

BID SOLICITATION



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

BID OPENING DATE AND TIME:
 23-SEP-15 at 2:00 PM

BID NUMBER: 303909

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
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R

RFQ

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
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Requisition No.: 121848
 Ordering Dept.: Waste Resources
 Buyer: Geoffrey Hipp 423-643-7233

DESCRIPTION:
 This shall be a twelve (12) month blanket contract for Sanitary Sewer Manhole Inspection 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
 - Standard Terms and Conditions:
 (<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>)

***** BIDS MUST BE RECEIVED NO LATER THAN *****
 ***** 2:00 PM ON SEPTEMBER 23, 2015 *****

PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (303909) 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 _____
 Contact Person's Name _____

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
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.

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: _____

BID SOLICITATION



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

Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Inspection of Sanitary Sewer Manholes (per manhole)	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.

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TERMS OF PAYMENT: _____

COMPANY: _____

TELEPHONE NUMBER: _____

SIGNATURE: _____

NAME AND TITLE: _____

**SPECIFICATIONS FOR
ANNUAL BLANKET CONTRACT
TO SUPPLY
Inspection of Sanitary Sewer Manholes
FOR THE WASTE RESOURCES DIVISION
CITY OF CHATTANOOGA, TENNESSEE
August, 2015**

PART 1 - GENERAL

1.1 SCOPE OF SERVICES

The work covered by this Section includes furnishing all labor, material, equipment and services required for performing sanitary sewer manhole inspection services, authorized by the Engineer, as shown on the Drawings and/or specified herein. The objective of manhole inspection is to detect sources of inflow and infiltration, as well as determine the structural condition of the manholes.

1.2 BASIS OF BIDDING

1.2.1 The Vendor will provide all equipment and tools necessary to safely access and inspect the manholes.

1.2.2 The Vendor shall perform inspections of the project manholes and record any defect discovered. The inspection shall include, at a minimum, surface, manhole cover and frame, chimney, walls, invert and all appurtenances. Unless specified otherwise, all manhole inspections shall be fully-conforming to National Association of Sewer Service Companies (NASSCO) MACP standards.

1.2.3 The Vendor shall use a digital camera to capture all images of manhole components, defects, inflow and infiltration and observations. The Vendor may use a combination of CCTV camera equipment and field data collection software for the manhole inspections with approval by the Engineer. If a standard digital camera is used, the camera must be equipped with a strobe flash and be capable of producing high resolution digital images with minimum of 5 mega pixel resolution.

1.2.4 The Vendor will provide current certification that operators have undergone NASSCO MACP training prior to undertaking manhole condition assessment work for Owner. Unless specified otherwise, all defect coding used throughout the project will conform to NASSCO MACP standards version 6.0.1.

1.2.5 A diligent effort shall be made to locate all structures. Metal detectors shall be used to locate buried manholes. Once a buried manhole has been located, it shall be marked with paint and/or flagging, if necessary. All pertinent information available shall be recorded including area photo, address, etc. Vendor shall notify the Engineer weekly with a list of those

manholes that could not be fully inspected due to being buried, surcharged, could not open, or otherwise unable to locate.

1.2.6 The Vendor's personnel conducting inspections must have at least 5 years experience in the coding of the manhole condition assessments and must have reported upon more than 1,000 individual manhole inspections. Proof of such experience will be submitted prior to start of work. The Vendor must use NASSCO certified data collection software (MACP version 6.0.1), with final approval by the Engineer prior to the start of the Contract.

1.2.7 A GPS unit capable of sub-meter accuracy (horizontal +/- 3 feet) shall be used for documenting location of manholes not shown on the Owner's system maps.

1.3 Bid Bond
Not Required

1.3.1 Performance Bond

Not Required.

1.3.2 References

The Vendor shall submit a list of three (3) customers for whom the Vendor has provided the root control services during the past three (3) years and provided labor to perform similar services.

The list shall include names, addresses, telephone numbers, and contact person who is knowledgeable of services provided.

1.4 GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

The Vendor shall comply with rules and conditions found in the City of Chattanooga, Purchasing Department's "General Conditions and Instructions to Bidders" that are a part of the invitation to Bid for the equipment or services specified herein.

1.5 LENGTH OF CONTRACT

The Contract for services described herein shall be for a period of one (1) year beginning the effective date of the award of the Contract. The Vendor shall provide firm unit pricing for the first year of the Contract. Upon agreement of both parties, the City shall have the option of extending the Contract for two (2) additional one (1) year periods at the Vendor's unit pricing. Price changes for succeeding years shall be adjusted in accordance with the consumer price index for the Owner's locale.

1.6 INSURANCE

The Vendor shall, proper to the award of the Contract, furnish proof and maintain in force the following types of insurance at the minimum limits specified below:

<u>COVERAGES</u>	<u>LIMITS OF LIABILITY</u>
Workmen's Compensation Employer's Liability	Statutory \$750,000
Bodily Injury Liability Except Automobile	\$750,000 every event \$1,000,000 aggregate
Property Damage Liability Except Automobile	\$750,000 every event \$750,000 aggregate
Automobile Bodily Injury Liability	\$750,000 each person \$1,500,000 every event
Automobile Property Damage Excess Umbrella Liability	\$750,000 every event \$3,000,000 every event

Copies of the current insurance certificate(s) shall be provided to the City prior to any work being performed. Insurance shall be kept in force during the entire length of the contract.

Part 2- Execution

2.1 Manhole Inspection

2.1.1 All sanitary sewer manholes in the Project Area will be visually inspected to determine sources of inflow and infiltration and structural defects. The Vendor shall conduct a Level 1 surface inspection for every manhole and a Level 2 internal inspection shall be completed for select manholes at the direction of the Engineer. Inspections shall be done by completing MACP inspection forms as outlined in Part 3, Section 3.03 of this specification.

2.1.2 Level 2 inspections shall be conducted for every manhole showing visible signs of infiltration or defects. If a manhole cannot be determined to be free of defects or infiltration, then a Level 2 inspection shall be performed.

2.1.3 The Vendor shall provide for the pumping down of any surcharged manhole section and provide all bypass pumping, if required, during the inspection. The Vendor shall receive Engineer's approval prior to bypass pumping.

2.1.4 The Vendor shall submit a comprehensive equipment list to the Engineer before commencement of the Work. The complete list, which shall include all backup and standby equipment, shall be broken down into the following categories (at a minimum):

1. Safety equipment
2. Flow diversion and flow control equipment
3. Traffic control equipment
4. All other equipment necessary for the completion of the Work

2.1.5 Blockages in the system shall be reported to the Engineer immediately.

2.1.6 A responsible representative of the Vendor shall be present on the site of the work, or other location approved by the Engineer, to provide supervision of the work. At all times, and especially when a change of work location is underway, the Vendor's representative shall keep the Engineer continuously aware of the location, progress, planned execution of the work, and problems encountered.

2.1.7 Should the Vendor encounter a buried manhole during the course of inspection that cannot be readily accessed, the Vendor shall notify the Engineer.

2.2 Precautions

2.2.1 The Vendor shall take all necessary precautions to ensure that water used does not flood property or buildings served by the sewer pipeline being inspected.

2.2.2 A valve air line will be attached to bags or plugs used to control flow so that they may be deflated from the surface.

2.2.3 The water level within structures will be observed and the minimum level that will cause flow to back up into buildings and cause property damage will be determined prior to initiating operations so that flooding of buildings and property will not occur.

2.2.4 Remove all plugs when a setup is complete. Failure to do this may result in backup and property damage.

2.2.5 The Vendor shall provide, operate, maintain and subsequently remove on completion, adequate ventilation apparatus in the form of blowers and/or fans. The ventilation apparatus shall introduce a fresh air supply to support a safe environment for Work in sewers, manholes and all other confined spaces, which shall be kept free from dangerous, toxic and/or explosive gases, whether generated from sewage, soil strata or other source.

2.2.6 The Vendor shall employ the "best practicable means" to minimize and mitigate noise as well as vibration resulting from operations. Mitigation measures shall include the utilization of sound suppression devices on all equipment and machinery particularly in residential areas and in the near vicinity of hospitals and schools, especially at night.

2.2.7 The Vendor shall inform the Engineer before the commencement of any portion of the work of any significant change in the methods of noise attenuation from those previously approved.

2.2.8 All pumps, generators, combination cleaners or other noise emitting equipment be shall be suitably screened to minimize nuisance and noise pollution. This requirement shall not be taken as preventing or prohibiting the execution of work necessary for the saving of life, protection of property, or safety of the personnel and/or facilities. The Vendor shall notify the Engineer of such use of plant or equipment in an emergency situation as soon as practicable.

Part 3- Data Collection

3.1 The Vendor shall complete a separate Manhole Inspection Header Form, Manhole Component Observation Form and Manhole Pipe Connection Form for each manhole inspected, both Level 1 and Level 2 inspections.

1. Level 1 inspections record observations of the manhole's condition as seen from the ground surface outside of the manhole.

2. In addition to the surface observations of Level 1 inspection, Level 2 inspections will identify defects of the manhole through a confined space entry of the manhole.

3. Manhole Inspection Header Forms, Manhole Component Observation Forms, and Manhole Pipe Connection Forms shall be filled out containing, at a minimum, the mandatory information required for Level 1 and/or Level 2 inspections per MACP (version 6.0.1).

3.2 For all Level 2 inspections, the Vendor must complete a Level 2 – Manhole Component Defect Form for each manhole inspected as directed by MACP (version 6.0.1).

1. This form shall be used to record all defects for the chimney, cone, wall, bench and channel only. All other manhole component defects shall be recorded in the Manhole Component Observation Form.

2. When inspecting manholes all applicable PACP coding shall be utilized, except for tap codes, camera underwater code, and line direction codes.

3.3 All inspections shall be recorded on standard manhole forms provided by or approved by the Engineer.

3.4 Unless an alternative system is approved by the Engineer, all inspections data shall be entered, by the Vendor, into a NASSCO Manhole Assessment Certification Program (MACP) compliant database (version 6.0.1 minimum).

3.5 If inspection forms are filled out manually, all forms shall be scanned to Portable Document Format (PDF), with the file name being the MH identification number (example: AB123.pdf).

3.6 Inspections database shall be fully cross-referenced to all videos, images and reports. All media file names and relative path locations shall be present in the NASSCO MACP database.

3.7 Digital photographs shall be captured of the exterior and the invert of each inspected manhole. All digital photographs captured from the exterior of the manhole shall be oriented so that the outgoing pipe connection is at the 6 o'clock position with respect to the camera view orientation.

3.8 A digital still image shall be captured for each defect. All digital still images shall be in JPEG file format. If inspections are recorded in the field electronically into a NASSCO MACP database, all digital still images of defects shall be generated using a concatenation of standard MACP database fields in the format "Manhole ID_Condition ID_MACP Code". If inspections are recorded manually in the field, file names of defect digital still images shall follow the convention "Manhole ID_[sequential number]_MACP Code".

3.9 Vendor shall maintain a copy of all report material. The Vendor shall provide comments as necessary to fully describe the existing condition of the manhole on the inspection forms.

3.10 Vendor shall be responsible for modification to equipment and/or inspection procedures to achieve reporting requirements identified in these specifications.

3.11 No work shall commence prior to approval of the submitted material by the Engineer. Once accepted, the report material shall serve as a standard for the remaining work.

3.12 When an unmapped manhole is discovered during an inspection, the Vendor shall assign a temporary field-assigned ID to the manhole. This temporary field ID shall be entered into the appropriate PACP database field (either "Upstream_MH" or "Downstream_MH"), and the comment "Unmapped MH" shall be entered in the PACP database field "Additional_Info". The inspection shall be terminated and a new inspection shall begin, so that the unexpected manhole effectively divides the pipe into two segments. The "Total_Length" field for the terminated inspection shall be populated with the distance in feet at which the unexpected manhole was discovered during inspection. The pipe segment receiving the next inspection shall be assigned a temporary field ID, and the newly-discovered manhole ID shall be entered into the corresponding "Upstream_MH" or "Downstream_MH" field. The proposed naming scheme for unmapped manholes and pipes shall be approved by the Engineer prior to start of inspections. The Vendor shall ensure that each newly-discovered manhole and pipe is given an ID that is not already assigned to another manhole or pipe. The Vendor shall also ensure that the field-assigned ID of each newly-discovered manhole is consistent between PACP and MACP submittals.

3.13 If the Vendor uses a Global Positioning System device (GPS), then coordinates of all uncharted manholes shall be collected with device using a coordinate system and file format approved by the Engineer prior to the start of the Contract. For recording of all uncharted manholes, coordinates and coordinate system shall be required on the Manhole Inspection Header Form at the time of inspection.

3.14 The inspection photographs, report documents, and inspections database shall be in accordance with NASSCO MACP.

3.15 The comments area on the Header Form can be used to record observations and information such as:

1. Previous and existing weather conditions.
2. Soil conditions.
3. Access for future maintenance or rehabilitation.
4. Unusual conditions in the sanitary system and difficulties incurred in performing the inspection
5. Catalog of photographs and videos of manhole

6. Any other remarks/comments not covered under any form headings

3.16 The Vendor must have an internal quality assurance/quality control system (QA/QC) in place, and all inspection data shall be subjected to the procedures prior to submittal to the Engineer. The Engineer will perform QA/QC audits on submitted data. Any data or files not meeting these specifications or NASSCO MACP standards will be returned to the Vendor for correction. Vendor shall present their proposed QA/QC system to the Engineer prior to the start of the Contract.

Part 4- Manhole Inspection Deliverables

4.1 All the supplied data and information will become the property of the Owner.

4.2 Sample Submittal: An example of a typical Manhole Inspection final deliverable will be submitted for approval by the Engineer prior to the start of the Contract. The example deliverable will contain the following:

1. A sample NASSCO MACP Standard Exchange Database (version 6.0.1) in Microsoft Access file format (.mdb), as exported from the Vendor's data collection software (if inspections are to be recorded electronically).
2. A proprietary database as generated by the Vendor's data collection software (if inspections were recorded electronically).
3. Example GPS data files of all uncharted manholes (if GPS will be used for geographic reference).
4. Example media files, including observation photos, videos, and reports; with all files consistently utilizing the required file naming conventions.
5. The proposed viewing software to be used with the proprietary inspections database and related media.
6. NASSCO MACP validation report in PDF format, demonstrating the sample is fully conforming to NASSCO MACP standards and conventions (if inspections are to be recorded electronically). Validation reports can be obtained by submitting a sample database to:

http://www.nassco.org/training_edu/te_database_upload.aspx
7. Inspections database(s) shall be fully cross-referenced to the videos, images, and reports.
8. Example reports will be presented in both hard copy and in PDF format and all other sample data will be presented in digital format on an external hard drive.

4.3 Intermediate Submittals: No later than fourteen (14) days following the completion of a manhole inspection, the Vendor will submit the following:

1. Two (2) hard copies of full details report for each inspection.
2. An overall summary report detailing major defects, uncharted manholes including field-assigned ID and geographic reference, and inspections that require attention.
3. GPS data files of all uncharted manholes and/or pipe segments that were identified during inspections but were not shown on field maps. This list shall include the field-assigned ID and a geographic reference or description (street address, intersection, etc.).
4. At regular agreed intervals, an external hard drive will be submitted to the Engineer containing a single NASSCO MACP Standard Exchange Database (version 6.0.1) containing all inspections to date, encoded videos, observation photos, inspection reports in PDF format, and support files. The supplied data and information will become the property of the Owner.

4.4 Final Submittal: At the completion of all inspections, the Vendor will supply the following to the Engineer on an external hard drive:

1. A single, consolidated NASSCO MACP Standard Exchange Database (version 6.0.1) in Microsoft Access file format (.mdb) containing all inspections for the Contract.
2. NASSCO MACP validation report for the consolidated database (See Section 3.04.B.6.).
3. All encoded inspection videos, observation photos, and inspection reports using required file naming formats.
4. A single, consolidated proprietary database containing all inspections for the Contract, as generated by the Vendor's data collection software.
5. Free-issue software to be used for the viewing of the proprietary inspections database and related media from within the database.
6. Four (4) hours training in the use of any supplied free-issue software.

4.5 NASSCO MACP Compliance

The submitted database(s) should consist of, at a minimum, the NASSCO MACP standard data fields, formats, and conventions as set forth in this specification and Attachment A – Field Data Delivery Format Requirements.

Part 5 – Payment for Services

- 5.1. The City will make payment to the Vendor according to the City's normal policies and procedures.
- 5.2. Invoices for labor must have a service report or daily timesheet attached showing employee's name, title, hours worked, plus details of the job performed.
- 5.3. Invoice descriptions on transaction lines must match the wording of the Purchase Order and reference the corresponding transaction line. The Vendor shall not invoice the City for any item that is not specifically listed on the subsequent Purchase Order.
- 5.4. Invoices to the City shall reference the Moccasin Bend work order number and the first and last name of the City employee placing the order.
- 5.5. Invoices must list a valid e-mail address for billing questions and inquiries.
- 5.6. Invoices must be sent to the City on the Invoice Date.
- 5.7. 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:

Moccasin Bend Wastewater Treatment Plant
Attn: Inventory Coordinator
455 Moccasin Bend Road
Chattanooga, TN 37405
mtrandall@chattanooga.gov

Attachment A - Field Data Delivery Format Requirements

PACP "Inspections" Table - Fields, Formats, and Descriptions

All field names, data types, and descriptions are from PACP Standard Exchange v6.0.2 unless otherwise noted.

Field Name	Data Type	Description of Field (bold text denotes special requirements by the City of Chattanooga)
InspectionID	AutoNumber	This field is automatically populated when any inspection information is entered. The number generated must be entered in the InspectionID field of the Conditions table for all conditions recorded during the inspection
Surveyed_By	Text	Name of individual conducting survey
Certificate_Number	Text	NASSCO PACP # of Surveyor
Owner	Text	Owner of collection system surveyed
Customer	Text	Entity commissioning the survey
Drainage_Area	Text	Common name of drainage area - this field shall be populated with the drainage basin or area name/ID, which will be provided by The Engineer
PO_Number	Text	Customer's Purchase Order Number
Pipe_Segment_Reference	Text	Client provided segment number - If pipe segment number is not provided, use the convention "Upstream Manhole ID Downstream Manhole ID"
Date	Date/Time	Inspection Date
Time	Date/Time	Time of inspection
Street	Text	Street Number and Name
City	Text	City name where sewer located
Location_Details	Text	Descriptive explanation of sewer location
Upstream_MH	Text	Client provided designation for upstream manhole
Up_Rim_to_Invert	Number	Distance (ft and tenths of ft) or (meters to 2 decimal places max) from rim to invert of upstream manhole
Up_Grade_to_Invert	Number	Distance (ft and tenths of ft) or (meters to 2 decimal places max) from average grade to invert of upstream manhole
Up_Rim_to_Grade	Number	Distance (ft and tenths of ft) or (meters to 2 decimal places max) from rim to average grade of upstream manhole
Downstream_MH	Text	Client provided designation for downstream manhole
Down_Rim_to_Invert	Number	Distance (ft and tenths of ft) or (meters to 2 decimal places max) from rim to invert of downstream manhole
Down_Grade_to_Invert	Number	Distance (ft and tenths of ft) or (meters to 2 decimal places max) from average grade to invert of downstream manhole
Down_Rim_to_Grade	Number	Distance (ft and tenths of ft) or (meters to 2 decimal places max) from rim to average grade of downstream manhole
Sewer_Use	Text	Purpose of sewer
Direction	Text	Direction of survey, Upstream or Downstream
Flow_Control	Text	Type restriction of flow used
Height	Number	Diameter of sewer (or height if non-circular) to nearest inch(999) or nearest mm(99999)
Width	Number	Width of non-circular sewer to nearest inch(999) or nearest mm(99999)
Shape	Text	Sewer shape
Material	Text	Type of pipe material
Lining_Method	Text	Type of process used to line the host pipe
Pipe_Joint_Length	Number	Length of pipe joint sections measured to one decimal place whether in feet or meters
Total_Length	Number	Distance between the exit of the start manhole and the entrance of the finish measured to one decimal place whether it is feet or meters
Length_Surveyed	Number	If the survey is abandoned, enter the actual length surveyed to one decimal place whether it is feet or meters
Year_Laid	Number	Year sewer surveyed was constructed
Year_Renewed	Number	Year sewer surveyed was renewed
Media_Label	Text	Unique identifier for tape/media
Purpose	Text	Reason for conducting survey
Sewer_Category	Text	Importance of sewer, to be provided by client
Pre-Cleaning	Text	Type of preparatory cleaning conducted prior to survey
Date_Cleaned	Date/Time	Date when sewer was cleaned prior to survey
Weather	Text	Weather conditions when survey conducted

MH Inspection Bid

Item #	Item:	Estimated Quantity:	Unit Price:	Extended Price:
1	MH Inspection	1000		
2	Additional Services		\$1.00	

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)