

Date: June 2, 2020

Requisition No.: 198654

**PURCHASING DEPARTMENT  
101 EAST 11<sup>TH</sup> 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 11<sup>th</sup> Street, Suite G13,  
Chattanooga, TN 37402 until 2:00 P.M., EST. on June 16, 2020*

**Requisition / Bid No.: R198654 / 305894**

**Ordering Dept.: City Wide Services Division, Public Works**

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

\*\*\*\*\*

**Items Being Purchased: Hand Tools for Local Pickup**

\*\*\*\*\*

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

**2:00 P.M., EST on June 16, 2020**

\*\*\*\*\*

**Pre-bid will not be conducted due to the COVID-19 virus.**

**All questions must be submitted to me at [mmckeel@chattanooga.gov](mailto:mmckeel@chattanooga.gov)  
by June 9, 2020 at 2:00 PM EST.**

\*\*\*\*\*

**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:**  
 16-JUN-20 at 2:00 PM

**BID NUMBER: 305894**

**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  
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Item	Class-Item	Quantity	Unit	Unit Price	Total
Requisition / Bid No.: 198654 / 305894 Ordering Dept.: City Wide Service Division, Public Works Buyer: Mark McKeel Phone No.: 423-643-7236					
Items Being Purchased: Hand Tools for Local Pickup					
ATTACHMENTS: 1. Boilerplate & Bid Lines (14 pages) 2. Specifications (5 pages) 2. Affirmative Action Plan (2 pages) 3. Iran Divestment Act Disclosure (1 page) 4. No Contact / No Advocacy Notice (1 page) City of Chattanooga (COC) Terms and Conditions posted on Website <a href="http://www.chattanooga.gov/purchasing/standard-terms-and-conditions">http://www.chattanooga.gov/purchasing/standard-terms-and-conditions</a> If you can't download call buyer for a copy.					
NOTE: Pre-bid will not be conducted due to the COVID-19 virus. All questions must be submitted to me at <a href="mailto:mmckeel@chattanooga.gov">mmckeel@chattanooga.gov</a> by June 9, 2020 at 2:00 PM EST.					
PLEASE NOTE: Location and delivery time will be a factor in the award of this contract. This could be awarded to more than one (1) vendor.					
This Shall Be A Twelve (12) Month Blanket Contract To Supply Topsoil for Hand Tools for Local Pickup for the City Wide Services Division and other Departments as needed.					
The Contract Term May Be Renewed For An Additional Two (2) Twelve (12) Month Terms Under The Same Terms And Conditions By Mutual Agreement. The City Of Chattanooga And The Contractor May Bilaterally Extend The Contract By 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 16, 2020 ***					
PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (305894) ON OUTSIDE PACKAGING					
PLEASE DO NOT EMAIL BIDS					
**** Vendor Shall Hold Prices Firm for First (1st) Year of Contract ****					
Price Escalation Clause: If as a result of a general change in prices or discounts, the Contractor has changed prices to all of its customers, the price under this contract may be adjusted accordingly. Contractor may be requested to show proof of alleged price changes prior to approval of any price adjustments.					
NOTE:					

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COMPANY: \_\_\_\_\_

TERMS OF PAYMENT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

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Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Square Shovel, Long Handle, #TRU-BMTLS or equal	31	Each	_____	_____
2	Round Shovel, Long Handle, TRU-BMTLR or equal	31	Each	_____	_____
3	Shovel, Drain Spade TRU-1573800 or equal	25	Each	_____	_____
4	Shovel, Spreading #97014 or equal	31	Each	_____	_____
5	Shovel, Aluminum Scoop #12-83369 or equal	31	Each	_____	_____
6	Shovel, Razor Back Square Point with 48" Wood Handle	31	Each	_____	_____
7	Shovel, Razor Back Round Point with 48" Wood Handle	25	Each	_____	_____
8	Pitch Fork, 5 tyne #94330 or equal	25	Each	_____	_____
9	Rake, Bow Long Handle #96367 or equal	25	Each	_____	_____
10	Rake, Level Head #TRU-1887200 or equal	25	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
11	Rake, Leaf #99682 or equal	61	Each	_____	_____
12	Wheelbarrow, Steel, 6 C/F	7	Each	_____	_____
13	Post Digger, with 4' Hardwood Handle	19	Each	_____	_____
14	Asphalt Lute, 36" x 4" Head with 82" Aluminum Handle	19	Each	_____	_____
15	Hedge Shears, 9 inch blades, 10" Handle with cushion grip	19	Each	_____	_____
16	Railroad Pick, 6lb. head, 36" handle	9	Each	_____	_____
17	Shears, 27" Lopper with Fiberglass Handle	37	Each	_____	_____
18	Shears, 27" Lopper with Tubular Steel Handle	37	Each	_____	_____
19	Shears, 27" Lopper with Wooden Handle	37	Each	_____	_____
20	Tamp, Hand 10" x 10"	13	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
21	Street Broom, 16" Head with 60" Handle	73	Each	_____	_____
22	Hammer, Sledge 8 lb.	25	Each	_____	_____
23	Hammer, Sledge 12 lb.	25	Each	_____	_____
24	Hammer, Sledge 16 lb.	25	Each	_____	_____
25	Hammer, Brick 15 oz.	25	Each	_____	_____
26	Hammer, Curve Claw, 16 oz with Wooden Handle	25	Each	_____	_____
27	Hammer, Curve Claw, 20 oz with Wooden Handle	25	Each	_____	_____
28	Hammer, Straight Claw, 22 oz. with wooden handle	25	Each	_____	_____
29	Hammer, Engineer 4 lb. with wooden handle	25	Each	_____	_____
30	Bow Saw, 36"	19	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
31	Hack Saw, Utility Grade	19	Each	_____	_____
32	Hack Saw, #ST15-087 or equal	19	Each	_____	_____
33	Scissors, Inlaid Bent 12"	19	Each	_____	_____
34	Handle for Sledge hammer, 36"	19	Each	_____	_____
35	Grease Gun, #500 or equal	13	Each	_____	_____
36	Scraper, Sidewalk, 6" TRU-1647800 or equal	13	Each	_____	_____
37	File, Flat 6" Smooth	19	Each	_____	_____
38	File, Flat 14"	19	Each	_____	_____
39	Level, 24" Wood	13	Each	_____	_____
40	Level, 48" Wood	13	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
41	Level, Line #42-287 or equal *Quoted 270'/Roll	13	Each	_____	_____
42	Ties, Rubber 15" / S Hooks	251	Each	_____	_____
43	Ties, Rubber 9" / S Hooks	251	Each	_____	_____
44	Ties, Rubber 21" / S Hooks	251	Each	_____	_____
45	Sprayer, Two Gallon RLF1972 or equal	25	Each	_____	_____
46	Sprayer, Three Gallon #RLF1973 or equal	25	Each	_____	_____
47	EZ Reacher, #32	61	Each	_____	_____
48	Weedeater Cord, .095, 3 lb. roll	21	Each	_____	_____
49	Makita Bump and Feed String Trimmer Head # B-60143	13	Each	_____	_____
50	Crimping Tool, #KL1005 or equal	6	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
51	Fish Tape Tool #GR438-10 or equal	6	Each	_____	_____
52	Diagonal Cutter #KLJ200-28 or equal	6	Each	_____	_____
53	Wire Pliers, #KLD213-9NE or equal	6	Each	_____	_____
54	Wire Strippers, #KL11045 or equal	6	Each	_____	_____
55	Plump Pliers, Large Pipe #KLD502-10 or equal	6	Each	_____	_____
56	Nut Drivers, #KL631 or equal	6	Each	_____	_____
57	Screwdrivers, #KL85075 or equal	6	Each	_____	_____
58	Tape, Reel 100' Fiberglass	6	Each	_____	_____
59	Tape, Measuring 1" x 25'	13	Each	_____	_____
60	Tape, Measuring 3/4" x 12' / Engineer	13	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
61	Tape, Measuring 1" x 25' / Engineer	13	Each	_____	_____
62	Tape, Rule #ST33-425 or equal	13	Each	_____	_____
63	Tape, Engineers, Measured in 10th's 3/4" x 12'	13	Each	_____	_____
64	Tape, Engineers, Measured in 10th's 1" x 25'	13	Each	_____	_____
65	Rule, Engineer 6" #066D or equal	13	Each	_____	_____
66	Tape, Duct 2"	25	Each	_____	_____
67	Tape, Electrical - 3M Scotch Supper 33+ Vinyl Electrical Tape, 3/4" x 66' (No Substitues)	7	Each	_____	_____
70	Mattock Cutter, 2.5 Handle	19	Each	_____	_____
72	Carpenter Pencils (Dixon)	25	Each	_____	_____
73	Utility Blades (Stanley) 5 pack	25	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
74	Utility Blades (Stanley) 100 pack	25	Each	_____	_____
75	Utility Knife (Stanley)	25	Each	_____	_____
76	Putty Knife, 1 1/2"	25	Each	_____	_____
77	Mattock H/D 5' with 35" Handle	19	Each	_____	_____
78	Wrecking Bar (Crowbar) 3/4 x 36"	19	Each	_____	_____
79	Hacksaw Blades 7 1/4 x 24T	25	Each	_____	_____
80	Marking Chalk (Blue/Red) (Strait Line) Bottle	25	Each	_____	_____
81	Twine, Nylon #18 x 1050'	13	Each	_____	_____
82	Blades (cut off wheel) Metal 14" x 5/32" x 1"	13	Each	_____	_____
83	Blades (cut off wheel) Masonry 14" x 5/32" x 1"	13	Each	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
84	Cord, Trimmer .130 x 600' Roll	25	Each	_____	_____
85	Lumber Crayon Yellow/Red (box)	19	Each	_____	_____
86	Trowel, Margin 5" x 2"	19	Each	_____	_____
87	Trowel, Finish 14" x 4"	19	Each	_____	_____
88	Mason Brush, 6.5 x 2"	19	Each	_____	_____
89	Float Magnesium 16" x 3 1/8"	19	Each	_____	_____
90	Percentage Markup or Discount for Hand Tools not listed; _____ %	1	Each	_____	_____
91	Hammer, Rubber Mallet 13oz	30	Each	_____	_____
92	Hammer, Rubber Mallet 16oz	30	Each	_____	_____
93	Chalk Reel	30	Each	_____	_____

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NAME AND TITLE: \_\_\_\_\_

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**

16-JUN-20 at 2:00 PM

**BID NUMBER: 305894**

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
94	Head Trimmer Fixcut Line Hand	30	Each	_____	_____
95	Cable Ties (Zip Ties) 8, 12, 18, & 24"	30	Each	_____	_____
96	Blade Metal 12"x1/8"x1"	30	Each	_____	_____
97	Blade Concrete 12"x1/8"x1"	30	Each	_____	_____
98	Spring (Trimmer) Stihl	30	Each	_____	_____
99	Sleeve (Shaft) Stihl	30	Each	_____	_____
100	Spreader, Seed	30	Each	_____	_____
101	Hook, Potato	30	Each	_____	_____
102	Hook, Hookeroon 1.5lb	30	Each	_____	_____
103	Spool Insert Stihl	30	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.

TERMS OF PAYMENT: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
104	Cover, Stihl	30	Each	_____	_____
105	Sleeve, Stihl	30	Each	_____	_____
106	11" Natural Ladder Ties 100 Per Pack	30	Each	_____	_____
107	Twine, Sisal (Rope) 525'	30	Each	_____	_____
108	Reciprocating 6" Saw Blades, 5 TPI (wood)	30	Each	_____	_____
109	Reciprocating 12" Saw Blades, 5 TPI (wood)	30	Each	_____	_____
110	Reciprocating 9" Saw Blade, 7 TPI (metal)	30	Each	_____	_____

**NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS**

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COMPANY: \_\_\_\_\_

TERMS OF PAYMENT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

**Specifications  
Hand Tools for Local Pickup  
The City of Chattanooga**

**General**

The City of Chattanooga, Tennessee, the "City," invites all interested firms to submit their bid for the following Hand Tools for Local Pickup.

1. Square Shovel, Long Handle, #TRU-BMTLS or equal
2. Round Shovel, Long Handle, TRU-BMTRLR or equal
3. Shovel, Drain Spade TRU-1573800 or equal
4. Shovel, Spreading #97014 or equal
5. Shovel, Aluminum Scoop #12-83369 or equal
6. Shovel, Razor Back Square Point with 48" Wood Handle
7. Shovel, Razor Back round Point with 48" Wood Handle
8. Pitch fork, 5 tyne #94330 or equal
9. Rake, Bow Long Handle #96367 or equal
10. Rake, Level Head #TRU-1887200 or equal
11. Rake, Leaf #99682 or equal
12. Wheelbarrow, Steel, 6 C/F
13. Post Digger, with 4' Hardwood Handle
14. Asphalt Lute, 36" x 4" Head with 82" Aluminum Handle
15. Hedge Shears, 9 inch blades, 10" Handle with cushion grip
16. Railroad Pick, 6lb. head, 36" handle
17. Shears, 27" Lopper with Fiberglass Handle
18. Shears, 27" Lopper with Tubular Steel Handle
19. Shears, 27" Lopper with Wooden Handle
20. Tamp, Hand 10" x 10"
21. Street Broom, 16" Head with 60" Handle
22. Hammer, Sledge 8 lb.
23. Hammer, Sledge 12 lb.
24. Hammer, Sledge 16 lb.
25. Hammer, Brick 15 oz.
26. Hammer, Curve Claw, 16 oz. with Wooden Handle
27. Hammer, Curve Claw, 20 oz. with Wooden Handle
28. Hammer, Straight Claw, 22 oz. with Wooden Handle
29. Hammer, Engineer 4 lb. with Wooden Handle
30. Bow Saw, 36"
31. Hack Saw, Utility Grade
32. Hack Saw, #ST15-087 or equal

33. Scissors, Inlaid Bent 12"
34. Handle for Sledge Hammer, 36"
35. Grease Gun, #500 or equal
36. Scraper, Sidewalk, 6" TRU-1647800 or equal
37. File, Flat 6" Smooth
38. File, Flat 14"
39. Level, 24" Wood
40. Level, 48" Wood
41. Level, #42-287 or equal\*Quote 270'/Roll
42. Ties, Rubber 15" / S Hooks
43. Ties, Rubber 9" / S Hooks
44. Ties, Rubber 21" / S Hooks
45. Sprayer, Two Gallon RLF1972 or equal
46. Sprayer, Three Gallon #RLF1973 or equal
47. EZ Reacher, #32
48. Weed Eater Cord, .095, 3 lb. roll
49. Makita Bump and Feed String Trimmer Head # B-60143
50. Crimping Tool, #KL1005 or equal
51. Fish Tape Tool #GR438-10 or equal
52. Diagonal Cutter #KLJ200-28 or equal
53. Wire Pliers, #KLD213-9NE or equal
54. Wire Strippers, #KL11045 or equal
55. Plump Pliers, Large Pipe #KLD502-10 or equal
56. Nut Drivers, #KL631 or equal
57. Screwdrivers, #KL85075 or equal
58. Tape, Reel 100' Fiberglass
59. Tape, Measuring 1" x 25'
60. Tape, Measuring ¾" x 12' / Engineer
61. Tape, Measuring 1" x 25' / Engineer
62. Tape, Rule #ST33-425 or equal
63. Tape, Engineers, Measured in 10<sup>th</sup>s, ¾" x 12'
64. Tape, Engineers, measured in 10<sup>th</sup>s, 1" x 25'
65. Rule, Engineer 6" #066D or equal
66. Tape, Duct 2"
67. Tape, Electrical – 3M Scotch Super 33+ Vinyl Electrical Tape, ¾" x 66' (No Substitutes)
68. Mattock Cutter, 2.5 Handle
69. Carpenter Pencils (Dixon)
70. Utility Blades (Stanley) 5 pack
71. Utility Blades (Stanley) 100 pack
72. Utility Knife (Stanley)
73. Putty Knife, 1 ½"
74. Mattlock H/D 5' with 35" Handle
75. Wrecking Bar (Crowbar) ¾ x 36"
76. Hacksaw Blades 7 ¼ x 24T

77. Marking Chalk (Blue/Red) (Strait Line) Bottle
78. Twine, Nylon #18 x 1050'
79. Blades (cut off wheel) Metal 14" x 5/32" x 1"
80. Blades (cut off wheel) Masonry 14" x 5/32" x 1"
81. Cord, Trimmer, 130 x 600' Roll
82. Lumber Crayone Yellow/Red (box)
83. Trowel, Margin 5" x 2"
84. Trowel, Finish 14" x 4"
85. Mason Brush, 6.5 x 2"
86. Float Magnesium 16" x 3 1/8"
87. Miscellaneous
88. Hammer, Rubber Mallet 13 oz.
89. Hammer, Rubber Mallet 16 oz.
90. Chalk Reel
91. Head Trimmer Fixcut Line Hand
92. Cable Ties (Zip Ties) 8, 12, 18 & 24"
93. Blade Metal 12" x 1/8" x 1"
94. Blade Concrete 12" x 1/8" x 1"
95. Spring (Trimmer) Stihl
96. Sleeve (Shaft) Stihl
100. Spreader, Seed
101. Hook, Potato
102. Hook, Hookeroon 1.5 lb.
103. Spool Insert Stihl
104. Cover, Stihl
105. Sleeve, Stihl
106. 11" Natural Ladder Ties 1000 Per Pack
107. Twine, Sisal (Rope) 525'
108. Reciprocating Saw Blades – 6" – 5 TPI (wood)
109. Reciprocating Saw Blades – 12" – 5 TPI (wood)
110. Reciprocating Saw Blades – 9" – 7 TPI (metal)

Purchases are to be made on an as needed basis. The City of Chattanooga shall guarantee no minimum or maximum amount to be purchased.

## Standard Terms and Conditions

The following Terms and Conditions are in place for all City of Chattanooga Purchase Orders:

[https://chattanooga.gov/images/City of Chattanooga -  
Standard Terms and Conditions Revised 7.18.2018.pdf](https://chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revised_7.18.2018.pdf)

## Billing Considerations

The City will make payment to the Vendor according to the City's Purchase Order Standard Terms and Conditions.

Before an order can be placed for routine transactions, City will request a Quote from Vendor with detailed breakdown. City may require breakdown on its own form. Once City has approved the quoted price and submits Requisition for same, it will advise Vendor of the Release Number in order to place the order. Invoices that do not reference the Release Number will not be considered complete or valid.

1. Vendor's Invoice must list a valid E-Mail Address for billing questions and inquiries.
2. Invoice Date is critical and Invoices must be sent to the City on the Invoice Date in order for the City's tracking system to accurately reflect the record. The Invoice Date must not precede the Ship Date or Service Date.
3. Invoice descriptions on transaction lines must match the wording of the Purchase Order transaction lines, and reference the corresponding transaction line number of the Purchase Order. The vendor shall not invoice the City for any item that does not correspond to a line on the Purchase Order.
4. Vendor will be responsible for collection signature and legible name of City employee when delivering goods/or services and must be able to produce said Proof of Delivery ("POD") upon request. The POD must contain an itemized list of goods and/or services. The POD must accompany each Department's payment packet before presenting the Invoice with all necessary backup to City's Accounts Payable Division. Including copy of POD with Invoice is encouraged and speeds payment processing time.
5. Vendor's Invoices that are billed inaccurately, incompletely, or otherwise unprocessable are not considered valid.
6. When sending City a Revised Invoice, it must be clearly marked "Revised." When sending City a replacement Invoice, it must reference the Invoice Number it is replacing.
7. Invoices to the City shall reference the City Department, Release Number, Work Order Number, and the first and last name of the City employee placing order.

8. Accurate Invoices, with all appropriate backup documentation, shall be sent to:

City of Chattanooga  
Attn: Accounts Payable Division  
101 East 11th Street, Suite 101  
Chattanooga, TN 37402  
[acctspayable@chattanooga.gov](mailto:acctspayable@chattanooga.gov)

and a copy sent to:

City of Chattanooga  
Attn: Marie Janeway  
900 East 11th Street  
Chattanooga, TN 37403  
[PWCWS-Payables@chattanooga.gov](mailto:PWCWS-Payables@chattanooga.gov)

## 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](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 Quote 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: \_\_\_\_\_