

BID SOLICITATION



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

BID OPENING DATE AND TIME:

19-MAY-16 at 2:00 PM

BID NUMBER: 304232

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.

BUYER:

PHONE #: (423) 643-7230

DELIVERY REQUIRED:

V E N D O R	RFQ
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M A I L T O	City of Chattanooga 101 East 11th Street, Suite G13 Chattanooga, TN 37402
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Item	Class-Item	Quantity	Unit	Unit Price	Total
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Requisition No.: 134658
 Ordering Dept.: Waste Resources
 Buyer: Geoffrey Hipp 423-643-7233

DESCRIPTION:
 This shall be a twelve (12) month blanket contract for Equipment Maintenance and Repair Services for the Waste Resources Division. The contract may be renewed for two (2) additional 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 Written Confirmation by both parties at least 30 days prior to the contract's current expiration date into any successive term as provided herein.

ATTACHMENTS:
 - Specifications
 - Affirmative Action Plan
 - Insurance Requirements
 - Standard Terms and Conditions:
 (<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>)

***** BIDS MUST BE RECEIVED NO LATER THAN *****
 ***** 2:00 PM ON MAY 19, 2016 *****

PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (304232) ON OUTSIDE PACKAGING
 *

ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION, FREIGHT ALLOWED.

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.

PRICE ESCALATION CLAUSE:
 All prices under this contract shall remain fixed during each twelve (12) month contract period. If as a result of a general change in prices or discounts, the contractor has changed prices to all of its customers, then, at the time of contract renewal, the price under this contract may be adjusted accordingly after acceptance. All price increases must be justified by providing a copy of the prevailing labor wage or material cost increases. Prompt notice of price changes (increases or reductions) must be furnished to the Purchasing Agent at least 30 days prior to the requested effective date and the prices for these services/materials shall remain firm for twelve (12) months. The effective date of price increases shall be the date the Purchasing Agent accepts the price changes or the effective date of increase stated by contractor's notice to Purchasing Agent, whichever is later.

PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:

Company Name _____
 Address _____
 Phone/Toll-Free No. _____
 Fax No. _____
 E-Mail Address _____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
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

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

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

TERMS OF PAYMENT: _____
 TELEPHONE NUMBER: _____

COMPANY: _____
 SIGNATURE: _____
 NAME AND TITLE: _____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Mechanic (Earthmoving) - Field Regular Time	1	Each	_____	_____
2	Mechanic (Earthmoving) - Field Sunday & Holiday	1	Each	_____	_____
3	Mechanic (Industrial) - Shop & Field Regular Time	1	Each	_____	_____
4	Mechanic (Industrial) - Shop & Field Overtime Time	1	Each	_____	_____
5	Mechanic (Industrial) - Shop & Field Sundays/Holidays	1	Each	_____	_____
6	Mechanic (Earthmoving) - Shop Regular Time	1	Each	_____	_____
7	Mechanic (Earthmoving) - Shop Overtime	1	Each	_____	_____
8	Mechanic (Earthmoving) - Shop Sunday & Holiday	1	Each	_____	_____
9	Mechanic (Truck) - Shop Regular Time	1	Each	_____	_____
10	Mechanic (Truck) - Shop Overtime Time	1	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
11	Mechanic (Truck) - Shop Sunday/Holiday Time	1	Each	_____	_____
12	Mileage to and from job site	1	Each	_____	_____
13	Miscellaneous (repair parts - % Mark up)	1	Each	_____	_____
14	Unanticipated Charges % Mark up	1	Each	_____	_____
15	Mechanic (Earthmoving) - Field Overtime	1	Each	_____	_____

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SPECIFICATIONS
FOR
EQUIPMENT MAINTENANCE AND REPAIR
OF HEAVY AND LIGHT EQUIPMENT
FOR THE CITY OF CHATTANOOGA

GENERAL

The scope of work covered by these specifications include providing labor and equipment involved in the maintenance and repair of the heavy and light equipment fleet belonging to the City of Chattanooga for 12 months with an option to renew for two (2) additional one (1) year periods. Bidder is to provide competent mechanics, service trucks with overhead crane (minimum 6000 # capacity), and all necessary tools and materials involved in the major and minor repair of heavy equipment. Bidder shall provide the mechanic's services on a flat rate-per-hour basis including travel time to and from the bidder's shop facility to various locations as necessary. Pricing shall be based as follows:

1. Rate for Mechanic (including tools and vehicles) based per hour
2. Rate for a Mechanic Helper based per hour
3. Rates for services performed at the bidder's shop facility based per hour

If rates are different for different types of machinery (i.e. earth moving, industrial engines, on-road truck engines...), then these prices must be submitted also.

The need for any services under this contract shall be at the sole discretion of the City of Chattanooga.

INSURANCE

The bidder shall have in force at all times adequate Liability and Worker's Compensation insurance to protect the City of Chattanooga from any claims from damages to equipment, personal property, or bodily injury resulting from the services provided under this contract. Proof of insurance shall be provided with the bid.

QUALIFICATIONS

Qualified bidders shall be limited to factory-authorized, dealer-distributors of Caterpillar heavy equipment and power plants. Bidder shall provide a factory-trained mechanic with a minimum of 5 years experience in the repair of heavy equipment in construction and landfill applications. Experience shall include but not be limited to preventative maintenance, cutting edge replacement as well as major and minor component repair and replacement. Bidders shall provide a statement of qualifications with bid. Bidder shall also be able to provide documentation of training and experience of contracted personnel when requested by the City.

JOB CONDITIONS

Bidders are to be advised that contracted personnel are extremely likely to come in contact with a multitude of waste products in the fulfillment of this contract. The City will provide personnel and/or facilities to assist in equipment clean-up prior to repair when practical. However, as with any construction job, minimizing down time is critical and some repairs must be completed regardless of equipment condition or location. Bidders are advised to provide personnel able to function in adverse working conditions common in the landfill and wastewater environment.

WARRANTY REQUIREMENTS

Warrant all equipment materials, product, materials, products, and workmanship provided for a period of 12 months.

LENGTH OF CONTRACT

Contract time shall be one (1) year with the option to renew for two (2) additional one (1) year periods.

PAYMENT

The City will make payment to the Vendor according to the City's normal policies and procedures.

Vendor's Invoice must list a valid E-Mail Address for billing questions and inquiries.

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.

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.

Vendor will be responsible for collecting signature and legible name of City employee when delivering goods and/or services and must be able to produce said Proof of Delivery ("POD") or Service Ticket upon request. The POD/Service Ticket must contain an itemized list of goods and/or services. The POD/Service Ticket must accompany each Department's payment packet before presenting the Invoice with all necessary backup to

Specifications
Equipment Maintenance and Repair
City of Chattanooga
Page 3

City's Accounts Payable Division. Including copy of POD/Service Ticket with Invoice is encouraged.

Vendor's Invoices that are billed inaccurately, incompletely, or otherwise unprocessable are not considered valid.

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.

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 the order.

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 copy sent to:

Moccasin Bend Wastewater Treatment Plant
455 Moccasin Bend Road
Chattanooga, TN 37405
MBacctspayable@chattanooga.gov

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)

REQUIREMENTS FOR INSURANCE COVERAGE

Contractor shall purchase and maintain during the life of this Agreement, insurance coverage which will satisfactorily insure Contractor against claims and liabilities which arise because of the execution of this Agreement, with the minimum insurance coverage as follows:

- a. Commercial General Liability Insurance, with a limit of \$1,000,000 for each occurrence and \$2,000,000 in the general aggregate.
- b. Automobile Liability Insurance, with a limit of \$1,000,000 for each accident, combined single limit for bodily injury and property damage.
- c. Worker's Compensation Insurance and Employer's Liability Insurance, in accordance with statutory requirements, with a limit of \$500,000 for each accident.
- d. Professional Liability Insurance, with a limit of \$1,000,000 for each claim and aggregate.

If any of the above cited policies expire during the life of this Agreement, it is the Contractor's responsibility to forward renewal Certificates within ten (10) days after the renewal date containing all the aforementioned insurance provisions.

Certificates must specifically cite the following provisions:

- i. City of Chattanooga, its agents, representatives, officers, directors, officials and employees must be named an Additional Insured under the following policies:
 - a) Commercial General Liability
 - b) Auto Liability
 - c) Worker's Compensation Insurance and Employer's Liability Insurance
 - d) Professional Liability Insurance
- ii. Contractor's insurance must be primary insurance as respects performance of subject contract.
- iii. All policies, except Professional Liability Insurance, if applicable, waives rights of recovery (subrogation) against City of Chattanooga, its agents, representatives, officers, directors, officials and employees for any claims arising out of work or services performed by Contractor under this Agreement.