BID SOLICITATION

City of Chattanooga
100 East 11th Street, Room 200
Chattanooga TN 37402

BID OPENING DATE AND TIME:
06/13/2007 2:00 PM
BID NUMBER: B0004223

BUYER: Hipp, Geoffrey
PHONE #: (423) 757 - 4758 ext.
DELIVERY REQUIRED: 06/13/2007 2:00 PM

VENDOR
.
. TN

MAIL TO
City of Chattanooga
100 East 11th Street, Room 200
Chattanooga TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
	Requisition No.: R0099365 Ordering Dept.: Air Pollution Control Bureau Buyer: Geoffrey Hipp 423-757-4758 ********** DESCRIPTION/ITEMS TO BE PURCHASED: Television Advertising ********** ATTACHMENTS: - City of Chattanooga Specifications (1 page) - Affirmative Action Plan (2 pages) ********** * ********** *** SEALED BIDS MUST BE RECEIVED NO LATER THAN *** *** 2:00 PM ON WEDNESDAY, JUNE 13, 2007 *** ********** * ********** 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 or race, color, or national origin.				

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: _____

SIGNATURE: _____

TERMS OF PAYMENT: _____

NAME AND TITLE: _____

TELEPHONE NUMBER: _____

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0.7	PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION: Company Name_____ Mailing Address_____ Phone/Toll-Free No. _____ FAX No. _____ eMail Address _____ Contact Person's Name _____ Employer's ID No. _____ Estimated Delivery _____ Minority-Owned Business ___ Small Business ___ Veteran ___ Minority Woman Owned Business ___ Disabled Veteran ___ Women-Owned Business ___	0.00	EA	_____	_____
1.0	Advertising - Television	1.00	EA	_____	_____
				TOTAL:	_____

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NAME AND TITLE: _____

Television Advertisement Specifications

- There should be a minimum of 1,000 spots [(:15) second spots and (:30) second spots]. The APCB will purchase a schedule and the news station should match the number of spots purchased. For example, the APCB purchases 500 spots and the news stations match the number of spots to be aired by 500, for a total of 1,000 spots.
- These spots should run Monday through Sunday during newscasts and specialty shows. All spots should run between 5 a.m. and midnight. Overnight (midnight to 5 a.m.) air time is *unacceptable*.
- The spots should run a minimum of 13 weeks but preferably 19 weeks.
- The duration of the advertising schedule should reach a minimum of 300,000 people.
- The (:30) spots should be created with the Chief Meteorologist as the spokesperson. The content of the commercial is to be specified by the APCB and approved by the APCB prior to airtime.
- The (:15) spots should consist of content supplied by the APCB and should be approved by the APCB prior to airtime.
- The APCB should be the sponsor of an information page on their website. The information should include a link to the APCB website and a paragraph describing air pollution and its effects on Hamilton County.
- The APCB should have an advertising banner on the home page of the news station's website with a link to a page specified by the APCB.
- A contest will be hosted on the station's website including a questionnaire about air pollution. Rules and details to be determined with the news station and the APCB.

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. 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 all 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 paragraph 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 by the contractor and/or subcontractor shall be a breech of this contract.

_____

(Signature of Contractor)

_____

(Title and Name of Company)

_____

(Date)