

BID SOLICITATION



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

BID OPENING DATE AND TIME:
 11-APR-19 at 2:00 PM
BID NUMBER: 305441

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

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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City of Chattanooga
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 Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
<p>Requisition No: 182962 Ordering Dept: Youth and Family Development Buyer: William Tucker Fax: 423-643-7244 Email: wtucker@chattanooga.gov *****</p> <p>Items Being Purchased: Infant Formula *****</p> <p>ATTACHMENTS: Specifications (1 page) Affirmative Action Plan (2 pages) Instructions to Bidders (4 pages) *****</p> <p>***BIDS MUST BE RECEIVED NO LATER THAN ** *** 02:00 PM EST on APRIL 11, 2019 *** *****</p> <p>SEALED BID: All Bids must be delivered to the Purchasing Office in a sealed envelope on or before the time and date specified above. DO NOT email or fax your Bid; such Bids cannot be considered. *****</p> <p>This shall be a twelve-month blanket contract to supply Infant Formula as needed by agencies of the City of Chattanooga. The contract terms 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 extend the contract by providing written confirmation of agreement by both parties at least 30 days prior to the contract's current expiration date. *****</p> <p>Items being purchased are to be delivered to various sites listed in the Specifications:</p> <p>Department of Youth and Family Development 501 West 12th Street Chattanooga, TN 37402</p> <p>Delivery Contact: Chewonna Fletcher, Tel. 423-643-6519 *****</p> <p>ALL ITEMS MUST BE QUOTED F.O.B DESTINATION *****</p> <p>The City of Chattanooga Standard Terms and Conditions are incorporated herein by reference, and are available for review on the City's website at http://www.chattanooga.gov/purchasing/standard-terms-and-conditions. If you cannot access the document online, contact the Purchasing Office for a copy. Any requests for modification of the City's Terms and Conditions MUST be submitted with your Bid. *****</p> <p>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 for all of its customers, then, at the time of contract renewal, the prices 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. The effective date of price changes shall be the date the Purchasing Department approves such changes, or the</p>					

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effective date of such price changes stated by the contractor, whichever date is later.

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. By submission of a Bid, the bidder acknowledges having reviewed the Standard Terms and Conditions, and agrees to be bound by such terms.

NO SUBSTITUTIONS OR EQUIVALENTS WILL BE ACCEPTED.

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.

Vendor Contact Information:

Vendor Name _____

Contact Person _____

Tel.: _____

Fax: _____

Email: _____

Mailing Address: _____

City, State, Zip: _____

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: _____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Good Start Gentle (HMO) non-GMO powder infant formular 32oz	3333	Case	_____	_____
2	Good Start Gentle with Iron Powder 32 oz	3333	Case	_____	_____
3	Good Start Gentle non-GMO ready to feed infant formula stage 32 oz	3333	Case	_____	_____
4	Good Start Smoothe (HMO) non-GMO infant formular 32 oz	3333	Case	_____	_____
5	Good start Gentle with Iron Powder 32 cs	3333	Case	_____	_____
6	Good start Gentle non-GMO Ready to feed infant formula, Stage 1, 3 oz/8pk	3333	Case	_____	_____
7	Good start Smoothe Non-GMO Powder Infant formula Stage 1, 32 oz	3333	Case	_____	_____
8	Good start Grow formula Powder Stage 3, 32 oz	3333	Case	_____	_____
9	Good start Soy Non-GMO Powder Infant and Toddler formula Stage 3, 32 oz	3333	Case	_____	_____
10	Good Start Gentle Plus 32 oz	3333	Case	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
11	Good Start Gentle Non-GMO Concentrated Liquid formula Stage 1, 32 oz	3333	Case	_____	_____
12	Good start milk based infant formula with Iron Powder (EXCESSIVE CRYING, FUSSINESS AND GAS 32 oz	3333	Case	_____	_____
13	Good start Soy for sensitive tummy 32 oz	3333	Case	_____	_____
14	Similac Advance complete nutrition Stage 1, Infant formula Powder 30.8 oz	3333	Case	_____	_____
15	Similac Pro Advance HMO Powder 30.8 oz	3333	Case	_____	_____
16	Similac Sensitive Infant Powder 12 oz	3333	Case	_____	_____
17	Similac Total Comfort infant formular with Iron, Powder 12 oz	3333	Case	_____	_____
18	Similac Aliementum Hypoallergenic baby allergies and colic powder 19.8 oz	3333	Case	_____	_____
19	Similac Advance infant formula powder with Iron 12.4 oz	3333	Case	_____	_____
20	Similac Go and Grow milk base toddle formula 24 oz	3333	Case	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
21	Enfamil Neuro Pro-Gentlease Gentle infant formula powder 12.4 oz	3333	Case	_____	_____
22	Enfamil Premium Infant milk base powder with Iron through 12 months 12.5 oz	3333	Case	_____	_____
23	Enfamil At stage 2 Gentlease infant formula baby milk powder 20.9 oz	3333	Case	_____	_____
24	Enfamil Neuro Pro MFGM & DHA Blend 12.5 oz	3333	Case	_____	_____
25	Enfamil Premium infant formula ready to food 12.5 oz	3333	Case	_____	_____
26	Enfamil Infant formula milk base powder with Iron Gentle Nutrition for infant 12.5 oz	3333	Case	_____	_____
27	Enfamil infant formula A. R. reduces frequent spit-up 12 oz	3333	Case	_____	_____
28	Enfamil Gentlease for Fussiness and Gas 12 oz	3333	Case	_____	_____
29	Enfamil soy infant formula soy for sensitive tummy 12 oz	3333	Case	_____	_____
30	Enfamil Gentlease for fussiness gas and crying 12 oz	3333	Case	_____	_____

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M A I L T O	City of Chattanooga 101 East 11th Street, Suite G13 Chattanooga, TN 37402
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Item	Class-Item	Quantity	Unit	Unit Price	Total
31	Enfamil premium non-GMO infant formula gentle nutrition 0-12 months 12 oz	3333	Case	_____	_____
32	Enfamil Newborn Gentle Nutrition 0-3 months 12 oz	3333	Case	_____	_____
33	Enfamil infant formula through 12 month 12 oz	3333	Case	_____	_____
34	Enfamil Enfa care (Born Prematurety) infant formula 12 oz	3333	Case	_____	_____
35	Nestle Formula - Nido Kinder 1+ 3.52 lb	3333	Case	_____	_____
36	Nutramigen Infant formula powder 12.6 oz	3333	Each	_____	_____
37	Elecare Powder vanilla, supplement-feeding tube infant 14.1 oz	3333	Each	_____	_____
38	Parent Choice (Wal-Mart brand) Gentle Powder 33.2 oz	3333	Each	_____	_____
39	Parent Choice (Wal-Mart brand) Soy powder 22 oz	3333	Each	_____	_____
40	Soy Silk (original) 8 gram protein 1/2 gallon	3333	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
41	Organic Soy Silk (original) Dry Unsweeten 8 gram protein 1/2 gallon	3333	Each	_____	_____
42	Parents Choice Sensitive 1/2 gallon	4444	Each	_____	_____
43	Parents Choice Gental 1/2 gallon	4444	Each	_____	_____
44	Almond milk original unsweeten gallon	4444	Each	_____	_____
45	Rice milk 32 oz	4444	Each	_____	_____
46	Goat Milk powder 12 oz	4444	Each	_____	_____
47	Pedialyte assorted flavors 1.1 quart	4444	Each	_____	_____
48	PDSURE VAN 8 oz BTL 4-Pks (24/cs)	4444	Case	_____	_____
49	Similac Advance complete nutrition Stage 1, Infant formula Powder 12.4 oz	4444	Case	_____	_____
50	Similac Advance complete nutrition Stage 1, Infant formula Powder 23.2 oz	4444	Case	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
51	Similac Sensitive Infant Powder 29.8	4444	Case	_____	_____
52	Similac Sensitive Infant Powder 1.45 lb	4444	Case	_____	_____
53	Similac Alimentum Hypoallergenic baby allergies and colic powder 12.1 oz	4444	Case	_____	_____
54	Similac Advance infant formula powder with Iron 30.8 oz	4444	Case	_____	_____
55	Similac Advance infant formula powder with Iron 30.8 oz	4444	Case	_____	_____
56	Almond milk original unsweeten 1/2 gallon	4444	Each	_____	_____
57	Similac soy Isomil powder 1.45lb	4444	Each	_____	_____
58	Similac Sensitive 1.45lb	4444	Each	_____	_____
59	Similac Sensitive 29.8 oz	4444	Each	_____	_____
60	Similac spit-up powder 12 oz	4444	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
61	Similac spit-up powder 1.45 lb	4444	Each	_____	_____
62	Similac Neosure powder 13.1 oz	4444	Each	_____	_____
63	Similac for supplementation powder 23.2 oz	4444	Each	_____	_____

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SPECIFICATION

INFANT FORMULA/PEDISURE

This Shall Be A Twelve (12) Month Blanket Contract To Supply and Delivery Infant Formula to Various Head Start and Early Head Start Child care Center.

INFANT FORMULA/PEDISURE REQUIREMENT:

- No Substitution
- No minimum order requirements
- The date of expiry of shelf life shall be declared on “use before”
- Expiration dates should be at least 6 months out—anything less than 3 months will be refused delivery
- Nutrition labels/Ingredients list must be provided at time of Bid Opening for review based on Child and Adult Care Food Program (CACFP) requirements, allergies, Doctors orders and special diets to meet the needs of each child based on children’s allergies such as, but not limited to gluten, Soy, Almond and milk allergies
- Delivery must be within 24 hours of order to accommodate new and changing diets per child that can change daily, based on Doctor’s orders and Federal Head Start enrollment requirement
- No minimum purchase requirement
- Back orders item should be delivered within two to three business days
- Notification of serving sizes, nutrition labels, and container size changes should be sent prior to shipment

Substances used in infant formula, must be safe and lawful. Substances that may be used in infant formulas are food ingredients that are generally recognized as safe (GRAS) for use in infant formula and those that are used in accordance with the FDA's food additive regulations

Delivery Location:

Chattanooga Human Service Child Care Center, 501 W. 12th St. Chatt TN 37402
Avondale Head Start Center, 2302 Ocoee Street, Chatt TN 37406
Avondale Early Head Start Center, 2302-B Ocoee St, Chatt TN 37406
Cedar Hill Head Start/Early Head Start, 4701 Divine Ave. Chatt, Tn 37407
Daisy Head Start/Early Head Start, 9531 Ridge Trail Rd, Soddy Daisy, TN 37379
North Chattanooga Head Start, 1510 Hamilton Avenue Chatt, TN 37405

Affirmative Action Plan
For
(Invitation or RFP No.)

(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 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, or 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)

Instructions to Bidders

(1) Bid documents can be downloaded from the City's website at www.chattanooga.gov. At the left side of that page is a link labeled "Bid Solicitations." Click that link, and a page will open with a list of the City's current Bid Solicitations, with links that will display a PDF version of the bid documents suitable for printing.

(2) Any Addenda will be published in the list of Bid Solicitations mentioned above. Bidders should check this list before submitting their bids, to see whether any Addendum has been issued.

(3) Bid documents should be submitted to the following address:

Purchasing Office, Suite G-13
City Hall
101 East 11th Street
Chattanooga, TN 37401

(4) Sealed Bids should be submitted in a sealed envelope. No particular envelope is required, but the Bid Solicitation number should be marked on the outside of the envelope. This is a six-digit number starting with a "3".

(5) Any questions regarding the specifications or bidding process should be directed to the Buyer, preferably by email, to the following address: wtucker@chattanooga.gov.

The Buyer will, if possible find answers to the submitted questions and will issue an Addendum so that all potential bidders will have access to the answers.

(6) Tennessee law prohibits municipalities from contracting with business entities which engage in investment activities in Iran. A list of such prohibited entities can be viewed at

https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List_of_persons_pursuant_to_Tenn_Code_Ann_12-12106_Iran_Divestment_Act_updated_7.7.17.pdf

A form entitled "Vendor Disclosure and Acknowledgement" is attached, which asks the Bidder to affirm that it is not on the list of prohibited entities. This form should be completed and submitted with your Bid.

(7) A Form titled "No Contact/No Advocacy" is attached, regarding contact with City representatives during the evaluation of Bids. Bidders are required to submit this completed Form with their Bids.

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) _____

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: _____

City of Chattanooga, Purchasing Division

Rev Feb 2019