets, City of Chattanooga patch - Replacement Cost	1	Each	_____	_____
9	Shirt, polo, mens, short sleeve, moisture-wicking, City of Chattanooga patch	1	Week	_____	_____
10	Shirt, polo, mens, short sleeve, moisture-wicking, City of Chattanooga patch - Replacement Cost	1	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
11	Shirt, polo, womens, short sleeve, moisture-wicking, City of Chattanooga patch	1	Week	_____	_____
12	Shirt, polo, womens, short sleeve, moisture-wicking, City of Chattanooga patch - Replacement Cost	1	Each	_____	_____
13	Shirt, FR, long sleeve, enhanced visibility, City of Chattanooga patch	1	Week	_____	_____
14	Shirt, FR, long sleeve, enhanced visibility, City of Chattanooga patch - Replacement Cost	1	Each	_____	_____
15	Jeans, FR	1	Week	_____	_____
16	Jeans, FR - Replacement Cost	1	Each	_____	_____
17	Pants, cargo, mens, poly-cotton blend	1	Week	_____	_____
18	Pants, cargo, mens, poly-cotton blend - Replacement Cost	1	Each	_____	_____
19	Pants, cargo, womens, poly-cotton blend	1	Week	_____	_____
20	Pants, cargo, womens, poly-cotton blend - Replacement Cost	1	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
21	Jacket, medium weight, hip length, zippered, City of Chattanooga patch	1	Week	_____	_____
22	Jacket, medium weight, hip length, zippered, City of Chattanooga patch - Replacement Cost	1	Each	_____	_____
23	Jacket, light weight, zippered OR light weight, pullover, City of Chattanooga patch	1	Week	_____	_____
24	Jacket, light weight, zippered OR light weight, pullover, City of Chattanooga patch - Replacement Cost	1	Each	_____	_____
25	Shirt, woven, Hi-Vis, ANSI III, short sleeve, City of Chattanooga patch	1	Week	_____	_____
26	Shirt, woven, Hi-Vis, ANSI III, short sleeve, City of Chattanooga patch - Replacement Cost	1	Each	_____	_____
27	Shirt, woven, Hi-Vis, ANSI III, long sleeve, City of Chattanooga patch	1	Week	_____	_____
28	Shirt, woven, Hi-Vis, ANSI III, long sleeve, City of Chattanooga patch - Replacement Cost	1	Each	_____	_____
29	Jacket, Hi-Vis, ANSI III, City of Chattanooga patch	1	Week	_____	_____
30	Jacket, Hi-Vis, ANSI III, City of Chattanooga patch - Replacement Cost	1	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
31	Lab Coats, poly cotton blend, mens, blue	1	Week	_____	_____
32	Lab Coats, poly cotton blend, mens, blue - Replacement Cost	1	Each	_____	_____
33	Lab Coats, poly cotton blend, womens, blue	1	Week	_____	_____
34	Lab Coats, poly cotton blend, womens, blue - Replacement Cost	1	Each	_____	_____
35	Barber/Face Towel, 100% cotton, 11 x 17	1	Week	_____	_____
36	Barber/Face Towel, 100% cotton, 11 x 17 - Replacement Cost	1	Each	_____	_____
37	Microfiber Wiper, 12 x 12	1	Week	_____	_____
38	Microfiber Wiper, 12 x 12 - Replacement Cost	1	Each	_____	_____
39	Laundry Bin	1	Week	_____	_____
40	3 x 5 mats	1	Week	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
41	4 x 6 mats	1	Week	_____	_____
42	3 x 5 scraper mats	1	Week	_____	_____
43	Unplanned / Unanticipated Item	1	Each	_____	_____

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TERMS OF PAYMENT: _____

TELEPHONE NUMBER: _____

COMPANY: _____

SIGNATURE: _____

NAME AND TITLE: _____

BID FORM
Uniform and Textiles Rental / Laundry
City of Chattanooga, Division of Waste Resources
January 2017

Garment Description	Cost each per week	Replacement Cost	Vendor's Item number
Shirt, woven, mens, short sleeve, button-up, with pockets, City of Chattanooga patch			
Shirt, woven, mens, long sleeve, button-up, with pockets, City of Chattanooga patch			
Shirt, woven, womens, short sleeve, button-up, with or without pockets, City of Chattanooga patch			
Shirt, woven, womens, long sleeve, button-up, with or without pockets, City of Chattanooga patch			
Shirt, polo, mens, short sleeve, moisture-wicking, City of Chattanooga patch			
Shirt, polo, womens, short sleeve, moisture-wicking, City of Chattanooga patch			
Shirt, FR, long sleeve, enhanced visability, City of Chattanooga patch			
Jeans, FR			
Pants, cargo, mens, poly-cotton blend			
Pants, cargo, womens, poly-cotton blend			
Jacket, medium weight, hip length, zippered, City of Chattanooga patch			
Jacket, light weight, zippered OR light weight, pullover, City of Chattanooga patch			
Shirt, woven, Hi-Vis, ANSI III, short sleeve, City of Chattanooga patch			
Shirt, woven, Hi-Vis, ANSI III, long sleeve, City of Chattanooga patch			
Jacket, Hi-Vis, ANSI III, City of Chattanooga patch			
Lab Coats, poly cotton blend, mens, blue			
Lab Coats, poly cotton blend, womens, blue			
Barber/Face Towel, 100% cotton, 11 x 17			
Microfiber Wiper, 12 x 12			
Laundry Bin			
3 x 5 mats			
4 x 6 mats			
3 x 5 scraper mats			
Unplanned / Unanticipated Item	\$1.00		

**SPECIFICATIONS FOR BLANKET CONTRACT TO SUPPLY
UNIFORM AND TEXTILE RENTAL AND LAUNDRY SERVICE
FOR
WASTE RESOURCES DIVISION (WRD)
CITY OF CHATTANOOGA, TENNESSEE
May 2017**

1.0 GENERAL

1.1 SCOPE OF SERVICES

The Scope of Services included in these Specifications shall be to provide uniforms and textiles rental with weekly laundry service for WRD items.

It is the responsibility of each bidder to meet with WRD personnel to determine the garment needs and to allow WRD to compare items being bid to ensure garments are of similar quality. Please contact Charlotte Hicks, General Supervisor, Waste Resources Division, e-mail chicks@chattanooga.gov to schedule a pre-bid meeting. Vendor item numbers are to be submitted on the bid form to confirm garment specifics.

Any questions related to the services described in these specifications may be directed to Geoffrey Hipp, Buyer, City of Chattanooga Purchasing Division, e-mail ghipp@chattanooga.gov.

1.2 BASIS OF BIDDING

The Contractor shall submit two (2) copies of bid documents utilizing the attached WRD Bid Form. The Bid shall include the cost per garment for one week, replacement cost, and Vendor's Item number.

The City of Chattanooga reserves the right to reject any and/or all bids, to waive any information in Bids received, and to accept any Bid which in its opinion may be in the best interest of the City. Incomplete bid packages may be considered invalid.

1.3 GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

The Vendor shall comply with the Standard Terms and Conditions posted on website <http://www.chattanooga.gov/purchasing/standard-terms-and-conditions> that has been made a part of this solicitation by reference.

1.4 LENGTH OF CONTRACT

The Contract for services described herein shall be for a period of one (1) year beginning the effective date of the award of the Contract. The City and Vendor shall have the option of mutually extending the Contract for two (2) additional one (1) year periods.

2.0 SERVICES AND OTHER REQUIREMENTS

2.1 Laundry Bins

The Vendor shall provide an adequate number of laundry bins at various locations at the Moccasin Bend Wastewater Treatment Plant (MBWWTP). Bins shall be billed at Contract rate.

2.2 Garment Costs

The cost per garment per week shall include any and all costs for service including but not limited to, make-up charges, size change charges, repair charges, delivery charge, emblem charge, and laundry charge.

2.3 Unreturned Items

WRD shall be billed the approved Replacement Cost of items not returned to Vendor by employees that leave employment of WRD.

2.4 Damaged Items

WRD shall be billed the approved Replacement Cost of items deemed to be damaged beyond normal wear and tear by WRD personnel to the extent they are no longer usable. Damaged garment to be provided to WRD personnel for confirmation.

2.5 City Supplied Services

The City will provide the following services:

1. Designate a City representative to coordinate pickup and delivery with Vendor's personnel.
2. Provide access to City facilities for execution of the work.

3.0 EXECUTION

CONTRACT STARTING DATE

The Contract for the full services shall begin immediately on the effective date of the award of the Contract.

4.0 PAYMENT OF SERVICES

- 4.1. The City will make payment to the Vendor according to the City's normal policies and procedures.
- 4.2. No partial Invoices, except for equipment purchases over \$10,000 or jobs lasting over 45 days, will be accepted.

- 4.3. Vendor's Invoice must list a valid E-Mail Address for billing questions and inquiries.
- 4.4. 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.
- 4.5. 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.
- 4.6. Vendor's Invoices that are billed inaccurately, incompletely, or otherwise unable to be properly processed are not considered valid.
- 4.7. 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.
- 4.8. 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.
- 4.9. 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:

Moccasin Bend Wastewater Treatment Plant
455 Moccasin Bend Road
Chattanooga, TN 37405
MBacctspayable@chattanooga.gov

REQUIREMENTS FOR INSURANCE COVERAGE

Contractor shall purchase and maintain during the life of this Agreement, insurance coverage which will satisfactorily insure Contractor against claims and liabilities which arise because of the execution of this Agreement, with the minimum insurance coverage as follows:

- a. Commercial General Liability Insurance, with a limit of \$1,000,000 for each occurrence and \$2,000,000 in the general aggregate.
- b. Automobile Liability Insurance, with a limit of \$1,000,000 for each accident, combined single limit for bodily injury and property damage.
- c. Worker's Compensation Insurance and Employer's Liability Insurance, in accordance with statutory requirements, with a limit of \$500,000 for each accident.
- d. Professional Liability Insurance, with a limit of \$1,000,000 for each claim and aggregate.

If any of the above cited policies expire during the life of this Agreement, it is the Contractor's responsibility to forward renewal Certificates within ten (10) days after the renewal date containing all the aforementioned insurance provisions.

Certificates must specifically cite the following provisions:

- i. City of Chattanooga, its agents, representatives, officers, directors, officials and employees must be named an Additional Insured under the following policies:
 - a) Commercial General Liability
 - b) Auto Liability
 - c) Worker's Compensation Insurance and Employer's Liability Insurance
 - d) Professional Liability Insurance
- ii. Contractor's insurance must be primary insurance as respects performance of subject contract.
- iii. All policies, except Professional Liability Insurance, if applicable, waives rights of recovery (subrogation) against City of Chattanooga, its agents, representatives, officers, directors, officials and employees for any claims arising out of work or services performed by Contractor under this Agreement.

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

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.

(Signature of Contractor)

(Title and Name of Company)

(Date)