

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

Request for Proposal No.: **208353**
Ordering Dept.: Youth & Family Development, Facilities Division
Buyer: Mark McKeel; e-mail: rfp@chattanooga.gov (NO E-MAILED PROPOSALS ACCEPTED)
Phone No.: 423-643-7236; Fax No.: 423-643-7244

Products and/or Services Being Purchased: **Concessionaire Services for YFD Facilities**

**SEALED PROPOSALS MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN
4:00 P.M. E.S.T. ON April 9, 2021
ALL QUESTIONS MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN
4:00 P.M. E.S.T. ON March 26, 2021**

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/newpurchasing/doing-business-with-the-city/how-we-do-business>

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
Youth and Family Development



Request for Proposals

Concessionaire Services for YFD Facilities

March 17, 2021

The City of Chattanooga is seeking proposals from qualified suppliers to provide Concessionaire Services.

Table of Contents

RFP Cover Page	1
Title Page	2
Table of Contents	3-4
1.0 General Information and Project Background	5
1.01 Introduction	5
1.02 Background	5
2.0 Scope of Work	6
3.0 Information for Offerors	7
3.01 RFP Schedule of Events	7
3.02 Package Labelling and RFP Due Date/Time	7
3.03 Number of Copies and Identical Copies	7
3.04 Questions and Requests for Information, Answers by Addendum	8
3.05 Withdrawal Procedure	8
3.06 Communication Procedure	8
3.07 Response Content in General	9
3.08 Implied Requirements	9
3.09 Incurring Costs	9
3.10 Economy of Preparation	9
3.11 Reservation of City of Chattanooga Rights	9
3.12 RFP Terms and Conditions of Agreement and Exceptions	10
3.13 Resulting Contract	11
3.14 Data Sharing and Open Data	11
3.15 Payment of Services	11
4.0 RFP Lifecycle, Evaluation, and Award	12
4.01 RFP Lifecycle	12
4.02 Evaluation Criteria	13
5.0 Response Format and Content	14

5.01 General Instructions	14
5.02 Proposal Organization Guidelines	14
5.03 Cover Letter, Exceptions, and Company Information	14
5.04 Solution Narrative	14
5.05 Project Approach	14
5.06 Key Personnel	14
5.07 References	15
5.08 Price Proposal	15
Appendix A: Proposal Cost Summary Form	16
Appendix B: Proposer Qualification Data	17-19
Appendix C: Experience Reference Form	20
Appendix D: Affirmative Action Plan Form	21-22
Appendix E: Iran Divestment Act Form	23
Appendix F: No Contact/No Advocacy Statement	24
Appendix G: Supplier Information Form	25
Checklist of Required Submission Materials	26-27

1.0 General Information and Project Background

1.01 Introduction

The City of Chattanooga Department of Youth and Family Development Recreation Division is requesting qualified firm(s) to submit Formal Proposals to provide professional food and beverage concessionaire services during events at The Summit of Softball Complex, Warner Park Ball Fields, Warner Park Aquatic Center, Frost Stadium Complex, YFD Centers, and for Programs and Special Events at various city parks and facilities.

It is the intent of the City to enter into a contract with the successful Proposer for a one (1) year contract with up to two (2) additional one-year extensions by mutual agreement.

All interested qualified firms are invited to submit Formal Proposals to accomplish the scope of work described herein.

1.02 Background

The City of Chattanooga Department of Youth and Family Development manages numerous YFD facilities including athletic fields, indoor/outdoor aquatic centers, and fitness centers.

Proposals for concession operations will be for the following locations, hereinafter referred to as the "Concession Facilities"

The Summit of Softball Complex 4900 La Collina Way, Ooltewah, TN

Description: An 87 acre softball complex that comprises seven (7) adult softball fields, one (1) youth field, a concession building with restrooms and various other amenities. The design of this sports complex lends itself to a variety of concessions configurations. The concession stands have more than adequate storage and food preparation space, but not all fields are equipped with free-standing concessions buildings. This complex will host approximately 15,000 people. This facility will also host three (3) leagues that will be attended by approximately 5,000 people.

Warner Park Fields 1101 McCallie Avenue

Description: Urban area includes five (5) fast pitch fields with a concessions building in the center area. These fields host local, state and national tournaments for youth and adult softball. These fields also support league play. The fields can be adequately serviced by the concession stand.

Warner Park Aquatic Center 1254 East 3rd Street

Description: This facility is home to the only outdoor Olympic size swimming pool in the City. The Aquatic Center also houses the City's first spray park. Currently, this facility has space for a small mobile concession trailer.

Frost Stadium Complex 1254 East 3rd Street

- Description: A modern stadium for fast pitch softball that features numerous amenities, including concessions area and restrooms. This stadium, also located within Warner Park, hosts approximately 25 women and youth tournaments yearly.

YFD Centers, Programs, Special Events

Description: Seventeen (17) YFD facilities throughout the City serve citizens yearly through the facilitation of recreational sports activities, programs, and community events. These centers do not have concession areas. Space will have to be created for concessions operations, perhaps something mobile for special events or vended opportunities. The Washington Hills Football Field outdoor concession facility is excluded from this Request for Proposals. The Department currently has an agreement to provide services at this facility.

This proposal includes the right to expand to other concessionaire services, special events, as well as mobile concession operations not specifically described in this document.

The City of Chattanooga desires to employ the best-qualified proposer who in its opinion will continuously provide high quality service, product quality, and generally create goodwill within these facilities. As such, these criteria will be most important in the final selection process, and the right is preserved by the City of Chattanooga to reject all proposals or any proposal for whatever reason including non-conformance with the proposal document format as requested.

2.0 Scope of Work

2.01 Scope of Work

The City of Chattanooga is seeking competitive proposals for the operations of food and beverage concessions at the previously documented Youth and Family Development Facilities. The execution of options will be at the discretion of the Administrator of the Department of Youth and Family Development. For the purpose of RFP preparation and subsequent financial and analytical reporting, locations will be grouped and identified as follows: The Summit of Softball Complex, Warner Park Fields, Warner Park Aquatic Center, Frost Stadium Complex, and YFD Centers, Programs and Special Events. The successful proposer should have experience in concessions operations including purchasing, preparation and service. Dates and times of concessions operations for YFD Centers will be subject to the opening and closing of each individual Center. Dates and times for concessions operations within the other identified locations will be subject to hours of operation, tournament, league or special event schedules, whichever allows maximum hours for operations.

3.0 Information for Offerors

3.01 RFP Schedule of Events*

Event	Anticipated Date
RFP Issued	Wednesday, March 17, 2021
Deadline for Questions From Offerors	Friday, March 26, 2021 at 4PM EST
Addendum for Questions Published	Wednesday, March 31, 2021
Deadline for Proposal Submissions	Friday, April 9, 2021 at 4PM EST
Short List Offerors notified	Week of April 19, 2021 or sooner
Short List Offeror Presentations	Week of April 26, 2021 or sooner

*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 208353**
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 208353 Concessionaire Services for YFD Facilities**.

Alternative method: mail or fax with clear marking on outside of package or cover sheet QUESTION for RFP 208353; Concessionaire Services for YFD Facilities.

City of Chattanooga Purchasing Division
Attn: Mark McKeel, 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/newpurchasing/procurement-opportunities/currently-open-bids>, 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/newpurchasing/doing-business-with-the-city/how-we-do-business>. **At the right of that page is a link labeled "Standard Terms and Conditions."**

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

- 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 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 will 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	30%
Approach	30%
Qualifications	30%
Price	10%

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 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/newpurchasing/procurement-opportunities/currently-open-bids>

Appendix A: Proposal Cost Summary Form

An Offeror must present the cost 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 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.

Line Item	Unit of Measure Quoted	Price
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

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

CHECKLIST OF REQUIRED SUBMISSION MATERIALS:

Upon opening, proposals will be examined for the presence of these required materials and *may be rejected* if *all* items, completed *as asked*, are not included:

1. **Sealed Envelope or Box** - exterior surface **MUST** be labelled with “**RFP 280353 Concessionaire Services for YFD Facilities**” and proposer name, address, and phone #
2. Complete Proposal Response Narrative - must address Scope of Work and Proposal Response portions of this document.
3. **TABBED sections as follows:**
 - a. TAB 1 Firm’s Cover Letter, Signed by Authorized Person
 - b. TAB 2 Any and all exceptions to the RFP and/or City of Chattanooga Standard Terms & Conditions; **MUST** be submitted with response to be considered.
 - c. TAB 3 PROPOSAL RESPONSE NARRATIVE
 - d. TAB 4 Pricing/Proposal Cost Summary
 - e. TAB 5 VENDOR INFORMATION requested
 - f. TAB 6 ALL Form below under #4:
4. **Completed, dated, and signed forms that **MUST** be present with submittal:**
 1. Completed and signed RFP cover page providing contact for RFP
 2. Proposer Qualification Data Form
 3. Company W-9
 4. Supplier Information Form (no ACH form required at this time)
 5. Experience Reference Form(s) if references are required in the document
 6. Iran Divestment Act Form
 7. Affirmative Action Plan Form
 8. No Contact/No Advocacy Affidavit
 9. **Any and all signed Addenda cover pages from Addenda documents posted to www.chattanooga.gov under OPEN BIDS related to this solicitation item. These postings may occur up to 48 hours before the RFP due date/time. If Proposer must ship its Proposal prior to an addendum added in the 96 hours prior to the RFP due date, a signed Addendum page may be accepted by e-mail. Please contact the Buyer with explanation.**

OMISSION OR INCOMPLETE SUBMISSION OF ANY REQUIRED FORMS MAY RESULT IN THE DETERMINATION THAT THE PROPOSAL IS UNRESPONSIVE AND SUBSEQUENT REJECTION OF THE PROPOSAL.