

Date: March 6, 2019

Requisition No.: 182651

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

Request for Bid (RFB) for the City of Chattanooga, Tennessee

*Proposals will be received at 101 East 11th Street, Suite G13,
Chattanooga, TN 37402 until 2:00 P.M., EST. on March 20, 2019*

**Requisition / Bid No.: R182651 / 305403
Ordering Dept.: Fleet Management, Public Works
Buyer & E-mail: Mark McKeel mmckeel@chattanooga.gov**

Items Being Purchased: Centrifuge Parts, Repair & Recondition Services

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

2:00 P.M., EST on March 20, 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's Standard Terms and Conditions may be found on website:
http://www.chattanooga.gov/finance66_standardtermsandconditions.htm**

Note: ALL BIDS MUST BE SIGNED

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Company Name: _____

Mailing Address: _____

City & Zip Code: _____

Phone/Toll Free No.: _____

Fax No.: _____

E-Mail Address: _____

Contact Person: _____

Company Title: _____

Signature: _____

BID SOLICITATION



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

BID OPENING DATE AND TIME:
 20-MAR-19 at 2:00 PM

BID NUMBER: 305403

BUYER:
PHONE #: (423) 643-7230
DELIVERY REQUIRED:

SEALED BIDS

Mail or submit two (2) signed copies of bid form to this office in the enclosed envelope. Retain one copy for your file.

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Item	Class-Item	Quantity	Unit	Unit Price	Total
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Requisition / Bid No.: 182651 / 305403
 Ordering Dept.: Waste Resource Division, Public Works Department
 Buyer: Mark McKeel
 Phone No.: 423-643-7236

Items Being Purchased: Centrifuge Parts, Repair & Recondition Services

ATTACHMENTS:
 1. Specifications (7 pages)
 2. Affirmative Action Plan (2 pages)
 3. Iran Divestment Act Disclosure (1 page)
 4. No Contact / No Advocacy Notice (1 page)
 City of Chattanooga (COC) Terms and Conditions posted on Website
<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>
 If you can't download call buyer for a copy.

This Shall Be A Twelve (12) Month Blanket Contract To Supply Centrifuge Parts, Repair & Recondition Services for Waste Resource Division.

The Contract Term May Be Renewed For An Additional Two (2) Twelve (12) Month Terms Under The Same Terms And Conditions By Mutual Agreement. The City Of Chattanooga And The Contractor May Bilaterally Extend The Contract By Providing Written Confirmation Of Agreement By Both Parties At Least 30 Days Prior To The Contract's Current Expiration Date Into Any Successive Term As Provided Herein.

QUANTITIES ARE ESTIMATES ONLY THE CITY OF CHATTANOOGA SHALL GUARANTEE NO MINIMUM OR MAXIMUM AMOUNT PURCHASED DURING THE LIFETIME OF THE CONTRACT.

*** BID MUST BE RECEIVED NO LATER THAN ***
 *** 2:00 PM EST ON MARCH 20, 2019 ***

PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (305403) ON OUTSIDE PACKAGING

**** Vendor Shall Hold Prices Firm for First (1st) Year of Contract ****

Price Escalation Clause:
 If as a result of a general change in prices or discounts, the Contractor has changed prices to all of its customers, the price under this contract may be adjusted accordingly. Contractor may be requested to show proof of alleged price changes prior to approval of any price adjustments.

NOTE:
 ALL BIDS MUST BE SIGNED
 All bids received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Bidder acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

Any manufacturer;s names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for

BID SOLICITATION



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

Item	Class-Item	Quantity	Unit	Unit Price	Total
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any brand which meets or exceeds the quality of the specifications listed for any item.

The City of Chattanooga reserves the right to reject any and/or all bids, waive any informalities in the bids received, and to accept any bid 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.

**** NOTE ****
 PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:

Company Name _____

Address _____

Phone/Toll-Free No. _____

Fax No. _____

eMail Address _____

Contact Person's Name _____

Estimated Delivery _____

Minority-Owned Business _____ Small Business _____ Veteran _____

Minority Woman-Owned Business _____ Disabled Veteran _____

Woman-Owned Business _____

**** ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION ****

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

The City is Exempt from all Federal and State Tax.
 Bids will be received at the above mentioned address.

TERMS OF PAYMENT: _____

TELEPHONE NUMBER: _____

ALL BIDS MUST BE SIGNED – The undersigned offers the above quoted prices under the conditions contained herein.

COMPANY: _____

SIGNATURE: _____

NAME AND TITLE: _____

BID SOLICITATION



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

Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Labor, Service Technician at Vendor's Shop	1000	Hour	_____	_____
2	Labor, Service Technician, Overtime	20	Hour	_____	_____
3	Labor, Service Technician, Weekend / Holiday	20	Hour	_____	_____
4	Labor, Field Service at MBWWTP	20	Hour	_____	_____
5	Labor, Field Service, Overtime	20	Hour	_____	_____
6	Labor, Field Service, Weekend / Holiday	20	Hour	_____	_____
7	Repair Parts & Material; _____ % Markup Over Cost	80000	Each	_____	_____
8	Replacement Parts; _____ % Markup Over Cost	40000	Each	_____	_____

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

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 Bids will be received at the above mentioned address.

TERMS OF PAYMENT: _____
 TELEPHONE NUMBER: _____

ALL BIDS MUST BE SIGNED – The undersigned offers the above quoted prices under the conditions contained herein.

COMPANY: _____
 SIGNATURE: _____
 NAME AND TITLE: _____

**SPECIFICATIONS FOR SUPPLY OF
PARTS, REPAIR, AND RECONDITION SERVICES OF CENTRIFUGES
WASTE RESOURCES DIVISION
CITY OF CHATTANOOGA, TENNESSEE
(February 2019)**

1.0 GENERAL

1.1 SCOPE OF SERVICES

The Scope of Services included in these Specifications shall be for all labor, benefits, equipment, fuel, parts, material, and any other related expenses necessary to provide parts, repair, and recondition services of centrifuges for the WASTE RESOURCES DIVISION located at the Moccasin Bend Wastewater Treatment Plant (MBWWTP), 455 Moccasin Bend Road, Chattanooga, Tennessee 37405.

The centrifuge parts provided or rebuilt MUST be an exact replacement for the two existing centrifuges. Existing two units are Flottweg Model Z-73 high G Centrifuges. These units are rated at 60 dry tons per day per machine. The dewatered biosolids cake from the machines range from 20-25%.

It is the responsibility of each bidder to visit both the Moccasin Bend Wastewater Treatment Plant location within the WASTE RESOURCES DIVISION to become familiar with and have a working knowledge of the scope of work and to understand any peculiar circumstances which may be associated with the servicing of these units.

1.2 BASIS OF BIDDING

The Contractor shall submit one (1) bid on the attached Bid Form.

The Bid shall include pick-up and delivery costs. No separate payment will be made for shipping and delivery charges. Shipping cost must be included with other pay items on the bid form.

The labor cost per hour shall include any and all costs for wages, benefits, indirect costs, overhead and profit, insurance, taxes, travel, and any other related direct or indirect cost. The cost per hour shall be for the services of one (1) technician and any and all equipment necessary to perform the work described herein. No travel charges shall be invoiced and the cost for travel shall be included with other bid items.

Parts and materials required for the work but not described herein will be invoiced by the Vendor at cost plus a percent mark-up.

Replacement parts will be invoiced by the Vendor at a cost plus a percent mark-up.

The Vendor shall provide hourly rates and overtime/ holiday work for the various work described herein.

The Vendor shall provide hourly rates and overtime/holiday rates for Field Service. Field Service hourly rate begin once technician arrives at City of Chattanooga job site.

The City of Chattanooga reserves the right to reject any and/or all bids, to waive any information in Bids received, and to accept any Bid which in its opinion may be in the best interest of the city.

1.3 SUBMITTALS

1.3.1 Bid Bond

Not Required.

1.3.2 Performance Bond

None Required.

1.3.3 References and Experience

A. References

1. The Vendor shall submit a list of five (5) customers for whom the Vendor has performed centrifuge rebuild parts and repair services during the past three (3) years and provided labor and equipment and materials to perform similar services.
2. The list shall include names, addresses, telephone numbers, and contact person who is knowledgeable of services provided.

B. Experience

1. The Vendor shall submit a brief company history of providing the specified services.
2. The Vendor shall provide a brief description of its service facilities and the work performed there.
3. The Vendor shall provide a description of its work force including number of skilled personnel and their length of service with the company.
4. The Vendor shall provide a list of air centrifuge companies for whom it serves as a factory authorized parts, repair and reconditioning shop.

1.4 GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

The Vendor shall comply with rules and conditions found in the City of Chattanooga, Purchasing Department's "General Conditions and Instructions to Bidders" that are a part of the invitation to Bid for the equipment or services specified herein.

1.5 WARRANTY

A. Centrifuge parts, repair, and reconditioning.

The Vendor shall warrant and guarantee the parts and work performed for a period of one (1) year following delivery of the work to the City. The work shall be guaranteed and warranted against defective workmanship and materials.

2.0 SERVICES AND OTHER REQUIREMENTS

2.1 GENERAL

2.1.1 Sole Vendor

The Vendor shall not subcontract the services or assign the contract to others without the written consent of the City of Chattanooga.

2.1.2 Compliance with Applicable Regulations

All of the services provided by the Vendor shall be completed in a good and workmanlike manner. All services provided shall be in compliance with all applicable statutes, rules, ordinances and regulations of, but not limited to, the USEPA, TDOT, OSHA, and any similar federal, state, and local laws or regulations applicable to the Vendor or to the services described herein.

The Vendor's personnel shall comply with all City, Waste Resources Division, and Moccasin Bend WWTP work rules and regulations when on site.

2.1.3 Inspection

The services furnished by the Vendor shall be subject to inspection and approval by the City's designated representative, but the manner and method of providing the services shall be the responsibility of the Vendor.

2.1.4 Failure to Provide Services and Termination of Contract

In the event the Vendor:

- a. Fails to initiate services on the date specified or otherwise agreed to;
- b. Fails to provide all of the required documentation for his personnel, insurance, and any other documentation required by these Specifications at the specified times;
- c. After having begun services, abandons them for any reason;
- d. Suspends or refuses to continue services; or
- e. Defaults in any manner in the performance under the terms of the Contract for a period of thirty (30) days (unless the Vendor is prevented from continuing for reasons beyond its control);

The City of Chattanooga shall have the right to terminate the Contract immediately upon the written notification by the City for the reasons listed above and the City shall complete the Contract or have the services completed by another vendor in any reasonable manner at the Vendor's expense.

The City shall have the right to terminate the Contract without cause after giving a thirty-day (30) written notice to the Vendor.

2.2 DESCRIPTION OF CONTRACTED SERVICES

2.2.1 General

- A. The Vendor shall provide all labor, benefits, equipment, fuel, materials and any other related expenses necessary to provide the centrifuge parts, repair, reconditioning, and testing services described herein, including pick-up and delivery, for the Waste Resources Division. The Vendor shall send one technician to the site to perform the rebuild on site. The rebuild must be completed within 7 calendar days. The units can be taken off line for the work but must be restarted within 7 calendar days. During the rebuild, the condition of the internal working parts shall be determined. If repairs are required that cannot be done in the field, then the parts shall be shipped to the Vendors site for repair in the shop.
- B. Scope of work shall include:
 - Rebuild parts Z73 tapered bowl head design
 - Bowl Balancing
 - Scroll Balancing
 - Rebuild of SP 4.13 gear
 - Disassembly, cleaning, Inspect
 - Labor
- C. The Vendor shall provide the services on an "as needed" basis as requested by the City. The City will attempt to schedule the work to optimize the use of the Vendor's technicians and equipment when it is needed.

- D. The Vendor shall provide the City with an estimate, splitting out all parts, materials, labor, and shipping costs to provide parts, and complete repairs, reconditioning, and test services on each unit sent for repair within five – (5) business days. This estimate shall include a reasonable delivery date for the parts, repairs, reconditioning, and test services.
- E. Vendor shall perform work on straight time, i.e., non-emergency, unless otherwise noted. Overtime, weekend, or holiday work shall only be performed at the City's direction.
- F. Vendor shall make available a detailed report of parts, repairs for all equipment that has been sent for parts, repair and maintain a history for each piece of equipment.

2.2.2 Vendor Services

- A. Centrifuge -parts, repair, and reconditioning.
 - 1. The Vendor shall provide pickup and delivery transportation services for all parts, including those to be repaired, reconditioned or replaced. No part shall be picked up without being assigned a unique identifier to allow the City to track status of parts.
 - 2. The Vendor shall disassemble, inspect, and/or test each centrifuge upon receipt at the Vendor's shop. All of the electrical and mechanical components of each centrifuge shall be evaluated. Upon completion of this inspection, the Vendor shall prepare for the City a written estimate of the cost and a description of the root cause or failure mode report on each centrifuge prior to replacing parts, repairing ,or reconditioning , the centrifuge. The City will provide the Vendor with a decision to proceed with the parts, repair and reconditioning or replacement of the unit.
 - 3. The Vendor shall supply parts, repair, recondition, and test the centrifuge in accordance with the requirements of the latest edition of the Owner's Manual. The Vendor shall provide a certification upon completion of the work that the parts, repair, reconditioning, and testing have been performed in accordance with the Owner's Manual.
 - 4. If the decision of the City is to replace the part, the Vendor shall provide a replacement part at the Vendor's cost plus the percentage mark-up allowed by the Contract. Labor charges incurred during the inspection / testing shall be charged at the contract rate if the decision is to replace it.
 - 5. A detailed report with pictures shall be attached to any repaired / reconditioned centrifuge when it is returned to MBWWTP. The report should contain sufficient detail to have a written record of the exact work performed.

2.2.3 City Supplied Services

The City will provide the following services:

1. Provide reasonable access to City facilities.
2. Provide assistance to load centrifuges and parts onto Vendor's trucks.

3.0 EXECUTION

3.1 CONTRACT STARTING DATE

The Contract for the full services shall begin immediately on the effective date of the award of the Contract.

4.0 PAYMENT OF SERVICES

- 4.1 The City will make payment to the Vendor according to the City's normal policies and procedures.
- 4.2 Before an order can be placed for routine transactions, City will request a Quote from Vendor with detailed breakdown. City may require breakdown on its own form. Once City has approved the quoted price and submits Requisition for same, it will advise Vendor of the Release Number in order to place the order. Invoices that do not reference the Release Number will not be considered complete or valid.
- 4.3 Vendor's Invoice must list a valid E-Mail Address for billing questions and inquiries.
- 4.4 Invoice Date is critical and Invoices must be sent to the City on the Invoice Date in order for the City's tracking system to accurately reflect the record. The Invoice Date must not precede the Ship Date or Service Date.
- 4.5 Invoice descriptions on transaction lines must match the wording of the Purchase Order transaction lines, and reference the corresponding transaction line number of the Purchase Order. The units of measure used on invoice should match units of measure bid. The Vendor shall not invoice the City for any item that does not correspond to a line on the Purchase Order.
- 4.6 Items being billed on Markup line must have corresponding source Invoice, and that total and Markup breakdown must be reflected on Vendor's Invoice to the City. The Markup for items purchased on the percent Markup line, is for markup of items only.

4.7 Markup will be calculated as the following example:

If the part costs vendor \$100.00,
and the Markup on contract is 10%,
City will reimburse Vendor \$110.00.

4.8 Vendor will be responsible for collecting signature and legible name of City employee when delivering goods and/or services and must be able to produce said Proof of Delivery ("POD") upon request. The POD must contain an itemized list of goods and/or services. The POD must accompany each Department's payment packet before presenting the Invoice with all necessary backup to City's Accounts Payable Division. Including copy of POD with Invoice is encouraged and speeds payment processing time.

4.9 Vendor's Invoices that are billed inaccurately, incompletely, or otherwise unprocessable are not considered valid.

4.10 When sending City a Revised Invoice, it must be clearly marked "Revised." When sending City a replacement Invoice, it must reference the Invoice Number it is replacing.

4.11 Invoices to the City shall reference the City Department, Release Number, Work Order Number, and the first and last name of the City employee placing the order.

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

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

and copy sent to:

Moccasin Bend Wastewater Treatment Plant
455 Moccasin Bend Road
Chattanooga, TN 37405
MBacctspayable@chattanooga.gov

BID FORM

**SPECIFICATIONS FOR BLANKET CONTRACT TO SUPPLY
PARTS, REPAIR, AND RECONDITION CENTRIFUGES
WASTE RESOURCES DIVISION
CITY OF CHATTANOOGA, TENNESSEE**

Labor, Service Technician at vendor's shop	\$ _____ per hour
Labor, Service Technician, overtime	\$ _____ per hour
Labor, Service Technician, overtime / Holiday	\$ _____ per hour
Labor, Field Service at MBWWTP	\$ _____ per hour
Labor, Field Service, overtime	\$ _____ per hour
Labor, Field Service, overtime / Holiday	\$ _____ per hour
Repair parts and material, percent markup	_____ % markup
Replacement parts, percent markup	_____ % markup
Length of time required to complete work	_____ calendar days

The following information is requested from each vendor in order to help the City determine what is in the City's best interest.

City desires to use OEM parts. Vendor shall indicate on this bid form if OEM parts or aftermarket parts are to be used and the cost of those parts in either case.

OEM parts – yes or no (circle one)

For major costs, vendor should submit two cost proposals. One cost is to rebuild the machine in the field and the other cost is to rebuild the machine at the vendors shop.

Vendor is also encouraged to submit comparative cost information for the major expected parts.

Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, any contractor and/or subcontractor is further required to file in duplicate within ten (10) days of being notified that it is the lowest responsible bidder, an affirmative action plan with the EEO Director of the City of Chattanooga. This plan shall state the Contractor's goals for minority and women utilization as a percentage of the work force on this project.
5. This Plan or any attachments thereto shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project. This plan or attachment thereto shall further describe the methods by which the Contractor or Subcontractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.

During the term of this contract, the Contractor upon request of the City, will make available for inspection by the City of Chattanooga copies of payroll records, personnel documents and similar records or documents that may be used to verify the Contractor's compliance with these Equal Opportunity provisions.

6. The Contractor will include the portion of the sentence immediately preceding paragraph 1 and the provisions of paragraphs 1 through 6 in every subcontract so that such provisions will be requested of each subcontractor. The Contractor agrees to notify the City of Chattanooga of any subcontractor who refuses or fails to comply with these equal opportunity provisions. Any failure or refusal to comply with these provisions the Contractor and/or Subcontractor shall be a breach of this contract.

(Signature of Contractor)

(Title and Name of Construction Company)

(Date)

Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.
Vendor Disclosure and Acknowledgement

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.

(SIGNED) _____

(PRINTED NAME) _____

(BUSINESS NAME) _____

(DATE) _____

For further information, please see website:

https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106,_Iran_Divestment_Act-July.pdf

No Contact/No Advocacy
Notice Receipt
City of Chattanooga
Purchasing Division

For Submission with Sealed Bid Solicitation Responses:

_____ (Vendor Agent name), states that:

(1) He/She is the owner, partner, officer, representative, or agent of _____

_____ (Business name), the Submitter of the

attached sealed solicitation response to Solicitation # _____, and said

Business has taken notice, and will abide by the following No Contact and No Advocacy clauses:

NO CONTACT POLICY: After the posting of this solicitation, a potential submitter is prohibited from directly or indirectly contacting any City of Chattanooga representative concerning the subject matter of this solicitation, unless such contact is made with the Purchasing Division.

NO ADVOCATING POLICY: To ensure the integrity of the review and evaluation process, companies and/or individuals submitting sealed solicitation responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any City of Chattanooga representative.

Any business entity and/or individual that does not comply with the No Contact and No Advocating policies may be subject to the rejection or disqualification of its solicitation response from consideration.

Submitter Signature:

Printed Name:

Title: _____

Date: _____