

Date: June 11, 2018

Requisition No.: 170823

**PURCHASING DEPARTMENT
101 EAST 11TH STREET
CITY HALL
SUITE G13
CHATTANOOGA, TENNESSEE
37402**

Request for Bid (RFB) for the City of Chattanooga, Tennessee

*Proposals will be received at 101 East 11th Street, Suite G13,
Chattanooga, TN 37402 until 2:00 P.M., EST. on June 28, 2018*

**Requisition / Bid No.: R170823 / 305146
Ordering Dept.: Parks Division, Public Works
Buyer & E-mail: Mark McKeel mmckeel@chattanooga.gov**

Items Being Purchased: Grounds Maintenance for City Parks

*****REQUEST FOR BIDS MUST BE RECEIVED*****

2:00 P.M., EST on June 28, 2018

*****PRE-BID CONFERENCE WILL BE CONDUCTED*****

10:00 A.M., EST on June 19, 2018

**The City of Chattanooga reserves the right to reject any and/or all proposals,
waive any informality in the proposals received, and to accept any proposal
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.**

**The City's Standard Terms and Conditions may be found on website:
<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>**

Note: ALL BIDS MUST BE SIGNED

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Company Name: _____

Mailing Address: _____

City & Zip Code: _____

Phone/Toll Free No.: _____

Fax No.: _____

E-Mail Address: _____

Contact Person: _____

Company Title: _____

Signature: _____

BID SOLICITATION



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

BID OPENING DATE AND TIME:

28-JUN-18 at 2:00 PM

BID NUMBER: 305146

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.

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
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Requisition / Bid No.: 170823 / 305146
 Ordering Dept.: Parks Division, Public Works Department
 Buyer: Mark McKeel
 Phone No.: 423-643-7236

Items Being Purchased: Grounds Maintenance for City Parks

ATTACHMENTS:

1. Specifications (11 pages)
2. Locations & Info Sheet (1 page)
3. Site Maps (5 pages)
4. Affirmative Action Plan (2 pages)
5. Insurance Requirements (see page 1 of specifications)
6. Iran Divestment Act Disclosure (1 page)
7. No Contact / No Advocacy Notice (1 page)

City of Chattanooga (COC) Terms and Conditions posted on Website
<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>
 If you can't download call buyer for a copy.

NOTE: A Pre-Bid Conference will be held June 19, 2018 at 10:00 AM, in the Training Room of the Paul Clark Building, 900 East 11th Street, Chattanooga, TN 37403
 Attendance at the Pre-Bid is Preferred.

NOTE: Please Quote Price per Cut

This Shall Be A Twelve (12) Month Blanket Contract To Supply Grounds Maintenance for City Parks.

The Contract Term May Be Renewed For An Additional Two (2) Twelve (12) Month Term Under The Same Terms And Conditions By Mutual Agreement. The City Of Chattanooga And The Contractor May Bilaterally Extend The Contract By Providing Written Confirmation Of Agreement By Both Parties At Least 30 Days Prior To The Contract's Current Expiration Date Into Any Successive Term As Provided Herein.

QUANTITIES ARE ESTIMATES ONLY THE CITY OF CHATTANOOGA SHALL GUARANTEE NO MINIMUM OR MAXIMUM AMOUNT PURCHASED DURING THE LIFETIME OF THE CONTRACT.

*** BID MUST BE RECEIVED NO LATER THAN ***
 *** 2:00 PM EST ON JUNE 28, 2018 ***

PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (305146) ON OUTSIDE PACKAGING

NOTE:
 ALL BIDS MUST BE SIGNED
 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.

Any manufacturer;s names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality

BID SOLICITATION



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City of Chattanooga
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Item	Class-Item	Quantity	Unit	Unit Price	Total
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levels. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item.

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.

**** NOTE ****
 PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:

Company Name _____

Address _____

Phone/Toll-Free No. _____

Fax No. _____

eMail Address _____

Contact Person's Name _____

Estimated Delivery _____

Minority-Owned Business _____ Small Business _____ Veteran _____

Minority Woman-Owned Business _____ Disabled Veteran _____

Woman-Owned Business _____

**** ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION ****

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	Grounds Maintenance: Homeless Health Clinic 730 E 11th St	36	Each	_____	_____
2	Grounds Maintenance: Levee Greenway	36	Each	_____	_____
3	Grounds Maintenance: South Chickamauga Creek Greenway	36	Each	_____	_____

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COMPANY: _____

SIGNATURE: _____

NAME AND TITLE: _____

SPECIFICATIONS FOR GROUNDS MAINTENANCE OF CITY PARKS

1.0 GENERAL

1.1 SCOPE OF WORK

The Scope of Work covered by these Specifications includes providing all of the labor, materials, supplies, and equipment necessary to perform the grounds maintenance service described herein. These services include, but are not limited to litter pickup, mowing, trimming, edging, etc. of the grounds at and adjacent to areas being bid.

The areas covered by these specifications shall be toured for estimating purposes before bidding. If you have questions concerning a site after your tour contact the Director of Parks at (423) 643-5961 for assistance.

1.2 PRE-BID CONFERENCE

A pre-bid conference will be held June 19, 2018, at 10:00 AM in the Purchasing Conference Room, 101 East 11th Street, Suite G13, Chattanooga, TN 37402. Attendance of the pre-bid conference is preferred.

1.3 REQUIREMENTS FOR INSURANCE COVERAGE

1.3.1 Workman's Compensation Insurance

Where applicable the Contractor shall provide Workman's Compensation Insurance to protect the Contractor against all claims under applicable State Workmen's Compensation Laws. The Contractor shall be protected against claims for injury, disease, or death of employees that, for any reason, may not fall within the provisions of the Workman's Law. Worker's Compensation Insurance and Employer's Liability Insurance, in accordance with statutory requirements, with a limit of \$1,000,000 for each accident.

1.3.2 General Public Liability and Property Damage Insurance

The Contractor shall provide general public liability and property damage insurance written in comprehensive form. The insurance shall protect the Contractor against all claims arising from injuries, including death, to members of the public or damage to property of others arising out of any act or omission of the Contractor or his employees, agents, or subcontractors.

The liability limits of this insurance shall be a minimum of \$1,000,000 for each occurrence and \$2,000,000 in the general aggregate.

The insurance shall carry an endorsement in a form satisfactory to the City to the effect that the Contractor shall save harmless the City from any claims or damage whatsoever.

The insurance shall remain in force at all times during the term of this contract.

1.4 LENGTH OF CONTRACT

The length of this contract shall be for a period of 12 months with the City's option to renew the Contract for two (2) additional 12 month terms.

The contract shall begin upon receipt of the purchase order from the City provided the conditions in Section 3.1 are met.

1.5 BASIS FOR BIDDING

The Contract Bid shall be priced per unit and will be awarded based on the following criteria:

- 50% - Bid price per site/group to perform the work described herein. Unit prices shall be provided for each work task so as to provide a basis for payment.
- 25% - Experience and past performance
- 25% - Ability/Organizational capacity to perform the work described herein.

1.6 GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

The Contractor shall comply with the requirements of these Specifications and the General Conditions and Instructions to Bidders supplied by the City of Chattanooga Purchasing Department as a part of the Bid package for this work.

2.0 SERVICES

2.1 GENERAL

Grounds maintenance in this contract shall be provided either on a three-times-per-month basis (ten day rotation) or on select sites, a four-times-per-month basis (seven day rotation), unless otherwise agreed to by the City (See Section 3.1).

All areas within the locations for bid shall receive the grounds maintenance as described herein.

2.2 GROUNDS MAINTENANCE

Grounds Maintenance activities shall include the following:

1. Mowing, trimming, and edging all areas including around all trees, shrubs, buildings, structures, rip rapped banks, fences, curb and gutters, and concrete islands on and adjacent to contracted sites.
2. Cleaning all grass clippings, grass or vegetation from curbs, gutters, sidewalks, landings, and other hardscape surfaces.
3. Removal and disposal of any vegetation (volunteer growth of grass, weeds, trees, shrubs, etc.) growing within any and all riprap bank areas of the site.
4. Trimming of any vegetation (vines, grasses, weeds, etc.) hanging on or over the fences maintaining a minimum of three (3) feet over fences. This shall include the disposal of all clippings, trimmings, organic material and debris.
5. Collection, removal, and disposal of all debris, sticks, rocks, limbs, bottles, metal, plastic, paper, etc. from the site. This includes grounds, picnic, shelters, pavilions, curbs, and parking areas.
6. Sweeping or blowing asphalt and concrete surfaces to keep them free of dirt, gravel, debris, grass clippings, etc.
7. Maintaining tree wells, tree rings, planting beds and other mulched areas in neat and orderly appearance, free of grass, weeds, leaves, litter and other debris.
8. All grounds maintenance activities included in this contract shall be performed on adjacent rights-of-way to each property. This includes sidewalks, tree wells, grassed areas and planting beds on adjacent rights-of-way.

2.3 DESCRIPTION OF SERVICES

2.3.1 General Mowing

When mowing the grassed areas, *no more than 1/3 of the leaf blades will be removed per mowing*, grass shall be cut to a specified height between 2 and 3 inches. The maximum cut height for each site is included in the site list. During periods of excessive rain and tall grass growth, the mower cut height may be raised. Mowing shall be completed in a manner so all areas of the site are cut evenly to the specified height. Mower blades will be sharp at all times to provide a quality cut and prevent tearing of the grass blades. Mowing shall be completed in a manner so all grass blades are cut cleanly without bending or tearing of grass blades. Mowing equipment and patterns (alternate directions each cutting where possible) shall be employed to permit recycling of clippings were possible and present a neat appearance. Grass clippings may be mulched. Clippings shall be discharged from the mowing machines so as to minimize "clumping" and discharge onto paved, graveled or ditch areas. Visible clumping of clippings must be removed by contractor. Efforts shall be made to minimize "scalping" of grassy areas.

Care shall be taken to avoid damage to trees, shrubs, and other such vegetation where applicable. Any such vegetation damaged by the Contractor shall be replaced with a plant of comparable size and species

at the Contractor's expense. All vegetation planted by Contractor shall be guaranteed for one year from installation date.

All sites shall be mowed in their entirety, including all vegetation on the City's rights-of-way. City staff can identify limits if requested.

Once the leaves begin lightly dropping in the fall, mowing crews take extra time to cut the leaves into small, fine pieces during routine mowing visits. A final, touch-up leaf removal visit may be performed in the late fall to leave the appearance of your property clean and orderly over the winter months.

2.3.2 Mowing of Athletic and Play Areas

Some play areas within some parks are maintained by City staff. These areas are documented in the site list and should not be included in bid pricing. The Contractor is not responsible for grounds maintenance in these areas.

Mowing of play areas shall be scheduled so play areas are in good condition for organized practice and games. City staff will determine and provide to Contractor the day of the week most suitable for mowing of each site. Mowing should be completed within one calendar day of the specified day of the week.

2.3.3 Trimming and Edging

All trimming and edging shall be completed in a manner to maintain vegetation in a neat and orderly appearance adjacent to all other areas where vegetation is not intended. Trimming and edging shall be completed to remove all vegetation encroaching onto hard surfaces such as parking lots, curbs, gutters, sidewalks, streets, paths, driveways, etc. Trimming and edging shall be completed to remove vegetation encroaching onto soft surfaces such as tree and planting beds, clay infields.

Trimming and edging may be accomplished by use of string trimmers, edgers, and/or herbicides.

Concrete surfaces including sidewalks, pads, paths, curbs, etc. must be edged with an edger to create physical separate between the vertical edge of the surface and the surrounding grass.

Mulched tree and landscape beds must be edged with an edger to create physical separation between the mulched area and the surrounding grass.

When using string trimmers & edgers, care shall be taken to avoid damage to trees, shrubs, or other vegetation. Any such vegetation damaged by the Contractor shall be replaced at the Contractor's expense.

Any herbicides used shall be EPA approved, meet Tennessee Department of Agriculture regulations and be applied in accordance with manufacturer's suggested guidelines. Where herbicides are used for trimming and edging, care shall be taken by the Contractor to avoid damage to trees, shrubs, or other vegetation. Any such vegetation damaged by the Contractor shall be replaced at the Contractor's expense.

If herbicides are used for trimming and edging purposes, a 2 to 3 inch area around fences, poles, curbs, and buildings, mulched areas, etc. will be allowed unless otherwise mutually agreed upon by the parties to this contract.

When using herbicides for trimming, edging or other purposes, all dead vegetation shall be removed by use of string trimmers or other appropriate equipment to provide a neat and uniform appearance.

2.3.4 Cleaning Curbs and Sidewalks

The Contractor shall be responsible for removing any grass clippings that may drop on curbs, gutters, sidewalks, streets, landings, etc. during the course of performing the work. These clippings shall be removed with a broom, blower/vacuum machine, shovels, or other such equipment normally used to perform such work. Leaves, grass clippings and other yard waste must never be blown, swept or dumped into storm drain, street, driveway, drainage ditch, waterway, parking lot, or any other conveyance that provides collection and movement of storm water.

Dirt, sand, gravel, clippings, etc. shall be removed from asphalt and concrete surfaces including curbs and gutters. This material shall be removed with a broom, blower/vacuum machine, shovels, or other such equipment normally used to perform such work.

Any grass or other vegetation growing onto or in tennis courts, sidewalks, trails, street curbs, and driveways shall be removed by spraying with herbicide, string trimmers, or by other means of removal along the full length of the site.

2.3.5 Tree Wells, Tree Rings, Planting Beds and Other Mulched Areas

The Contractor shall be responsible for maintaining tree wells, tree rings, planting beds and other mulched areas in neat and orderly appearance, free of grass, weeds, leaves, litter and other debris.

Maintenance to these areas may be accomplished by use of string trimmers, edgers, other mechanical methods and/or herbicides.

All mulch shall be contained within the tree well, tree ring, planting bed or mulched area. Mulch outside of these areas must be removed.

The addition of mulch is not included in this contract.

2.3.7 Other

Prior to performing any of the work, the Contractor shall have taken care to inspect the areas to be mowed, trimmed, and/or edged and identify any hazards that might damage equipment. Any hazards shall be the responsibility of the Contractor to work around. All hazards shall be reported to City when Contractor calls or completes Site Completion Form to verify the completed service location.

All mechanized equipment (power mowers, trimmers, edgers, etc.) must be turned off if you encounter the public (within 20 feet).

The contractor shall post temporary signage notifying of the presence of any chemicals and shall take proper precautions before applying these chemicals.

2.4 SERVICES NOT INCLUDED

This Contract does not include any landscaping, planting, application of mulch or fertilizer, or other such services not specifically identified in the previous sections.

Anything that is not covered by this bid is considered additional work and may be performed only after a written quote is submitted to and written permission to proceed is received from the City. The Contractor will schedule work crews to be on-site on a weekly basis.

3.0 EXECUTION

3.1 PERFORMANCE OF WORK

3.1.1 Frequency of Maintenance

The specified grounds maintenance shall be performed on or around the 1st, 10th and 20th day of each month for ten day rotation sites unless otherwise mutually agreed upon by the parties.

For seven day rotation sites, City staff will determine and provide to Contractor the day of the week most suitable for mowing of each site. Mowing should be completed within one calendar day of the specified day of the week.

Contractor shall coordinate with the City in order to schedule the season's initial start date and end date. The City reserves the right to postpone the start and/or advance the end date based on growth and/or budget constraints.

The City may at its option elect to have one (1) fewer cutting per month per site during any period of the contract term. The growing season, past and future weather conditions, and/or playing schedules will be the determining factors. City staff will notify the contractor 3 calendar days before scheduled mowing if occurrence will be cancelled.

During any period of the contract term, the City may allow one (1) additional cutting per month per site provided the Contractor and the City are in agreement that the growth of the vegetation is sufficient to necessitate the additional cutting.

Once the scheduled work has been initiated, the Contractor shall not stop activities and work on other projects until work is completed. Work shall be continuous during normal working hours.

If scheduled maintenance cannot be performed as a result of weather, the Contractor shall advise the City's contract manager and document all missed activity in Google Form. A later visit must be scheduled to finish maintenance services. Any extra visits that are required for the Contractor to finish the scheduled work shall be provided at no additional cost for the City.

3.1.2 Compliance with Applicable Laws and Regulations

The contractor will be responsible for complying with all codes, laws, regulations, ordinances, and rules of bodies having jurisdiction as well as any restrictive covenants of Hamilton County or the City of Chattanooga.

3.1.3 Appropriate Care of Plants, Facilities and Site in General

The Contractor shall guarantee that all plantings and turf subject to this bid will receive correct horticultural care. If a plant dies due to Contractor's negligence, it will be replaced free of charge with a plant of comparable size and species. Furthermore, all new plantings installed by the Contractor shall be guaranteed for one year from the time of installation.

The Contractor is responsible for the cost of replacing and/or repairing and cleaning all County, City, private, public, or tenant property which has been damaged due to maintenance activities performed under this bid. This includes the washing of any cars that may have dust, debris, mud, etc. on them due to maintenance activities. In the event of damage, the Contractor is to immediately notify the City and make necessary arrangements for repair, replacement and cleaning. If the resulting damage is not repaired within a reasonable time frame, then the repairs will be made by the City and the cost will be subtracted from payments due the contractor.

Contractor assumes responsibility for repairing any underground utilities that are damaged due to the result of their operations.

Contractor is responsible for Maintenance, repair and removal of any erosion control measures, either in place or installed by the Contractor.

3.1.4 Subcontracting

No work under this bid may be assigned or subcontracted without prior written consent by the City.

3.2 ON-SITE STORAGE OF CONTRACTOR'S EQUIPMENT

The Contractor may store equipment on-site during the period when performing maintenance on the site. The Contractor shall be responsible for the security of all equipment and materials. The City assumes no risk for loss of equipment and materials nor damage to any equipment.

Storage of any equipment or supplies on the property is not permitted without the City's prior written approval.

3.3 TERMINATION OF CONTRACT

The Contractor shall be notified by e-mail of all problems or deficiencies with contracted work.

The Contractor shall be notified in writing of problems or deficiencies of significant importance or of a continual nature. A time period of compliance shall be established after discussion and mutual agreement. The importance of these problems or deficiencies shall be interpreted solely by the City. Failure of the Contractor to correct the deficiencies within the time period agreed upon shall constitute cause for termination of the contract, withholding of payment, and/or default of performance bond to correct deficiencies.

Any work or specific items which are not completed within ten (10) working days of receipt of written notification will be grounds for contract termination.

If it is necessary for the City to award the remainder of the contract to the next acceptable Bidder, the terminated Contractor shall pay the City the difference in his price and that of the next low acceptable Bidder.

3.4 PAYMENT

Payment shall be in accordance with the City's standard policies and procedures.

The Contractor shall submit an invoice for completed work after an inspection of work has been performed and any all deficiencies corrected to the Parks Division administrative offices at 1250 Market Street, Suite 2100, Chattanooga, TN 37402.

3.5 INSPECTION PROCEDURES

3.5.1 The Contractor shall be responsible for notifying the Parks Division representative via Google Form as soon as work is completed at designated site. This form will populate a spreadsheet for Parks staff to review and inspect contractors work for acceptance. .

3.5.2 All work must meet the specifications of this agreement. The Park Division representative will be the final authority on acceptance, as well as any damage to City property.

3.5.3 When filling out the Google Form, Contractors will verify location and they must leave a brief, detailed message about the completed service location as well as the date and time completed. The description of the service location must match the location on bid sheet by name.

3.5.4 Upon inspection, the inspector will verify the location has been cut the same or previous day and document as complete. If the inspector encounters a problem or has questions with the service location, he/she will take digital photographs and forward the information to the General Supervisor who will determine appropriate steps to resolve all issues.

3.5.5 Parks Administration will notify the Contractor, in writing, of any work that is not deemed acceptable. The Contractor will have 72 hours to repair, replace, or redo the specified work. The Contractor is responsible for replacing, at his/her expense, all trees, shrubs, sprinkler heads/pipes, and any other damages caused by the Contractor's personnel. The Contractor will be responsible for all charges incurred.

3.5.6 Inspectors will not inspect locations if the Contractor has not completed the Google Form on the service date. Inspectors will document that Contractor did not complete the Google Form on the service date and in turn will not visit and verify the service location. If the inspector is unable to identify each location, the contract amount will not be paid.

3.5.7 Invoices should not be sent to the City for payment until all locations on the invoice have been mowed.

3.5.8 If contractors have questions regarding the mowing contract they should contact the Director of Parks, (423) 643-5961 or jbergdoll@chattanooga.gov.

4.0 QUALIFICATIONS

4.1 QUALIFICATIONS FOR PROSPECTIVE BIDDERS

4.1.1 Minimum Qualifications

The following requirements shall be considered the minimum for a Contractor to be considered as qualified to provide services under this contract, and shall be a prerequisite to any award.

A period of three (3) years experience in the performance of professional commercial landscape maintenance as specified.

Current operation of a field office and/or warehouse within fifty (50) miles of the site to be serviced under this contract.

A minimum of five (5) full time qualified, local landscape personnel shall be employed by the Contractor during the contract term. A minimum of two (2) employees must have a minimum of five (5) years documented experience (each) in providing local commercial landscape services. Any persons designated to supervise others under this bid must reside within twenty-five (25) miles of the site to be serviced.

Contractor preference to be a member of one or more of the following: Association of Landscape Contractors of America, Tennessee Nursery and Landscape Association, Tennessee Turfgrass Association, Professional Grounds Management Society, or other relevant professional organization.

It is preferred that the Contractor have assigned to the project at least one employee who has experience or training in Integrated Pest Management (IPM) techniques and have at least one employee possessing a Tennessee State Chemical Applicator's License for the control of weeds, plant diseases and other pests.

The Contractor shall execute all work subject to this bid in a professional and courteous manner at all times and shall staff all work performed with a knowledgeable, English-speaking supervisor, and with experienced, well trained, uniformed staff of enough manpower so as to complete all activities promptly and within the scope of all relevant specifications set forth in this document. The practices and procedures employed will be according to accepted industry standards (e.g., Association of Landscape Contractors of America); installations and applications will be made with technical expertise; all vehicles and equipment will be operated both skillfully and safely within City properties.

Services provided shall be performed by qualified and trained service personnel that are directly employed by the bidding firm. Subcontracting services in these specifications shall be prohibited without prior written consent by the City.

Before any work is initiated under this bid, the Contractor shall be fully licensed to provide landscape maintenance business in the State of Tennessee. Proof of such licensing may be required by the City before a contract award is made.

The Contractor shall ensure that all employees working under this bid shall wear matching company uniforms including shirts, clearly identifying them as the bidder's employees.

All vehicles and equipment utilized by the Contractor for this contract shall be clearly marked with the company logo or name while on the job site. The Contractor shall utilize clean, well-maintained equipment of the latest and most efficient design. All equipment may be inspected by the City representative prior to use.

All Bidders desiring to provide services specified shall visit the job site to become familiar with the facilities and equipment prior to submitting a bid. No bidder shall be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required with this specification, because of failure to investigate the conditions or become acquainted with all the information concerning the services to be performed.

4.1.2 Required Documentation for Bid

Each Bidder shall submit a list of the five (5) full time qualified, local landscape personnel who are currently employed by the Contractor and who plan to be employed during the contract term. The list should identify the two (2) employees who have a minimum of five (5) years documented experience (each) in providing local commercial landscape services. Employee resumes or training records are acceptable as backup documentation of experience and training. Bidder shall also submit copies of related employee licenses and certifications and proof of professional memberships.

Each Bidder shall submit with its bid, two (2) current references of commercial clients within 25 miles of Chattanooga that the bidder currently service.

All Bidders shall submit a list of their equipment in their bid documents and have their equipment available for inspection by City employees to ensure the selected Contractors have sufficient equipment to complete the requirements of the contract..

Awarded Bidder will be required to provide the following Person of Contact information prior to beginning work.

- Contractor must designate a person of contact for all communication
- Mobile and Office Contact #
- Email information
- 24 hour notification if person of contact changes
- 7 day notification when the need for extended leave occurs
- Contact hours of availability

Location	Address	Landscape's Size Estimate	Mow Frequency (Days)	Mow Height (Inches)	Site Conditions	Bid
South Chickamauga Creek Greenway	3716-3726 Amnicola Hwy; 2882 Harrison Pike	6	10	3	includes ~4.25 miles of greenway starting at Amnicola Hwy (Riverpoint Park); contractor will mow 3-12' width on both side of hard surface path; width determined by adjacent wooded and natural areas which are not to be disturbed; chemical use prohibited; must use multiple access points to avoid driving on boardwalk; includes Sterchi Farm trailhead and Adventure Trail area (park currently under construction); includes open areas and banks before entrance to Waterhaven development (all areas to chain link fence); ends near Faith Rd. See site maps (SCCG)	
Levee Greenway	4000 Shallowford Rd to 290 Greenway View Drive	4.00	7	3	Shallowford Rd & Brainerd Rd Trailheads; 6' pass on each side of walking path, around benches & stairways; see site maps (Levee SCCG, Brainerd Rd, Shallowford Rd)	
Homeless Health Clinic	730 E 11th St, Chattanooga	0.75	7	3		

GISMO 5



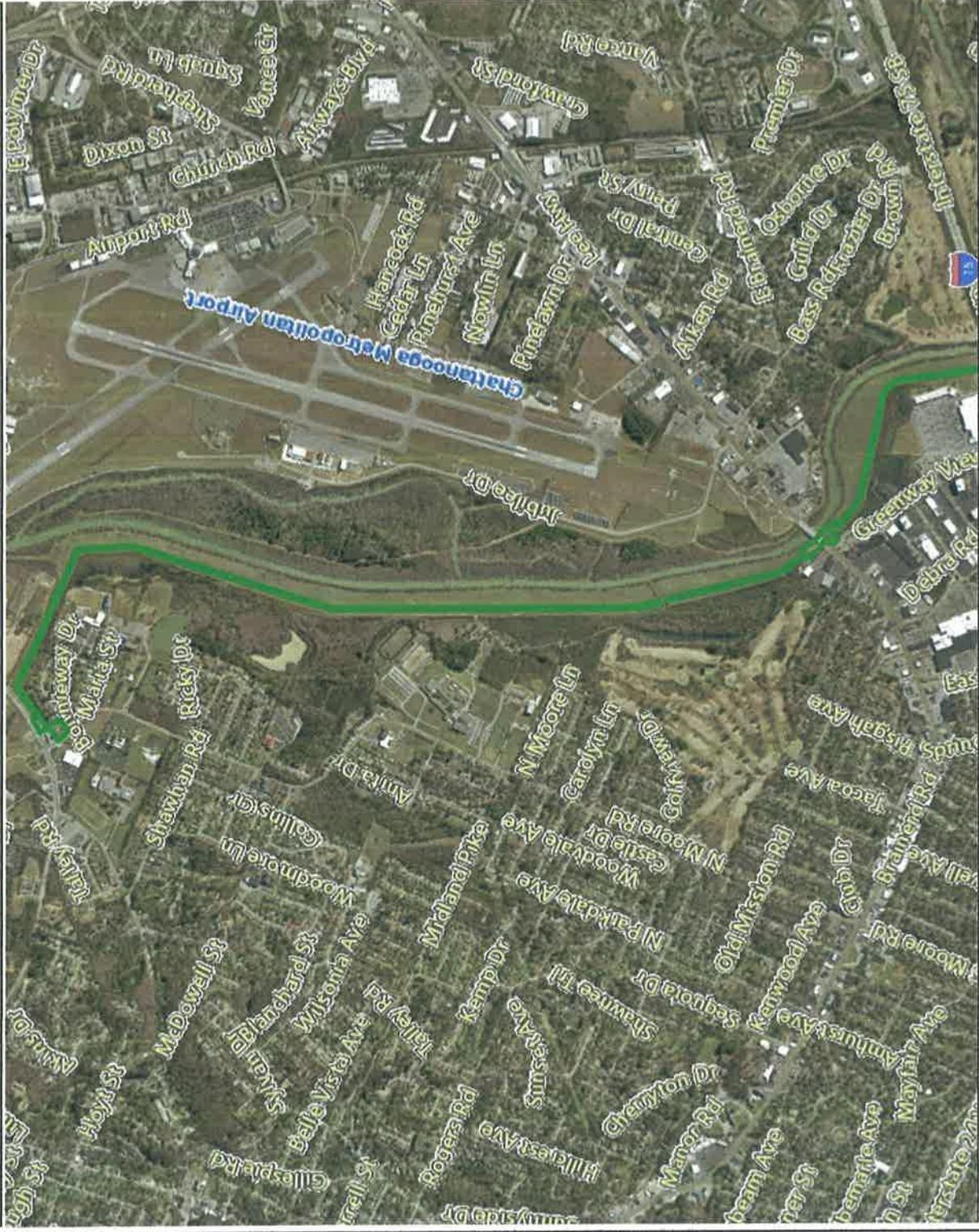
Legend

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NAD_1983_StatePlane_Tennessee_FIPS_4100_Feet
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GISMO 5



Legend

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0 2,000.00 4,000.00 Feet



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GISMO 5



Legend
□ Parcels

0 100.00 200.0 Feet

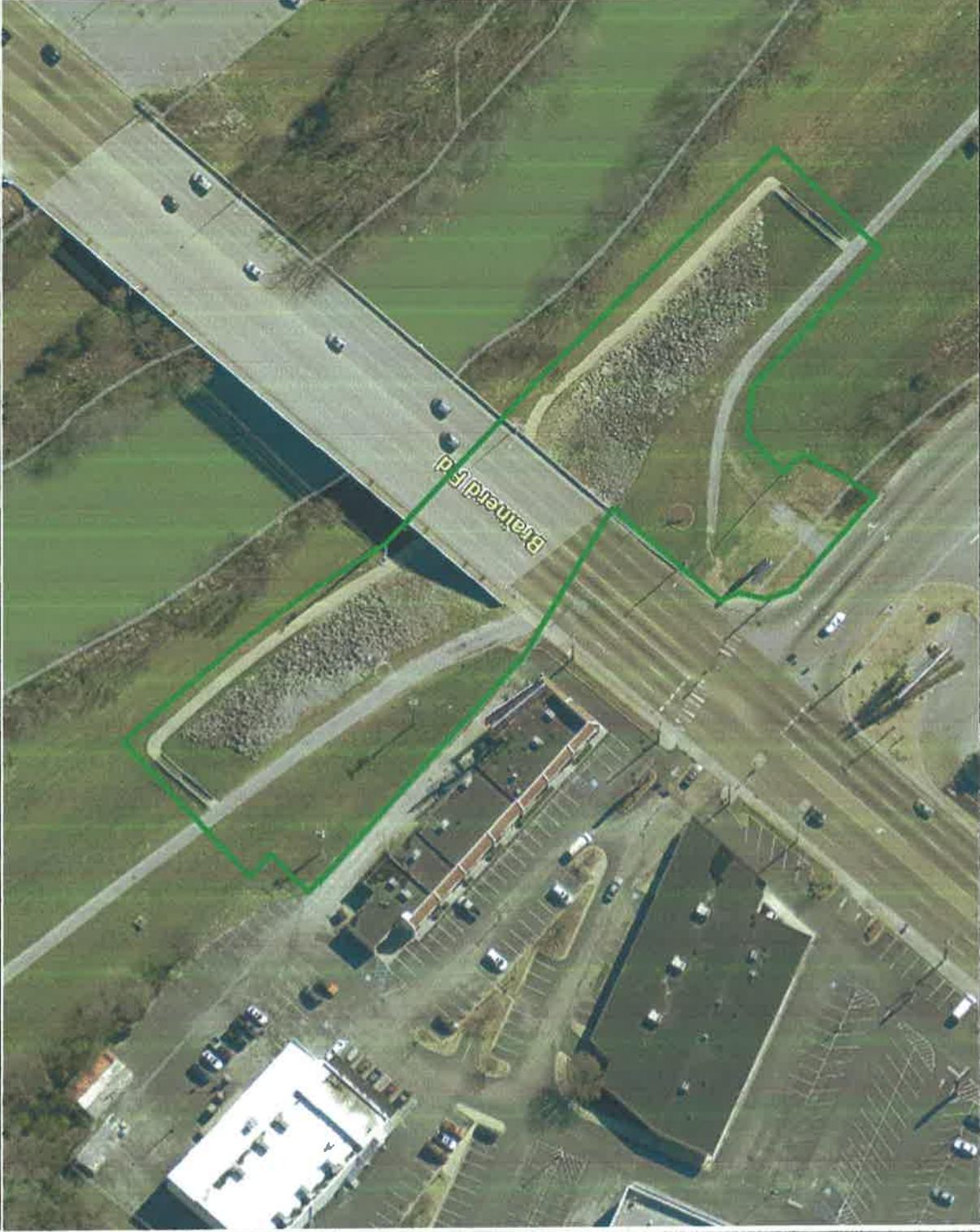


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GISMO 5



Legend
□ Parcels

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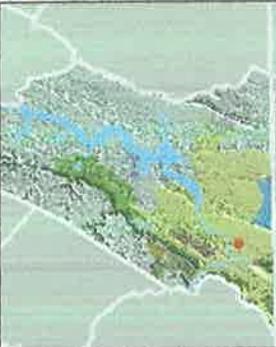


0 100.00 200.0 Feet

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GISMO 5



Legend
□ Parcels



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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 the 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 the 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 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 paragraphs 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 the Contractor and/or Subcontractor shall be a breach of this contract.

(Signature of Contractor)

(Title and Name of Construction Company)

(Date)

**Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.
Vendor Disclosure and Acknowledgement**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.

(SIGNED) _____

(PRINTED NAME) _____

(BUSINESS NAME) _____

(DATE) _____

For further information, please see website:

https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106,_Iran_Divestment_Act-July.pdf

No Contact/No Advocacy

Notice Receipt

City of Chattanooga

Purchasing Division

For Submission with Sealed Bid Solicitation Responses:

_____ (Vendor Agent name), states that:

(1) He/She is the owner, partner, officer, representative, or agent of _____

_____ (Business name), the Submitter of the

attached sealed solicitation response to Solicitation # _____, and said

Business has taken notice, and will abide by the following No Contact and No Advocacy clauses:

NO CONTACT POLICY: After the posting of this solicitation, a potential submitter is prohibited from directly or indirectly contacting any City of Chattanooga representative concerning the subject matter of this solicitation, unless such contact is made with the Purchasing Division.

NO ADVOCATING POLICY: To ensure the integrity of the review and evaluation process, companies and/or individuals submitting sealed solicitation responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any City of Chattanooga representative.

Any business entity and/or individual that does not comply with the No Contact and No Advocating policies may be subject to the rejection or disqualification of its solicitation response from consideration.

Submitter Signature:

Printed Name:

Title: _____

Date: _____