

**CITY OF CHATTANOOGA PURCHASING DEPARTMENT
101 EAST 11th STREET, CITY HALL, SUITE G-13
CHATTANOOGA, TENNESSEE 37402**

Request for Proposal No.: **198989**

Ordering Dept.: Economic and Community Development

Buyer: Deidre Keylon; e-mail: rfp@chattanooga.gov (NO E-MAILED PROPOSALS ACCEPTED)

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

Products and/or Services Being Purchased: **Parking Garage Services for the Chattanooga
Downtown Redevelopment Corporation**

**SEALED PROPOSALS MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN
4:00 P.M. E.S.T. ON JUNE 30, 2020
ALL QUESTIONS MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN
4:00 P.M. E.S.T. ON JUNE 11, 2020**

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/images/City_of_Chattanooga - Standard Terms and Conditions Revised 7.18.2018.pdf](http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revised_7.18.2018.pdf)

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.

PROVIDE THE FOLLOWING:

Company Name: _____

Mailing Address: _____

Phone/Toll-Free No.: _____

Fax No.: _____

Contact Person for RFP: _____

E-Mail Address for all RFP communications: _____

Proposal Signature: _____

Date of signature: _____

COMPLETED AND SIGNED COVER PAGE MUST BE RETURNED WITH PROPOSAL

City of Chattanooga, Tennessee
Department of Economic and Community Development



Request for Proposals

PARKING GARAGE SERVICES
FOR THE CHATTANOOGA DOWNTOWN
REDEVELOPMENT CORPORATION (CDRC)

June 1, 2020

The City of Chattanooga is seeking proposals from qualified suppliers to provide Parking Garage Services for CDRC owned parking garages.

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1.0 General Information and Project Background

1.01 Introduction and Background

The Chattanooga Downtown Redevelopment Corporation (CDRC) is requesting qualified firms to submit Formal Proposals to provide Parking Garage Services for CDRC owned parking garages as detailed below:

Southside Garage:

The CDRC owns the Southside Garage, a multi-level parking garage on the western half of the block bounded by Broad, 12th, 13th, and Chestnut Streets. The parking garage contains approximately 1,020 spaces and it is used for parking for The Chattanooga hotel, the Tennessee Valley Authority (TVA) corporate headquarters, and general public parking.

The Chattanooga hotel amenities include approximately 200 guest rooms or suites; three outstanding dining establishments; a relaxing day spa with a steam room, sauna, fitness center, indoor pool, whirlpool and patio overlooking the hotel's courtyard; a business center; and a 25,000 square-foot conference center with comprehensive meeting, planning, and audiovisual support services. This state-of-the-art hotel and conference facility is a AAA Four Diamond-rated full-service hotel. It is the intent of CDRC and the conference center operator to have seamless guest service between The Chattanooga hotel and the parking garage.

Of the garages total capacity, approximately 160 spaces are currently dedicated for use by The Chattanooga hotel and approximately 250 spaces are currently reserved for use by TVA. The remaining spaces are open for public use. There will be overflow event parking from time to time from the operation of the nearby Chattanooga Convention Center with amenities including 100,000 square feet of column-free exhibit space, 21 meeting rooms and 19,000 square feet of space divisible on one level.

Financial reports for July 2018-June 2019 reflect income of \$643,387.00.

River Pier Garage:

The CDRC also owns the River Pier Garage, a multi-level parking garage located at the corner of Chestnut Street and W. Aquarium Way. The garage has approximately 368

parking spaces. This parking garage serves the residents of River Pier Landing condominiums, validated parking with local businesses, and general public parking.

River Pier Garage is in close proximity to AT&T field, the Tennessee Aquarium and Tennessee Aquarium IMAX 3D Theater, the Children's Discovery Museum, Ross' Landing Park, and other downtown amenities. There will be event parking from time to time.

Financial reports for July 2018 – June 2019 reflect income of \$145,493.00.

It is understood that the proposer acting as an individual, partnership, corporation, or other legal entity is licensed to perform in the State of Tennessee.

2.0 Scope of Work

2.01 Scope of Work

- 1) A description of maintenance, custodial services and housekeeping services that proposer will supply, including a schedule of repetitive activities. Identify those types of repairs to be completed by operating personnel and those to be arranged through contracts with others. These services should include, but not be limited to, trash pick-up and removal, periodic cleaning of all surfaces, regular power sweeping of all floor areas, relamping of light fixtures, and minor repairs.
- 2) A detailed plan for maintaining a high level of security for the facilities and their patrons.
- 3) Detailed accounting and reporting procedures to include draft monthly reports to CDRC. The proposed accounting procedures must be able to accommodate and integrate with the valet parking program of The Chattanooga hotel, the validated parking at the River Pier Garage, and parking for the residents of River Pier Landing condominiums.
- 4) Provide proof of insurance for all levels of coverage as stated in the proposed draft Agreement, which is attached as "Exhibit A".
- 5) A separate proposed pricing policy for each facility, including a proposed fee schedule for hourly, daily, monthly, and special events parking.
- 6) Accounting responsibilities including collecting, posting, depositing and reporting all fees and costs incurred; review and approval of all invoices; and reports necessary for proper internal control and audit of all transactions.

Southside Garage

1) The proposer should include a description of personnel training programs or operating approaches that will be employed to insure a level of customer service commensurate with the type of hospitality facility represented by The Chattanooga hotel. Billing procedures will be worked out between the parking garage operator and conference center operator and billed on a monthly basis. Guests of The Chattanooga will require 24-hour in-and-out access to the garage. The parking garage operator shall comply with the terms of the Parking Lease Agreement by and between the Chattanooga, LLC and the Chattanooga Downtown Redevelopment Corporation regarding lease of reserved spaces for the Chattanooga Hotel.

River Pier Garage

- 1) The proposer should include recommendations for management of the spaces utilized by residents of the River Pier Landing condominiums and validated parking with local businesses.
- 2) Include a recommendation for operating hours for every day of the week with specific reference to the needs of the residents of the River Pier Landing condominiums and local businesses. Please address any security concerns.
- 3) Provide recommended parking rates for this facility.

2.02 Experience and Qualifications

This section of the proposal must contain the following and may contain additional information, as the proposer deems relevant.

- 1) A listing of parking operating or management contracts over the last five (5) years. Documentation should include a listing of parking facilities of similar size including the name of the facility, location, years operated, owner, contact person and telephone number, number of spaces, and gross revenues or a reasonable range if the information is proprietary.
- 2) Proposers should provide information on one or more examples of similar facilities, particularly ones involving hotel occupancy and/or users requiring a large number of reserved spaces, to demonstrate the requisite operating/management experience for this facility.
- 3) Three (3) current references for parking that may be contacted. References should include a contact name, title, company, and telephone number.

- 4) A banking reference including the name of an individual to contact and telephone number.
- 5) A list of parking operating or management accounts, over the last five (5) years, where the company's contracts have been terminated prior to the expiration date. Include the name of an individual to contact and their telephone number.
- 6) Provide a detailed resume of the proposed on-site facility manager.
- 7) Provide an organizational chart to include home office representative charged with the responsibility for operations and management of the facility.
- 8) Provide copy of latest audited financial statements
- 9) State whether any claims or lawsuits have been filed or outstanding against the company within the last five (5) years in which a claim has been made against any team member (individual or company) asserting a cause of action other than employment issues or contracts not related to your professional work. Explain the issues in these cases (or the fact that there are none) as part of your submittal.

2.03 Proposed Compensation

- 1) The CDRC desires to negotiate and enter into a management agreement in substantially the form attached hereto as "Exhibit A" that reimburses the parking management company for actual operating costs with a fixed management fee added to the total operating costs. The initial term of the contract shall be for five (5) years with the option to renew for two (2) additional terms of five (5) years each.
- 2) CDRC requires a statement of the operating fee, an estimate of operating expenses, and a budget for the four (4) years.
- 3) The proposal should include a budget for personnel costs and expenses.
- 4) CDRC will consider alternate proposals that involve a mixture of fixed management fee and incentive fees for operation of the facilities. Any such alternate proposal must be submitted in sufficient detail to permit evaluation of probable fees that would be payable. Any such alternate proposal must be consistent with Internal Revenue Service guidelines for facilities built with tax-exempt bonds including Internal Revenue Service Revenue Procedure 97-13.

3.0 Information for Offerors

3.01 RFP Schedule of Events*

RFP Issued	Monday, June 1, 2020
Deadline for Questions From Offerors	Thursday, June 11, 2020 at 4PM EST
Deadline for Proposal Submissions	Tuesday, June 30, 2020 at 4PM EST
Evaluation and Contract Award period	July and August, 2020
Contract Execution (if any)	August and September, 2020

**RFP Schedule subject to change*

3.02 Package Labelling and RFP Due Date/Time

Sealed Proposals must be in a clearly labelled package (a non-transparent envelope or box) and submitted as otherwise specified to the Purchasing Department, City of Chattanooga, for time-stamping by the RFP due date/time stated on the RFP cover page to the attention of:

Chattanooga Purchasing Dept/**RFP**
101 East 11th Street, Suite G13
Chattanooga, TN 37402

Phone number if needed:
(423) 643-7230

Late or misdirected proposals shall be rejected and offered for return at the expense of the supplier or destroyed without exception. Postmarks are not accepted. E-mailed proposals are not accepted.

Clear labelling includes:

- the business name, address, and phone number **on the exterior (or on the label)**
- the name and number of the RFP **on the exterior (or on the label)**

The purpose of exterior labelling is to allow handling of the proposal without opening it.

3.03 Number of Copies and Identical Copies

Proposer shall submit two (2) complete copies of the proposal as follows: one (1) original - unbound; and one (1) electronic copy in PDF format on a USB flash drive or jump drive. Discs will not be accepted.

Whether electronic or paper, all copies must be exactly the same as the original except for the original ink signature.

3.04 Questions or Requests for Information and Answers By Addendum

All questions and requests for information or clarification must be submitted in writing, and will be accepted until the deadline for questions stated on the RFP cover page, and shall be submitted as follows:

Preferred method: email to rfp@chattanooga.gov with subject line: **QUESTION for RFP 198989 Parking Garage Services.**

Alternative method: mail or fax with clear marking on outside of package or cover sheet **QUESTION for RFP QUESTION for RFP 198989 Parking Garage Services.**

City of Chattanooga Purchasing Division
Attn: Deidre Keylon, Buyer
101 East 11th Street, Suite G13
Chattanooga, TN 37402

Fax: (423) 643-7244

All answers will be provided by addendum posted at <http://www.chattanooga.gov/purchasing/bidssolicitations>, as soon as possible after the deadline for questions.

3.05 Withdrawal Procedure

With a written notice, proposals may be withdrawn at any time up until the date and time set above for opening of proposals. Any Proposal not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of 90 days, or until the successful proposal(s) is/are accepted and the contract(s) have been executed between the City and the successful Proposer(s).

3.06 Communication Procedure

Any communication concerning this RFP must be conducted exclusively with the City of Chattanooga Purchasing Division Buyer until the evaluation and award process has been completed. Failure to follow this procedure may have negative consequences in the selection process.

3.07 Response Content In General

Offerors are not precluded from submitting proposals that recommend a solution that differs from the provided specifications as long as the required response format is followed.

Complete technical submittals shall be submitted with the Proposal. These technical submittals shall describe in detail how the Offeror complies with each specification of the RFP. Any deviations from the specifications shall be noted.

3.08 Implied Requirements

All products and services not specifically mentioned in this RFP but which are necessary to provide the complete recommended solution described by the Offeror shall be included in the Proposal.

3.09 Incurring Costs

The City shall not be liable for any cost incurred by the Offeror prior to the issuance of a contract purchase agreement and will not pay for any information solicited or obtained. Offeror shall not include or integrate any such expense as part of its proposal. Response preparation costs, shipment costs, presentation costs, travel costs, and any other costs incurred, are also not compensable. No submission or supporting documentation will be returned to Offeror.

3.10 Economy of Preparation

Proposals may be prepared simply and economically. Proposals should provide a straightforward and concise description of the goods or services proposed. Emphasis should be placed on clarity and content. Excessively long or disorganized proposals may be viewed as attempts to obfuscate issues with possible negative consequences.

3.11 Reservation of City of Chattanooga Rights

- A. The City reserves the right to request clarification of submitted information and to request additional information of one (1) or more Offeror(s).
- B. The City reserves the right to negotiate this Agreement/Contract for work covered by this RFP with the next most qualified Offeror if the successful Offeror does not execute a contract within seven (7) days after submission of an Agreement/Contract by the City. The City reserves the right to negotiate all elements of work that comprise the selected Proposal.
- C. The City reserves the right, after opening the Proposals or at any other point during the selection process, to reject any or all Proposals, modify or postpone the proposed

project, evaluate any alternatives offered or accept the Proposal that, in the City's sole judgment, is in its best interest.

D. The City reserves the right to terminate the Agreement/Contract if a successful Offeror fails to commence the work described herein upon giving the Offeror a thirty (30) day written Notice.

E. Proposer-Supplied Materials - Open Records

All proposals, responses, inquiries, correspondence, and any other material submitted by an Offeror shall become the property of the City of Chattanooga. All records submitted to the City of Chattanooga with limited bases for exclusion are subject to review through the Tennessee Public Records Act. **Any firm (Offeror) submitting a proposal should assume the information included in the proposal is subject to the Act, regardless of submitter designation, including that of confidentiality.** The City of Chattanooga assumes no liability for the disclosure of any information as required by law.

F. The City of Chattanooga may contact any firm for the purpose of obtaining additional information or clarification of submitted material.

G. Offerors, by submitting a Proposal, represent themselves to have a thorough knowledge of municipal and regional government Regional Resiliency Plan and all related elements.

H. Offerors should understand that adherence to all vendor-proposed dates and timelines may become part of Offeror's contractual obligation should their proposal be selected by the City for the Regional Resiliency Plan.

I. The City guarantees no minimum or maximum purchase to be made during the lifetime of any contract resulting from this RFP.

3.12 RFP, Terms and Conditions of Agreement, and Exceptions

Any contract resulting from this Request for Proposal will be subject to the City of Chattanooga's Standard Terms and Conditions which may be read at:

[http://www.chattanooga.gov/images/City_of_Chattanooga - Standard Terms and Conditions Revised 7.18.2018.pdf](http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revised_7.18.2018.pdf)

With the Proposal, Offeror(s) shall state any exceptions to or deviations from the terms of this Request for Proposals and the Standard Terms and Conditions. Where Offeror wishes to propose alternative approaches to meeting the City's technical or contractual requirements, these should be thoroughly explained. The Contractor shall be bound to accept all stated terms not excepted in its proposal.

The City reserves the right to accept or reject any or all exceptions / deviations at its sole

discretion. The City reserves the right to reject excepted or conditional proposals at its sole discretion.

Only exceptions that are specified within a solicitation response submission packet will be considered for potential negotiation by the City. Negotiation is not guaranteed.

Format Required: Isolate and reference the specific Section of the City of Chattanooga Standard Terms and Conditions to which an exception is taken, and provide alternative language for that specific section. Do not provide a full replacement Terms and Conditions document.

Failure to include any desired exceptions within a solicitation response submission packet may result in disqualification of a solicitation response.

Failure to include any desired exceptions in the format required may result in disqualification of a solicitation response.

3.13 Resulting Contract

Conditions of Agreement

The successful Offeror(s) will be expected to enter into contract negotiations with the City that may result in formal purchase agreement(s) between the parties.

Contract Administration Activity

The Offeror will be expected to provide periodic reporting and/or attend contract administration meetings, as requested by the City or as otherwise required by the City Purchasing Division.

3.14 Data Sharing and Open Data

To minimize duplication of effort and to allow the City to coordinate data requests and data available for the services requested within this RFP, as well as for previous and future projects, the awarded Offeror's/s' findings and data may be shared by the City with other City contractors, as deemed appropriate by the City.

In addition, the City of Chattanooga makes data available for public viewing through its Open Data Portal and other avenues. <https://www.chattadata.org/>

3.15 Payment of Services

1. The City will make payment according to the City's policies and procedures.
2. Invoices
 - a. Accurate and complete Invoices, with all backup documentation, shall be submitted to:

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

With a copy to:
sjohnson@chattanooga.gov

- b. Vendor's Invoice must list a valid Email Address for billing questions and inquiries.
- c. Vendor's Invoice Date must minimally be the date that the Invoice is submitted to the City. The Invoice Date must not precede submission date, the Ship Date or Service Date.
- d. Invoice descriptions on transaction lines must match the Blanket Purchase Order transaction line items, and must reference the corresponding transaction line number. The Vendor shall not invoice the City for any item that does not correspond to a line on the Purchase Order.
- e. Invoices to the City shall reference the Purchase Order number.
- f. Invoices must be received by the City within two (2) weeks of the completed quoted work, with emphasis on earlier submission.
- g. Any Vendor invoice that is incomplete, inaccurate, or otherwise unable to be processed will not be considered valid or procedurally compliant.
- h. Revised Invoices - must be clearly marked "Revised", and must reference the Invoice Number that it is replacing.

4.0 RFP Lifecycle, Evaluation and Award

4.01 RFP Lifecycle

Initial Examination - Responsible/Responsive/Viable

All proposals received and time-stamped in the Purchasing Department by the due date and time specified will be examined initially for *responsiveness*, that is conformity in all material respects to the requirements of the RFP. All required content and forms must be completed and signed as requested in order for a proposal to be responsive.

All Proposers will also be generally screened for their *responsibleness*, that is the Proposer's ability to perform the scope of work and to meet the City's needs. At the discretion of the City, any proposal found to be non-responsive or any proposal by a Proposer deemed non-responsible may be eliminated from further consideration.

In addition, the City, at its sole judgment, will decide if a proposal is viable, including its completeness and clarity.

Evaluation Committee

A committee consisting of individuals selected by the City will receive and evaluate all viable Proposals, and, if applicable, Finalist Presentations.

Proposal Evaluation by the Committee

A Proposer may be selected based solely on evaluation of viable written Proposals. The City reserves the right to determine whether or not a Proposer can be selected based solely on the viable written Proposals submitted.

Formal Presentations

In the event that a Proposer cannot be selected solely on the Proposals submitted, the City may invite qualified firms for formal presentations. Such presentations provide an opportunity for clarification of the proposal submitted and an opportunity to ensure that a thorough, mutual understanding exists.

The City reserves the right to invite any number of Proposers if the quality of the Proposal(s) so merit(s) or other circumstances justify doing so.

The Evaluation Committee may revise the initial scores based upon additional information and clarification received in this phase. If your company is invited to give a formal presentation to the City, the offered dates may not be flexible.

A formal presentation may not be required, and therefore, **complete information must be submitted with a proposer's proposal.**

Selection of Awardee/Awardees

After review of the Proposals by the Evaluation Committee and after Formal Presentations, if any occur, the City may, at its sole option, elect to reject all proposals or elect to pursue the project further. In the event that the City decides to pursue the project further, the City will select the highest ranked proposal(s) or the proposal(s) that is(are) in the best interest of the City to negotiate agreement.

4.02 Evaluation Criteria

In preparing responses, Offerors should describe in detail how they propose to meet the specifications as detailed in this solicitation document.

The minimum categorical criteria that will be applied to the proposal information, in order to assist the City in selecting the most qualified Offeror(s) for contract(s), are as follows:

Competence and Approach

35%

This category addresses:

- Includes an understanding of the RFP, the Scope of Work, and the knowledge of applicable laws and regulations related to the scope of work

Qualifications

45%

This category addresses:

- the ability to provide the requested scope of services, financial capacity, and recent experience conducting work of a similar scope

Compensation Proposal

20%

Selection of Short Listed Offeror(s)

Selection of Short Listed Offeror(s) for formal presentation(s) (if any) and for contract negotiation will be determined based on an objective evaluation of the criteria listed above.

Note: factors considered

Factors not specifically named are incorporated into the above general criteria.

5.0 Response Format and Content

5.01 General Instructions

This RFP is intended to describe The City's minimum requirements and response format in sufficient detail to secure comparable proposals.

5.02 Proposal Organization Guidelines

To assist the Evaluation Committee in its effort, it is asked that Offerors adhere to the requests for tabbed sections.

5.03 Tab 1 – Cover Letter, Exceptions, and Company Information

- Firm's Cover Letter signed by authorized person
- RFP Cover Sheet completed and signed by authorized person
- Company Information
 - Description of organization
 - e.g., Philosophy of organization
 - e.g., Size of organization

- e.g., Number of years in business providing similar services
- Proposer Qualification Data (see Appendix) including public financial records from the past two years, if applicable

5.04 Tab 2 – Solution Narrative

The response to requirements and/or preferences.

5.05 Tab 3 – Project Approach

Offeror should include at a minimum:

- Description of roles and responsibilities, including deliverables
- Proposed project plan
- Proposed schedule
- Availability

5.06 Tab 4 – Key Personnel

Offeror should include at a minimum:

- Assigned Team and/or Individual(s)
 - Resume(s) of assigned personnel

5.07 Tab 5 – References

- Offeror must provide a list of governments that have experience using the services recommended
- Offeror must provide three references to be contacted. The City may contact others, in addition. Offeror must use Experience Reference Form(s) or the equivalent and must provide current contact information.

5.08 Tab 6 – Price Proposal

Refer to Appendix, Proposal Cost/Compensation Summary Form.

5.09 Tab 7 – Additional Required Forms

- Affirmative Action Plan Form (Appendix)
- Iran Divestment Act Form (Appendix)
- No Contact/No Advocacy Statement (Appendix)
- Supplier Information Form (Appendix)
- To acknowledge receipt of information provided by Addendum, Offeror is required to submit with the Proposal a signed Addendum cover page for each Addendum posted
 - Any and all signed Addenda cover pages from Addenda documents posted to www.chattanooga.gov, then “Doing Business With The City,” then “Open Bids,” related to this solicitation item. These postings may occur up to 48 hours before the RFP due date/time. For addenda posted in the last seventy-two (72) hours before the due date/time, properly identified, signed addenda cover pages to

accompany proposals that have already been shipped will be accepted by e-mail to rfp@chattanooga.gov.

- Internet Address: <http://www.chattanooga.gov/purchasing/bidssolicitations>

Appendix A: Proposal Cost/Compensation Summary Form

An Offeror must present the cost/compensation to the City for complete delivery of the proposed solution for the life of the contract. Applicable supporting documentation should be attached. The Offeror's expected fee payment/compensation terms should also be presented for consideration. Pricing should be based upon all proposed goods and services. This form or a similar substitute is acceptable.

	Unit of Measure Quoted	Price
Line Item		
TOTAL Cost		

Appendix B: Offeror Qualification Data Form

OFFEROR QUALIFICATION DATA

All questions must be answered clearly and comprehensively. If necessary, separate sheets may be attached.

1. Company Name of Offeror (Please list official name, and any and all “doing business as” names, if any, associated with the company):

2. Main office address:

3. Phone: _____ Fax: _____

a. Email Address: _____

4. Proposers federal tax identification number: _____
(Please attach Form W-9)

5. The Offeror is organized as a (specify type of entity, e.g. sole proprietor, partnership, for profit corporation, non-profit corporation, limited liability company, etc.)

6. The date the Offeror was organized in its current form:

7. If a corporation or limited liability company, the state where it is formed:

8. Is your company registered with the Tennessee Secretary of State?

a. YES

b. NO - Please explain

9. How many years have you served the population described in this solicitation:

10. Describe any pending plans to reorganize or merge your organization.

11. Have you, or any officers and/or directors of your company, ever been debarred or suspended by a government from consideration for the award of contracts?

a. YES - Please list the contract party, and explain

b. NO

12. Have you, or any officers and/or directors of your company, ever been disqualified, removed, sued, or otherwise prevented from proposing on or completing any contract?

a. YES - Please list the contract party, and explain

b. NO

13. Have you, or any officers and/or directors of your company, ever been charged with liquidated damages on a contract?

a. YES - Please list the contract party, and explain

b. NO

14. Bonding, as applicable

a. Limit: \$ _____

b. Bonding Company: _____

c. Address: _____

d. Phone Number: _____

Appendix C: Experience Reference Form

Experience Reference Form

Bidder/Offeror: _____

(Attach as many copies of this form as may be needed)

Reference

Name of Project: _____

Location: _____

Service Date Range:

Firm Name for Contact Person: _____

Name of Contact Person: _____

Telephone Number for Contact Person: _____

Email Address (required): _____

Reference

Name of Project: _____

Location: _____

Service Date Range:

Firm Name for Contact Person: _____

Name of Contact Person: _____

Telephone Number for Contact Person: _____

Email Address (required): _____

Appendix D: Affirmative Action Plan Form

City of Chattanooga, Purchasing Division

July 2016

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.

(Signature of Contractor)

(Title and Name of Company)

(Date)

Appendix E: Iran Divestment Act Form

**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 more information, please contact the State of Tennessee Central Procurement Office,
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

Appendix F: No Contact/No Advocacy Statement

No Contact/No Advocacy Statement City of Chattanooga, Purchasing Division

State of _____
County of _____

_____ (agent name) 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: _____

Date: _____

Appendix G: Supplier Information Form



City of Chattanooga Supplier Information Form

Business Name: _____

PO Address: _____

Remittance Address: _____

If your business Tax Filing Status is Individual/Sole Proprietor or a Partnership and you provide a service to the City of Chattanooga, you will be issued a 1099 Form for the preceding Tax year. Please indicate which address you wish your document sent to if applicable:

1099 Address: _____

Contact Name: _____

Primary Phone Number: _____

Primary Fax Number: _____

Primary Email: _____

Are you Providing: (Check All That Apply)

- | | | | |
|---------|--------------------------|--------------|--------------------------|
| Service | <input type="checkbox"/> | Construction | <input type="checkbox"/> |
| Goods | <input type="checkbox"/> | | |
| Both | <input type="checkbox"/> | | |

Vendor Type (Must be Marked-Check All That Apply)

- | | |
|--|--------------------------|
| MBE-Minority Business Enterprise | <input type="checkbox"/> |
| WBE-Woman Business Enterprise | <input type="checkbox"/> |
| SDVBE-Service Disabled Vet Business Enterprise | <input type="checkbox"/> |
| LGBTE-LGBT Business Enterprise | <input type="checkbox"/> |
| None of the Above | <input type="checkbox"/> |

Preferred Payment Method

- | | |
|-------|--------------------------|
| Check | <input type="checkbox"/> |
| ACH | <input type="checkbox"/> |

ACH-Please provide remittance notice email and complete Separate City ACH Authorization Form:

Authorized Representative Signature

Print Name

Date