

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

Request for Proposals No.: 184674

Ordering Dept.: Department of 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 or Services Being Purchased: **East Lake Park Play Structure**

**SEALED PROPOSAL MUST BE RECEIVED AS SPECIFIED AND
NO LATER THAN 4:00 P.M. E.S.T. ON MAY 23, 2019**

ALL QUESTIONS MUST BE RECEIVED AS SPECIFIED AND
NO LATER THAN 4:00 P.M. E.S.T. ON MAY 7, 2019

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/purchasing/standard-terms-and-conditions>

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 **RFP CONTACT INFORMATION**:

Company Name: _____

Mailing Address: _____

City & Zip Code: _____

Phone/Toll-Free No.: _____

Main RFP Contact's E-Mail Address : _____

Main RFP Contact Person: _____

Authorized Signer's Printed Name and Title: _____

Authorized Signature: _____

Date Signed: _____

THIS COMPLETED AND SIGNED COVER PAGE MUST BE RETURNED WITH PROPOSAL

City Of Chattanooga, Tennessee
Department of Economic and Community Development



Request for Proposals

East Lake Park Play Structure

May 1, 2019

The City of Chattanooga seeks proposals from qualified firms for the design and installation of a custom-built, nature-centered, play structure for the East Lake Park.

Request for Proposal

Design and Installation of a Custom Natural Playground Structure at East Lake Park

INTRODUCTION AND BACKGROUND

The City of Chattanooga is seeking proposals from qualified firms to design and install a custom-built play structure, for “East Lake Park” located in the City of Chattanooga. The project consists of the following key elements:

1. Facilitate community engagement, which includes communicating with a broad cross-section of the community and the neighboring elementary schools, participation in public meetings, and facilitation of a “Design Day”. The Design Day will be a public workshop to incorporate and apply the input from the community engagement effort into a specific design for the play structure. The Community Engagement element may be supplemented by the engagement work being conducted in the East Lake neighborhood by ELLA Library (collaboration is encouraged).
2. Coordinate with the City to make progress on the work following the timeline below.
3. Provide the design and installation of a custom play structure constructed of natural materials including wood composite, or essentially similar material (see below). Provide all ancillary materials, work, and other items as required to oversee community build installation.
4. Offer to provide a playground safety inspection by a Playground Safety Inspector who is certified by the National Playground Safety Institute, as required by Tennessee law.
5. Make all structure-related changes to conform to all applicable requirements.
6. Conform to all applicable codes, requirements and regulations, including the Tennessee Health and Safety Code, Tennessee Building Code, ADA Guidelines, and codes and ordinances of the City of Chattanooga.

Proposer’s Qualifications

Experience: Proposers must demonstrate suitable experience in custom-fabricated (i.e., not component-based) play structures by providing evidence of the successful completion of not less than 5 play structures of comparable size and complexity in the past 3 years (preferable in community build play structures).

Current Activities

The existing playground is nearing the end of useful service and currently located in a floodway. The City will dismantle the existing play structure and has located an alternate location in the park for the new natural playground and an outdoor classroom.

A community outreach process has also been started to ascertain key desired outcomes for the replacement project. The following key points are required elements for the replacement structure to the extent possible within current playground requirements:

The new playground structure should provide approximately the same or more play value and play opportunity as the previous structure.

The new playground structure should be unique to the City of Chattanooga and should not be composed primarily of pre-fabricated components.

New features that make it attractive to children and unique in the community should be incorporated into the new structure: These include:

- Multiple routes through and around the structure, including stairs, ramps, etc.
- The overall height and mass of the structure, including at least two levels of play, to create a significant landmark
- Seating and other areas that accommodate adults, as well as kids, throughout the structure that facilitate use by all ages and inter-generational interaction.
- A variety of play opportunities, including small-scale elements and large features, to allow play both socially and contemplatively.
- A contained play area surrounding the structure, with enough room to run, provides clear boundaries for games and increases parents' comfort.
- Forms that can be interpreted as more than one element to stimulate imagination.
- Incorporate interaction with water as much as possible.
- Construct one small outdoor classroom, with seating for at least ten children.
- The new structure should emphasize or reference natural elements, materials, and natural play.
- The community build process should incorporate opportunities for community volunteerism and donations
- Existing trees around the perimeter should be preserved and incorporated in the new design as much as possible.
- ADA access and the ability for an ADA child to use the play structure.
- Current working budget is around \$150,000

Scope of Work

This section describes the nature and scope of design services, items to be supplied, and work required for the completion of the Project. This scope of work shall be used as a basis for preparation of the proposal. Additional tasks or modifications to the scope of work that the proposer determines will produce a more cost-effective project should be included in the proposal.

Task 1 – Project Management

Designer/Supplier shall control the project in terms of staff, budget, schedule, and scope; shall promote communication within the project team; and shall provide documentation, key decisions, and risk management.

Items covered under this task include, but are not limited to:

- Project kickoff meeting –meeting with the project team to review the project, schedule, and budget; and identify any critical issues and critical path items on the schedule.
- Community Engagement
 - Meet with or otherwise engage the neighboring elementary schools
 - Participation in public and other meetings, throughout the duration of the project
 - Design Day – anticipated to be a design charrette of at least 2 to 4 hours
- Scope, budget, and schedule management and updates.
- Management and coordination of subconsultants.
- Quality assurance/quality control management.
- Monthly invoicing.
- Monthly progress reports.
- Attend a joint pre-construction meeting with the project team for the play structure and site work portions of the project.

Task 2 – Play Structure Design

- The City will provide a pdf of existing conditions for the designer/supplier's use. Designer/supplier will review this and all other pertinent information.
- Designer/supplier will provide a schematic (concept) structure design. This design will be reviewed in draft (sketch) form with the City's project team at least 1 week prior to the Design Day. The designer/supplier will incorporate any comments required prior to presentation during the Design Day.
- Designer/supplier will incorporate comments and feedback received during Community Engagement to provide a Design Development Plan, including a structure plan, to scale, in AutoCAD (.dwg) and PDF format, including play

features, components, and elevations.

Task 3 – Construction

- The City will provide the following: Site preparation prior to play structure construction.
- The Contractor will supply all tools, equipment, materials, supplies, labor, temporary power, and incidentals to construct the play structure.
- The designer/supplier will coordinate efforts with the City’s project manager and community build coordinator
- Provide management for the community build process

Task 4 - Closeout

- The designer/supplier will provide a final playground inspection by a Certified Playground Safety Inspector (CPSI) and ensure all aspects of the playground structure comply with National Recreation and Park Association requirements.

Proposals shall clearly state the assumptions used to develop the scope of work and budget requirements, including construction duration, staffing level, special inspection requirements, etc.

Schedule

The following milestones have been identified. Proposers shall demonstrate their ability to meet the schedule and suggest a timeline to meet or exceed the final milestone.

Timeline

August 2019	Designer/Supplier Notice to Proceed
January 2020	Play Structure Grand Opening

ATTACHMENT 'A' - one photo



ATTACHMENT 'B' - three photos







OTHER REQUIRED INFORMATION

In addition to other information requested in this RFP document, the Proposal shall provide the following general information about the organization:

- A. Proposer shall identify the portions of the work that will be undertaken directly by the Proposer and what portions of the work will be subcontracted. At a minimum, Proposers must identify the lead parties that will undertake the various roles for the various phases.
- B. Describe the proposed contractual relationships between the Proposer and all major partners and subcontractors relative to the various phases of the project.
- C. Provide documentation that the firm is of sound financial standing and has the financial ability to work in the capacity of play structure design and installation.
- D. List all non-Domestic Relations litigation in which your organization or staff is or has been a defendant, within the three (3) years immediately preceding the RFP response (not the legal details or analysis), including, but not limited to, parties' names, county, court, case number, and disposition.

EVALUATION CRITERIA AND METHOD

All proposals received as specified and by the RFP due date/time will be initially evaluated for completeness and responsiveness. The City, at its sole judgment, will decide if a proposal is viable.

All complete and responsive proposals will be evaluated by an Evaluation Team in accordance with the criteria described below. Total scores will be tabulated, and the contract will be awarded to the proposer whose proposal is deemed to be in the best interest of the City.

Evaluation Team

A team consisting of individuals selected by the City will review all responsive proposals submitted. Each proposal will be awarded a maximum of 5 points based on the evaluation criteria.

Evaluation Criteria

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

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

- **20 percent: Competence to Perform Scope of Work, including Qualifications**
- **35 percent: Approach to Scope of Work/Project Approach/Work Plan**
- **10 percent: Project Schedule**
- **15 percent: Experience of Firm and of Key Team Members Doing Work of Similar Size and Scope; Resumes (for reference only)**
- **20 percent: Price/Value/Cost Efforts**

Competence to Perform SOW including Qualifications [20 percent]

Describe the natural playground system being offered.

Give details about the system and its components, such as its strengths and weaknesses.

Demonstrate competency (qualifications: knowledge, skills, abilities, and attributes) of the firm, of the team, and of individuals, as it pertains to this project, to be assigned to project.

Demonstrate ability to perform similar processes effectively, covering both the design and installation of new structures.

Approach to Scope of Work [35 percent]

Demonstrate in detail how each item in Scope of Work (SOW) will be addressed in order to achieve the goals of this solicitation as represented on pages 3-6.

Describe in detail the overall approach that will be used by the Project Team to perform the Scope of Work described herein for the project.

Present a plan for the Scope of Work. Include availability of staff to be assigned.

Project Schedule [10 percent]

Present a timeline for the Scope of Work.

Experience [15 percent]

Provide a summary of the experience, general and specific, of the Proposer's Project Team.

- Demonstrate your proposed project team's history and experience, especially history and experience work of similar size and scope, in providing natural playground design and installation services
- Clearly define your team's organizational structure, including defined roles and responsibilities and use of subcontractors or partners
- Explain unique team experience, expertise, and/or approach to this process
- Identify team members responsible for developing and providing information to City of Chattanooga
- Identify team members responsible for meeting with and advising City of Chattanooga.

Provide a list of three (3) to five (5) projects of similar scope and size that the Proposer's Project Team has worked on independently or together. Include the name, description, and location of each project; dates work was performed; and name, address, and phone number of owner and/or contact person for reference check.

Price/Value/Cost Efforts [20 percent]

Identify an **all-in cost** for this service, and a break down of costs as specified on the Price Proposal form.

This must include the following:

- Design ideas and presentation
- Equipment
- Staffing costs
- Travel costs
- Supplies and other equipment costs
- Itemization of any costs not otherwise described

Selection of Finalist(s) and Formal Presentations

In the event that a Recommended Awardee cannot be selected solely on the Proposals submitted, the City may invite any number of qualified firms for formal presentations. Selection of Proposers for Finalist formal presentations (if any) and for contract negotiations will be determined based on an objective evaluation of the criteria listed above.

The Evaluation Team may revise the initial scores based upon clarification of proposal(s) received in this phase. If your company is invited to give a presentation, the offered dates may not be flexible.

A presentation may not be required, and therefore, **complete information must be submitted**

with a proposer's proposal.

After review of the proposals and formal presentations (if any), the Evaluation Team will make a recommendation. 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 may select the highest ranked Offeror(s) as finalist(s) if it is in the best interest of the City. The City may negotiate an agreement.

GENERAL INSTRUCTIONS TO PROPOSERS

Sealed Proposals must be submitted in the format specified in this document for time-stamping to the Purchasing Division, City of Chattanooga, by **no later than 4:00 p.m., e.s.t., on May 23, 2019**, to the attention of:

City of Chattanooga/Purchasing
Attn:Keylon/184674/East Lake Park
101 East 11th Street,
Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7231

Late or misdirected proposals shall be rejected and offered for return at the expense of the Offeror. Postmarks are not accepted. E-mailed proposals are not accepted. Incomplete proposals are not accepted.

REQUEST FOR INFORMATION/QUESTIONS

All questions, and requests for information or clarification must be submitted in writing as specified here, and will be accepted **until 4:00 pm, est, on May 7, 2019**, and shall be sent to:

Preferred method of asking questions: email to rfp@chattanooga.gov with Subject line reading: **QUESTION RFP 184674/Play Structure**

Alternative method: mail or fax with clear marking on outside of package or cover sheet
QUESTION RFP 184674/Play Structure

City of Chattanooga Purchasing Division
Attn: Deidre Keylon, Buyer
101 East 11th Street, Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7231
Fax: (423) 643-7244

Questions will be answered by Addendum to be posted to <http://www.chattanooga.gov/purchasing/bidssolicitations> as soon as possible after the deadline for questions.

Communication During The Entire RFP Process Until a Contract Is Issued

Any communication concerning this RFP must be conducted exclusively with the Purchasing Division Buyer named until the evaluation and award process has been completed. Failure to honor this request will be negatively viewed in the selection process and can result in elimination of the proposal.

Response Format: Cover Letter

Include a cover letter, issued by an Officer of the proposing business entity, introducing your organization and summarizing your qualifications and interest.

On the separate RFP Cover Sheet, include the main contact information for this RFP, including the e-mail address for all communication related to this RFP.

Number and Type of Copies

Proposer shall submit one complete unbound, printed original, one bound copy, and one electronic copy in PDF format on a flash or jump drive. No discs. All proposals shall be submitted in a sealed non-transparent envelope or box clearly marked “RFP 184674/Play Structure”.

THE ELECTRONIC COPY MUST BE THE FULL PROPOSAL, INCLUDING SIGNED/DATED/NOTARIZED FORMS and all other requirements.

Proposal Length/Font

The total page count of the proposal should not exceed fifteen (15) pages (single-sided) and the minimum type font is eleven (11).

Detailed Technical Proposals

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

Implied Requirements

All products and services not specifically mentioned in this RFP, but which are necessary to provide the functional capabilities described by the Proposer, shall be included in the Proposal.

Proposer-Supplied Materials

Any material submitted by a Proposer shall become the property of the City unless otherwise requested in writing at the time of submission. **Any firm submitting a proposal should assume the information included in the proposal is subject to the Open Records / Freedom of Information Act.**

Incurring Costs

The City shall not be liable for any cost incurred by the proposer prior to the issuance of a contract purchase agreement and will not pay for the information solicited or obtained. Proposer shall not include or integrate any such expense as part of its proposal.

Economy of Preparation

Proposals shall be prepared simply and economically. Proposals shall provide a straightforward and concise proposal description. Emphasis shall be placed on clarity and content.

Proposal Withdrawal Procedure

A Proposal may be withdrawn at any time until the date and time set above for opening of proposals. Any proposal not so withdrawn shall, upon opening, constitute an irrevocable offer to

provide the specifications set forth in the proposal, until the successful proposal(s) is/are accepted and a contract has been executed between the City and the successful Proposer(s).

Proposal Expiration

A Proposal shall be valid for four (4) months from the RFP due date. A proposal that is accepted by award will be incorporated into the contract.

General Reservation of City Rights

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

General Terms

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

http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revised_7.18.2018.pdf

Exceptions to City of Chattanooga Standard Terms and Conditions

Label a separate response section detailing any exceptions to the (a) RFP and/or to the (b) City of Chattanooga Standard Terms and Conditions as posted at:

http://www.chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revised_7.18.2018.pdf

The City of Chattanooga Standard Terms and Conditions will apply to any agreement resulting from this solicitation. 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: Please 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. Please do not simply 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.

Solicitation preparation costs are not compensable.

Contract Administration Activity

The Proposer will be expected to provide periodic reporting and/or attend Contract Administration meetings, as described in this document or as otherwise required by the City Purchasing Division.

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:
Akosua Cook
acook@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.

RESPONSE FORMAT

Tabbed Sections

The response must be formatted by indexed tabs as follows:

TAB 1 Organization's Cover Letter

TAB 2 **MAIN RESPONSE**

TAB 3 Pricing Proposal

TAB 4 Response to "other required information"

TAB 5 Exceptions to RFP and to Terms & Conditions

TAB 6 Completed, Signed, Dated, and Notarized Forms:

RFP Cover Page

Proposer Qualification Data

W-9

City of Chattanooga Supplier Information Form

Iran Divestment Act Vendor Attestation

Affirmative Action Plan

No Contact / No Advocacy (Notarized)

All addenda pages added to the website up to 72 hours before the RFP due date/time

Cover Letter

Include a cover letter, issued by an Officer of the proposing entity, introducing your company and summarizing your interest in the solicitation and your qualifications to perform the scope of work.

RFP Cover Page

Completed and signed RFP Cover Page including principal contact information for this RFP,. The contact information provided on this page will be relied upon for communication pertaining to this RFP with the supplier.

CHECKLIST

*****CHECKLIST OF REQUIRED SUBMISSION MATERIALS*****

Any items listed below and not completed as requested or not submitted with the proposal will result in the determination that the proposal is incomplete and non-responsive and will not be considered further.

1. Sealed box or envelope labelled with **RFP 184674/Play Structure** and proposer name, address, and phone # on the label on the outside of the package for identification prior to opening.
2. Complete proposal - one unbound copy, one bound copy, and one electronic copy on a flash drive - ALL VERSIONS MUST BE IDENTICAL, COMPLETE, SIGNED and DATED
3. The following completed, dated, and signed forms:
 - a. RFP cover page
 - b. Pricing Proposal/Cost Summary form
 - c. Proposer Qualification Data form
 - d. City of Chattanooga Supplier Information Form
 - e. Iran Divestment Act form
 - f. Affirmative Action Plan form
 - g. No Contact/No Advocacy Affidavit (**page must be notarized**)
 - h. Signed/dated addenda cover pages if any have been posted to <http://www.chattanooga.gov/purchasing/bidssolicitations> up to 72 hours prior to the RFP Due Date/Time
4. Signed Organization Cover Letter (in addition to the RFP cover page)
5. If any exist, summary of exceptions to the RFP or to the City of Chattanooga Standard Terms and Conditions as posted at http://chattanooga.gov/images/City_of_Chattanooga_-_Standard_Terms_and_Conditions_Revised_7.18.2018.pdf

Proposal Cost Summary Form

The undersigned, being familiar with the requirements of The City of Chattanooga Request for Proposals, proposes to furnish services to The City in accordance with that request.

The summary below reflects all projected cost for The City. Supporting detail must be attached in the form of a catalog or a line item detail describing hourly rates and projected expenses along with any other detail that will lead to a clear understanding of the proposal.

Item	Cost
Total Cost	

PROPOSER QUALIFICATION DATA

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

1. Proposers federal tax identification number: *Attach Form W-9*

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

3. The date the proposer was organized in its current form:

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

5. Is your company registered with the Tennessee Secretary of State?
 - a. YES
 - b. NO - Please explain

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

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

8. 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

9. 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

10. 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

11. Bonding

a. Limit: \$ _____

b. Bonding Company: _____

c. Address: _____

d. Phone Number: _____



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 Construction
- Goods
- Both

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

- MBE-Minority Business Enterprise
- WBE-Woman Business Enterprise
- SDVBE-Service Disabled Vet Business Enterprise
- LGBTE-LGBT Business Enterprise
- None of the Above

Preferred Payment Method

- Check
- ACH

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

Authorized Representative Signature

Print Name

Date

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>

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)

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

State of _____
County of _____

_____ (agent name), being first duly sworn, deposes and 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 # __184674__ RFP East Lake Park Play Structure _____;
- (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: _____

Subscribed and sworn to before me this _____ day of _____, 2_____.

Notary Public: _____

My commission expires: _____ (SEAL)