

Date: February 10, 2017

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

REQUEST FOR PROPOSAL (RFP)

Proposals will be received at this office
101 East 11th Street, Suite G13, Chattanooga, TN 37402, until
March 2, 2017 at 4:00 PM.

**Requisition No.: RFP146681
Ordering Dept.: Youth and Family Development
Buyer: William Tucker
Phone No.: (423) 643-7238**

Items Being Purchased: Operation of Chattanooga AAU Basketball program

Request for Proposal for The City of Chattanooga, Tennessee

*****REQUEST FOR PROPOSALS MUST BE RECEIVED***
4:00 PM, EST on March 2, 2017**

**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.**

**City of Chattanooga (COC) Terms and Conditions posted on Website are Applicable
http://www.chattanooga.gov/finance66_standardtermsandconditions.htm**

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.

PLEASE PROVIDE US WITH THE FOLLOWING

- Company Name:** _____
- Phone/Toll Free No.:** _____
- Fax No.:** _____
- E-Mail Address:** _____
- Contact Person:** _____
- Employer's ID No.:** _____

REQUEST FOR PROPOSALS
FOR THE OPERATION AND MAINTENANCE
OF THE
CHATTANOOGA AAU BASKETBALL PROGRAM
RFP146681

The City of Chattanooga, hereinafter called the "City", is requesting qualified organizations to submit Proposals to operate and maintain the Chattanooga AAU Basketball Program as set forth herein. The Proposal should provide proof of qualifications necessary to perform the work, a plan for the maintenance of the facilities, a plan for programming the facilities and any additional information that may be pertinent to the selection of a qualified organization.

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.

Proposals must be submitted to William Tucker, Buyer, City of Chattanooga, 101 East 11th Street, Suite G13, Chattanooga, TN, 37402, no later than 4:00 p.m., EDT on March 2, 2017.

Interested firms may request a copy in writing of the Request for Proposal by contacting:

City of Chattanooga, Purchasing Division
William Tucker, Buyer
wtucker@chattanooga.gov
101 East 11th Street, Suite G13
Chattanooga, Tennessee 37402
Phone: (423) 643-7238
Fax: (423) 643-7244

Proposals must be submitted to the Purchasing Office prior to the above deadline. Specifications are available for pick up from 8:30 AM until 4:00 PM, Monday through Friday.

PURPOSE OF THE REQUEST FOR PROPOSALS

The City of Chattanooga Department of Youth and Family Development Recreation Division (hereinafter called the Department) is soliciting proposals from qualified organizations (hereinafter called the Organization) to operate and maintain the Chattanooga AAU Basketball Program.

All interested qualified organizations are invited to submit a proposal to accomplish the scope of work described herein, in conformance with the prescribed format.

While every effort has been made to ensure the accuracy and completeness of information in the RFP, we recognize that the information may not be complete in every detail and that all work may not be expressly mentioned in these specifications. It is the responsibility of the proposing organization to include in their proposal all pertinent information in accordance with the objectives of the department.

GENERAL INFORMATION

Proposals must be submitted in the format prescribed herein. Failure to comply with the directions listed in this RFP, or omission of requested information could result in disqualification of your organization. Proposals are to be submitted in a sealed envelope, clearly marked with the number of the solicitation, RFP146681.

Proposals will be received at the offices of the City of Chattanooga Purchasing Division:

**101 East 11th Street, Suite G13
Chattanooga, Tennessee 37402**

Four (4) copies of the Proposals must be received at the Purchasing Office not later than 4:00 PM on the due date set forth above. Faxed or emailed Proposals are not acceptable. Proposals received after the deadline will be returned to the sender unopened.

ALL QUESTIONS are to be directed to the Purchasing Office. All questions are to be submitted in writing, preferable by email, and received not later than five days (5) before the due date for Proposals. Responses to substantive questions will be provided to all organizations who have requested RFP information.

Proposals received will become the property of the Department and shall be used as the department sees fit. All information contained in the submitted Proposals will remain confidential until after the award and signing of contract, after which time it will become accessible to the public through the Tennessee Open Records Act. The Department of Youth and Family Services reserves the right to cancel the RFP or to reject any and all responses received, to waive any technicalities or other minor informalities if it determines, in its sole discretion, that such cancellation or rejection is in the best interests of the Department.

COST OF PROPOSAL

The Department assumes no responsibility or liability for the costs incurred by the submitting organization to prepare and/or submit a Proposal. The entire cost of preparing and submitting the Proposal or any work in connection therewith will be borne by the submitting firm.

PROPOSAL CONTENT

Chattanooga AAU Basketball is an educational program that uses competitive basketball as an incentive for student participation in literacy initiatives, life skill classes, and parent education with the ultimate goal of improving the lives of area student-athletes and their families through the opportunity to attend and graduate from college. Beginning with elementary school student athletes and continuing through high school, the focus of the program is on reading at or above grade level, exemplary school performance and attendance, and using the sport of basketball for life skills development. The basic A, B, C's of Chattanooga Basketball are Academics, Basketball and Character development. The goal of the program is straightforward: all 250 participants will gain admission to post-secondary education, graduate, and become strong contributors to our community. As a part of this program, the Organization will cooperate with the Recreation Division of the Department of Youth and Family Development.

As a program, Chattanooga Basketball has student athletes from virtually every school and neighborhood in Hamilton County and the surrounding area.

FACILITY SCHEDULING

Students practice regularly at Youth and Family Development Centers, attend literacy and tutoring sessions, and travel to tournaments around the country becoming aware of a world much bigger than the Chattanooga area.

The Recreation Division of the Department of Youth and Family Development will assist in scheduling practices at our facilities based on availability. The Organization may prohibit the use of the facilities for activities which are inconsistent with the purpose of this proposal and which are destructive for the facility. During the period of this contract, and any renewals thereof, the Organization shall exclusively manage all recreational programs for the benefit of the public in accordance with the terms set forth herein. Any member of the public who qualifies under applicable rules may participate in such programs and events without discrimination as to race, color, sex, religion, handicap, age, or national origin.

PLAN FOR PROGRAMMING

Chattanooga Basketball operates as a year round program with the strong intent to prepare each participant for high school and college graduation and for a life with clear moral direction and deep commitment to family, character, career, and community.

There are tryouts annually at Chattanooga area schools and recreation centers for boys and girls grades 4 through 11. This past year there were more than two (2) applicants for every opening available on each team, and the number has been growing steadily. Our goal is to be able to sponsor at least two (2) teams for each age group and to continue to have a diverse, citywide presence. All students and their parents are required to participate in community service and to attend life skills seminars covering such topics as interviewing, networking, NCAA eligibility requirements, gang prevention, sex and health education, sound nutritional practices, and homework and study skills.

LIABILITY/ENFORCEMENT OF RULES AND REGULATIONS

The Organization, by submitting a Proposal, agrees that upon award of a contract for such services it will indemnify and hold harmless the City for any and all claims, suits, causes of action, judgments, or damages (including damage for care and loss of services because of bodily injury, sickness, or disease, including death, resulting therefrom) sustained by it or any person or persons, and because of injury to, or destruction of property (including loss of use thereof) caused by or arising out of, or resulting from the use of the above described property.

The selected organization, prior to commencement of work, shall provide a Certificate of Insurance in such form as the City Attorney shall require showing comprehensive general public liability and property damage coverage in amounts not less than set forth in the attached document "Requirements for Insurance Coverage."

AMENDMENTS

The parties, from time to time, may amend this contract by agreement. Such amendments shall be effective upon the approval of the City and the Organization.

DURATION

The contract to be executed between the Department and the Organization shall have a duration of one year from the date of its approval by the Chattanooga City Council, but may be extended for two (2) additional one-year terms by mutual agreement.

ASSIGNMENT, CONTINUITY AND SEVERABILITY

Neither party shall sell, assign, convey or otherwise devise by any method its rights under the contract. However, either party may enter into secondary agreements with other parties or agencies so as to permit the use by these other parties of the subject premises. Any and all secondary agreements must be approved in writing by both the Administrator of the Department and the Organization.