



REQUEST FOR QUOTATION

Quotations will be received until 27-MAR-18 at 4:30 PM

Reqn. No: 305062

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 3 Date: 03/14/2018

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: W Tucker

VENDOR QUOTATION

Item	Description of Material, Service or Construction	Qty	Unit	Unit Price	Extended Price
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Requisition No: 167179
Ordering Dept: Regional Planning Agency
Buyer: William Tucker
Fax: 423-643-7244
Email: wtucker@chattanooga.gov

Items Being Purchased: Temporary Employment of GIS Technician

ATTACHMENTS: Instructions to Bidders (1 page)
Specifications (3 pages)
Bid Form (1 page)

INFORMAL BID: Your Bid may be faxed or emailed to the
Purchasing Office.

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.

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.

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.

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Vendor Contact Information:

Vendor Name: _____

Contact Person: _____

Tel.: _____

Fax: _____

Email: _____

Mailing Address: _____

City, State, Zip: _____

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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101 E. 11th Street, Suite G13
Chattanooga, TN 37402

BUYER: W Tucker

VENDOR QUOTATION

Item	Description of Material, Service or Construction	Qty	Unit	Unit Price	Extended Price
1	Temporary Employee: Position name: Geographic Information Systems (GIS) Technician City Department: Chattanooga-Hamilton County Regional Planning Agency General Department Office Hours: 8:00 am-4:30 pm Services to be performed: Col <div style="text-align: center;">TOTAL</div>	6	Month	_____	_____

THIS SECTION MUST BE COMPLETED BY VENDOR

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

Vendor: - RFQ -

Phone: () Fax:

Instructions to Bidders

Requisition R167179

Temporary Employment, GIS Technician

(1) Bid documents, in duplicate, should be submitted to the following address:

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

(2) Bids may be submitted by mail to the address above. Bids may also be faxed to 423-643-7244, or may be sent by email to the Buyer at wtucker@chattanooga.gov.

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

(4) 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/assets/entities/generalservices/cpo/attachments/List of persons pursuant to Tenn. Code Ann. 12-12-106, Iran Divestment Act-July.pdf](https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List%20of%20persons%20pursuant%20to%20Tenn.%20Code%20Ann.%2012-12-106,%20Iran%20Divestment%20Act-July.pdf).

A form entitled "Vendor Disclosure and Acknowledgement" is included in the solicitation documents, 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.

(5) Bids should be delivered to the Purchasing Office prior to ~~4:00~~ PM on March 27, 2018.

4:30

**TEMPORARY EMPLOYMENT
GEOGRAPHIC INFORMATION SYSTEMS (GIS) TECHNICIAN**

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.

Position name: Geographic Information Systems (GIS) Technician

City Department: Chattanooga-Hamilton County Regional Planning Agency

General Department Office Hours: 8:00 am-4:30 pm

Services to be performed:

- Collects and verifies GIS-based data
- Cleans and organizes GIS-based data
- Assists with development and maintenance of GIS data
- Creates maps as requested
- Research specific GIS procedure as requested

Qualifications and Responsibilities:

The RPA is working on the 2020 Census Local Update of Census Addresses Operation (LUCA) at the request of the Mayor's Office. LUCA is the only opportunity offered to local governments to review and comment on the U.S. Census Bureau's residential address list for their jurisdiction prior to the 2020 Census. The GIS Technician is responsible for analyzing, creating, and implementing GIS applications as related to this project. Work is performed with limited supervision. Minimum qualifications are an Associate's Degree with training emphasis in Geographic Information Systems, mapping, database design or other closely related field and one year previous experience involving geographical information systems or relational databases.

Projected time needed: 3 to 6 months

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.

Communications should be submitted by email to:
wtucker@chattanooga.gov

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 the Service Date.
 - d. Invoices must be received by the City within two (2) weeks of the completed quoted work, with emphasis on earlier submission.
 - e. Any bidder invoice that is incomplete, inaccurate, or otherwise unable to be processed will not be considered valid or procedurally compliant.
 - f. 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 pursuant to Tenn. Code Ann. 12-12-106 Iran Divestment Act updated 1.24.17.docx>

TEMPORARY EMPLOYMENT
GEOGRAPHIC INFORMATION SYSTEMS (GIS) TECHNICIAN
BID FORM

The undersigned bidder hereby represents that he/she meets the qualification for employment stated in the solicitation. Upon request, the bidder will provide documentation of such qualifications.

Bid Amount: The undersigned bidder proposes to perform the required services for a monthly fee of \$ _____.

Signed by _____ . Date _____.