



REQUEST FOR QUOTATION

Quotations will be received until 06-JUN-18 at 4:30 PM

Reqn. No: 305142

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 2 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: D Talley

VENDOR QUOTATION

Item	Description of Material, Service or Construction	Qty	Unit	Unit Price	Extended Price
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Bid exactly as specified?

Yes _____ No _____

Are there additional Shipping Charges

Yes _____ No _____

Attachments:

Specifications (6 Pages)
Iran Divestment Act (1 Page)
Affirmative Action Plan (2 Pages)

City of Chattanooga (COC) Terms and Conditions posted on Website
<http://www.chattanooga.gov/general-services/purchasing/standard-terms-and-conditions>

If you can't download call buyer for a copy.

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.

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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VENDOR QUOTATION

Item	Description of Material, Service or Construction	Qty	Unit	Unit Price	Extended Price
1	Temporary Employment, Per Attached Specifications, Price Per Hour	1	Dollar	_____	_____
	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

TEMPORARY EMPLOYMENT SERVICES REQUEST FOR QUOTE

SCOPE OF WORK

The Scope of Services included in these Specifications shall be for temporary employment services that do not fall within the scope of an existing blanket contract, for the City of Chattanooga.

The bidder shall provide the following temporary employment service staff:

Position name: Public Art Program Coordinator

City Department: Economic and Community Development

General Department Office Hours: Monday through Friday, 9:00 am to 4:00 pm
(Staffing hours may vary)

Responsibilities/Services to be performed: Program support to include assistance with scheduling, communication with vendors, contract routing, attend and take minutes for Public Art Commission meetings and distribute, assist with preparing documentation for purchases and invoices. Assist with event and program coordination as needed.

Qualifications: Previous experience working in a professional office environment required, experience working for a government organization preferred, excellent organizational, verbal and written communication skills, detail oriented.

Projected time needed: Through November, 2018.

Bidder shall perform work on straight time, i.e., non-emergency, unless otherwise noted. Overtime, weekend, or holiday work shall only be performed at the City's direction and prior approval. Bidder shall agree to a two (2) hour response time to respond to the requesting Department.

Qualifications

Bidder agrees to utilize only experienced, qualified and responsible temporary workers in the performance of the work.

The City of Chattanooga may require the bidder to remove from the job temporary workers who endanger persons or property or whose continued employment under this contract is inconsistent with the interests of the City of Chattanooga.

All temporary workers must be approved by City of Chattanooga Human Resources Department. If the City of Chattanooga determines that the temporary worker does not meet the qualifications of the position, the City of Chattanooga reserves the right to discontinue the temporary assignment.

Absences

Bidder shall provide a properly qualified temporary worker as soon as possible for any temporary worker who has reported absent at the beginning of the shift, if communicated by the City of Chattanooga.

Dismissals

The City of Chattanooga reserves the right to refuse/dismiss any temporary worker, at any time, with or without notice.

Assignments and Scheduling

All temporary workers shall be on-site at the time requested and in proper attire for the work assignment. If temporary workers do not show up on time and/or in appropriate attire, the City of Chattanooga reserves the right to request different temporary workers or to cancel the placement.

Bidder must allow for flexibility in regards to the hours within which temporary workers can be required to work.

Maximum length of temporary worker assignments must not exceed nine (9) months.

Bidder must be able to provide temporary workers on an emergency basis, when specified. Bidder shall agree to a two (2) hour response time to respond to emergency calls. Bidder shall supply an after-hours contact name and phone number through which notification of the need for emergency work shall be made.

Background and Screening Services

Prior to being placed with the City of Chattanooga, all temporary workers shall undergo a background screening provided by the bidder that is appropriate for the position they will occupy (i.e., safety sensitive, child sensitive, etc.).

All background checks completed by the bidder must be comparable to those completed by The City of Chattanooga Human Resources Department.

All temporary workers must have a background check for convictions and warrants subject to both a County and National search.

Bidder must submit all temporary worker background information to the City of Chattanooga Human Resources Department before temporary worker start date.

The screening includes eligibility to work in the United States and verification of their work history and criminal background check. Temporary workers also must undergo a 10-panel urine drug test and breath alcohol testing.

The bidder must notify the City of Chattanooga of any confirmed felony convictions (within 10 years) associated with the temporary worker prior to providing temporary leased workers.

Drug Testing

All temporary workers must have passed a recent 10-panel drug and breath alcohol

screening (within one year of placement at the City of Chattanooga). The bidder will pay for these tests.

DMV Check

If driving is a requirement of a position, the City of Chattanooga will require a Department of Motor Vehicle check before the temporary worker begins work. The cost of this service shall be incurred by the bidder. A copy of the DMV report may be required.

Job Placement Assurance

The bidder shall provide the appropriate contact person, phone numbers, and email address which the City of Chattanooga can call to make requests.

The bidder shall assure a suitable placement to a job order within a reasonable timeframe.

Courtesy and Cordiality Towards All Others

Temporary workers shall be respectful of all people with whom they interact, including the City of Chattanooga employees and customers. The City of Chattanooga reserves the right to reject any temporary workers that do not exhibit common courtesy and cordiality towards all individuals with which they may come in contact.

Interviews

Depending on the length or type of assignment, resumes and interviews may be requested. The City of Chattanooga reserves the right to reject any temporary workers for any reason.

Refusal

The City of Chattanooga has the right at any time to refuse or determine unacceptable, any temporary workers assigned by the bidder. Once refused, temporary workers shall be immediately removed and prompt arrangements made for a substitute replacement.

Independent Status

Nothing contained in this solicitation, and related award, shall be construed to create a relationship of employer and employee, principal and agent, or coventurers between the City of Chattanooga and the bidder, between the City of Chattanooga and any bidder staff/independant contractor, or between the bidder and any City of Chattanooga employee.

Bidder Responsibilities

- A. Provide competent workers with the qualifications specified for each job placement.
- B. Provide replacement workers within a timely fashion after receipt of call when the City of Chattanooga determines that a temporary worker is not acceptable. The City of Chattanooga reserves the right to reject or to have replaced any temporary workers judged deficient by the ordering department/division or Human Resources.
- C. Ensure that temporary workers assigned are in good health, proper physical condition and free from the influence of altering drugs, medicine, and alcohol.
- D. Ensure that all temporary workers in a manual labor position can fulfill the physical requirements of the job. This includes, but is not limited to, lifting requirements and the use of certain hand or power tools. If temporary workers are unable to use certain tools or vehicles due to workers compensation liability to the temporary service, the City of Chattanooga will be informed before the temporary worker is placed.
- E. Ensure all temporary workers report to work at the specified facility at the scheduled time and in the proper attire.
- F. Understand that each temporary worker shall receive one 30-minute lunch break per six-hour shift in accordance with Tennessee state regulations. This is unpaid and the supervisor determines the timing of the break.
- G. Understand that once assigned, the temporary workers shall complete the full assignment unless the City of Chattanooga releases the temporary worker.
- H. Proactively and continuously communicate the status and all related aspects of the Independent Status of bidder's provided staff member, to each staff member. Understand that any level of expectation of continued placement with the City of Chattanooga will be assumed to directly affect the performance efficiency of said the awarded vendor's performance.
- I. Understand that assigned temporary workers will work the requested daily work hours for the time periods specified.
- J. Understand that the "Hourly Rate Billed to City of Chattanooga" will be straight time up to forty-hours. The straight time rate shall be increased by a factor of 1.5 for each hour worked, during a single workweek, in excess of forty hours (overtime), provided the using/ordering department authorized such excess hours.
- K. Understand that the City of Chattanooga will not pay for holiday hours or for hours that the company closes due to inclement weather or company-wide meetings.
- L. Understand the bidder is solely responsible for the provision of and payment for all worker's compensation claims. The City of Chattanooga does not and will not assume any liability for any Worker's Compensation claims, injuries or other claims that a temporary worker may file. Such claims shall be the sole responsibility of the contractor.
- M. Bidder must provide the City of Chattanooga Human Resources Department with a list of all temporary workers assigned to the City according to department and purchase order. An updated list must be submitted once every quarter (four per year).

Timesheets

Bidder shall provide with each invoice employee timesheets showing time worked on the City job assignment. In the case an employee works overtime, the number of standard work hours must be included prior to any authorized overtime rate. The City will only pay overtime rates for hours worked specific to City projects, in excess of 40 hours during a work week, by an individual employee. Time sheets shall include all work performed, hours of work, dates of performance, and position title.

Subcontractors

The bidder shall not subcontract the services or assign the contract to others without the written consent of the City of Chattanooga.

GENERAL TERMS

Any contract resulting from this Request for Quote will be subject to the City of Chattanooga's Standard Terms and Conditions.

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

Any exceptions to said Terms and Conditions must be submitted with Quote response. Bidders shall state in writing any exceptions to or deviations from the terms of this Request for Quote and the Standard Terms and Conditions.

City reserves the right to accept or reject any or all exceptions / deviations at its sole discretion. City reserves the right to reject excepted or conditional proposals at its sole discretion.

The City specifically directs that any communication concerning this Quote be made exclusively with the Purchasing Division Buyer until selection has been completed. Failure to honor this request will be negatively viewed in the selection process.

PAYMENT OF SERVICES

1. The City will make payment according to the City's policies and procedures.
2. Once the award is in place, the bidder(s) will not perform work until a purchase order is in place for each job. As purchase orders authorize work and obligate payment, if a bidder performs work without a purchase order in place, the City of Chattanooga does not have a legal obligation to pay for the work.
3. Invoices
 - a. Accurate and complete Invoices, with all backup documentation, shall be submitted to:

- City of Chattanooga
Attn: Accounts Payable Division
101 East 11th Street, Suite 101
Chattanooga, TN 37402
acctspayable@chattanooga.gov

With Copy to:

- Human Resources Department,
101 E. 11th Street, Suite 201
Chattanooga, TN 37402

- b. Bidder's Invoice must list a valid Email Address for billing questions and inquiries.
- c. Bidder's Invoice Date must minimally be the date that the Invoice is submitted to the City. The Invoice Date must not precede submission date, the Ship Date or Service Date.
- d. Invoice descriptions on transaction lines must match the Purchase Order's transaction line items, and reference the corresponding transaction line number. The bidder shall not invoice the City for any item that does not correspond to a line on the Purchase Order.
- e. Invoices to the City shall reference the City Department, Release Number, Work Order Number, and the first and last name of the City employee that placed the order.
- f. Bidder will be responsible for collecting signatures from the City's designated project contact when delivering goods and/or services and must be able to produce said Proof of Delivery ("POD") upon request.
 - i. The POD must contain an itemized list of goods and/or services.
 - ii. Including copy of POD with Invoice is encouraged, for prompt payment.
- g. Invoices must be received by the City within two (2) weeks of the completed quoted work, with emphasis on earlier submission.
- h. Any bidder invoice that is incomplete, inaccurate, or otherwise unable to be processed will not be considered valid or procedurally compliant.
- i. Revised Invoices - must be clearly marked "Revised", and must reference the Invoice Number that it is replacing.

Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.
bidder 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:

[http://tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursua](http://tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_1.24.17.docx)
[nt to Tenn. Code Ann. 12-12-106 Iran Divestment Act updated 1.24.17.docx](http://tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_1.24.17.docx)

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)