

Date: June 13, 2018

Requisition No.: 171147

**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.: R171147 / 305149

Ordering Dept.: City Wide Services, Public Works

Buyer & E-mail: Mark McKeel mmckeel@chattanooga.gov

Items Being Purchased: Grounds Maintenance for City Right-of-Ways

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

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

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

10:30 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

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.

BID OPENING DATE AND TIME:

28-JUN-18 at 2:00 PM

BID NUMBER: 305149

BUYER:

PHONE #: (423) 643-7230

DELIVERY REQUIRED:

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City of Chattanooga

101 East 11th Street, Suite G13

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Item	Class-Item	Quantity	Unit	Unit Price	Total
<p>Requisition / Bid No.: 171147 / 305149 Ordering Dept.: City Wide Services, Public Works Buyer: Mark McKeel Phone No.: 423-643-7236</p> <p>Items Being Purchased: Grounds Maintenance for City Right-of-Ways</p> <p>ATTACHMENTS: 1. Specifications (7 pages) 2. Affirmative Action Plan (2 pages) 3. Insurance Requirements (see page 1 of specifications) 4. Iran Divestment Act Disclosure (1 page) 5. 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.</p> <p>NOTE: A Pre-Bid Conference will be held June 19, 2018 at 10:30 AM, in the Training Room of the Paul Clark Building, 900 East 11th Street, Chattanooga, TN 37403 Attendance at the Pre-Bid is Preferred.</p> <p>NOTE: Please Quote Price per Cut</p> <p>This Shall Be A Twelve (12) Month Blanket Contract To Supply Grounds Maintenance for City Right-of-Ways.</p> <p>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.</p> <p>QUANTITIES ARE ESTIMATES ONLY THE CITY OF CHATTANOOGA SHALL GUARANTEE NO MINIMUM OR MAXIMUM AMOUNT PURCHASED DURING THE LIFETIME OF THE CONTRACT.</p> <p>*** BID MUST BE RECEIVED NO LATER THAN *** *** 2:00 PM EST ON JUNE 28, 2018 ***</p> <p>PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (305149) ON OUTSIDE PACKAGING</p> <p>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.</p> <p>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 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.</p>					

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<p>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.</p> <p>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.</p> <p>**** NOTE **** PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:</p> <p>Company Name _____</p> <p>Address _____</p> <p>Phone/Toll-Free No. _____</p> <p>Fax No. _____</p> <p>eMail Address _____</p> <p>Contact Person's Name _____</p> <p>Estimated Delivery _____</p> <p>Minority-Owned Business _____ Small Business _____ Veteran _____</p> <p>Minority Woman-Owned Business _____ Disabled Veteran _____</p> <p>Woman-Owned Business _____</p> <p>**** ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION ****</p>					

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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: _____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
1	100 Bakers Street at Veterans Bridge	16	Each	_____	_____
2	101 Marlboro Ave.	16	Each	_____	_____
3	113 Chickamauga Ave.	16	Each	_____	_____
4	116 Chickamauga Ave.	16	Each	_____	_____
5	125 Chickamauga Ave.	16	Each	_____	_____
6	1724 Lakewood Circle	16	Each	_____	_____
7	1815 East Main Street	16	Each	_____	_____
8	23rd at Central Ave.	16	Each	_____	_____
9	32nd Street at Clifton Terrace	16	Each	_____	_____
10	38th Street Tree Wells from Chandler Place to Hughes Ave.	16	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
11	3900 Kings Road at Webb	16	Each	_____	_____
12	400 Block Frazier Ave.	16	Each	_____	_____
13	407 Sequoia Dr. at Choctaw	16	Each	_____	_____
14	4th Street Median	16	Each	_____	_____
15	6502 Shallowford Road	16	Each	_____	_____
16	Abermarle at Marlboro	16	Each	_____	_____
17	Agawela Drive to Greenwood Road	16	Each	_____	_____
18	Alton Park, 33rd to 40th Street	16	Each	_____	_____
19	Amhurst at Lonsdale	16	Each	_____	_____
20	Ashland Terrace and Norcross Road Median	16	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
21	Aster	16	Each	_____	_____
22	Aster Avenue Lots from 217 to 241-South	16	Each	_____	_____
23	Bachman Tunnel at Westside	16	Each	_____	_____
24	Bailey Ave. / Bridge to Holtzclaw	16	Each	_____	_____
25	Bailey at Buckley	16	Each	_____	_____
26	Bal Harbor, 4900 Block	16	Each	_____	_____
27	Bal Harbor, 4900 Lake Haven Drive	16	Each	_____	_____
28	Barton Ave. / Bridge to Hanover	16	Each	_____	_____
29	Barton Ave. at Hixson Pike	16	Each	_____	_____
30	Battery Heights	16	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
31	Battle Recycle Center	16	Each	_____	_____
32	Bellflower Circle	16	Each	_____	_____
33	Bellsouth Stadium	16	Each	_____	_____
34	Brainerd Rd. and Marlboro Ave. Median	16	Each	_____	_____
35	Brainerd Recycle Center - 5955 Brainerd Road	16	Each	_____	_____
36	Brainerd Road at Lonsdale	16	Each	_____	_____
37	Brainerd Road at Tuxedo	16	Each	_____	_____
38	Brainerd and Talley Roads Median	16	Each	_____	_____
39	Broad Street, 20th to RR Underpass	16	Each	_____	_____
40	Brookfield at Sunbury	16	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
41	Buckley Street Island	16	Each	_____	_____
42	Buckley at Duncan	16	Each	_____	_____
43	Chickamauga Dam Circles	16	Each	_____	_____
44	Colville at Boylston	16	Each	_____	_____
45	Commons Road Medians	16	Each	_____	_____
46	Crescent Cir at East 30th	16	Each	_____	_____
47	Crestwood at Ashton	16	Each	_____	_____
48	Dallas Road Median	16	Each	_____	_____
49	Dallas Road Median at 1320 Dallas Road	16	Each	_____	_____
50	Dallas Road Median at Old Dallas Road	16	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
51	Durand at Vincent	16	Each	_____	_____
52	East 12th Street from Dodds Ave. to Willow Street	16	Each	_____	_____
53	Edgewood Lane	16	Each	_____	_____
54	Fairview Road at Lake Resort	16	Each	_____	_____
55	Fairview at Ridgecrest	16	Each	_____	_____
56	Fernway Circle	16	Each	_____	_____
57	Georgia Avenue and 4th Street	16	Each	_____	_____
58	Goodwin Road From Gunbarrel Road to Jenkins Road	16	Each	_____	_____
59	Gunbarrel Road and Standifer Gap Roundabout	16	Each	_____	_____
60	Haney at Asbury	16	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
61	Hawthorne Street Wood Recycle Center	16	Each	_____	_____
62	Hemphill 305	16	Each	_____	_____
63	Hiawatha Park	16	Each	_____	_____
64	Hixson Pike at Access Road	16	Each	_____	_____
65	Igou Gap Medians	16	Each	_____	_____
66	Igou Gap and Franks Road Medians	16	Each	_____	_____
67	Labeling Way at Cummings Road	16	Each	_____	_____
68	Lloyd Lane Median	16	Each	_____	_____
69	Lovell at Club	16	Each	_____	_____
70	MLK / Riverfront to Carter	16	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
71	Market Street Median from 13th to 14th Streets	16	Each	_____	_____
72	Market Street Median from Main to 20th Street	16	Each	_____	_____
73	Market Street at 19th St	16	Each	_____	_____
74	Mayfair Ave. Triangle	16	Each	_____	_____
75	McCallie Tunnel	16	Each	_____	_____
76	Median, W. 20th / Market to Broad	16	Each	_____	_____
77	Midland at Talley Rd. & Midland Pike	16	Each	_____	_____
78	Minnehaha Park	16	Each	_____	_____
79	Miscellaneous	1	Each	_____	_____
80	Missionary Ridge	16	Each	_____	_____

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81	Mississippi at Forest	16	Each	_____	_____
82	Mississippi at Russell Street	16	Each	_____	_____
83	Modern Industries Drive	16	Each	_____	_____
84	North Terrace at Rockford	16	Each	_____	_____
85	Old Mission Road Median Circles	16	Each	_____	_____
86	Old Mission at Maplewood	16	Each	_____	_____
87	Old Mission at Parkdale	16	Each	_____	_____
88	Old Mission at Pisgah	16	Each	_____	_____
89	Old Mission at Tacoa	16	Each	_____	_____
90	Parkdale at Kenwood	16	Each	_____	_____

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91	Pinelawn at Pisgah	16	Each	_____	_____
92	Pineville Road and Riverside Ave. Island	16	Each	_____	_____
93	Recycling Center at Patten Recreation Center	16	Each	_____	_____
94	Reese Ave at Hazelwood	16	Each	_____	_____
95	Ridge Lake Road and Lakewood Circle Median	16	Each	_____	_____
96	Riverfront Parkway	16	Each	_____	_____
97	Riverside Drive	16	Each	_____	_____
98	Rossville Blvd. and East 23rd Street Island	16	Each	_____	_____
99	Shallowford Rd from Agawela Dr. to 4247 Shallowford Rd.	16	Each	_____	_____
100	Shallowford Rd from Noah Reid to Hickory Valley	16	Each	_____	_____

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102	Shawnee Trail	16	Each	_____	_____
103	Southcrest 100	16	Each	_____	_____
104	St. Elmo at Ochs	16	Each	_____	_____
105	Sunbury at Marlboro	16	Each	_____	_____
106	Talley Road	16	Each	_____	_____
107	The Golf Range Shallowford Road to Airport Road	16	Each	_____	_____
108	Third Street	16	Each	_____	_____
109	Tunnel Blvd at Germantown	16	Each	_____	_____
110	Tunnel Boulevard	16	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
111	Tuxedo Circle 109	16	Each	_____	_____
112	Tyner, Memorial Park at Hickory Valley	16	Each	_____	_____
113	W-Road Roundabout	16	Each	_____	_____
114	Warner Park Recycle Center - North and South Slopes	16	Each	_____	_____
115	Washington Street at 20th Median	16	Each	_____	_____
116	West 17th St. / Broad to Market	16	Each	_____	_____
117	Wilcox Tunnel	16	Each	_____	_____

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: _____

**SPECIFICATIONS
FOR
GROUNDS MAINTENANCE
FOR
CITY RIGHT OF WAY
(05-2018)**

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, 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 Assistant Director of Operations, City-Wide Services at 423-643-5851 for assistance.

1.2 PRE-BID CONFERENCE

A **pre-bid conference** will be held at the City-Wide Services Building, 900 East 11th Street, Chattanooga, TN 37403 at the time and date outlined in the advertisement for bid.

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 Workman'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.

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 \$350,000 for each occurrence.

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 Four (4) 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 lowest cost per site** to perform the work described herein. Unit prices shall be provided for each work task so as to provide a basis for payment.

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. **No Contractor's License is required to perform this work.**

2.0 SERVICES

2.1 GENERAL

The grounds/mowing locations range from as little as 100 sq ft. to as large as three (3) acres.

Grounds maintenance in this contract shall be provided on a twice/month basis 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:

- a. Mowing, trimming, and edging all areas including around all trees, shrubs, buildings, structures, rip rapped banks, fences, curb & gutters, concrete islands on and adjacent to contracted sites.
- b. Cleaning all grass clippings and/or grown grass or vegetation from curbs, gutters, sidewalks, landings, etc.
- c. Removal and disposal of any vegetation (volunteer growth of grass, weeds, trees, shrubs, etc.) growing within the rip rapped bank area of the site.
- d. The 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, etc.
- e. Pick-up, removal, and disposal of all debris, sticks, rocks, limbs, bottles, metal, plastic, paper, etc. from the site.
- f. Sweeping asphalt or concrete paved and curbed areas of dirt, gravel, debris, grass clippings, etc.

2.3 DESCRIPTION OF SERVICES

2.3.1 Mowing

When mowing the grassy areas, grass shall be cut to a height of 2 to 3 inches. Grass clippings shall be discharged from the mowing machines so as to minimize "piling" and discharge onto paved, graveled or ditch areas. Efforts shall be made to minimize "scalping" of grassy areas.

Care shall be taken to minimize damage to trees, shrubs, and other such vegetation where applicable. Any such vegetation damaged by the Contractor shall be replaced at the Contractor's expense.

All sites are to be mowed in their entirety, to include all vegetation on the City's Rights of way. The inspectors can help identify limits if needed.

2.3.2 Trimming and Edging

Trimming and edging may be accomplished by use of string trimmers, edgers, and/or herbicides. When using string trimmers or edgers, care shall be taken not to cause damage to trees, shrubs, or other such vegetation. The Contractor shall replace any damaged vegetation.

Any herbicides used shall be EPA approved and shall 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 not damage any trees, shrubs, or other such 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 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.

2.3.3 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 may be removed by sweeping with a broom, blower/vacuum machine, shovels, or other such equipment normally used to perform such work.

Dirt, sand, gravel, clippings, etc. shall be removed from asphalt or concrete paved areas including curbs and gutters. This material may 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 in cracks of sidewalks, street curbs, and driveways shall be removed by spraying with herbicide, string trimmers, or by other means of removal along the length of the station site(s).

2.3.4 Other

Prior to performing any of the work, the Contractor shall have taken care to walk over the areas mowed, trimmed, and/or edged and identify any hazards that might damage his equipment. Any hazards shall be the responsibility of the Contractor to work around.

2.4 **SERVICES NOT INCLUDED**

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

3.0 **EXECUTION**

3.1 **PERFORMANCE OF WORK**

The Contractor shall initiate work after purchasing issues the purchase order and not before.

The specified grounds maintenance shall be performed on or around the 1st and 15th of each month unless otherwise mutually agreed upon by the parties.

The specified grounds maintenance shall be applicable for the period April 1st through the last day of October.

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 terminate the ending date based on growth and/or budget constraints.

The City may at its option elect to have specified grounds maintenance performed one time during the months of November, December, January, February and March. The growing season will be the determining factor.

During the high growth months (June – September), the City may allow one (1) additional cutting per month provided the Contractor and the City are in agreement that the growth of the vegetation is sufficient to merit the additional cutting.

All contractors shall submit pictures and have their equipment available for inspection by City employees to ensure the selected contractors have sufficient equipment to execute the requirements of the contract.

Once the scheduled work has been initiated, the Contractor shall not pull off and go work on other projects. Work shall be continuous during normal working hours.

3.2 ON-SITE STORAGE OF CONTRACTOR'S EQUIPMENT

The Contractor may store his equipment on-site during the period he is actively working. The Contractor shall be responsible for the security of his equipment and materials. The City assumes no risk for loss of equipment and materials nor damage to any equipment.

3.3 TERMINATION OF CONTRACT

In the event that the Contractor cannot or will not perform the services covered in these Specifications, the City may terminate the contract upon 30 days written notice and award the remainder of the contract to the next low acceptable Bidder. **If it is necessary for the City award the remainder of the contract to the next low 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 normal policies and procedures.

The Contractor shall submit to the City-Wide Services, 900 East 11th Street, Chattanooga, TN 37403, an invoice for completed work after an inspection of work has been performed and any all deficiencies corrected.

INSPECTION PROCEDURES

1. The City Wide Services Dispatch phone number shown here is the only acceptable number to contact to request an inspection, 423-643-6863 or an e-mail can be sent kdwhite@chattanooga.gov.
2. Contractors must call or e-mail in the serviced location on the date of service.
3. When contractors call or e-mail to verify a completed service location, 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.
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 questions with the service location they will take digital photographs and forward the information to Andre' Davis who will inspect the problem location and determine a resolution.
5. Inspectors will not inspect locations if the contractor has not called or e-mailed in on the service date. Inspectors will document that contractors did not call or e-mail in on the service date and in turn will not visit and verify the service location. If the inspector is unable to identify each location, then the contract amount will not be paid.
6. Invoices should not be mailed to the City for payment until all locations on the invoice have been mowed.
7. If contractors have questions regarding the mowing contract they should contact Andre' Davis at 423-643-6831.

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: _____