



REQUEST FOR QUOTATION

Quotations will be received until 07-JUN-18 at 4:30 PM

Reqn. No: 305131

PURCHASING OFFICE

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

Phone: (423) 643-7230
Fax: (423) 643-7244

Page 1 of 5 Date: 05/30/2018

VENDOR NOTICE (THIS IS NOT A PURCHASE ORDER)

The City of Chattanooga reserves the right to reject any and/or all bids, waive all informalities in the bids received, and to accept any bid, which is 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 is exempt from all federal and state tax. Tax is not to be included in the bid price.

DELIVERY LOCATION:

City of Chattanooga
Purchasing Department
101 E. 11th Street, Suite G13
Chattanooga, TN 37402

BUYER: A Berkowitz

VENDOR QUOTATION

Item	Description of Material, Service or Construction	Qty	Unit	Unit Price	Extended Price
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This Shall Be A Twelve (12) Month Blanket Contract To Supply Coffee Equipment & Service. 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.

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.

ATTACHMENTS:

Iran Divestment Act
Affirmative Action Plan
Requirements for Insurance Coverage
City of Chattanooga (COC) Terms and Conditions posted on Website
<http://www.chattanooga.gov/general-services/purchasing/standard-terms-and-conditions>

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 _____

THIS SECTION MUST BE COMPLETED BY VENDOR

Delivery shall be made _____ calendar days after receipt of order. Payment Terms: _____

Vendor: . - RFQ -

Phone: () Fax:

Email Address: _____

Signature _____

Date _____

Typed Name and Title _____



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Item	Description of Material, Service or Construction	Qty	Unit	Unit Price	Extended Price
	Chip 1.5 oz Bag	5	Bag	_____	_____
	Coffee, Sumatra Mandheling, Single Cup - 4.4 oz./Box, .31 oz. per Pod, 18 Pods per Box	12	Box	_____	_____
	Crackers, Snack - 6 Crackers per Pack	4	Each	_____	_____
	Creamer, Liquid, French Vanilla Flavored - 10 ml per Cup, 180 Cups per Box	20	Box	_____	_____
	Creamer, Liquid, Hazelnut Flavored - 10 ml per Cup, 180 Cups per Box	6	Box	_____	_____
	Creamer, Liquid, Regular Flavored - 10 ml per Cup, 180 Cups per Box	10	Box	_____	_____
	Creamer, Powdered - 12 oz. per Canister	20	Each	_____	_____
	Cups, Styrofoam, 12 oz., 25 Sleeves/40 Cup Sleeve, 1,000 Cups per Box	2	Box	_____	_____
	Half n' Half Mini Moo's - 180 cups per Box	3	Box	_____	_____
	TOTAL				_____

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Item	Description of Material, Service or Construction	Qty	Unit	Unit Price	Extended Price
	Hot Chocolate, 1 oz. per Envelope, 50 Envelopes per Box	6	Box	_____	_____
	Splenda, .04 oz. per Packet, 500 Packets per Box	1	Box	_____	_____
	Cider, .74 oz per Envelope, 40 Envelopes per Box,	3	Box	_____	_____
	Stir Stix, 1,000 per Box	1	Box	_____	_____
	Sugar, .05 oz. per Packet, 2,000 Packets per Box	2	Box	_____	_____
	Sugar, 20 oz. per Canister,	20	Each	_____	_____
	Sweet n' Low, .04 oz. per Packet, 1,000 Packets per Box	2	Box	_____	_____
	Tea, Bigelow brand, any flavor, 28 Individually Wrapped Tea Bags per Box	5	Box	_____	_____
	Tea, Java Golden, Single Cup - 4.4 oz./Box, .31 oz. per Pod, 18 Pods per Box	80	Box	_____	_____
	TOTAL				_____

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Item	Description of Material, Service or Construction	Qty	Unit	Unit Price	Extended Price
	Coffee Machine Rental for City Council Office (One 3-Burner Automatic Coffee Maker, Must Connect Into Existing Water Line)	3	Each	_____	_____
	Various Flavors of Massimo Single Cup Pods, 24CT	375	Box	_____	_____
	Coffee, 100% Columbian - 1.25oz per packet, 40 packets per case	3	Case	_____	_____
	Coffee, Columbian Decaf, Single Cup - 4.4oz/Box, .31 oz. per Pod, 18 Pods per Box	3	Box	_____	_____
	Coffee, Columbian Supremo, Single Cup - 4.4 oz./Box, .31 oz. per Pod, 18 Pods per Box	1	Box	_____	_____
	Coffee, French Roast, Single Cup - 4.4 oz./Box, .31 oz. per Pod, 18 Pods per Box	12	Box	_____	_____
	Coffee, Hazelnut, Single Cup - 4.4 oz./Box, .31oz. per Pod, 18 Pods per Box	10	Box	_____	_____
	Coffee, Maxwell House Decaf- 1.1 oz per packet, 42 packets per case	5	Case	_____	_____
	Coffee, Maxwell House Masterblend - 1.1 oz. per packet, 42 packets per case	5	Case	_____	_____
	TOTAL				_____

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Chapter No. 817 (HB0261/SB0377).
"Iran Divestment Act" enacted.
Vendor Disclosure and Acknowledgement

By submission of this bid, each proposer and each person signing on behalf of any proposer 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 proposer is not on the list created pursuant to § 12-12-106.

(SIGNED)

(PRINTED NAME)

(BUSINESS NAME)

(DATE)

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)

REQUIREMENTS FOR INSURANCE COVERAGE

The Contractor shall not commence work under these Contract Documents until he has obtained all insurance required herein nor shall the Contractor allow any Subcontractor to commence work on his subcontract until similar insurance required of the Subcontractor has been obtained by the Subcontractor. Insurance shall be placed by the Contractor with one or more insurance carriers licensed to do business in the State of Tennessee. Each insurance policy shall be renewed ten (10) days before the expiration date of the policy.

Certificates of insurance shall be filed with the City prior to commencement of the work. These certificates shall contain a provision that coverage's afforded under the policies will not be changed or canceled unless at least fifteen (15) days' written notice has been given to the city. The Contract shall not be binding upon the city until the insurance coverage required herein has been obtained and certificates have been filed with the City.

Adequate insurance coverage shall be maintained by the Contractor at all times. Failure to maintain adequate coverage shall not relieve the Contractor of any responsibilities or obligations under these Contract Documents. In the event any insurance coverage is canceled or allowed to lapse, the Contractor will not be permitted to prosecute the work until adequate and satisfactory insurance has been obtained and certificates of insurance furnished to the City. Failure to keep insurance policies in effect will not be cause for any claims for extension of time under these Contract Documents.

All such policies shall be subject to approval by the City Attorney. Should the City Attorney at any time in his sole discretion determine that the insurance policies and certificate provided may not be sufficient to protect the interests of the City because of the insolvency of the insurance company or otherwise, the Contractor shall replace such policies with policies meeting his approval.

The Contractor shall procure and maintain at his own expense, during the Contract Time, insurance as hereinafter specified:

Workmen's Compensation Insurance that shall protect the Contractor against all claims under applicable state workmen's compensation laws shall be maintained. The Contractor shall also be protected against claims for injury, disease or death of employees which, for any reason, may not fall within the provisions of a workmen's compensation law. This policy shall also include an endorsement providing coverage in all states in which work is performed. The Contractor shall require all the Subcontractors to provide similar Workmen's Compensation Insurance for all the Subcontractors' employees on the work unless such employees are covered by the protection afforded by the Contractor. The liability limits shall not be less than that required by statute.

General Public Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Contractor against all claims arising from injuries including death, to members of the public or damage to property of others arising out of any act or omission of the Contractor or his agents, employees, or Subcontractors. In addition, this policy shall specifically insure the contractual liability assumed by the successful bidder to defend and indemnify the City of Chattanooga against such claims or suits.

To the extent that the work may require blasting, explosive conditions or underground operation, the comprehensive general public liability and property damage coverage shall contain no exclusion relative to blasting, explosion, collapse of buildings, or damage to underground property.

The comprehensive general public liability and property damage coverage shall also protect the Contractor against all claims resulting from damage to:

1. Private driveways, walks, shrubbery and plantings;
2. Public utility facilities; and
3. U.S. Government monuments.

The liability limits shall not be less than:

Bodily Injury	\$ 500,000 each person \$1,000,000 each occurrence
Property Damage	\$ 250,000 each occurrence \$ 500,000 aggregate

The general public liability and property damage insurance shall carry an endorsement in form satisfactory to the City to the effect that the Contractor shall save harmless the City from any claims and damage whatsoever, including patent infringement. General public liability and property damage insurance shall be kept in force at all times during the course of the work until such time as the work covered by these Contract Documents has been completed and accepted by the City.

Comprehensive Motor Vehicle Liability and Property Damage Insurance that shall be written in comprehensive form and shall protect the Contractor against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles, and shall cover operation on or off the site of all motor vehicles licensed for highway use, whether they are owned, non-owned, or hired.

The liability limits shall not be less than:

Bodily Injury	\$ 250,000 each person \$ 500,000 each occurrence
Property Damage	\$ 100,000 each occurrence