BID SOLICITATION

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

BID OPENING DATE AND TIME:

06-FEB-14 at 2:00 PM

BID NUMBER: 303165

BUYER:
PHONE #: (423) 757-5184
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.

VENDOR

RFQ

MAIL TO

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

Item	Class-Item	Quantity	Unit	Unit Price	Total

Requisition No.: 88011
Ordering Dept.: Finance & Administration
Buyer: Geoffrey Hipp 423-757-4758
****

DESCRIPTION: Digitize Microfiche and Microfilmed Records
****

ATTACHMENTS:
- Affirmative Action Plan
- Standard Terms and Conditions:
(http://www.chattanooga.gov/general-services/purchasing/standard-terms-and-conditions)
****

*** BIDS MUST BE RECEIVED NO LATER THAN ***
***** 2:00 PM ON FEBRUARY 6, 2014 *****
****

PLEASE SUBMIT BIDS IN DUPLICATE INDICATING
BID NUMBER (303165) ON OUTSIDE PACKAGING
****

ALL SHIPPING CHARGES SHALL BE INCLUDED IN BID PRICES
****

NOTE: 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. 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.
****

PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:
Company Name_____
Address_____
Phone/Toll-Free No. _____
Fax No. _____
E-Mail Address _____
Contact Person's Name _____
Estimated Delivery_____
Minority-Owned Business ___ Small Business ___ Veteran ___
Minority Woman Owned Business ___ Disabled Veteran ___
Women-Owned Business ___

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: _____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Digitize microfilmed dockets at 200 dpi black & white, to PDF format.	270000	Each	_____	_____
2	Digitize microfilmed warrants at 200 dpi black & white, to PDF format.	510000	Each	_____	_____
3	Digitize microfiche at 200 dpi black & white, to PDF format.	27456	Each	_____	_____

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COMPANY: _____

TERMS OF PAYMENT: _____

SIGNATURE: _____

TELEPHONE NUMBER: _____

NAME AND TITLE: _____

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, 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 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. During the term of all construction contracts or subcontracts in excess of $10,000 to be performed for the City of Chattanooga, the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:

    a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer".
    b. Seek and maintain contracts with minority groups and human relations organizations as available.
    c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities.
    d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.

5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.

6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

_____

(Signature of Contractor)

_____

(Title and Name of Company)

_____

(Date)