

PURCHASING DEPARTMENT  
101 EAST 11<sup>th</sup> STREET, STE. G-13  
CHATTANOOGA, TENNESSEE 37402  
CITY HALL

Request for Proposed Artistic Qualifications for the City of Chattanooga, TN

Requisition No.: RFP # 161896

Ordering Dept.: Public Art

Buyer: Deidre Keyton / [rfp@chattanooga.gov](mailto:rfp@chattanooga.gov) (NO E-MAIL SUBMITTALS WILL BE ACCEPTED)

Phone No.: 423- 643-7231; Fax No.: 423- 643-7244

Request for Proposed Artistic Qualifications: Tatum Park - Interactive Artwork

PROPOSAL MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN

4:00 P.M. E.S.T. ON JANUARY 31, 2018

ALL QUESTIONS MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN

4:00 P.M. E.S.T. ON JANUARY 19, 2018

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informalities 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 of Chattanooga (COC) Terms and Conditions posted on Website are applicable: <http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

NOTE: ALL PROPOSALS 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 within Offeror's proposal.

PROPOSER'S ARE REQUIRED TO PROVIDE US WITH THE FOLLOWING:

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City & Zip Code: \_\_\_\_\_

Phone/Toll-Free No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Signature: \_\_\_\_\_

COMPLETED AND SIGNED PAGE TO BE RETURNED WITH PROPOSAL



**REQUISITION# 161896**  
Issued by the City of Chattanooga

REQUEST FOR PROPOSALS & ARTISTIC QUALIFICATIONS

## **CALL TO ARTISTS**

Chattanooga, TN



## **TATUM PARK - INTERACTIVE ARTWORK**

### **OPEN CALL TO ARTISTS**

**Deadline:** January 31, 2018, by 4:00 p.m., EST

**Artwork Budget:** \$45,000

### **OVERVIEW:**

Public Art Chattanooga and the Highland Park Neighborhood Association seek artists and artist led team's artistic qualifications to design and fabricate a permanent, public art installation that will activate and animate Tatum Park in the Highland Park Neighborhood. Three teams will be interviewed as semi-finalists and one artist or team will be selected for the design and fabrication of a site specific artwork. The Selection Panel is open to reviewing proposals of existing artworks provided they are integrated with a site specific design. This opportunity is open to artists and design teams in the U.S. Artist led teams including architects, landscape architects, engineers and lighting designers are encouraged to apply. The receipt deadline is XX, 2017, by 4:00pm EST. This project is made possible by generous grants from the Benwood foundation, the Footprint foundation and the City of Chattanooga. For more information about Public Art Chattanooga visit: [www.publicartchattanooga.com](http://www.publicartchattanooga.com)

### **(FUTURE) ARTWORK VISION:**

The Highland Park Neighborhood association wants Tatum Park to be a place where people of all ages feel welcome. Through colorful cues and exciting interactions the artwork and space should mimic and inspire the energy of the Highland Park community. Residents or

visitors to Tatum Park will experience a unique place to engage in creative, physical, and social activities. With its kaleidoscope of possibilities, Tatum Park will leave a lasting impression on all who visit.

#### **(FUTURE) ARTWORK / DESIGN GOALS:**

The selected artist/team shall consider the following goals in their design of the public artwork:

- Include an interactive artwork or design element that engages park visitors and activates the space;
- The Selection Panel is open to reviewing proposals of existing artworks provided they are integrated with a site specific design.
- Provide an iconic identity for Tatum Park both day and night, creating a unique and attractive destination within the Highland Park community.
- Work with existing infrastructure, or modify existing infrastructure, to create a compelling space that engages people of all ages and abilities.
- Provide visual connection between Tatum Park and Bailey Avenue.

#### **MINIMUM REQUIREMENTS:**

- Consideration of all audiences (pedestrians, cyclists, families, passing motorists, outdoor enthusiasts, park users and neighboring residential community);
- Materials and finishes for artwork shall be of the highest quality and should be designed and fabricated for durability as well as for relatively low maintenance.

#### **(FUTURE) ARTWORK / DESIGN PARAMETERS:**

The artwork must not obstruct pedestrian right of ways and must generally meet the safety standards of the City of Chattanooga. As this is an intensively used public space, artwork elements must be constructed of materials that are highly resistant to theft and vandalism as well as appropriate for Chattanooga's four season climate. The artwork and landscape should be designed for permanent installation.

#### **DESIGN TEAM ELIGIBILITY:**

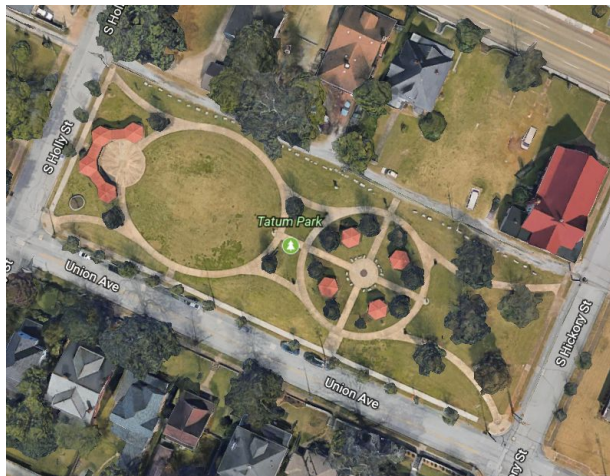
This is a national competition open to professional artists and teams; all members of the team must be over 18 years old, practicing, professionals residing in the United States. The artist member shall be the lead designer. Multi-disciplinary teams may apply and should include at least (1) visual artist. Other trades, such as architects, landscape architects, multimedia, lighting, sound designers and/or engineers may collaborate as well.

#### **ARTWORK BUDGET: \$45,000**

The budget includes expenses related to the design, fabrication and installation of a completed artwork, including (but not limited to) professional fees, site preparation and restoration, engineering and technical consultation, travel to the site, artwork fabrication, insurance, installation, permit fees, documentation, all applicable taxes, etc.

**SITE:** Tatum Park, Highland Park Neighborhood, Chattanooga, TN

## SITE PLAN:



## LINK TO ADDITIONAL SITE IMAGES, MAPS AND INFORMATION:

[https://www.dropbox.com/sh/r2hkbxfuxdaleh6/AAAdiN-GEjC11\\_hSCEg0yAfGa?dl=0](https://www.dropbox.com/sh/r2hkbxfuxdaleh6/AAAdiN-GEjC11_hSCEg0yAfGa?dl=0)

## HISTORY OF HIGHLAND PARK & TATUM PARK:

Established in 1889 after floods devastated Chattanooga, Highland Park began as a higher-elevated city located two miles east of downtown Chattanooga and less prone to flooding. Highland Park was annexed by the City of Chattanooga in 1905. Many of the homes date from the late 1800's to the 1930's, as Highland Park became a vibrant middle-class suburb connected to the urban center by multiple train lines. Tennessee Temple University set up its campus in 1946. During the 1970's, the middle class moved farther away from the city's center, Tennessee Temple significantly increased its footprint in Highland Park, and the neighborhood began a slow decline. By the 1990's, Temple's population had been shrinking for a decade, leaving some of their properties vacant or undeveloped, including the properties where Tatum Park now sits. Members of the Highland Park community began organizing against the "criminal element" in the neighborhood, using monthly safety walks as a way to establish their presence. Among them was Ginnie Tatum, who founded the Highland Park Neighborhood Association in 1991. In 1999, Highland Park was awarded funding through the Community Impact Fund which funded, among other things, the city's lease on Tatum Park. The park was not named until 2004, when it was dedicated to Miss Tatum.

Presently, Highland Park is a dynamic community located in close proximity to all that downtown Chattanooga has to offer. Many homes have been restored to their original splendor, and the signs of new life are everywhere. Several organizations call the neighborhood home including La Paz Chattanooga, Mercy Junction Center for Justice and Peace, Main Street Bicycle Cooperative, Redemption Point Church, Chattanooga Sports Ministry, and Chattanooga Girls Leadership Academy. There are between 900-1000 homes in the neighborhood, and it is one of the more socioeconomically and ethnically diverse neighborhoods in the city, and home to a large creative community. Tatum Park is one of three parks in Highland Park. It is located on Union Avenue between S. Holly and S. Hickory. The parcels were purchased by Tennessee

Temple University in the mid-1970's but had remained undeveloped until the 1999 when the City of Chattanooga began leasing the property, and park improvements began in 2000. In 2010, the City of Chattanooga purchased the park from Tennessee Temple University.

[https://localwiki.org/cha/Highland\\_Park](https://localwiki.org/cha/Highland_Park) (the links at the bottom of this page are good resources also)

[https://en.wikipedia.org/wiki/Highland\\_Park,\\_Chattanooga](https://en.wikipedia.org/wiki/Highland_Park,_Chattanooga)

<http://www.highlandparktn.com/p/history.html>

<http://www.chattanooga.com/2009/6/25/153793/Thank-You-Ginnie-Tatum.aspx>

A link to a video about HP's History: <https://vimeo.com/channels/49051>

## TATUM PARK HISTORY

- Land purchased by Tennessee Temple, February 1, 1976.
- Leased to City of Chattanooga some time prior to 2000.
- Named after Highland Park resident Ginnie Tatum "in recognition of outstanding services in the community", July 11, 2000.<sup>1</sup>
  - Formal renaming ceremony held August 8, 2000 to coincide with 10<sup>th</sup> anniversary of the founding of the HPNA.<sup>2</sup>
  - Ginnie Tatum was one of the first community organizers to emerge in the 1990's, holding the first meeting of the Highland Park Neighborhood Watch Association, which became the Highland Park Neighborhood Association in 1991. Judith Schorr was the first president. A small memorial garden in her honor is located at Tatum Park.
- Park improvement construction contract awarded to Stein Construction in the amount of \$269,173 on September 5, 2000.<sup>3</sup>
- In November 2009, Councilman Murphy brings to the city council news that the lease on Tatum Park would soon expire and that Tennessee Temple<sup>4</sup> preferred selling to the city. Mayor Littlefield supported the idea.<sup>5</sup>
- Parks and Recreation authorized to purchase on August 24, 2010.<sup>6</sup>
- Acquired by City of Chattanooga in 2010 for \$205,000 plus closing costs over two years from Tennessee Temple.<sup>7</sup>

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<sup>1</sup><http://www.chattanooga.gov/city-council-files/OrdinancesAndResolutions/Resolutions/Resolutions%202000/22593%20Recognize%20Ginnie%20Tatum-Naming%20of%20Tatum%20Park.doc>

<sup>2</sup> <http://www.chattanooga.gov/city-council-files/Agenda-Minutes/Minutes/2000/20000801.pdf>

<sup>3</sup> <http://www.chattanooga.gov/city-council-files/Agenda-Minutes/Minutes/2000/20000905.pdf>

<sup>4</sup> The city council minutes state that Mr. Murphy says Highland Park Baptist Church prefers selling to the city, but I think this is a mistake as Tennessee Temple owned the property.

<sup>5</sup> [http://www.chattanooga.gov/city-council-files/CommitteeMinutes/BudgetFinance/2009/11\\_24\\_2009.pdf](http://www.chattanooga.gov/city-council-files/CommitteeMinutes/BudgetFinance/2009/11_24_2009.pdf)

<sup>6</sup>

<http://www.chattanooga.gov/city-council-files/OrdinancesAndResolutions/Resolutions/Resolutions%202010/26419%20Aut%20P&R%20to%20acquire%20Tatum%20Park%20from%20TN%20Temple%20University.pdf>

<sup>7</sup> <http://www.chattanooga.gov/city-council-files/Agenda-Minutes/Minutes/2010/20100824.pdf>

## **SELECTION PROCESS AND CRITERIA**

One artist or team will be selected to proceed with a concept proposal, final design, fabrication and implementation of the completed artwork. The concept proposal phase shall include travel for at least one site visit as well as a complete and thorough site specific proposal including a detailed budget and timeline.

## **SELECTION PANEL**

The Selection Panel may include, but is not limited to, one artist, one architect, one landscape architect, two Public Art Committee representatives, and Highland Park Neighborhood representatives.

## **EVALUATION CRITERIA**

Applicant's statement of interest, professional work history and portfolio will be evaluated by the selection committee. The committee will review applicants on the basis of:

- Artistic excellence and professional experience of the artist/ team.
- Expressed sensitivity to the site and context.
- Ability to complete the project within the given timeframe.
- Demonstrated ability of the team to work collaboratively with professionals.
- Demonstrated ability to successfully execute a project of this scale under the criteria developed and within the budget set forth.
- Experience with and expressed desire to work collaboratively to create an interactive artwork for and in the public realm.

## **PROJECT TIMELINE (2017-2019)**

January 8, 2018: Call to Artists Issued

January 19, 2018: Deadline for Questions

January 31, 2018: Deadline for receipt of submissions

March / April / May 2018: Finalist site visit & community input

May - 2018: Concept design development

May - June 2018: Finalize design with approvals

July - February 2019: Fabrication

Spring 2019: Installation & Opening Celebration

## **SUBMISSION DEADLINE:**

Submissions must be received (electronically according to the instructions, hand delivered (sealed), or mailed (sealed) **no later than JANUARY 31 2018, 4:00 pm EST**. No exceptions.

Submission procedures are stipulated throughout this. The application form can be found in this document or downloaded at: <http://www.chattanooga.gov/public-art/about/opportunities>.

## **QUESTIONS:**

Questions must be submitted by e-mail to Deidre Keylon at [rfp@chattanooga.gov](mailto:rfp@chattanooga.gov) **no later than 4:00 p.m. on JANUARY 19, 2018**. All questions will be answered by an Addendum which will be posted to the website at [www.chattanooga.gov](http://www.chattanooga.gov), then Bids / Solicitations, with the main solicitation document as soon as possible after the deadline for questions.

**FOR ALL DOCUMENTS RELATED TO THE SOLICITATION, PLEASE GO TO THE WEBSITE**

**[WWW.CHATTANOOGA.GOV](http://WWW.CHATTANOOGA.GOV)**, then under Popular Links, click on Bids / Solicitations, scroll

to the correct solicitation, then click on the posting(s).

## **SUBMISSION REQUIREMENTS:**

Application packages must be submitted electronically, by mail (sealed), or hand delivered (sealed) and must include two copies of all printed materials **and one electronic copy on a flash drive**. Materials should be single-sided and must include the following:

1. Completed and signed **cover page** (included on page 1), completed and signed **application form** (included in this RFP), **AND** completed and signed any and all **addenda pages** (addenda pages are additional instructions that can be added to a solicitation until 48 hours before the due date).
2. Current Résumé for each team member (two-page limit).
3. Letter of Interest briefly addressing how your team would approach the project. This document should be no longer than one page (single-spaced, 1-inch margins, 12 pt. font).
4. List of professional references (at least three): Please include name, address, phone number, and email address for each individual. If submitting as a team, please include at least one reference for each team member.
5. Past work samples or proposed existing artworks: Teams may submit **a maximum of ten** images:  
  
JPEG file at 100 DPI (minimum 800 x 600; maximum 1600 x 1200) for review by the selection panel.
6. Files must be PC Compatible and loaded on a flash drive. All flash drives must be labeled with the applicant's name. DO NOT SEND A DISC. The Buyer does not have a disc reader.
7. Every image file must be titled with the artist's last name first followed by the number of the image in the order to be viewed (use "0" in front of single-digit numbers). For example: [Smith\_01; Smith\_02]. The numbers must correspond to the annotated image list.
8. Annotated Image List: Please include the artist/team name as a heading and a brief description of each image, including title and original medium, dimensions, and artwork budget.
9. Please do not submit paper materials in plastic covers, binders, or folders. Use only paper clips to bind your materials.
10. You must write "**RFP # 161896**" on the outside of the envelope before mailing application materials.
11. Please write your name on the outside of the envelope.

## **ELECTRONIC SUBMISSION REQUIREMENTS:**

If you plan to submit your submission electronically, you **must** follow these instructions:

1. Email Deidre Keylon at [rfp@chattanooga.gov](mailto:rfp@chattanooga.gov) **stating that you would like to submit your proposal electronically.** Include your name and your title, if applicable, on your return email address. **Include your STUDIO NAME.** This will be the name we use to create your folder. **DO NOT INCLUDE ANY PART OF YOUR PROPOSAL IN ANY E-MAIL WITHOUT PRIOR PERMISSION OR YOUR PROPOSAL MAY BE DISQUALIFIED.**
2. You will receive a responding email from Deidre Keylon (via Google Drive). This email will contain a link to a unique folder in the City of Chattanooga **Google Drive.**
3. Click on the Folder Link in the email to be taken to the Drive (you may be required to open a Google account to use the folder. A Google account is free of charge. If you are not willing to open a Google account, you must mail or hand deliver your application to participate. If you have a g-mail address, please use it because Google readily recognizes g-mail addresses.).
4. From inside your Google folder, right click for the option to upload files from your computer. You may also be able to drag and drop or copy and paste files into the folder.
5. Your Google folder will remain available to you until the deadline. No one but you (others you want to have access) will see your folder until the deadline. After the deadline, your folder will be opened and your access will be removed. **Until the deadline, you can add, remove, edit, and check contents as needed. No one will be allowed to verify the contents for you. We cannot view the folder until the deadline has passed. The folder is a shared folder. If you can see an item there, then we will be able to see that item when we access the folder.**
6. If you have any questions about submitting electronically, please email [rfp@chattanooga.gov](mailto:rfp@chattanooga.gov).

#### TERMS:

- The City of Chattanooga and the Public Art Committee accept no responsibility for the loss or damage of artist submission materials.
- The City of Chattanooga and the Public Art Committee accept no responsibility for costs incurred by the artist in responding to this Call to Artists.
- Selected artists/teams will be required to meet contract terms and scopes.
- It is further understood that all budgets include travel costs. No additional and/or contingency funds will be available.
- Respondents to this Call to Artists agree to abide by the terms and conditions of this Call and of the City of Chattanooga.
- Eventual design proposals and their copyrights will belong to artists. The City of Chattanooga reserves the right to use images of the designs and information from the written proposals for review and project promotional purposes.
- No submitted materials will be returned.
- The City of Chattanooga (COC) Terms and Conditions posted on the website are applicable: <http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

## **CHECKLIST OF REQUIRED SUBMISSION MATERIALS** (details above):

1. Completed and signed **cover page**
2. Completed and signed **application form**
3. Completed and signed **addenda pages** (if any addenda are added to the website)
4. Current **Résumé**
5. **Letter of Interest**
6. List of professional **References**
7. **Images** of past work (in .jpg format)
8. Annotated **Image List**
9. Completed and signed **Iran Divestment Act** Form
10. Completed and signed **Affirmative Action Plan** Form
11. Completed and signed **No Contact / No Advocacy Affidavit**, Notarized

## **SEND SUBMISSION MATERIALS AND DIRECT QUESTIONS TO:**

Purchasing Department

City of Chattanooga

ATTN: Deidre Keylon

101 East 11th Street, Suite G13

Chattanooga, TN 37402

[rfp@chattanooga.gov](mailto:rfp@chattanooga.gov) (NO PROPOSALS ACCEPTED VIA EMAIL, see instructions for electronic submission)

(423) 643-7231 phone

(423) 643-7244 fax

**\*\*Submission must be received electronically as specified, by mail (sealed), or hand-delivered (sealed) by no later than January 31, 2018, 4:00 pm EST. No exceptions.\*\***

## **APPLICATION FORM | TATUM PARK - INTERACTIVE ARTWORK**

Please complete this form and include it with all of the required submission materials.

Artist or Design Team Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell/Mobile (optional): \_\_\_\_\_

Email address: \_\_\_\_\_

Website (optional): \_\_\_\_\_

Artist Team Member's Full Name:

Other Team Members:

**Please do not submit original artwork. Submission materials will not be returned.**

I understand and agree to all of the terms of this RFP / Call to Artists.

**Signature and Date:** \_\_\_\_\_

**\*\*Submission must be received electronically as specified, by mail (sealed), or hand-delivered (sealed) by no later than January 31, 2018, 4:00 pm EST. No exceptions.\*\***

### **FOR ADDITIONAL INFORMATION, CONTACT:**

Deidre Keylon

Buyer | City of Chattanooga

Purchasing Division

101 East 11th Street, Suite G13

Chattanooga, TN 37402

(423) 643-7231 phone

(423) 643-7244 fax

[rfp@chattanooga.gov](mailto:rfp@chattanooga.gov) (NO SUBMISSIONS ACCEPTED VIA EMAIL)

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

**By submission of this bid, each proposer and each person signing on behalf of any proposer 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 proposer is not on the list created pursuant to § 12-12-106.**

**(SIGNED)** \_\_\_\_\_

**(PRINTED NAME)** \_\_\_\_\_

**(BUSINESS NAME)** \_\_\_\_\_

**(DATE)** \_\_\_\_\_

For further information, please see website: [www.tn.gov](http://www.tn.gov), type in search term “List of persons pursuant to Tenn.Code Ann. 12-12-106,” and search to access a link to the “Public Information Library.”

<https://www.tn.gov/generalservices/article/Public-Information-library>. There, click on List of persons pursuant to Tenn.Code Ann. 12-12-106, Iran Divestment Act. The list, which is periodically updated, is there. Currently, as of 1/4/18, the link for the list is available at this address:

[https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List\\_of\\_persons\\_pursuant\\_to\\_Tenn.Code\\_Ann.\\_12-12-106\\_Iran\\_Divestment\\_Act\\_updated\\_7.7.17.pdf](https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn.Code_Ann._12-12-106_Iran_Divestment_Act_updated_7.7.17.pdf)

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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. During the term of this contract 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.

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(Signature of Contractor)

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(Title and Name of Company)

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(Date)

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**No Contact/No Advocacy Affidavit**

City of Chattanooga  
Purchasing Division

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ (agent name), being first duly sworn, deposes and says 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 # \_\_\_\_\_;

(2) \_\_\_\_\_ (agent name) swears or affirms that the Submitter 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: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_

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