



REQUEST FOR QUOTATION

Quotations will be received until 01-APR-19 at 4:30 PM

Reqn. No: 305410

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: 03/18/2019

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: M Hernandez

VENDOR QUOTATION

Item	Description of Material, Service or Construction	Qty	Unit	Unit Price	Extended Price
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Requisition No.:182324
Ordering Dept.: Economic and Community Development
Buyer: Marisol Hernandez
Phone No.: 423-643-7235
Email: mhernandez@chattanooga.gov

Items Being Purchased: Lead Based Paint Risk Assessment

ATTACHMENTS:

Specifications
Iran Divestment Act Form
Requirements for Insurance Coverage
Affirmative Action Plan
No Contact/No Advocacy Notice Receipt
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.

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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.

*** BID MUST BE RECEIVED NO LATER THAN ***
*** 2:00 PM EST ON April 1, 2019 ***

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. Exceptions not submitted with bid response will not be considered.

**** 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 _____

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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1	Lead-based Paint Inspection, Risk Assessment per Unit up to 1,000 sq. ft.	1	Each	_____	_____
10	Lead-based paint Clearance per Unit, Re-test 1,001 – 1,599 sq. ft.		Each	_____	_____
11	Lead-based paint Clearance per Unit, Re-test 1,600 – 2,199 sq. ft.		Each	_____	_____
12	Lead-based paint Clearance per Unit, Re-test over 2,200 sq. ft.		Each	_____	_____
2	Lead-based Paint Inspection, Risk Assessment per Unit 1,001 – 1,599 sq. ft.		Each	_____	_____
3	Lead-based Paint Inspection, Risk Assessment per Unit 1,600 – 2,199 sq. ft.		Each	_____	_____
4	Lead-based Paint Inspection, Risk Assessment per Unit over 2,200 sq. ft.		Each	_____	_____
5	Lead-based paint Clearance per Unit, Initial up to 1,000 sq. ft.		Each	_____	_____
6	Lead-based paint Clearance per Unit, Initial 1,001 – 1,599 sq. ft.:		Each	_____	_____
TOTAL					_____

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Email Address:

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Typed Name and Title



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VENDOR QUOTATION

Item	Description of Material, Service or Construction	Qty	Unit	Unit Price	Extended Price
7	Lead-based paint Clearance per Unit, Initial 1,600 – 2,199 sq. ft.		Each	_____	_____
8	Lead-based paint Clearance per Unit, Initial over 2,200 sq. ft.		Each	_____	_____
9	Lead-based paint Clearance per Unit, Re-test up to 1,000 sq. ft.		Each	_____	_____
TOTAL					_____

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

The City of Chattanooga (City) is requesting quotes from qualified and experienced Tennessee Department of Environment and Conservation Lead-Based Certified Risk Assessor (s) to provide on-call professional environmental engineering lead-based paint inspection, risk assessment (LIRA), and clearance service in residential dwelling units.

The purpose of the Lead Safe and Healthy Homes Program is to provide lead-based paint inspections and risk assessments to identify lead paint hazards and provide interim control options for remediation service. Remediation service will be conducted based on the hazards identified in the LIRA, improving health and safety outcomes for the low-income families who are, or may reside in pre-1978, Chattanooga area housing.

Quote for both LBP lead-based paint inspection, risk assessment (LIRA) and clearance testing is requested.

There is no guarantee that a specific number of projects or specific dollar amount will be awarded. More than one contract may be awarded.

The duration of the contract will be for 1 year with an optional extension through December 30, 2020.

The estimated number of assessments is 85. The estimated number of clearance exams is 75. This is an estimated number which may change or vary.

The pre-1978 residential units to be assessed under this Request for Quote will be located within City of Chattanooga zip codes, may either be occupied or un-occupied, single or multi-family units. There is no average size, units may vary greatly in both size and site condition complexity.

The LBP inspection, risk assessment, and clearance process shall follow:

- HUD LBP Evaluation and Control Guidelines 2012 Edition detailed on the http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/lbp/hudguidelines website.
- EPA Inspecting for Lead-Based Paint Student Training Manual
- EPA Lead-Based Paint Risk Assessment Student Training Manual
- Policy Guidance Number: 2017-01 Rev 1 Date: February 16, 2017 Subject: Revised Dust-Lead Action Levels for Risk Assessment and Clearance; Clearance of Porch Floors (This document details the more stringent conditions for grant funded activities)
- HUD OHHLHC Policy Guidance PGI 2013-01 for grant funded activity “Conducting Lead-Based Paint Inspections and Risk Assessments for Lead-Based Paint and Lead-Based Paint Hazards” (This document details the reporting requirements for grant funded activities)

State of Tennessee Lead Paint Regulations <https://www.tn.gov/environment/toxic-substances-program/lead-hazard-program/lead-based-paint-abatement.html>

Requirements of the LIRA:

The City program manager shall coordinate schedule and the appointment with the assessor. The assessment shall be scheduled within 4 business days of work notification, with an appointment time approximately 15 days from notification. Final reports shall be submitted to the City 14 days after the site visit. The notification to the State is prepared and submitted by the assigned risk assessor.

The process of the Inspection/Risk Assessment will include an exterior/interior visual inspection documented through photograph, development of a property sketch, sampling for lead in dust and lead in exterior soil, and XRF testing to determine lead content of both interior and exterior painted surfaces. Activity to be conducted should be discussed with property owner upon arrival at the home. Photographs taken shall include all exterior sides of the home, yard areas, streetscape both up and down the street, front faces of both adjacent homes, and those across the street, many interior shots of all room areas, window and door detail, bath and kitchen cabinetry detail and sample collection sites. Photographs should be detailed enough to be included in "scope of work" bid documents and for audit purposes.

Testing by X-ray Fluorescence Analyzer is required. Approximately 120-160 individual test locations are typical for a complete interior/exterior examination.

XRF testing conducted by a certified (licensed) lead-based paint inspector shall follow the general guidelines listed above. Professional judgment shall always take priority in the testing of a particular home. No null or "inconclusive" readings are allowed. The XRF may need extended shutter time (depending on substrate) to obtain either a "positive" or "negative" determination. No presumption of lead is allowed – you cannot assume lead content from readings taken from a different component (grant policy guidance PGI-2013-01). Every component combination either identified as build pre-1978 or of unknown age should be tested. The XRF should be operated in the "Lead-in-Paint K+L variable reading time mode" for all paint testing.

Electronic data captured by the XRF should be downloaded in both a complete, un-revisable report format and an Excel spreadsheet in an editable format. The data recorded should be sufficient to allow another person to find the testing combination that corresponds to each XRF reading. Electronically stored data should be retrieved from the instrument at the completion of the inspection and emailed to the City program manager within 24 hours.

All dust, soil, and chip samples shall be sent to the City provided laboratory. The city will provide chain of custody forms with our account # for billing, mailing labels for shipping, tubes, wipes, and soil bags. The City will not reimburse for sample analysis, shipping, or supply costs.

Collect single surface dust samples only. No dust composite samples are allowed. Use still or video Camera (film, digital, or web) to verify inspection findings and record exact sampling locations as well as methods used. All sample locations must be photographed in a manner to place the location.

Regulatory Requirement: Dust samples must be collected from the interior window sill(s) and floor in all living areas where young children are most likely to come into contact with dust (40 CFR 745.227(d)(5)).

Generally, between ten and fourteen dust samples should be obtained for a combined Inspection/Risk Assessment. Samples should be obtained from both front and rear porches in addition to the interior collection.

Soil sampling shall be composite or single surface location, dependent on the individual site conditions.

Reports shall be due 14 days after assessment completion unless an agreed upon, written and signed (either by signature or email acceptance), statement of change is authorized. The report must be in the HUD 2012 Guidelines format.

Quote for service shall be for site visit inspection and assessment, compilation of a report in accordance with the listed guidelines and regulations. The quote price shall include travel within City

of Chattanooga zip codes and all other associated cost, with the exception of sample analysis (only the City lab shall be used for sample analysis. The City is responsible for cost).

Clearance Testing:

Clearance shall be conducted under State of Tennessee regulation and HUD guidelines. HUD Policy Guidance for more restrictive clearance testing shall be followed.

https://www.hud.gov/sites/documents/FS_LHC_DUSTLEAD_POLICY.PDF

Scheduling shall be at minimum 48 hours in advance of appointment. Clearance shall consist of a visual exam and sampling for dust containing elevated levels of lead. Samples shall be sent to the City designated NLLAP accredited lab using our specific chain-of-custody form. Clearance samples shall be sent with a 24-hour turnaround time frame with request for results to be emailed to the examiner, the City specialist working with the specific project, and the City program manager.

Quote shall be for 1) original clearance testing and for 2) re-test examination, including travel within City of Chattanooga zip codes and all other associated cost, with the exception of sample analysis (only the City lab shall be used for sample analysis. The City is responsible for cost).

The quote should be returned on the letterhead of the company responding and include the language below. The bidder should provide State of Tennessee LBP certifications and certificates of training that include XRF equipment training, in addition to requirements of the City terms and conditions. The response letter should provide a price per assessment quote:

Lead-based Paint Inspection, Risk Assessment per Unit up to 1,000 sq. ft.:

\$ _____

Lead-based Paint Inspection, Risk Assessment per Unit 1,001 – 1,599 sq. ft.:

\$ _____

Lead-based Paint Inspection, Risk Assessment per Unit 1,600 – 2,199 sq. ft.:

\$ _____

Lead-based Paint Inspection, Risk Assessment per Unit over 2,200 sq. ft.:

\$ _____

Lead-based paint Clearance per Unit, Initial up to 1,000 sq. ft.:

\$ _____

Lead-based paint Clearance per Unit, Initial 1,001 – 1,599 sq. ft.:

\$ _____

Lead-based paint Clearance per Unit, Initial 1,600 – 2,199 sq. ft.:

\$ _____

Lead-based paint Clearance per Unit, Initial over 2,200 sq. ft.:

\$ _____

Lead-based paint Clearance per Unit, Re-test up to 1,000 sq. ft.:

\$ _____

Lead-based paint Clearance per Unit, Re-test 1,001 – 1,599 sq. ft.:
\$ _____

Lead-based paint Clearance per Unit, Re-test 1,600 – 2,199 sq. ft.:
\$ _____

Lead-based paint Clearance per Unit, Re-test over 2,200 sq. ft.:
\$ _____

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

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, 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' representative 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 workforce 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 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 by the contractor and/or subcontractor shall be a breach of this contract.

(Signature of Contractor)

(Title and Name of Company)

(Date)

No Contact/No Advocacy

Notice Receipt

City of Chattanooga

Purchasing Division

For Submission with Sealed Bid Solicitation Responses:

_____ (Vendor Agent name), states 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 # _____, and said

Business 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: _____

Date: _____