

Date: October 28, 2020

Requisition No.: 204221

**PURCHASING DEPARTMENT
101 EAST 11TH STREET
CITY HALL
SUITE G13
CHATTANOOGA, TENNESSEE
37402**

Request for Bid (RFB) for the City of Chattanooga, Tennessee

*Proposals will be received at 101 East 11th Street, Suite G13,
Chattanooga, TN 37402 until 2:00 P.M., EST. on November 24, 2020*

Requisition / Bid No.: R204221 / 306009

Ordering Dept.: City Wide Services Division, Public Works

Buyer & E-mail: Mark McKeel mmckeel@chattanooga.gov

Items Being Purchased: High Visibility Work Clothing – Tall Sizes

*****REQUEST FOR BIDS MUST BE RECEIVED*****

2:00 P.M., EST on November 24, 2020

Pre-bid will not be conducted due to the COVID-19 virus.

**All questions must be submitted to me at mmckeel@chattanooga.gov
by November 17, 2020 at 2:00 PM EST.**

**The City of Chattanooga reserves the right to reject any and/or all proposals,
waive any informality in the proposals received, and to accept any proposal
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.**

The City's Standard Terms and Conditions may be found on website:

**<http://www.chattanooga.gov/newpurchasing/doing-business-with-the-city/how-we-do-business>. At the right of that page is a link labeled "Contract
Terms."**

Note: ALL BIDS MUST BE SIGNED

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Company Name: _____

Mailing Address: _____

City & Zip Code: _____

Phone/Toll Free No.: _____

Fax No.: _____

E-Mail Address: _____

Contact Person: _____

Company Title: _____

Signature: _____

BID SOLICITATION



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

BID OPENING DATE AND TIME:
 24-NOV-20 at 2:00 PM

BID NUMBER: 306009

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.

V
E
N
D
O
R

RFQ

M
A
I
L
T
O

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
Requisition / Bid No.: 204221 / 306009 Ordering Dept.: City Wide Service Division, Public Works Buyer: Mark McKeel Phone No.: 423-643-7236					
Items Being Purchased: High Visibility Work Clothing - Tall Sizes Only					
Are you a City of Chattanooga Employee Yes _____ No _____					
ATTACHMENTS: 1. Boilerplate & Bid Lines (4 pages) 2. Specifications (2 pages) 3. Instructions to Bidders (1 page) 4. Affirmative Action Plan (2 pages) 5. Iran Divestment Act Disclosure (1 page) 6. No Contact / No Advocacy Notice (1 page) City of Chattanooga (COC) Terms and Conditions posted on Website http://www.chattanooga.gov/newpurchasing/doing-business-with-the-city/how-we-do-business At the right of that page is a link labeled "Contract Terms." If you can't download call buyer for a copy.					
NOTE: Pre-bid will not be conducted due to the COVID-19 virus. All questions must be submitted to me at mmckeel@chattanooga.gov by November 17, 2020 at 2:00 PM EST.					
PLEASE NOTE: The evaluation of this bid will include location and delivery time.					
This Shall Be A Seven (7) Month, fifteen (15) Day Blanket Contract for High Visibility Work Clothing - Tall Sizes for the City Wide Services Waste Division, other Divisions within Public Works, and departments listed on page 1, Logos.					
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 MAXIIMUM AMOUNT PURCHASED DURING THE LIFETIME OF THE CONTRACT.					
*** BID MUST BE RECEIVED NO LATER THAN *** *** 2:00 PM EST ON NOVEMBER 24, 2020 ***					
PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (306009) ON OUTSIDE PACKAGING					
PLEASE DO NOT EMAIL BIDS					
**** Vendor Shall Hold Prices Firm for First (1st) Year of Contract ****					
Price Escalation Clause:					

BID SOLICITATION



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

BID OPENING DATE AND TIME:
 24-NOV-20 at 2:00 PM

BID NUMBER: 306009

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.

**V
E
N
D
O
R**

RFQ

**M
A
I
L
T
O**

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
------	------------	----------	------	------------	-------

If as a result of a general change in prices or discounts, the Contractor has changed prices to all of its customers, the price under this contract may be adjusted accordingly. Contractor may be requested to show proof of alleged price changes prior to approval of any price adjustments.

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.

Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item.

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.

**** 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 _____

**** ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION ****

NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS

ALL BIDS MUST BE SIGNED – The undersigned offers the above quoted prices under the conditions contained herein.

The City is Exempt from all Federal and State Tax.
Bids will be received at the above mentioned address.

COMPANY: _____

TERMS OF PAYMENT: _____

SIGNATURE: _____

TELEPHONE NUMBER: _____

NAME AND TITLE: _____

BID SOLICITATION



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

BID OPENING DATE AND TIME:

24-NOV-20 at 2:00 PM

BID NUMBER: 306009

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.

V
E
N
D
O
R

RFQ

M
A
I
L
T
O

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Short Sleeve T-Shirt, Tall Medium, ANSI Class II, Lime and black colored, reflective apparel shall read CHATTANOOGA PUBLIC WORKS.	75	Each	_____	_____
2	Short Sleeve T-Shirt, Tall Large, ANSI Class II, Lime and black colored, reflective apparel shall read CHATTANOOGA PUBLIC WORKS.	75	Each	_____	_____
3	Short Sleeve T-Shirt, Tall X-Large, ANSI Class II, Lime and black colored, reflective apparel shall read CHATTANOOGA PUBLIC WORKS.	75	Each	_____	_____
4	Short Sleeve T-Shirt, Tall XXL, ANSI Class II, Lime and black colored, reflective apparel shall read CHATTANOOGA PUBLIC WORKS.	75	Each	_____	_____
5	Short Sleeve T-Shirt, Tall XXXL, ANSI Class II, Lime and black colored, reflective apparel shall read CHATTANOOGA PUBLIC WORKS.	75	Each	_____	_____
6	Short Sleeve T-Shirt, Tall 4 XL, ANSI Class II, Lime and black colored, reflective apparel shall read CHATTANOOGA PUBLIC WORKS.	75	Each	_____	_____
7	Short Sleeve T-Shirt, Tall 5 XL, ANSI Class II, Lime and black colored, reflective apparel shall read CHATTANOOGA PUBLIC WORKS.	75	Each	_____	_____
8	Short Sleeve T-Shirt, Tall 6 XL, ANSI Class II, Lime and black colored, reflective apparel shall read CHATTANOOGA PUBLIC WORKS.	75	Each	_____	_____
9	Custom Logo	1	Each	_____	_____

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: _____

**SPECIFICATIONS
HIGH VISIBILITY TALL SIZE T-SHIRTS
CITY OF CHATTANOOGA**

The City of Chattanooga, Tennessee, the "City," invites all interested firms to submit their bid for the following High Visibility Tall Size T-Shirts:

1. Short Sleeve T-Shirt. ANSI Class II, Lime and black colored, reflective material or comparable, 5.6 oz. or higher, 100% polyester jersey knit. Back of apparel shall read CHATTANOOGA PUBLIC WORKS. Size Tall Medium (See Specifications below.)
2. Short Sleeve T-Shirt, Size Tall Large
3. Short Sleeve T-Shirt, Size Tall XL
4. Short Sleeve T-Shirt, Size Tall XXL
5. Short Sleeve T-Shirt, Size Tall XXXL
6. Short Sleeve T-Shirt, Size Tall 4 XL
7. Short Sleeve T-Shirt, Size Tall 5 XL
8. Short Sleeve T-Shirt, Size Tall 6 XL
9. Custom Logo, if Requested

Purchases are to be made on an as needed basis. The City of Chattanooga shall not guarantee a minimum or maximum amount to be purchased.

Request to bid contract through July 28, 2021 with the option to renew two (2) additional one-year terms.

LOGOS

All of the above listed High Visibility Tall Size Short Sleeve T-Shirts shall include the Chattanooga Public Works logo, unless order indicates to use a Custom Logo.

STANDARD SHIRT

This specification is for finished ANSI/ISEA Class 2 high visibility t-shirts in Tall Sizes. The class 2 t-shirt shall be in compliance with the most current Edition of the MUTCD Part 6E.02 - High-Visibility Safety Apparel and all of the requirements of the Federal Highway Administration 23 CFR, Part 634 - Worker Visibility. The class 2 t-shirt must be manufactured using ANSI/ISEA certified background and retroreflective component materials and meet all of ANSI /ISEA design requirements. T-shirt will be ANSI/ISEA 107-2010 certified, 4.1 oz/yd² fluorescent lime and black polyester birdseye knit with lime/black body, lime sleeves, and black collar. Fabric shall be treated with an inherent wicking finish and shall meet third party certificate of compliance for the background material as required by ANSI/ISEA 107-2010. Reflective stripes shall consist of 2" wide 3M Scotchlite reflective material (5510 segmented home wash trim certified to 75 washes). Sizes Tall Medium to Tall 6XL. CHATTANOOGA PUBLIC WORKS logo printed in 8.5" diameter on back.

BILLING CONSIDERATIONS

Before an order can be placed for routine transactions, City will request a Quote from Vendor with detailed breakdown. City may require breakdown on its own form. Once City has approved the quoted price and submits Requisition for same, it will advise Vendor of the Release Number in order to place the order. Invoices that do not reference the Release Number will not be considered complete or valid.

1. Vendor's Invoice must list a valid E-Mail Address for billing questions and inquiries.
2. Invoice Date is critical and Invoices must be sent to the City on the Invoice Date in order for the City's tracking system to accurately reflect the record. The Invoice Date must not precede the Ship Date or Service Date.
3. Invoice descriptions on transaction lines must match the wording of the Purchase Order transaction lines, and reference the corresponding transaction line number of the Purchase Order. The vendor shall not invoice the City for any item that does not correspond to a line on the Purchase Order.
4. Vendor will be responsible for collection signature and legible name of City employee when delivering goods/or services and must be able to produce said Proof of Delivery ("POD") upon request. The POD must contain an itemized list of goods and/or services. The POD must accompany each Department's payment packet before presenting the Invoice with all necessary backup to City's Accounts Payable Division. Including a copy of POD with Invoice is encouraged and speeds payment processing time.
5. Vendor's Invoices that are billed inaccurately, incompletely, or otherwise unprocessable are not considered valid.
6. When sending City a Revised Invoice, it must be clearly marked "Revised." When sending City a replacement Invoice, it must reference the Invoice Number it is replacing.
7. Invoices to the City shall reference the City Department, Release Number, Work Order Number, and the first and last name of the City employee placing order.
8. Accurate Invoices, with all appropriate backup documentation, shall be sent to:

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

and a copy sent to:

City of Chattanooga
Attn: Marie Janeway
900 East 11th Street
Chattanooga, TN 37403
PWCWS-Payables@chattanooga.gov

Instructions to Bidders

- (1) Bid documents can be downloaded from the City of Chattanooga's website at: www.chattanooga.gov/newpurchasing/procurement-opportunities. At the middle of that page is a link labeled "Click To View Open And Expired Solicitations." One of the top results will be a link that will display a page listing the 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 by November 24, 2020 / 2:00 PM EST to the Purchasing Office at the following address:

Purchasing Department
City Of Chattanooga
101 East 11th Street, Suite G 13
Chattanooga, TN 37402
Attn: Mark McKeel

- (4) Sealed Bids should be submitted in a sealed envelope. No particular envelope is required, but the Solicitation number should be noted on the outside of the envelope. This is a six-digit number starting with a 3, along with the bid opening date.
- (5) Any questions regarding the specifications or bidding process should be directed to the Buyer, Mark McKeel at the following email address:

mmckeel@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.

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)

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

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: _____