BID SOLICITATION

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

BID OPENING DATE AND TIME:
19-JAN-16 at 2:00 PM
BID NUMBER: 304054

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.

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.: 128373
Ordering Dept.: Waste Resources
Buyer: Geoffrey Hipp 423-643-7233
****

DESCRIPTION:
This shall be a twelve (12) month blanket contract for Boiler and Heat Exchanger 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 JANUARY 19, 2016 *****
****

PLEASE SUBMIT BIDS IN DUPLICATE INDICATING
BID NUMBER (304054) 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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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

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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Chattanooga, TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Labor	1	Hour	_____	_____
2	Labor, overtime	1	Hour	_____	_____
3	Labor, holiday	1	Hour	_____	_____
4	Materials & special services, % markup	1	Each	_____	_____

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SIGNATURE: _____

TELEPHONE NUMBER: _____

NAME AND TITLE: _____

SPECIFICATIONS FOR REQUIREMENTS CONTRACT TO SUPPLY BOILER AND HEAT EXCHANGER SERVICES FOR THE WASTE RESOURCES DIVISION, CITY OF CHATTANOOGA

December 2015

1.0 GENERAL

1.1 SCOPE OF SERVICES

The Scope of Services included in these Specifications shall be for all labor, benefits, equipment, fuel, and any other related expenses necessary to provide boiler and heat exchanger services for the WASTE RESOURCES DIVISION including the Moccasin Bend Wastewater Treatment Plant (MBWWTP), 455 Moccasin Bend Road, Chattanooga, Tennessee 37405.

It is the responsibility of each bidder to visit both the Moccasin Bend Wastewater Treatment Plant and other locations within the WASTE RESOURCES DIVISION and to become familiar with and have a working knowledge of all types, sizes, and quantities of boilers, heat exchanger, and other related equipment requiring services described herein.

Any questions or comments related to the services described in these Specifications may be directed to the City Purchasing Department.

1.2 BASIS OF BIDDING

The Contractor shall submit one (1) bid on the City's Standard Bid Form. The Bid shall include the cost per hour for labor and equipment to provide boiler and heat exchanger services and percent markup on materials and specialized outside services not normally performed by the Vendor.

The cost per hour shall include any and all, costs for wages, benefits, indirect costs, overhead and profit, insurance, and any other related direct or indirect cost. The cost per hour shall be for the services of one (1) technician and any and all equipment necessary to perform the work described herein.

Specialty equipment, materials and services required for the work but not described herein will be invoiced by the Vendor at cost plus a percent markup.

The Vendor shall also provide hourly rates for overtime/emergency service and holiday work for the various work described herein.

All hourly rates begin once contractor is onsite. No mileage or travel expense will be allowed.

A 4-hour minimum will be allowed for scheduled visits and additional calls for repair visits.

The City of Chattanooga reserves the right to reject any and/or all bids, to waive any information in Bids received, and to accept any Bid which, in its opinion, may be in the best interest of the City.

1.3 SUBMITTALS

1.3. Bid Bond
Not Required

1.3.2 Performance Bond
Not Required

1.3.3 References and Experience

A. R eferences

1. The Vendor shall submit a list of five (5) customers for whom the Vendor has performed boiler and heat exchanger services.

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

B. Experience

1. The Vendor shall submit a brief company history of providing the specified services.

2. The Vendor or Vendor's technicians shall have at least five (5) years experience in performing boiler and heat exchanger services, on equipment required to perform these services, and in the preparation of reports analyzing the data and recommending actions to be taken.

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 a firm hourly rate for the first year of the Contract.

The City shall have the option of extending the Contract for two **(2)** additional one (1) year periods at the Vendor's hourly rate.

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:

COVERAGES	LIMITS OF LIABILITY
Workman's Comp	Statutory
Employer's Liability	$750,000
Bodily Injury Liability Except Automobile	$750,000 each occurrence $1,500,000 aggregate
Property Damage Liability Except Automobile	$750,000 each occurrence $1,500,000 aggregate
Automobile Bodily Injury Liability	$750,000 each occurrence $1,500,000 aggregate
Automobile Property Damage	$750,000 each occurrence
Excess Umbrella Liability	$3,000,000 each occurrence

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.

1.7 WARRANTY

The Vendor shall warrant and guarantee the work performed for a period of 90 days following delivery of the work to the City. The work shall be guaranteed and warranted against defective workmanship and materials.

2.0 SERVICES AND OTHER REQUIREMENTS

2.1 GENERAL

2.1.1 Sole Vendor

The Vendor shall not subcontract the services or assign the contract to others without the written consent of the City of Chattanooga.

2.1.2 Compliance with Applicable Regulations

All of the services provided by the Vendor shall be completed in a good and workmanlike manner. All services provided shall be in compliance with all applicable statues, rules, ordinances and regulations of, but not limited to, the USEPA, TDOT, OHSA, and any similar federal, state, and local laws or regulations applicable to the Vendor or to the services described herein.

The Vendor's personnel shall comply with all City, Waste Resources Division, and Moccasin Bend WWTP work rules and regulations when on site.

2.1.3 Inspection

The services furnished by the Vendor shall be subject to inspection and approval by the City's designated representative, but the manner and method of providing the services shall be the responsibility of the Vendor.

2.1.4 Failure to Provide Services and Termination of Contract

In the event the Vendor:

a. Fails to initiate services on the date specified or otherwise agreed to;
b. Fail to provide all of the required documentation for his personnel, insurance, and any other documentation required by these Specifications at the specified times;
c. After having begun services, abandons them for any reason;
d. Suspends or refuses to continue services; or
e. Defaults in any manner in the performance under the terms of the Contract for a period of thirty (30) days (unless the Vendor is prevented from continuing for reasons beyond its control);

The City of Chattanooga shall have the right to terminate the Contract immediately upon the written notification by the City for the reasons listed above and the City shall complete the Contract or have the services completed by another vendor in any reasonable manner at the Vendor's expense.

The City shall have the right to terminate the Contract after giving a thirty-day (30) written notice to the Vendor.

2.2 DESCRIPTION OF CONTRACTED SERVICES

2.2.1 General

A The Vendor shall provide all labor, benefits, equipment, fuel, materials, and any other related expenses necessary to provide boiler and heat exchanger services described herein for the Waste Resources Division.

B. The Vendor shall provide the boiler and heat exchanger preventive maintenance services on a scheduled interval as requested to by the City. Work orders will be issued for the monthly preventive maintenance services.

The Vendor shall provide additional repair services on an "as needed" basis as requested by the City. Work orders will be issued for the corrective maintenance services. The City will attempt to schedule the work to optimize the use of the Vendor's technicians and equipment when it is needed.

C. The Vendor shall perform work on straight time, i.e., non-emergency, unless otherwise noted. Overtime, weekend, or holiday work shall only be performed at the City's direction.

D. The Vendor shall after completion of each Corrective Maintenance order or Preventative Maintenance order provide a detailed report of the issues found along with a quote to repair including an itemized parts list if applicable.

E. The vendor shall supply the City with a written safety plan prior to the start of the contract.

2.2.2 Vendor Services

A. The Vendor shall provide all of the necessary equipment to perform the boiler and heat exchanger services described herein. Equipment shall be in good repair and calibrated. The City shall not pay for any down time due to equipment not working or being repaired by the Vendor.

B. The Vendor shall visually check and test each boiler and heat exchanger for the following parameters, if applicable:

1. Air Pressure Switch
2. Thermal Safety Switch
3. Pressure/Temperature Control
4. Oil Temperature Thermostat
5. Oil Pressure Switch
6. Potentiometer Pressure Switch
7. Low Fire Start Switch
8. Fan control Switch

C. The Vendor shall check the operation of the following on each boiler and heat exchanger, if applicable:

1. Modulator
2. All linkages

D. The Vendor shall remove and clean on each boiler and heat exchanger for the following, if applicable:

1. Oil Assembly
2. Fuel Oil Strainer
3. Gas Pilot Assembly

E. The Vendor shall start burner and check on each boiler and heat exchanger for the following, if applicable:

1. Pilot Operation
2. Main Flame ignition

F. The Vendor shall inspect for air leakage on each boiler and heat exchanger for the following, if applicable:

1. Front Door
2. Rear Door
3. Vent Stub

G. The Vendor shall check for oil leaks on each boiler and heat exchanger for the following, if applicable:

1. Oil Pump
2. Oil Strainers
3. Oil Piping
4. Oil Valves

H. The Vendor shall check the draw down water column on each boiler and heat exchanger for the following, if applicable:

1. LWCO
2. Feed Pump Control

I. The Vendor shall perform a combustion check utilizing the required combustion analysis equipment on each boiler and heat exchanger for the following parameters (noting the cam position), if applicable:

1. %C02
2. %02
3. %CO
4. Stack Temperature
5. Gas Pressure
6. Oil Burner Pressure
7. Fuel Rate -High Fire
8. Fuel Rate -Low Fire

J. The Vendor shall perform the following safety checks on each boiler and heat exchanger for the following, if applicable:

1. Flame Detector Operation
2. Pilot Light Operation
3. Control of Electrically Operated Fuel Valve
4. Safety Lockout of Fuel Valve
5. Boiler Refractory

K. The Vendor shall perform the following checks on each boiler and heat exchanger for the following, if applicable:

1. Check Fuel Oil Controller Packing and Gages
2. Check and Adjust V-Belts and Pulleys
3. Check and Record Readings for:
   - HLC
   - OLC
   - LGPS
   - HOPS
   - LOPS

4. Check Blower Motors for Volts, Amps, and Rotation
5. Check Air Pump Motors for Volts, Amps, and Rotation
6. Check Fuel Pump Motors for Volts, Amps, and Rotation

2.2.3 City Supplied Services

The City will provide the following service.

1. Provide reasonable access to City facilities.

2. Provide a designated person to accompany the Vendor to each site and start, operate at full load, and stop equipment.

3. Provide copies of available operations and maintenance manuals for boilers and heat exchangers.

3.0 EXECUTION

3.1 CONTRACT STARTING DATE

The Contract for the full services shall begin immediately on the effective date of the award of the Contract.

4. PAYMENT OF SERVICES

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

4.2. Before an order can be placed for routine transactions, City will request a Quote from Vendor with detailed breakdown. 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.

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

4.4. 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.

4.5. 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.

4.6. Items being billed on Markup line must have corresponding source Invoice and that total and markup breakdown must be reflected on Vendor's Invoice to the City. Vendor is not to include tax in the items to be marked up. Vendor should increase its percent Markup when bidding contract to allow for taxes. Where applicable, the City will provide its Tax Exemption Certificate to Vendors and Vendors' sources upon request. Vendor is not to include freight charges in the items to be marked up. Vendor should increase its percentage Markup when bidding contract to allow for freight.

4.7. 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") 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 copy of POD with Invoice is encouraged.

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

4.9. 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.

4.10. 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.

4.11. 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

Boiler and Heat Exchanger Services

Bid Form

Labor	$ _____ hr
Labor, overtime	$ _____ hr
Labor, holiday	$ _____ hr
Materials & special services, % markup	_____ %

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)