

Last saved on 09/25/2018 5:00 PM

**TUESDAY, SEPTEMBER 25, 2018**  
**CITY COUNCIL REVISED AGENDA**  
**6:00 PM**

- I. Call to Order.
- II. Pledge of Allegiance/Invocation (Councilman Mitchell).
- III. Minute Approval.
- IV. Special Presentation.
- V. **Ordinances – Final Reading:**

**PLANNING**

- a. [2018-155 MAP Engineers, LLC \(R-1 Residential Zone to R-3 Residential Zone\). An ordinance to amend Chattanooga City Code, Part II, Chapter 38, Zoning Ordinance, so as to rezone properties located at 2216, 2228, 2242, and 2252 Murray Lane and part of 7608 Shallowford Road, from R-1 Residential Zone to R-3 Residential Zone, subject to certain conditions. \(District 4\) \(Recommended for approval by Planning\) \(Planning Version #3\) \(Revised\)](#)

**PUBLIC WORKS AND TRANSPORTATION**

**Transportation**

- b. [MR-2018-153 Lookout Mountain Conservancy % Robyn Carlton \(Abandonment\). An ordinance closing and abandoning the 3600 and 3700 blocks of Atchenson's Road, 3700 block of Cravens Road, and an unopened alley in the 3600 block of Atchenson's Road to allow for continued development of a public park, as detailed on the attached map, subject to certain conditions. \(District 7\) \(Recommended for approval by Transportation\)](#)

- VI. **Ordinances – First Reading:**

**FINANCE**

- a. [An ordinance to amend Ordinance No. 13334, known as "the Fiscal Year" 2018-2019 Budget Ordinance," so as to appropriate \\$300,000.00 from the Department of General Government to the United Way of Greater Chattanooga. \(Sponsored by Councilwoman Berz as Chair of the Finance Committee\)](#)

**PLANNING**

- b. 2018-159 UCI, LLC c/o Kurtis Morris (R-2 Residential Zone to R-T/Z Residential Townhouse/Zero Lot Line Zone). An ordinance to amend Chattanooga City Code, Part II, Chapter 38, Zoning Ordinance, so as to rezone property located at 1005 Beason Drive, from R-2 Residential Zone to R-T/Z Residential Townhouse/Zero Lot Line Zone. (District 1) (Recommended for approval by Planning and recommended for denial by Staff) (Deferred from 9/11/2018)

2018-159 UCI, LLC c/o Kurtis Morris (R-2 Residential Zone to R-T/Z Residential Townhouse/Zero Lot Line Zone). An ordinance to amend Chattanooga City Code, Part II, Chapter 38, Zoning Ordinance, so as to rezone property located at 1005 Beason Drive, from R-2 Residential Zone to R-T/Z Residential Townhouse/Zero Lot Line Zone, subject to certain conditions. (Alternate Version #2)

VII. **Resolutions:**

**ECONOMIC AND COMMUNITY DEVELOPMENT**

- a. A resolution authorizing the Mayor to enter into a Frost Stadium License Agreement with the University of Tennessee on behalf of the University of Tennessee at Chattanooga, in substantially the form attached, to use the Outdoor Softball Complex known as Frost Stadium located at 1100 McCallie Avenue, on a portion of Tax Map Number 146G-A-001, for a term of twenty (20) years, commencing on March 1, 2018 with the option to renew for one (1) additional term of twenty (20) years, for a license fee of \$1.00 per year. (District 8)
- b. A resolution authorizing the Administrator for the Department of Economic and Community Development to enter into an agreement with Faye Ralston to perform duties as program manager, lead hazard grants, in the amount of \$72,603.33, for the second year of a three (3) year contract with an option to renew for one (1) additional one (1) year period, for a total amount of \$217,810.00.
- c. A resolution to make certain findings relating to the Ridgeway Apartments redevelopment, to delegate certain authority to the Health, Educational, and Housing Facility Board, and to authorize the Mayor to enter into and execute an Agreement for Payments in Lieu of Ad Valorem Taxes.

**FINANCE**

- d. A resolution authorizing the City Treasurer to renew blanket Purchase Order No. 532669 for merchant card services with FIS/Link2Gov for an additional nine (9) months, through June 30, 2019. (Revised)

**HUMAN RESOURCES**

- e. [A resolution authorizing the Director of Human Resources to renew the blanket contract Purchase Order No. 545788 for temporary employment services with Outsource Staffing, LLC for twelve \(12\) months, for an estimated annual expenditure of \\$700,000.00. \(Revised\)](#)
- f. [A resolution authorizing the appointment of Timothy Goss, as a special police officer \(unarmed\) for the Department of Economic and Community Development, to do special duty as prescribed herein, subject to certain conditions.](#)

**PUBLIC WORKS AND TRANSPORTATION**

**Transportation**

- g. [A resolution authorizing the Administrator for the Department of Transportation to enter into a blanket contract with Yerbey Concrete Construction, Inc. for construction services associated with Citywide right-of-way concrete Contract No. T-18-008-201, for one \(1\) year with the option to renew for two \(2\) additional one \(1\) year periods, for an amount not to exceed \\$1,056,089.00.](#)

VIII. Purchases.

IX. Other Business.

X. Committee Reports.

XI. Recognition of Persons Wishing to Address the Council on Non-Agenda Matters.

XII. Adjournment.

**TUESDAY, OCTOBER 2, 2018**  
**CITY COUNCIL AGENDA**  
**4:00 PM**

1. Call to Order.
2. Pledge of Allegiance/Invocation (Chairman Smith).
3. Minute Approval.
4. Special Presentation.
5. **Ordinances – Final Reading:**

**FINANCE**

- a. An ordinance to amend Ordinance No. 13334, known as “the Fiscal Year” 2018-2019 Budget Ordinance,” so as to appropriate \$300,000.00 from the Department of General Government to the United Way of Greater Chattanooga. (Sponsored by Councilwoman Berz as Chair of the Finance Committee)

**PLANNING**

- b. 2018-159 UCI, LLC c/o Kurtis Morris (R-2 Residential Zone to R-T/Z Residential Townhouse/Zero Lot Line Zone). An ordinance to amend Chattanooga City Code, Part II, Chapter 38, Zoning Ordinance, so as to rezone property located at 1005 Beason Drive, from R-2 Residential Zone to R-T/Z Residential Townhouse/Zero Lot Line Zone. (District 1) (Recommended for approval by Planning and recommended for denial by Staff) (Deferred from 9/11/2018)

2018-159 UCI, LLC c/o Kurtis Morris (R-2 Residential Zone to R-T/Z Residential Townhouse/Zero Lot Line Zone). An ordinance to amend Chattanooga City Code, Part II, Chapter 38, Zoning Ordinance, so as to rezone property located at 1005 Beason Drive, from R-2 Residential Zone to R-T/Z Residential Townhouse/Zero Lot Line Zone, subject to certain conditions. (Alternate Version #2)

6. **Ordinances – First Reading:**

**PUBLIC WORKS AND TRANSPORTATION**

**Transportation**

- a. MR-2018-151 Ken Garner Enterprises and Kenneth B. Garner, Trustee (Abandonment). An ordinance closing and abandoning a portion of the 1200 block of East 28th Street, as detailed on the attached map, subject to certain conditions. (District 8) (Recommended for approval by Transportation) (Deferred from 9/18/2018)

- b. [An ordinance amending Chattanooga City Code, Part II, Chapter 35, Article VII, Pedal Carriage and Rickshaws, Division 1, Section 35-241, Definitions. \(Sponsored by Councilman Oglesby\)](#)

7. **Resolutions:**

**ECONOMIC AND COMMUNITY DEVELOPMENT**

- a. [A resolution authorizing the Mayor to enter into a License Agreement with the State of Tennessee, in substantially the form attached, for a ten \(10\) year renewable license, at no cost, for permission to use and maintain a multi-use path underneath the Interstate 75 bridge over Chickamauga Creek. \(District 6\)](#)
- b. [A resolution authorizing the Mayor to enter into a License Agreement with the State of Tennessee, in substantially the form attached, for a ten \(10\) year renewable license, at no cost, to use and maintain a multi-use path underneath the C.B. Robinson Bridge. \(District 8\)](#)

**ECD/SHORT TERM VACATION RENTALS:**

- c. [2018-10 Walter & Carol Mahla \(Short Term Vacation Rental\). A resolution approving Short Term Vacation Rental Application No. 18-STVR-00059 for property located at 643 Hamilton Avenue. \(District 2\)](#)
- d. [2018-11 Raamy Investments, LLC \(Short Term Vacation Rental\). A resolution approving Short Term Vacation Rental Application No. 18-STVR-00060 for property located at 720 Old Dallas Road. \(District 2\)](#)
- e. [2018-13 Andrew & Manuela Bresee \(Short Term Vacation Rental\). A resolution approving Short Term Vacation Rental Application No. 18-STVR-00051 for property located at 225 S. Seminole A & B. \(District 9\)](#)

**POLICE**

- f. [A resolution authorizing the Chief of the Chattanooga Police Department to enter into an agreement with Convergent Technologies for customer support and maintenance for pole cameras for a five \(5\) year period from August 1, 2018 through July 31, 2023, for an amount not to exceed \\$128,748.00.](#)

**PUBLIC WORKS AND TRANSPORTATION**

**Public Works**

- g. [A resolution authorizing the Administrator for the Department of Public Works to accept reimbursable funds for the recycling rebate from the Tennessee Department of Environment and Conservation \(TDEC\), in the amount of \\$32,448.00.](#)

- h. [A resolution authorizing the Administrator for the Department of Public Works to execute a Consent to Assignment of all Purchase Orders for Vendor No. 855749, Gresham, Smith and Partners, to Gresham Smith, relative to Purchase Order No. 550357 for Professional Service On-Call Wastewater Capital Improvement Projects.](#)

**Transportation**

- i. [A resolution authorizing the Administrator for the Department of Transportation to apply for, and if awarded, a Transportation Alternatives Program \(TAP\) Grant from the Tennessee Department of Transportation to construct the Alton Park Riverwalk Connector, with the City's portion not to exceed \\$200,000.00, for an amount not to exceed \\$1 million. \(District 7\)](#)
8. Purchases.
  9. Other Business.
  10. Committee Reports.
  11. Recognition of Persons Wishing to Address the Council on Non-Agenda Matters.
  12. Adjournment.

Proposed City Council Purchases 9-25-18

DEPARTMENT REQUISITION NO.	ITEM DESCRIPTION	BIDS REQUESTED	BIDS RETURNED	LOWEST/BEST BIDDER	COST	FUND NAME	NOTES
R176656 PO549758 PO550974 Public Works Department	Payment of Invoices for Mailing of Recycling Information, City Wide Services, Public Works Department	-	-	Diversified Companies, LLC 3721 Powers Court Chattanooga, TN 27416	Revised Total \$38,059.87	General Fund	Payment of Three (3) Invoices for Mailing of Recycling Information - City Wide Services - Public Works Department. The City of Chattanooga will pay the 3rd and final invoice for services requested by and rendered to the Department.
R171674 Public Works Department	New Blanket Contract for Custodial Services for Miller Park Complex, Parks Division, Public Works Department	14	4	Jani-King of Chattanooga 7610 Hamilton Park Drive, Ste 3 & 4 Chattanooga, TN 37421	Estimated \$30,000.00 Annually	General Fund	New Blanket Contract for Custodial Services for Miller Park Complex - Parks Division - Public Works Department. The City of Chattanooga is issuing a contract for twelve (12) months with the option to renew two (2) additional twelve (12) month terms. There were fourteen (14) direct bid solicitations and we received four (4) responses in the publicly advertised bid proceedings.
R175211 Chattanooga Fire Department	Purchase of Fire Hoses, Chattanooga Fire Department	11	8	Grand Industrial Supply Co., Inc 120 E. Market Street Indianapolis, IN 46204	Estimated \$42,906.92 Annually	General Fund	Purchase of - Fire Hoses - Chattanooga Fire Department. There were eleven (11) direct bid solicitations and we received eight (8) responses in the publicly advertised bid proceedings.
R173471 Chattanooga Fire Department	New Blanket Contract for Station Uniforms, Chattanooga Fire Department	9	1	Summit Uniform Solutions 3411 Amnicola Highway Chattanooga, TN 37406	Estimated \$118,000.00 Annually	General Fund	New Blanket Contract - Station Uniforms - Chattanooga Fire Department. There were nine (9) direct bid solicitations and we received one (1) response in the publicly advertised bid proceedings.



# City of Chattanooga

Mayor Andy Berke

September 19, 2018

Mr. Justin Holland  
Administrator, Public Works Department  
City Wide Services  
1250 Market Street Suite 2100  
Chattanooga, TN 37402

**Subject: R176656 – Approval of Payment for Mailing of Recycling Information –  
City Wide Services – Public Works Department**

Dear Mr. Holland:

Council approval is recommended to approve payment of a 3<sup>rd</sup>, final invoice to Diversified Companies for services rendered to City Wide Services – Public Works Department. PO 549758 is attached and was issued on June 29, 2018 based on what was described as a full quote to Purchasing. PO 550974 was described as the remaining related portion is attached and was issued August 31, 2018, after Council Approval, August 28, 2018. The department entered requisition 176656 on September 18, 2018 with an invoice for another related portion, after the Purchase Order issuances. The total amount of the invoices is \$38,059.87

Payment of these invoices will cause the payments to Diversified Companies to exceed \$25,000.00. A copy of the represented final remaining invoice is attached, for services requested by and rendered to the Department.

Respectfully yours,

Bonnie Woodward  
Director of Purchasing

BW/ab

#### Attachments

Diversified Companies, LLC  
3721 Powers Court  
Chattanooga, TN 27416





Diversified Companies, LLC™  
PROCESS • PRINT • MAIL  
3721 Powers Court • Chattanooga, TN 37416  
p| 423.499.0510 f| 423.499.9733 t| 800.899.2017  
www.divcompanies.com

# Estimated Postage Invoice

DATE	DOCUMENT NO.
6/29/2018	6925-PE

DIVERSIFIED COMPANIES, LLC

3721 Powers Court  
Chattanooga, TN 37416

Invoice@divcodata.com

CLIENT
CHATTANOOGA PUBLIC WORKS

DESCRIPTION	QTY	COST	TOTAL
POSTAGE: RECYCLING PROJECT		7,379.73	7,379.73
Sales Tax		9.25%	0.00
<b>TOTAL</b>			\$7,379.73

# Purchase Order STANDARD



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

<b>V E N D O R</b>	Vendor Number: 733062 Vendor Alternate ID: 9086  Diversified Companies LLC P O Box 21961 Chattanooga, TN 37424
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PO Date: 29-JUN-18 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number</b> <b>549758</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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<b>S H I P T O</b>	City Hall 101 East 11th Street Chattanooga  TN  37402
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<b>I N V O I C E</b>	Accounts Payable Division City of Chattanooga 101 East 11th Street, Suite 101 Chattanooga, TN 37402
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Requestor		Requisition Number		Bid Number	
Rita Smith		172552			
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
Requisition No.: 172552 Ordering Dept.: City Wide Services, Public Works Buyer: Mark McKeel Phone No.: 423-643-7236  Items being purchased: Printing of Magnets & Sticker  Items being ordered from quote submitted by email  Please Ship to: City of Chattanooga City Wide Services 901 East 11th Street Chattanooga, TN 37403 Attn: Kim Smith 423-643-6845 kimslith@chattanooga.gov Sharon Smith 423-643-6846 rsmith@chattanooga.gov  Request for Quote was sent to the following: 1. Diversified Companies, LLC \$22,657.93 2. The UPS Store No quote 3. Aladdin Printing No quote  The quote went to Diversified Companies, LLC.  Copy of emails are attached					

\*\*\*\*\* NOTICE \*\*\*\*\*

This Purchase Order ("Agreement") is a binding agreement between the City of Chattanooga and the Vendor. This Purchase Order shall be governed by the following documents (1) Purchase Order, (2) City of Chattanooga Purchase Order Standard Terms and Conditions, (3) Vendor's response to the bid or quotation, and (4) terms and conditions set forth in the bid or quotation, each of which is hereby incorporated herein by reference and becomes a part of this Agreement. In the event any conflict of terms arises, the terms controlling the Agreement shall be in the order provided hereinabove. This Purchase Order is valid only when signed or electronically approved by the Finance Officer.

Electronic approval is on record in the purchasing information system which asserts that unencumbered appropriation is available to meet the expenditure covered by this Purchase Order, and further authorizes payment upon proper certification of receipt of goods and/or services

# Purchase Order STANDARD



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

<b>V E N D O R</b>	Vendor Number: 733062 Vendor Alternate ID: 9086  Diversified Companies LLC P O Box 21961 Chattanooga, TN 37424
--	---

PO Date: 29-JUN-18 Buyer: Mark McKeel FOB: DESTINATION Terms: Immediate
--

<b>Purchase Order Number 549758</b>
INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.

<b>S H I P T O</b>	City Hall 101 East 11th Street Chattanooga  TN  37402
--	---

<b>I N V O I C E</b>	Accounts Payable Division City of Chattanooga 101 East 11th Street, Suite 101 Chattanooga, TN 37402
--	--

Requestor		Requisition Number			Bid Number
Rita Smith		172552			
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
1	Printing of Magnets	29300.00	Each	\$ 0.4711	\$ 13,803.82
2	Printing of Sticker	31000.00	Each	\$ 0.2856	\$ 8,854.22

**TOTAL: \$ 22,658.04**

\*\*\*\*\* NOTICE \*\*\*\*\*

This Purchase Order ("Agreement") is a binding agreement between the City of Chattanooga and the Vendor. This Purchase Order shall be governed by the following documents: (1) Purchase Order; (2) City of Chattanooga Purchase Order Standard Terms and Conditions; (3) Vendor's response to the bid or quotation; and (4) terms and conditions set forth in the bid or quotation, each of which is hereby incorporated herein by reference and becomes a part of this Agreement. In the event any conflict of terms arises, the terms controlling the Agreement shall be in the order provided hereinabove. This Purchase Order is valid only when signed or electronically approved by the Finance Officer.

Electronic approval is on record in the purchasing information system which asserts that unencumbered appropriation is available to meet the expenditure covered by this Purchase Order, and further authorizes payment upon proper certification of receipt of goods and/or services.

**divcodata**  
**Diversified Companies, LLC**  
 PROCESS • PRINT • MAIL

3721 Powers Court • Chattanooga, TN 37416  
 p| 423.499.0510 f| 423.499.9733 tf| 800.899.2017  
 www.divcompanies.com

**Invoice**

DATE	INVOICE #
6/25/2018	012961

BILL TO
CITY OF CHATTANOOGA 101 E. 11TH STREET ROOM 100 CHATTANOOGA TN 37402

SHIP TO
ATTN: SHARON SMITH

STOREFRONT #	P.O. NO.	TERMS	DUE DATE	REP	SHIP DATE	SHIP VIA
		NET 30	7/25/2018	KP	6/25/2018	UPS

JOB#	ITEM	QTY	DESCRIPTION	RATE	AMOUNT
	PROMOTION...	29,300	RECYCLING INFO MAGNET	0.47112	13,803.75
	PROMOTION...	31,000	RECYCLING INFO STICKER	0.28562	8,854.18

*Sharon Smith*

For all accounting and invoice related questions please email  
 invoice@divcodata.com

<b>Total</b>	\$22,657.93
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$22,657.93

Web Site	www.divcompanies.com
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# Purchase Order STANDARD



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

<b>V E N D O R</b>	Vendor Number: 733062 Vendor Alternate ID: 9086  Diversified Companies LLC P O Box 21961 Chattanooga, TN 37424
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PO Date: 31-AUG-18 Buyer: Amanda Berkowitz FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number</b> <b>550974</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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<b>S H I P T O</b>	City Hall 101 East 11th Street Chattanooga  TN  37402
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<b>I N V O I C E</b>	Accounts Payable Division City of Chattanooga 101 East 11th Street, Suite 101 Chattanooga, TN 37402
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<b>Requestor</b> Rita Smith	<b>Requisition Number</b> 173868	<b>Bid Number</b>
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Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
*** THIS IS A CONFIRMATION OF A PRIOR ORDER *** !!!! DO NOT SHIP FROM THIS PURCHASE ORDER !!!!  Postage for Mailing Project-CWS Invoice # 054415 Dated: 6-30-2018 is in addition to PO 549758 Total price for the project was \$30,680.14 and was approved by Council on 8-28-2018					

\*\*\*\*\* NOTICE \*\*\*\*\*

This Purchase Order ("Agreement") is a binding agreement between the City of Chattanooga and the Vendor. This Purchase Order shall be governed by the following documents: (1) Purchase Order; (2) City of Chattanooga Purchase Order Standard Terms and Conditions; (3) Vendor's response to the bid or quotation; and (4) terms and conditions set forth in the bid or quotation, each of which is hereby incorporated herein by reference and becomes a part of this Agreement. In the event any conflict of terms arises, the terms controlling the Agreement shall be in the order provided hereinabove. This Purchase Order is valid only when signed or electronically approved by the Finance Officer.

Electronic approval is on record in the purchasing information system which asserts that unencumbered appropriation is available to meet the expenditure covered by this Purchase Order; and further authorizes payment upon proper certification of receipt of goods and/or services.

# Purchase Order STANDARD



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

<b>V E N D O R</b>	Vendor Number: 733062 Vendor Alternate ID: 9086  Diversified Companies LLC P O Box 21961 Chattanooga, TN 37424
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PO Date: 31-AUG-18 Buyer: Amanda Berkowitz FOB: DESTINATION Terms: Immediate	<b>Purchase Order Number 550974</b>  INVOICES: Direct invoices in DUPLICATE to the Invoice address shown below.
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<b>S H I P T O</b>	City Hall 101 East 11th Street Chattanooga  TN  37402
--	---

<b>I N V O I C E</b>	Accounts Payable Division City of Chattanooga 101 East 11th Street, Suite 101 Chattanooga, TN 37402
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Requestor		Requisition Number		Bid Number	
Rita Smith		173868			
Line Nbr	Item ID - Item Description	Quantity	Unit	Unit Price	Total
1	Postage	29300.00	Each	\$ 0.2738	\$ 8,022.34

**TOTAL: \$ 8,022.34**

\*\*\*\*\* NOTICE \*\*\*\*\*

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**divcodata**  
**Diversified Companies, LLC**  
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3721 Powers Court • Chattanooga, TN 37416  
 p| 423.499.0510 f| 423.499.9733 tf| 800.899.2017  
 www.divcompanies.com

**Invoice**

DATE	INVOICE #
6/30/2018	054415

<b>BILL TO</b>
CITY OF CHATTANOOGA 101 E. 11TH STREET ROOM 100 CHATTANOOGA TN 37402

<b>SHIP TO</b>
CITY OF CHATTANOOGA PUBLIC WORKS ATTN: SHARON SMITH 900 E 11TH STREET CHATTANOOGA, TN 37403

STOREFRONT #	P.O. NO.	TERMS	DUE DATE	REP	SHIP DATE	SHIP VIA
		NET 30	7/30/2018	KP	6/30/2018	DELIVERY TR...

JOB#	ITEM	QTY	DESCRIPTION	RATE	AMOUNT
	PRINTING1	29,300	6X9.5 ENVELOPES AND 5X7.5 INSERTS (CHIPBOARD & MAILING SERVICES INCLUDED)	0.2738	8,022.21

For all accounting and invoice related questions please email  
 invoice@divcodata.com

<b>Total</b>	\$8,022.21
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$8,022.21

Web Site	www.divcompanies.com
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# City of Chattanooga

Mayor Andy Berke

September 12, 2018

Mr. Justin Holland  
Administrator, Public Works Department  
Parks Division  
1250 Market Street, Suite 2100  
Chattanooga, TN 37402

**Subject: 171674 / 305166 – Custodial Services for Miller Park Complex – Parks  
Division – Public Works Department**

Dear Mr. Holland:

**Council approval is recommended to issue a blanket contract for Custodial Services for Miller Park Complex, Park Division, Public Works Department. The contract will be for twelve (12) months with the option to renew for two (2) additional twelve (12) month terms. The estimated annual expenditure for this contract is \$30,000.**

**The invitation to bid was sent to fourteen (14) vendors as well as formally advertised. Bids were received from four (4) vendors shown below. Bids are retained on file in the Purchasing Office for your review upon request.**

Vendors

Jani-King of Chattanooga

Jan-Pro of Chattanooga

Metro Janitorial Services, Inc

T.A.S.K.-J, Inc



Page 2

Custodial Services for Miller Park Complex

I recommend awarding the blanket contract for Custodial Services for Miller Park Complex to Jani-King of Chattanooga, 7610 Hamilton Park Drive, Suite 3 & 4, Chattanooga, TN 37421 as the best complete bid meeting specifications for the City of Chattanooga. Jan-Pro of Chattanooga was the low bidder but was not recommended due to the vendor's proposed schedule of service was not acceptable. The proposed schedule of services by the next lowest bidder Jani-King minimally provided more daily activity, and additional specified tasks. Therefore, Parks Division recommends awarding the contract to Jani-King of Chattanooga, who offers the best value bid which meets the specifications for the City of Chattanooga.

Respectfully yours,



Bonnie Woodward  
Director of Purchasing

BW/mlm

Attachments

**Bid Tabulation - Bid No. 305166 / Req No. 171674  
Custodial Service for Miller Park Complex**

Item #	Description	Jan-Pro Cleaning Systems		Jani-King of Chattanooga		Metro Janitorial Services, Inc		T.A.S.K-J, Inc					
		Unit Price	Qty	Extended Price	Unit Price	Qty	Extended Price	Unit Price	Qty	Extended Price			
1	Custodial Services - Miller Park Complex	\$ 1,641.66	12	\$ 19,699.92	\$ 2,320.00	12	\$ 27,840.00	\$ 3,900.00	12	\$ 46,800.00	\$ 7,794.00	12	\$ 93,528.00
				<b>\$ 19,699.92</b>		<b>\$ 27,840.00</b>				<b>\$ 46,800.00</b>			<b>\$ 93,528.00</b>
TOTAL													
Contact:		Ahav'Yah (Havee) Howard		Josh Sherwood		Sue Stinnett		Tracy England					
Location:		6025 Lee Hwy Suite 449 Chattanooga, TN 37421 net 30		7610 Hamilton Park Drive Suite 3 & 4 Chattanooga, TN 37421 net 30		8115 Snowhill Drive Ooltewah, TN 37863 net 30		7481 Preston Circle Chattanooga, TN 37421 30 net 1%					
Pymt Terms:													

**Reliable Building Solutions**  
6232 Airpark Drive  
Chattanooga, TN 37421

**Metro Janitorial Services Inc.**  
8115 Snowhill Road  
Ooltewah, TN 37363

**Cleaning Solutions, LLC**  
5600 Brained Road, Suite W-6  
Eastgate Town Center  
Chattanooga, TN 37411

**Certified Maintenance Service**  
1504 Merrill Street  
Chattanooga, TN 37412

**CBS Management**  
4328 Oakdale Avenue  
Chattanooga, TN 37412

**Cintas**  
2131 Polymer Drive, Suite 2131-A  
Chattanooga, TN 37421

**Ajax Commercial Cleaning Inc**  
585 Ashbury Avenue  
Cordova, TN 38018

**Jan-Pro Cleaning Systems**  
6025 Lee Hwy, Suite 449  
Chattanooga, TN 37421

**Jani-King of Chattanooga**  
7610 Hamilton Place Drive  
Suite 3 & 4  
Chattanooga, TN 37421

**Mean Green Janitorial Service**  
8475 Jay Trent Court  
Ooltewah, TN 37363

**MSC**  
1100 Market Street  
Chattanooga, TN 37402

**SKB Facilities & Maintenance**  
200 W. MLK Blvd, Suite 1000  
Chattanooga, TN 37402

**C & A Janitorial LLC**  
807 Amy Lane  
Chattanooga, TN 37421

**General Building Maintenance,  
Inc.**  
501 Metroplex Drive, Suite 101  
Nashville, TN 37211

Date: August 16, 2018

Requisition No.: 171674

PURCHASING DEPARTMENT  
101 EAST 11<sup>TH</sup> 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 11<sup>th</sup> Street, Suite G13,  
Chattanooga, TN 37402 until 2:00 P.M., EST. on August 30, 2018

Requisition / Bid No.: R171674 / 305166  
Ordering Dept.: Parks Division, Public Works  
Buyer & E-mail: Mark McKeel mmckeel@chattanooga.gov

\*\*\*\*\*

Items Being Purchased: Custodial Services for Miller Park Complex

\*\*\*\*\*

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

2:00 P.M., EST on August 30, 2018

\*\*\*\*\*

\*\*\*PRE-BID CONFERENCE WILL BE CONDUCTED\*\*\*

11:15 A.M., EST on August 23, 2018 at Miller Park Pavilion

\*\*\*\*\*

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informality 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/purchasing/standard-terms-and-conditions>

**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: Jani-King Commercial Cleaning  
Mailing Address: 7610 Hamilton Park Dr, ste 344  
City & Zip Code: Chattanooga, TN 37421  
Phone/Toll Free No.: 423-648-3101  
Fax No.: 423-648-3113  
E-Mail Address: jsherwood@jkccs.com  
Contact Person: Josh Sherwood  
Company Title: Regional Director  
Signature: [Signature]

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**

30-AUG-18 at 2:00 PM

**BID NUMBER: 305166**

**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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RFQ

**M** City of Chattanooga  
**A** 101 East 11th Street, Suite G13  
**I** Chattanooga, TN 37402  
**L**  
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**O**

Item	Class-Item	Quantity	Unit	Unit Price	Total
Requisition / Bid No. 171674 / 305166 Ordering Dept. Park Division, Public Works Buyer: Mark McKeel Phone No.: 423 643 7236  Items Being Purchased: Custodial Services for Miller Park, Plaza & Pavillion  ATTACHMENTS 1. Specifications (17 pages) 2. Appendix B, Frequency & Schedule of Service (1 page) 3. Affirmative Action Plan (2 pages) 4. Insurance Requirements (2 pages) 5. Iran Divestment Act Disclosure (1 page) 6. No Contact / No Advocacy Notice (1 page) City of Chattanooga (COC) Terms and Conditions posted on Website <a href="http://www.chattanooga.gov/purchasing/standard-terms-and-conditions">http://www.chattanooga.gov/purchasing/standard-terms-and-conditions</a> If you can't download call buyer for a copy.  NOTE: A Pre-Bid Conference will be held August 23, 2018 at 11.15 AM at the Miller Park Pavilion, 850 Market Street, Chattanooga, TN 37402 Attendance at the Pre-Bid is not mandatory, but is Preferred  This Shall Be A Twelve (12) Month Blanket Contract To Supply Custodial Services for Miller Park, Plaza & Pavillion.  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  **** 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.  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 AUGUST 30, 2018 ***  PLEASE SUBMIT BIDS IN DUPLICATE INDICATING BID NUMBER (305166) ON OUTSIDE PACKAGING  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					

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**  
30-AUG-18 at 2:00 PM

**BID NUMBER:** 305166

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

**SEALED BIDS**

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**M** City of Chattanooga  
**A** 101 East 11th Street, Suite G13  
**I** Chattanooga, TN 37402  
**L**  
**T**  
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Item	Class-Item	Quantity	Unit	Unit Price	Total
<p>having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.</p> <p>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 any brand which meets or exceeds the quality of the specifications listed for any item.</p> <p>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.</p> <p>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.</p> <p>**** NOTE **** PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:</p> <p>Company Name <u>Jani-King Commercial Cleaning</u> Address <u>7610 Hamilton Park Dr, Ste 314</u> <u>Chattanooga, TN 37421</u> Phone/Toll-Free No. <u>423.648.3101</u> Fax No. <u>423.648.3113</u> eMail Address <u>jsherwood@jkccs.com</u> Contact Person's Name <u>Josh Sherwood</u> Estimated Delivery <u>8/30/18</u></p> <p>Minority Owned Business _____ Small Business _____ Veteran _____ Minority Woman Owned Business _____ Disabled Veteran _____ Woman-Owned Business _____</p> <p>**** ALL ITEMS MUST BE QUOTED F.O.B. DESTINATION ****</p>					

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

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

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

TERMS OF PAYMENT: Net 30

TELEPHONE NUMBER 423.648.3101

COMPANY: Jani-King Commercial Cleaning

SIGNATURE: [Signature]

NAME AND TITLE: Josh Sherwood / Regional Director

# BID SOLICITATION



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

## BID OPENING DATE AND TIME:

30-AUG-18 at 2:00 PM

**BID NUMBER: 305166**

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Custodial Service for Miller Park, Plaza, and Pavilion	12	Month	<u>2,320.60</u>	<u>27,840.00</u>

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

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

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

TERMS OF PAYMENT: Net 30

TELEPHONE NUMBER: 423.642.3101

COMPANY: Jani-King Commercial Cleaning

SIGNATURE: [Signature]

NAME AND TITLE: Josh Skarwood / Regional Director

**CLEANING, CUSTODIAL SERVICES, AND REFUSE REMOVAL MILLER PLAZA**  
(6/05/18)

1. GENERAL

1.1. SCOPE OF WORK

The Scope of Work covered by these specifications includes the supply and delivery of custodial or janitorial services as described herein for Miller Plaza (see attached site map).

The areas covered by these specifications shall be toured for estimating purposes before bidding. If you have questions concerning the site after your tour contact the Director of Parks at (423) 643-5961 for assistance.

1.2. PRE-BID CONFERENCE

A pre-bid conference will be held at the Public Works Administration offices in the Development Resource Center at 1250 Market Street, Chattanooga, TN 37402 at the time and date outlined in the advertisement for bid.

1.3. GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS:

The Vendor shall comply with the Terms and Conditions posted on website <http://chattanooga.gov/purchasing/standard-terms-and-conditions> that has been made a part of this solicitation.

1.4. REQUIREMENTS FOR INSURANCE COVERAGE

The Custodial Contractor shall be insured and bonded to the following limits:

- |                                  |                   |
|----------------------------------|-------------------|
| 1. Property Damage and Liability | \$2,000,000       |
| 2. Employee Dishonesty Bond      | \$25,000/Employee |
| 3. Workman's Compensation        | Statutory         |
| 4. Performance Bond              | \$50,000          |

The Custodial Contractor shall provide proof of these insurance and bonding requirements at the time of the bid.

The insurance shall remain in force at all times during the term of this contract.



#### 1.5. LENGTH OF CONTRACT

The length of this contract shall be for a period of 12 months with the City's option to renew the Contract for two (2) additional 12 month terms.

The contract shall begin upon receipt of the purchase order from the City, provided the conditions in Section 2 are met.

#### 1.6. BASIS FOR AWARD

Awards shall be made to the responsible and responsive contractor submitting the best bid considering the following.

- Proposed Schedule of Services (25%)
- Conformity to Specifications (25%)
- Price (25%)
- Ability to Perform (25%)

#### 1.7. BASIS FOR BIDDING

- Per month cost to provide all services listed below, at the frequency outlined in the proposed schedule of services, to the facilities and areas listed
- Per hour cost to provide additional general maintenance services not outlined in this contract

### 2. SERVICES – DESCRIPTION OF WORK ACTIVITIES

2.1. Restroom Facilities: The contractor shall ensure that all facilities are clean, free of objectionable odors, and contain adequate supplies.

- 2.1.1. Restroom Facilities shall be addressed at least once daily, 7 days a week including holidays (6am-8am)
- 2.1.2. Inspect, deodorize, clean and disinfect all inside surfaces (toilet bowls & seats, urinals, sinks, counters, floors, partitions, etc). Recently cleaned surfaces shall be dried before use of the facility by the public.
- 2.1.3. Thoroughly clean and dry polish all mirrors and glass, stainless steel, and chrome
- 2.1.4. Empty and damp wipe all trash containers and remove waste
- 2.1.5. Dust all partitions and sills and clean all ceiling exhaust fan grilles
- 2.1.6. Spot clean to remove all fingerprints, smudges, and dirt from light switches, door casings, trash receptacles, kick and push plates, handles, and etc.

- 2.1.7. Spot clean all walls including areas adjacent to sinks, urinals, trash cans, soap dispensers, under hand dryers, etc
  - 2.1.8. All interior areas subject to wet or damp conditions shall be kept free of mold, mildew, fungi or other biological formations.
  - 2.1.9. Furnish and distribute roll toilet tissue, paper towels, and hand soap as needed. These items will be furnished in such manner as to provide a continuous, uninterrupted supply to the public.
  - 2.1.10. Clean and sanitize all drinking fountains
  - 2.1.11. Remove all insects, insect nests, and webs, from interior and exterior of the facility.
  - 2.1.12. In conjunction with cleaning of the building, all outside grounds and facilities associated with the building shall be cleaned. Remove any graffiti that can be removed with commercially available cleaners or repaint if necessary.
- 2.2. Plaza, Stage, and Pavilion: Daily on weekends (Friday, Saturday, Sunday). Clean tables, chairs, and benches. Clean all adjacent grounds and facilities of all litter. Sweep plaza and stage. Remove all vegetation, living and dead, from inside the plaza. Clean the Pavilion.
- 2.2.1. Daily: Empty trash and recycling receptacles in and around the park, Plaza and Pavilion.
  - 2.2.2. Daily: Reset park table and chairs. Clean and return to regular locations as needed
  - 2.2.3. Daily: Clean interior rooms, i.e., event area/stage, warming pantry, restroom/dressing room
  - 2.2.4. Monthly perform cleaning to all glass on building

### 3. Additional Requirements

- 3.1. Schedule of Services: Submit to Parks Division for approval the "Schedule of Services" for cleaning, custodial services and refuse, which reflects the frequencies of services laid out in Appendix A. 24 hour notice must be given for schedule changes.
- 3.2. A daily log must be kept and submitted weekly to Parks Division
- 3.3. All cleaning services must be approved by Parks Division. If the service is not approved, corrections must be made and completed to meet specifications and approval within forty-eight (48) hours. If approval is not granted within forty-eight (48) hours there will be a \$50.00 per day penalty until satisfactorily completed
- 3.4. A representative of the contractor must be immediately available to handle any complaint. All complaints must be corrected the day of notification.
- 3.5. Contractor shall be responsible for replacing any and all restroom fixtures including faucets, lavatories, commodes, urinals, soap holders, etc. resulting from carelessness or harsh cleaning agents that cause permanent staining, corrosion, discoloration,

tarnishing, or malfunction of fixture(s). Contractor shall be responsible for repairing/replacing tile grout, tile, or other flooring, furniture, and permanent or temporary fixtures of any kind, should Contractor cause permanent damage or bad appearance to any of the above, whether or not it was done purposely or accidentally. Should the above occur, the repairs/replacements shall be to the satisfaction of Parks Division.

- 3.6. All written complaints relating to the janitorial company shall receive written response from the janitorial company owner/manager within ten (10) days of the dated complaint, specifying what action will be taken to prevent further complaints
- 3.7. Keys/Door Locks: If any keys are lost/misplaced and door locks and/or keys have to be replaced at janitorial company's expense, the work shall be performed by the company designated by Parks Division. In the event of an emergency situation and a locksmith has to be called, the authorized locksmith is Ace Lock & Key, Inc. (423-867-5071). If any locks/keys have to be replaced, the same type/brand lock/key shall be purchased.

#### 4. ITEMS PROVIDED BY CITY

The City will provide the following items for contractor use:

- Cleaning chemicals and solutions
- Soaps and paper products for restroom facilities
- Trash can liners
- Pet Waste Station Bags

The Custodial Contractor will be responsible for placing written orders for these supplies as needed and for signing them out of the facility's storeroom. The City and the Custodial Contractor will mutually agree upon the formal procedure for this activity.

#### 5. ITEMS PROVIDED BY THE CUSTODIAL CONTRACTOR

- All other cleaning supplies and chemicals necessary to perform the work included in the specifications
- The Custodial Contractor is responsible for training its employees about the proper use and storage of these supplies and chemicals

#### 6. Trash and Recyclables Disposal

The Custodial Contractor shall place all trash collected in designated trash containers in the assigned buildings in outside dumpsters provided by the City nearby each building. It is the responsibility of the City to arrange for outside dumpsters to be emptied.

The Custodial Contractor shall be responsible for the disposal of boxes and other similar bulky trash items that have been clearly marked as "TRASH" by the City. These items will also be placed in the designated outside containers. It is understood unless these items have been

properly marked or the Custodial Contractor properly notified about the items that they would not be removed.

## 7. QUALIFICATIONS FOR PROSPECTIVE BIDDERS

### 7.1. Minimum Qualifications

7.1.1. The following requirements shall be considered the minimum for a Contractor to be considered as qualified to provide services under this contract, and shall be a prerequisite to any award.

- A period of three (3) years experience in the performance of professional custodial/janitorial service as specified.
- Current operation of a field office and/or warehouse within fifty (50) miles of the site to be serviced under this contract.
- Any persons designated to supervise others under this bid must reside within twenty-five (25) miles of the site to be serviced.

7.1.2. The Contractor shall execute all work subject to this bid in a professional and courteous manner at all times and shall staff all work performed with a knowledgeable, English-speaking supervisor, and with experienced, well-trained, uniformed staff of enough manpower so as to complete all activities promptly and within the scope of all relevant specifications set forth in this document. The practices and procedures employed will be according to accepted industry standards

7.1.3. Services provided shall be performed by qualified and trained service personnel that are directly employed by the bidding firm. Subcontracting services in these specifications shall be prohibited without prior written consent by the City.

7.1.4. Before any work is initiated under this bid, the Contractor shall be fully licensed to provide maintenance business in the State of Tennessee. Proof of such licensing may be required by the City before a contract award is made.

7.1.5. Maintenance services are performed in public areas. Personnel shall not have any restrictions limiting proximity to children or specific locations like schools, churches, playgrounds, etc.

### 7.2. Required Documentation for Bid Submittals

7.2.1. Each Bidder shall submit with its bid, two (2) current references of commercial clients within 25 miles of Chattanooga that the bidder currently services.

7.2.2. Each Bidder shall submit with its bid, the qualifications and experience of the planned account manager for this contract.

7.2.3. The proposed schedule of services as outlined above

7.2.4. The standard work log completed by the Contractor and submitted to the city

8. CUSTODIAL MAINTENANCE STANDARDS

A. General

1. Moving Furniture etc.

The Custodial Contractor will not be responsible for moving heavy items such as desks, book cases, loaded tables, file cabinets, etc. or files, magazines, papers, boxes, etc. stacked on the floor to provide the custodial services described herein. However, the Custodial Contractor is expected to move chairs, conference tables, and kitchen and folding tables, chair mats, trash cans, recycle containers, plants and plant stands, etc.

2. Cleaning Equipment, Cleaning Supplies, and Care of Equipment

Cleaning equipment, cleaning supplies and chemicals used for performing the types of cleaning services described herein shall be similar to those typically used throughout the industry.

The Custodial Contractor is responsible for cleaning, disinfecting, and drying his cleaning equipment to prevent souring of equipment and minimize odors.

3. Scheduling

The Custodial Contractor shall schedule major custodial services (such as floor care) for Fridays' to provide for adequate drying time. The Custodial Contractor shall provide at least seven (7) days' notice prior to performing these services.

B. Floor Care for Vinyl Tile, Vinyl, Ceramic Tile, Stone or Slate Tile, Painted Concrete or Concrete, and Applied Flooring

a. Sweeping and Dust Mopping

All dirt, mud, grime, crusted material, debris, gum, grease, tar, trash, etc. shall be removed from floors by sweeping or dust mopping using appropriate equipment. All corners, thresholds, and baseboards shall be clean of such material. Floors shall have no skipped areas. The finished area shall have a uniform luster.

b. Spot Cleaning

Smudges, stains, marks, gum, grease, tar, or other similar spots on vinyl tile, vinyl, concrete, and applied floorings shall be removed without causing any discoloration using appropriate and compatible cleaners, solvents, and cleaning equipment. Floors shall have no skipped areas. The finished area shall have a uniform luster.

c. Wet (Chemical) Mopping

Floors shall be appropriately swept and dust mopped prior to wet mopping. Floors shall be wet mopped using appropriate disinfectant chemical cleaners followed by damp mopping with water to remove any residue cleaners. Floors shall be free of streaks, mop strand marks, and skipped areas. Walls, baseboards, corners, thresholds, and other surfaces shall be free of splashing and marking from the equipment. The finished area shall have a uniform luster.

d. Damp Mopping

Floors shall be appropriately swept or dust mopped prior to damp mopping. Floors shall be damp mopped using clean water mixed with appropriate and compatible mopping solution. Floors shall be free of streaks, mop strand marks, and skipped areas. Walls, baseboards, corners, thresholds, and other surfaces shall be free of splashing and marking from the equipment. The finished area shall have a uniform luster.

e. Spray and Buffing (Vinyl Tile, and Other Vinyl, Flooring Only)

Floors shall be dust mopped and damp mopped prior to spray and buffing. Floors shall be sprayed or misted using appropriate and compatible chemical spray solution followed by buffing using mechanical buffing machine and appropriate buffing pad (hog hair). Floors shall be free of streaks, mop strand marks, and skipped areas. Walls, baseboards, corners, thresholds, and other surfaces shall be free of splashing and marking from the equipment. The finished area shall have a uniform luster.

f. Machine (Top) Scrubbing

Floors shall be dust mopped and damp mopped prior to machine scrubbing. Floors shall be sprayed or misted using clean water and chemical mopping solution followed by buffing using mechanical buffing machine and appropriate buffing pad (green scrubbing pad). Floors shall

be free of streaks, mop strand marks, and skipped areas. Walls, baseboards, corners, thresholds, and other surfaces shall be free of splashing and marking from the equipment. The finish area shall have a uniform luster.

g. Stripping (Vinyl Tile, and Other Vinyl, Flooring Only)

Floors shall be dust mopped and damp mopped prior to stripping. All old applied finishes or waxes shall be removed by applying appropriate and compatible chemical stripping agents followed by buffing or scrubbing with buffing machine and appropriate buffing pad. All corners, baseboards, thresholds, and crevices shall be cleaned of any finish or wax buildup by hand as required. Floors shall be free of streaks and skipped areas. Walls, baseboards, corners, thresholds, and other surfaces shall be free of splashing and marking from the equipment. The stripped area shall have a clean uniform appearance.

h. Waxing (Vinyl Tile, and Other Vinyl, Flooring Only)

Floors shall be stripped of any finish or wax prior to application of new wax. Floors requiring waxing in high use areas such as hallways, kitchens, break rooms, locker rooms, manned control rooms, restrooms, etc. shall have six (6) coats of wax. Floors requiring waxing in low use areas such as single person offices, conference rooms, storage areas, etc. shall have four (4) coats of wax. Wax products that minimize slips and falls shall be used. Wax shall be applied in sufficient amounts to ensure full coverage of the floor areas with proper application equipment or tools.

There shall be a drying time of 30 (thirty) to 45 (forty-five) minutes between coats to ensure proper drying. Time may be extended or shortened depending on temperature. After final wax coat is applied, wax will be allowed to cure for 24 (twenty-four) to 48 (forty-eight) hours. After the appropriate curing time, the newly waxed floor shall be buffed with a buffing machine using an appropriate and compatible buffing pad (hog hair or other).

Floors shall be free of marks, streaks, and skipped areas. Walls, baseboards, corners, thresholds, and other surfaces shall be free of splashing and marking from the equipment. The finished floor area shall have a uniform luster.

C. Wall and Door Care

1. All Walls (sheet rock, concrete, concrete block, vinyl wall covering, wood paneling, etc.)

a. General Cleaning

All walls shall be clean and free of dirt, smudges, marks, spots, spider webs, dust, and stains. The finished wall areas shall have a uniform luster and appearance.

b. Spot Cleaning

Smudges, stains, marks, gum, grease, tar, or other similar spots on walls shall be removed without causing any discoloration using appropriate and compatible cleaners, solvents, and cleaning equipment. Walls shall have no skipped areas. The finished area shall have a uniform luster and appearance.

c. Dusting

All walls shall be clean and free of dirt, smudges, marks, spots, spider webs, dust, and stains. All visible dust shall be removed using appropriate and compatible cleaners and dusting equipment. There shall be no dust streaks. Corners, crevices, molding and ledges shall be free of all dust. There shall be no oils, spots or smudges on dusted surfaces caused by dusting equipment. The finished area shall have a uniform luster and appearance.

d. Damp Wiping

All dirt, dust, water stains, spots, streaks, and smudges shall be removed from the wall surfaces prior to damp wiping. Walls shall be wiped down using an appropriate cleaning solution and wiping cloth or sponges. Walls shall be free of streaks, wiping marks, and skipped areas. Walls, baseboards, corners, thresholds, and other surfaces shall be free of splashing and marking from the equipment. The finished area shall have a uniform luster and appearance.

2. All Doors (wood, painted metal, metal, fiberglass, glass, etc.)

a. General Cleaning

All doors including trim, glass, hinges, knobs, locks, closer, kick plates, and thresholds shall be clean and free of dirt, smudges, marks, spots, spider



webs, dust, and stains. The finished doors shall have a uniform luster and appearance.

b. Spot Cleaning

Smudges, stains, marks, gum, grease, tar, or other similar spots on doors shall be removed without causing any discoloration using appropriate and compatible cleaners, solvents, and cleaning equipment. Doors shall have no skipped areas. The finished doors shall have a uniform luster and appearance.

c. Dusting

All doors shall be clean and free of dirt, smudges, marks, spots, spider webs, dust, and stains. All visible dust shall be removed using appropriate and compatible cleaners and dusting equipment. There shall be no dust streaks. Corners, crevices, molding and ledges shall be free of all dust. There shall be no oils, spots or smudges on dusted surfaces caused by dusting equipment. The finished doors shall have a uniform luster and appearance.

d. Damp Wiping

All dirt, dust, water stains, spots, streaks, and smudges shall be removed from the door surfaces prior to damp wiping. Doors shall be wiped down using an appropriate cleaning solution and wiping clothes or sponges. Doors shall be free of streaks, wiping marks, and skipped areas. Walls, baseboards, corners, thresholds, and other surfaces shall be free of cleaning residue and markings from the equipment. The finished area shall have a uniform luster and appearance.

D. Window and Glass Care

1. All Windows, Door Panels, Partitions, and Mirrors (glass and fiberglass)

a. General Cleaning

All windows, door panels, partitions, and mirrors including metal, fiberglass, or wood trim, ledges, blinds, and sills shall be clean and free of dirt, smudges, marks, spots, spider webs, dust, and stains. The finished windows, door panels, partitions, and mirrors shall have a uniform luster and appearance.

b. Spot Cleaning

Smudges, stains, marks, gum, grease, tar, or other similar spots on windows, door panels, partitions, and mirrors shall be removed without causing any discoloration using appropriate and compatible cleaners, solvents, and cleaning equipment. Windows, door panels, partitions, and mirrors shall have no skipped areas. Corners, crevices, molding and ledges shall be free of cleaner residue, streaks or any other kinds of marks. The finished windows, door panels, partitions, and mirrors shall have a uniform luster and appearance.

c. Dusting

All windows, door panels, partitions, and mirrors shall be clean and free of dirt, smudges, marks, spots, spider webs, dust, and stains. All visible dust shall be removed using appropriate and compatible cleaners and dusting equipment. There shall be no dust streaks. Corners, crevices, molding and ledges shall be free of all dust. There shall be no oils, spots or smudges on dusted surfaces caused by dusting equipment. The finished windows, door panels, partitions, and mirrors shall have a uniform luster and appearance.

c. Damp Wiping

All dirt, dust, water stains, spots, streaks, and smudges shall be removed from the windows, door panels, partitions, and mirrors surfaces by damp wiping. Windows, door panels, partitions, and mirrors shall be wiped down using an appropriate cleaning solution and wiping cloth, sponges, or other appropriate cleaning devices. Windows, door panels, partitions, and mirrors shall be free of streaks, wiping marks, and skipped areas. Corners, crevices, molding and ledges shall be free of cleaner residue, streaks or any other kinds of marks. The finished windows, door panels, partitions, and mirrors shall have a uniform luster and appearance.

d. Washing

All dirt, dust, water stains, spots, streaks, and smudges shall be removed from the windows, door panels, partitions, and mirrors surfaces by washing. Windows, door panels, partitions, and mirrors shall be wiped down using appropriate cleaning solutions and wiping cloth, sponges, or other appropriate cleaning devices. Washed glass shall be clean and free of dirt, grime, streaks, and excessive moisture and shall not be cloudy. Window sashes, sill, wood work and other surroundings of interior and exterior glass shall be wiped free of drippings and other marks. The finished windows, door panels, partitions, and mirrors shall have a uniform luster and appearance.

E. Blind Care (metal, plastic, or other)

1. General

a. General Cleaning

All blinds including trim shall be clean and free of dirt, smudges, marks, spots, spider webs, dust, and stains. The finished blinds shall have a uniform luster and appearance.

b. Spot Cleaning

Smudges, stains, marks, gum, grease, tar, or other similar spots on blinds shall be removed without causing any discoloration using appropriate and compatible cleaners, solvents, and cleaning equipment. Blinds shall have no skipped areas. Corners, crevices, trim, molding and ledges shall be free of cleaner residue, streaks or any other kinds of marks. The finished blinds shall have a uniform luster and appearance.

c. Dusting

All blinds shall be clean and free of dirt, smudges, marks, spots, spider webs, dust, and stains. All visible dust shall be removed using appropriate and compatible cleaners and dusting equipment. There shall be no dust streaks. Corners, crevices, trim, molding, and ledges shall be free of all dust. There shall be no oils, spots or smudges on dusted surfaces caused by dusting equipment. The finished blinds shall have a uniform luster and appearance.

d. Damp Wiping

All dirt, dust, water stains, spots, streaks, and smudges shall be removed from the blind surfaces by damp wiping. Blinds shall be wiped down using an appropriate cleaning solution and wiping cloth, sponges, or other appropriate cleaning devices. Blinds shall be free of streaks, wiping marks, and skipped areas. Corners, crevices, trim, molding, and ledges shall be free of cleaner residue, streaks or any other kinds of marks. The finished blinds shall have a uniform luster and appearance.

e. Washing

All dirt, dust, water stains, spots, streaks, and smudges shall be removed from the blind surfaces by washing. Blinds shall be wiped down using

appropriate cleaning solutions and wiping cloth, sponges, or other appropriate cleaning devices. Washed blinds shall be clean and free of dirt, grime, streaks, and excessive moisture. Window sashes, sill, woodwork and other surroundings of interior blinds shall be wiped free of drippings and other marks. The finished blinds shall have a uniform luster and appearance.

1. Vinyl, Plastic, and Metal Furnishings

a. General Cleaning

All vinyl, plastic, and metal furnishings including desks, chairs, bookcases, file cabinets, computer tables, conference tables, break room tables and chairs, counter tops and other similar type furnishings shall be clean and free of dirt, smudges, marks, spots, spider webs, dust, and stains. The finished furnishings shall have a uniform luster and appearance.

**Note: The Custodial Contractor shall not be responsible for moving or removing any materials from any desks, chairs, bookcases, in order to perform the services outlined in this section of the specifications. The Custodial Contractor shall provide reasonable notice prior to performing these services in order to allow the City's employees to move materials so that the services can be performed.**

b. Spot Cleaning

Smudges, stains, marks, gum, grease, tar, or other similar spots on the furnishings listed above shall be removed without causing any discoloration using appropriate and compatible cleaners, solvents, and cleaning equipment. The furnishings shall have no skipped areas (see **Note** above). The finished area shall have a uniform luster and appearance.

c. Dusting

All furnishings listed above shall be clean and free of dirt, smudges, marks, spots, spider webs, dust, and stains. All visible dust shall be removed using appropriate and compatible cleaners and dusting equipment. There shall be no dust streaks. Corners, crevices, trim, molding and ledges shall be free of all dust. There shall be no oils, spots or smudges on dusted surfaces caused by dusting equipment. The finished furnishings shall have a uniform luster and appearance.

d. Damp Wiping

All dirt, dust, water stains, spots, streaks, and smudges shall be removed from the furnishing surfaces prior to damp wiping. Furnishings listed above shall be wiped down using an appropriate cleaning solution and wiping clothes or sponges. Furnishings shall be free of streaks, wiping marks, and skipped areas (see **Note** above). Furnishings shall be free of splashing and marking from the cleaning equipment. The finished furnishings shall have a uniform luster and appearance.

d. Polishing

All dirt, dust, stains, spots, streaks, and smudges shall be removed from the furnishings prior to polishing applicable hard surface furnishings listed above. Furnishings shall be wiped and polished using an appropriate cleaning and polishing solution and wiping clothes or sponges. Furnishings shall be free of streaks, wiping marks, and skipped areas (see **Note** above). The finished areas shall have a uniform luster and appearance.

F. Fixture and Appliance Care

1. Bath Room Fixtures

a. Porcelain Fixtures

Porcelain fixtures (washbasins, sinks, urinals, toilets, etc.) shall be clean and bright. Porcelain fixtures shall be cleaned using appropriate disinfectant cleaners and appropriate cleaning equipment. There shall be no dust, spots, stains, rust, green mold, scale, excess moisture, or excess cleaning residue. There shall be no streaks or skipped areas. The finished areas shall have a uniform luster and appearance. **(No Acid products to be used on porcelain fixtures)**

b. Metal Fixtures (stainless steel, painted steel partitions, chrome and copper piping, shower and sink faucets, etc.)

Metal fixtures shall be clean and bright. Metal fixtures shall be cleaned using appropriate disinfectant cleaners and appropriate cleaning equipment. There shall be no dust, spots, stains, rust, green mold, scale, excess moisture, or excess cleaning residue. There shall be no streaks or skipped areas. The finished areas shall have a uniform luster and appearance.

c. Lockers

Lockers shall be clean and bright. Lockers (**exteriors**) shall be dusted and damp wiped using appropriate disinfectant cleaners and appropriate cleaning equipment. There shall be no dust, spots, stains, rust, green mold, scale, excess moisture, or excess cleaning residue. There shall be no streaks or skipped areas. The finished areas shall have a uniform luster and appearance

G. Basic Custodial Services

1. Servicing

All supply dispensers shall be filled. Waste receptacles shall be emptied and sanitary napkin dispensers emptied, cleaned, disinfected, and new bags inserted.

2. Policing

Building areas shall be free of all paper, trash, empty bottles, and other discarded material.

3. Cleaning Wastebaskets and Trash Receptacles

Wastebaskets and trash receptacles shall be free of dust, debris, and residue. Plastic liners shall be changed daily.

4. High Cleaning

Surfaces shall be clean and free of dust. Where glass is present, both sides shall be clean and free of streaks.

H. Sidewalks and Landings

Sidewalks, landings, and/or patio areas outside and adjacent to the buildings included in these specifications shall be cleaned as required by sweeping or washing. These areas are to be free of debris, leaves, trash, dirt, gravel, and other clutter. These areas are to be cleaned to the edge of curb or concrete.

## 9.0 EXECUTION

### 9.1 General

The Custodial Contractor shall have up to ten (10) working days after the issue of a purchase order to schedule and initiate the work.

Joint inspections shall be made as required. Joint inspections shall be the basis for determining services completed for payment.

### 9.2 Payment

The City will make payment to the Vendor according to the City's normal policies and procedures.

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.

- A. Vendor's Invoice must list a valid E-Mail Address for billing questions and inquiries.
- B. 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.
- C. 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 Vendor shall not invoice the City for any item that does not correspond to a line on the Purchase Order.
- D. 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. No Markup is allowed for taxes or freight charges. The taxes and freight charges will be a straight reimbursement, with no Markup.

- E. Markup will be calculated as the following example:
1. If the part costs vendor \$100.00,
  2. and the Markup on contract is 10%,
  3. City will reimburse Vendor \$110.00.
- F. 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.
- G. Vendor's Invoices that are billed inaccurately, incompletely, or otherwise unprocessable are not considered valid.
- H. 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.
- I. 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.
- J. Accurate Invoices, with all appropriate backup documentation, shall be sent to:

City of Chattanooga  
Attn: Accounts Payable Division  
101 East 11<sup>th</sup> Street, Suite 101  
Chattanooga, TN 37402  
[acctspayable@chattanooga.gov](mailto:acctspayable@chattanooga.gov)

and copy sent to:

City of Chattanooga  
Parks Division  
1503 Middle St  
Chattanooga, TN 37408  
[amincormick@chattanooga.gov](mailto:amincormick@chattanooga.gov)



APPENDIX B  
 CUSTODIAL SERVICES  
 FREQUENCY AND SCHEDULE  
 FLEET MAINTENANCE GARAGE III  
 04/18

WORK TASKS	FREQUENCY OF SERVICE						
	DAY	WEEKEND	WEEK	MONTH	3-MONTH	6-MONTH	Annual
<b>Restrooms (each task as applicable)</b>							
Empty trash receptacles and replace liners	1						
Clean trash receptacles using germicidal disinfectant			3				
Empty feminine waste receptacles and replace liners	1						
Clean and sanitize sinks, urinals, commodes, showers, and fixtures	1						
Polish bright work and sink, urinal, commode, and shower fixtures	1						
Clean mirrors	1						
Spot clean partitions	1						
Clean partitions using germicidal disinfectant			3				
Dust air vents and returns and sink light fixtures			1				
Clean air vents and returns and sink light fixtures				1			
Dust window sills, openings, and ledges			3				
Clean window sills, openings, and ledges			1				
Sweep floors	1						
Damp mop floors using germicidal disinfectant	1						
Spray and buff vinyl tile floors			2				
Strip and wax vinyl tile floors			2				1
Spray and buff concrete floors			2				1
Strip and wax concrete floors							
Machine scrub restroom floors				1			
Spot clean walls	1						
Clean walls			3				
Spot clean doors, kick plates, glass, and hardware	1						
Clean doors, kick plates, glass, and hardware			3				
Fill dispensers with paper products and hand soap	1						
<b>Miller Plaza and Pavilion</b>							
Sweep Plaza and stage			3				
Clean Pavilion	1		3				
Empty trash receptacles and replace liners	1						
Clean trash receptacles using germicidal disinfectant			3				
Reset park tables and chairs/clean	1						
Glass cleaning on entire building							1

\*\*\*Once each Friday, Saturday, and Sunday for events



**Jani-King of Chattanooga**

7610 Hamilton Park Dr.  
Suities 3 & 4  
Chattanooga, TN 37421  
(423) 648-3101  
Fax: (423) 648-3113

**United States**

Albuquerque • Alexandria  
Atlanta • Augusta  
Austin • Baltimore  
Baton Rouge • Birmingham  
Boston • Buffalo  
Charleston • Charlotte  
Chattanooga • Chicago  
Cincinnati • Cleveland  
Colton • Columbia  
Columbus • Dallas  
Dayton • Denver  
Detroit • Fort Myers  
Fort Worth • Greensboro  
Greenville/Spartanburg  
Hampton Roads  
Hartford • Hawaii  
Houston • Huntsville  
Indianapolis • Jacksonville  
Kansas City • Knoxville  
Lafayette/Lake Charles  
Las Vegas • Lexington  
Little Rock • Los Angeles  
Louisville • Madison  
Macon/Memphis • Miami  
Milwaukee • Minneapolis  
Mississippi Coast • Mobile  
Montgomery • Monroe  
Myrtle Beach • Nashville New  
Jersey • New Orleans  
New York • Oakland  
Oklahoma City • Omaha  
Orlando • Pensacola  
Philadelphia • Phoenix  
Pittsburgh • Portland  
Raleigh/Durham  
Reno • Rhode Island  
Richmond Roanoke/Lynchburg  
Sacramento • Salt Lake City  
San Antonio • San Diego  
San Francisco • Savannah  
Seattle • SE Mississippi  
Shreveport Springfield  
St. Louis • Tri-Cities  
Tampa Bay • Tucson • Tulsa  
Washington, D.C. • Wichita

**International**

**Australia**

**Bahrain**

**Belgium**

**Brazil**

**Canada**

**France**

**Great Britain**

**Greece**

**Hong Kong**

**Mexico**

**New Zealand**

**Portugal**

**South Korea**

**Spain**

**Taiwan**

**Toronto/Windsor**

August 23<sup>rd</sup>, 2018

Mark McKeel  
**CITY OF CHATTANOOGA**  
101 East 11th Street, Suite G13  
Chattanooga, TN 37402

**RE: MAINTENANCE PROPOSAL**

Dear Mark McKeel:

Thank you for the time and interest you have given me concerning the subject of housekeeping for your facility. **JANI-KING OF CHATTANOOGA** appreciates this opportunity.

Enclosed is our completed proposal for a professionally operated cleaning program, including the cleaning schedule.

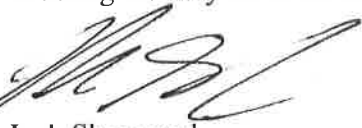
The total monthly charge represents your only cost, and is inclusive of:

- All labor
- All supervision
- All equipment for cleaning
- All payroll, payroll taxes, insurance, etc.

Each **JANI-KING** representative is fully covered by an insurance program that protects you and your business in several ways. This comprehensive program provides complete coverage, including General Liability, Workers' Compensation, Destruction, Dishonesty, and Disappearance Crime Insurance and Lost Key Insurance.

Please contact me at (423) 648-3101 in the event you have questions regarding this proposal or for additional information you deem necessary in assessing our proposal.

Trusting we may be of service,



Josh Sherwood  
Regional Director  
**JANI-KING OF CHATTANOOGA**

## THE JANI-KING FRANCHISING CONCEPT

JANI-KING is a commercial cleaning service, in the business since 1969 that has dramatically changed the commercial cleaning and maintenance industry.

JANI-KING recognized years ago that serious problems existed with conventional cleaning services. These problems stemmed from a lack of proper supervision and communication and little concern about a job well done. At JANI-KING, we realize that quality work is directly related to the individual workers' training, motivation and supervision. Locating quality individuals who possess the ability to consistently supervise and motivate cleaning personnel can solve these problems.

At JANI-KING, we looked for an individual who will care as much about your building as you do. Because we cannot provide individuals with ownership in your company or your building, acts which would surely promote the quality and concern that we look for; we offer individuals ownership in a business - a JANI-KING franchise.

The JANI-KING FRANCHISING CONCEPT has enabled us to provide clients throughout the world, both large and small, with a business person who has the intelligence, attitude, desire and determination to maintain the high cleaning standards that you demand for your building.

Each JANI-KING AUTHORIZED FRANCHISEE has successfully completed an extensive training program and, as a member of our team, have the procedures, personnel, equipment, insurance, bonding and support necessary to become an integral part of your maintenance program. Our franchisees' concern - the dedication to your building -cannot be equaled.

It is a pleasure to share the JANI-KING program with you, a program that has been the answer to cleaning problems encountered by building managers throughout the world.

Please do not hesitate to call us for any additional information you might need.

## **General Procedures**

### **I. Supervision**

- JANI-KING will stay in close contact with the management concerning all work performed.
- All JANI-KING personnel will be trained and supervised to perform to the best of their ability in order to accomplish the cleaning you deserve.
- All personnel will be checked regularly as to performances and ability to maintain JANI-KING standards.

### **II. Wage Scale**

- All personnel will be paid no less than the minimum wage required by Federal Law.
- Work hours, workweek, job methods, procedures, pay periods, and pay scale will be thoroughly explained to all personnel.

### **III. Security Procedures and Insurance**

- JANI-KING representatives will work closely with management in regard to the use of acceptable personnel.
- Before leaving the building, JANI-KING personnel will check to ensure that the building is properly secured.
- JANI-KING will provide all necessary insurance and bonds on all JANI-KING personnel.

**JANI-KING®**  
**MAINTENANCE AGREEMENT**

This Maintenance Agreement ("Agreement") is made as of the Effective Date below by and between Autumn Wind Franchising, Inc. d/b/a Jani-King of Chattanooga ("Jani-King") and CITY OF CHATTANOOGA ("Client").

WHEREAS:

- Jani-King is in the business of providing commercial cleaning and maintenance services; and,
- Client is desirous of the services of Jani-King for the purpose of keeping its premises properly cleaned as outlined in the Cleaning Schedule; and,
- Jani-King agrees to provide such services to Client.

THEREFORE, in consideration of the mutual covenants and obligations set out in the Agreement, the parties hereby agree as follows:

**1. PERFORMANCE OF SERVICES**

- 1.1. Performance of the services scheduled shall begin the \_\_\_\_\_ day of \_\_\_\_\_, 2018.
- 1.2. The term of this Agreement shall be for one (1) year from the date services are scheduled to begin.
- 1.3. The services shall be performed at the following location:

**BUILDING NAME:** CITY OF CHATTANOOGA  
**ADDRESS:** 101 East 11th Street, Suite G13  
Chattanooga, TN 37402

- 1.4. The premises making up the working area under this Agreement will be known further in the Agreement as the "Named Areas", which are further defined in the Cleaning Schedule, attached hereto and by specific reference made a part of this Agreement.
- 1.5. Jani-King agrees to service Named Areas as scheduled seven (7) times per week.
- 1.6. Jani-King agrees to furnish all equipment and tools necessary for the performance of its duties. The duties being to maintain the Named Areas in a neat, clean and orderly condition as outlined in the Cleaning Schedule attached hereto and by specific reference made a part of this Agreement. Client warrants that the premises to be serviced are free of asbestos, hazardous materials and hazardous waste materials. Client hereby agrees to hold Jani-King and its authorized franchise owners harmless from any and all liability resulting from any Jani-King personnel or authorized franchise owner or its personnel's exposure to such hazardous or harmful materials.

**2. PAYMENT OF SERVICES**

- 2.1. Client agrees to pay to Jani-King each month the total minimum sum stated in the Pricing Schedule, contained herein, on or before the last day of each month in which services are rendered. Late fees will be assessed if payment is not received by the fifth day of the following month. Fees will equal 3% of the minimum sum stated on Pricing Schedule. Minimum charge of Fifty Dollars will apply. Additionally, Client also agrees to pay any sales or use tax levied by a taxing authority on the value of the services provided or supplies purchased. Client agrees that all payments due and owing Jani-King, for any reason, shall be properly credited only when delivered to the following address:

**Jani-King of Chattanooga**  
**609 Reliability Circle**  
**Knoxville, TN 37932**

- 2.2. Credits for holidays were pre-determined and given as part of the monthly charge herein, and no other adjustments will be made for those holidays.
- 2.3. From time to time, as the parties may agree, the amount to be paid by Client may be increased or decreased to reflect an increase or decrease in the area of space serviced and the kind, amount or frequency of service to be rendered. Such modifications shall be binding only if in writing, signed by both parties. In the event mutual agreement relating to frequency of service, type of service, space serviced or amount to be paid cannot be reached, the frequency of service, type of service, space serviced or amount to be paid shall remain unchanged.
- 2.4. It is expressly agreed that the total minimum sum stated in the Pricing Schedule may be increased annually by Jani-King by a percentage amount not to exceed the annual increase of the Consumer Price Index as most recently published in the Wall Street Journal.
- 2.5. In the event payment for services is not received within thirty (30) days from the date such payment is due, Jani-King may suspend services to Client until such payment is received. Suspension of services by Jani-King under this Section shall not deprive Jani-King of any of its remedies or actions against Client for past or future payments due under this Agreement, nor shall the bringing of any action for payment of services or other rights contained herein be construed as a waiver of any Jani-King rights.

### **3. INDEPENDENT BUSINESS RELATIONSHIP**

- 3.1. It is expressly agreed that Jani-King will select and designate all personnel to perform its obligations under this Agreement.
- 3.2. Jani-King and any of its personnel are not employees of Client but are independent contractors; and in this regard, such Jani-King authorized franchise owners and their employees will not be within the protection or coverage of Client's Workers' Compensation Insurance and no withholding of Social Security, Federal or State Income Tax or other deductions shall be made from the sums agreed to be paid to Jani-King herein, the same being contract payments and not wages.
- 3.3. Client agrees that during the term of this Agreement, and within one hundred and eighty (180) days after termination, that Client will not employ any employees, agents, representatives or franchisees of Jani-King without the express written consent of Jani-King. Jani-King agrees that during the term of this Agreement and within one hundred and eighty (180) days after termination, it will not employ any employees, agents or representatives of Client without the express written consent of Client.

### **4. RENEWAL AND TERMINATION**

- 4.1. This Agreement shall be automatically extended and renewed on each anniversary date on the same terms and conditions, unless either party shall give written notice, as described herein, of termination at least thirty (30) days prior to such anniversary date. If timely notice is given for termination, this Agreement shall expire at midnight of the anniversary date. Otherwise, this Agreement may only be terminated for non-performance as set out below.
- 4.2. Non-performance is defined as the failure, neglect or refusal to perform any act stipulated under this Agreement or as outlined in the Cleaning Schedule attached. Before any termination for non-performance is effective, the terminating party must give the other party written notice, as described herein, specifying in detail the nature of any defect or failure in performance. Upon the effective date of the receipt of notice of non-performance, Jani-King, at its election, shall have thirty (30) days in which to cure the defect in performance to the reasonable satisfaction of Client. In the event the defect is not satisfactorily cured at the end of the thirtieth (30th) day from the effective date of such notice, the terminating party shall provide written notification, as described herein, to the non-terminating party of the failure to satisfactorily cure the defect. This Agreement shall then terminate thirty (30) days from the date the second notice is received. In the event the second notice is not received within the specified time, all deficiencies will be deemed cured.

- 4.3. In the event Client terminates this Agreement for any reason other than non-performance as described above, Client agrees to pay, as liquidated damages, an amount equal to the total minimum sum stated in the Pricing Schedule multiplied by the number of months remaining under this Agreement.
- 4.4. All notices between Client and Jani-King shall be in writing. Any notice shall be deemed duly served if such notice is deposited, postpaid and certified, with the United States Postal Service, or a recognized common parcel courier providing express, receipted delivery to the address as stated in Section 2.1. Herein for Jani-King or to the address stated on the signature page of this Agreement for Client. All other notices, including notices personally delivered to individuals performing services under this Agreement, shall be ineffective. Either party may change the address of notice by providing the other party written notice of such change.

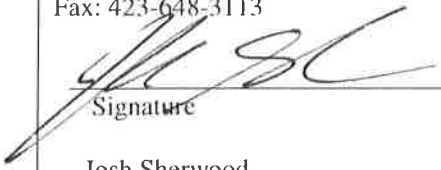
Time is of the essence for all notices required under the terms of this Agreement.

## 5. GENERAL PROVISIONS

- 5.1. In the event it becomes necessary for either party to institute suit against the other to secure or protect its rights under this Agreement, the prevailing party shall be entitled to all associated costs of the suit, including reasonable attorney's fees, administrative fees, court costs and damages as part of any judgment entered in its favor.
- 5.2. The terms of this Agreement shall be binding upon and inure to the benefit of Jani-King and Client and their respective heirs, representatives, successors and assigns, except as otherwise herein provided.
- 5.3. Any waiver by either party to this Agreement of a breach of any term or condition of this Agreement shall not constitute a waiver of any subsequent breach of the same or any other term or condition of this Agreement.
- 5.4. Jurisdiction and venue for any suit brought on this Agreement shall be in the governmental division of the county where the Jani-King regional office is located.
- 5.5. Both parties agree that they have fully reviewed and discussed the terms of this Agreement, and all attachments, and acknowledge that the terms reflect the entire Agreement of the parties pertaining to its subject matter and it supersedes all prior contemporaneous agreements, representations and understandings of the parties.
- 5.6. Any changes or modification to this Agreement must be in writing, signed by both parties and attached hereto.
- 5.7. In the event any section, subsection, provision or clause of this Agreement or any combination thereof is found to be unenforceable at law, in equity or under any presently existing or hereafter enacted legislation, regulation, or order of the United States, any state or subdivision thereof or any municipality, those findings shall not, in any way, affect any other part of this Agreement which shall continue in full force and effect, and the unenforceable provision shall be interpreted in a manner that imposes the maximum restriction or obligation permitted by law.

IN WITNESS WHEREOF, the Parties hereto have set their hands this \_\_\_\_ day of \_\_\_\_\_, 2018.

Jani-King of Chattanooga  
7610 Hamilton Park Dr, Suites 3, 4  
Chattanooga, TN 37421  
Phone: 423-648-3101  
Fax: 423-648-3113



Signature

Josh Sherwood

Print Name

Regional Director

Title

**CITY OF CHATTANOOGA**  
101 East 11th Street, Suite G13  
Chattanooga, TN 37402  
Phone: 423-643-7230  
Fax:

Signature

Print Name

Title

E-Mail Address

Client's Contact Name (If different from signer)

Contact's E-Mail Address

Billing information:

Julie Graci

Account Payable Contact

609 Reliability Circle

Billing Address

Knoxville TN 37932

City, State ZIP

(865) 671-5464

Account Payable Phone Number / Extension

(865) 671-0987

Account Payable FAX Number

[jgraci@jkccs.com](mailto:jgraci@jkccs.com)

Account Payable E-Mail Address

Purchase Order Number (if applicable)



## CLEANING SCHEDULE

### Named Areas:

A.	Miller Park Plaza, Stage, Pavilion
B.	Restrooms

### DAILY CLEANING

#### A. Miller Park Plaza, Stage, Pavilion

1. Clean Tables, chairs, and benches. Clean all adjacent grounds and facilities of all litter. Sweep plaza and stage. Remove all vegetation, living and dead, from inside the plaza. Clean the pavilion.
2. All trash receptacles to be emptied and trash removed to a collection point. (Liners to be furnished by CLIENT.)
3. Reset park tables and chairs. Clean and return to regular locations as needed.
4. Clean and polish drinking fountain/water dispenser.
5. Thoroughly dust all exposed horizontal surfaces: including desktops, files, windowsills, chairs, tables, pictures and all manner of furnishing in above Named Areas.
6. Clean interior rooms of plaza. I.E. Event area/stage, warming pantry, restroom/dressing room.
7. Dust mop hard surface floors with a non-treated dust mop.
8. Damp mop hard surface floors with a neutral disinfectant to remove any spillage or soiled areas.
9. Damp wipe entrance metal and finger marks on entrance glass.
10. Spot clean partition glass.
11. Use a high co-efficient disinfectant for proper sanitation.

## ***DAILY CLEANING CONTINUED***

### **B. Restrooms**

1. Restroom Facilities shall be addressed at least twice daily, 7 days a week including holidays (6am-8am) & (4pm-6pm)
2. Inspect, deodorize, clean and disinfect all inside surfaces (toilet bowls & seats, urinals, sinks, counters, floors, partitions, etc). Recently cleaned surfaces shall be dried before use of the facility by the public.
3. Thoroughly clean and dry polish all mirrors and glass, stainless steel, and chrome
4. Empty and damp wipe all trash containers and remove waste
5. Dust all partitions and sills and clean all ceiling exhaust fan grilles
6. Spot clean to remove all fingerprints, smudges, and dirt from light switches, door casings, trash receptacles, kick and push plates, handles, and etc.
7. Spot clean all walls including areas adjacent to sinks, urinals, trash cans, soap dispensers, under hand dryers, etc
8. All interior areas subject to wet or damp conditions shall be kept free of mold, mildew, fungi or other biological formations.
9. Furnish and distribute roll toilet tissue, paper towels, and hand soap as needed. These items will be furnished in such manner as to provide a continuous, uninterrupted supply to the public.
10. Clean and sanitize all drinking fountains
11. Remove all insects, insect nests, and webs, from interior and exterior of the facility.
12. In conjunction with cleaning of the building, all outside grounds and facilities associated with the building shall be cleaned. Remove any graffiti that can be removed with commercially available cleaners or repaint if necessary.

**MONTHLY CLEANING**

**A. Miller Park Plaza, Stage, Pavilion**

**B. Restrooms**

1. Accomplish all high dusting up to 12 feet, not reached in the above-mentioned cleaning.  
(Task must be accomplished without use of a ladder.)
2. Remove fingerprints and marks from around light switches and doorframes.
3. Perform cleaning to all glass on building.

## **PRICING SCHEDULE**

### **CITY OF CHATTANOOGA**

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

The Named Areas will be serviced according to the Cleaning Schedule  
for a minimum monthly charge of:  
(Tax Not Included)

#### **MAINTENANCE**

**Two Thousand Three Hundred Twenty and No/100 Dollars**

**(\$2,320.00)**

**PER MONTH**

**Seven (7) Times Weekly**

**\*RESTROOMS AND PAVILION IS TO BE CLEANED TWO (2) TIMES PER DAY, 7 DAYS  
PER WEEK BETWEEN THE HOURS OF 6-8AM AND AGAIN BETWEEN THE HOURS OF 5-  
7PM\***

**\*MILLER PARK PLAZA AND STAGE TO BE CLEANED FRIDAY, SATURDAY, AND  
SUNDAY ONLY\***

CLIENT INITIAL: \_\_\_\_\_

## REQUESTED ADDITIONAL CLEANS

### FLOORS

Upon request, the following services can be performed for an additional fee:

- Carpet Shampoo - minimum charge of \$150.00
- Strip, reseal and refinish tile floors - minimum charge of \$150.00
  - Care will be taken to get into corners, along edges and beneath furniture.
  - Care will be exercised so that baseboards, walls and furniture shall not be splashed, marred, disfigured or damaged during these operations.

### WINDOWS

Upon request, the following services can be performed for an additional fee:

- Windows can be washed inside and out up to second floor with the use of a step ladder - minimum charge of \$50.00.

**\*Prices are subject to change\***

CLIENT INITIAL: \_\_\_\_\_



---

## **REFERENCES**

### **JANI-KING OF CHATTANOOGA**

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Partial Listings

#### **CHATTANOOGA RIVERWALK EXTENSION**

1503 Middle St  
Chattanooga, TN 37408  
(423) 643-6126  
Ms. Morgan McCormick

#### **ABRA AUTO BODY**

6009 International Dr  
Chattanooga, TN 37421  
(423) 510-0600  
Ms. Valerie Nash

#### **GENERAL SHALE AND BRICK**

7833 Lee Highway  
Chattanooga, TN 37421  
(423) 485-1260  
Ms. Jennifer Poole

**Additional References Available upon Request**

## 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)

Regional Director / Jani-King Commercial Cleaning  
(Title and Name of Construction Company)

8/24/18  
(Date)



## REQUIREMENTS FOR INSURANCE COVERAGE

The Contractor shall not commence work under these Contract Documents until he has obtained all insurance required herein nor shall the Contractor allow any Subcontractor to commence work on his subcontract until similar insurance required of the Subcontractor has been obtained by the Subcontractor. Insurance shall be placed by the Contractor with one or more insurance carriers licensed to do business in the State of Tennessee. Each insurance policy shall be renewed ten (10) days before the expiration date of the policy.

Certificates of Insurance shall be filed with the City prior to commencement of the work. These certificates shall contain a provision that coverage's afforded under the policies will not be changed or canceled unless at least fifteen (15) days' written notice has been given to the City. The Contract shall not be binding upon the City until the insurance coverage required herein has been obtained and certificates have been filed with the City.

Adequate insurance coverage shall be maintained by the Contractor at all times. Failure to maintain adequate coverage shall not relieve the Contractor of any responsibilities or obligations under these Contract Documents. In the event any insurance coverage is canceled or allowed to lapse, the Contractor will not be permitted to prosecute the work until adequate and satisfactory insurance has been obtained and Certificates of Insurance furnished to the City. Failure to keep insurance policies in effect will not be cause for any claims for extension of time under these Contract Documents.

All such policies shall be subject to approval by the City Attorney. Should the City Attorney at any time in his sole discretion determine that the insurance policies and certificate provided may not be sufficient to protect the interests of the City because of the insolvency of the insurance company or otherwise, the Contractor shall replace such policies with policies meeting his approval.

The Contractor shall procure and maintain at his own expense, during the Contract Time, insurance as hereinafter specified:

Workmen's Compensation Insurance that shall protect the Contractor against all claims under applicable state workmen's compensation laws shall be maintained. The Contractor shall also be protected against claims for injury, disease or death of employees which, for any reason, may not fall within the provisions of a workmen's compensation law. This policy shall also include an endorsement providing coverage in all States in which work is performed. The Contractor shall require all the Subcontractors to provide similar Workmen's Compensation Insurance for all the Subcontractors' employees on the work unless such employees are covered by the protection afforded by the Contractor. The liability limits shall not be less than that required by statute.

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)

Josh Sherwood

(BUSINESS NAME)

Jani-King Commercial Cleaning

(DATE)

8/24/18

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](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:**

Josh Sherwood

(Vendor Agent name), states that:

(1) He/She is the owner, partner, officer, representative, or agent of Jani-King Commercial Cleaning

(Business name), the Submitter of the

attached sealed solicitation response to Solicitation # 305/66 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:

Josh Sherwood

Title: Regional Director

Date: 8/24/18



# City of Chattanooga

Mayor Andy Berke

September 17, 2018

Phil Hyman, Fire Chief  
Chattanooga Fire Department  
910 Wisdom Street  
Chattanooga, TN 37406

Subject: R175211 – Fire Hoses

Dear Chief Hyman:

Council approval is recommended to award a contract for the purchase of Fire Hoses as required by the Chattanooga Fire Department. The amount of this purchase is \$42,906.92.

The bid solicitation was sent to eleven (11) vendors. Eight (8) bids were received. A spreadsheet is attached, showing the amounts of the bids received.

I recommend the award of this contract to Grand Industrial Supply Company, as being in the best interest for the City of Chattanooga.

Respectfully yours,

Bonnie Woodward  
Purchasing Director

BW/wt  
Attachment

Vendor address:

Grand Industrial Supply Co., Inc.  
120 E. Market Street  
Indianapolis, IN 46204

Requisition: R175211

Bid #: B305208

Description: Fire Hoses

Grand Industrial Supply Co.

Premier Safety

Municipal Emergency

TN Fire Equipment

Item #	Item Description	Grand Industrial Supply Co.			Premier Safety			Municipal Emergency			TN Fire Equipment		
		Unit Price	Qty	Extended Price	Unit Price	Qty	Extended Price	Unit Price	Qty	Extended Price	Unit Price	Qty	Extended Price
1	Hose, 1.75 x 50 Tan	81.79	24	1,962.96	95.83	24	2,299.92	90.00	24	2,160.00	92.56	24	2,221.44
2	Hose, 1.75 x 50 Red	81.79	34	2,780.86	95.83	34	3,258.22	90.00	34	3,060.00	92.56	34	3,147.04
3	Hose, 1.75 x 50 Orange	81.79	20	1,635.80	95.83	20	1,916.60	90.00	20	1,800.00	92.56	20	1,851.20
4	Hose, 2.5 x 25 White	74.75	10	747.50	94.79	10	947.90	108.00	10	1,080.00	101.92	10	1,019.20
5	Hose, 2.5 x 50 White	97.50	50	4,875.00	123.95	50	6,197.50	128.00	50	6,400.00	135.20	50	6,760.00
6	Hose, 2.5 x 50 Blue	110.43	40	4,417.20	139.58	40	5,583.20	128.00	40	5,120.00	135.20	40	5,408.00
7	Hose, 4 x 50 Yellow	249.72	10	2,497.20	342.70	10	3,427.00	310.00	10	3,100.00	318.24	10	3,182.40
8	Hose, 4 x 100 Yellow	399.84	60	23,990.40	551.04	60	33,062.40	479.00	60	28,740.00	464.88	60	27,892.80
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19													
20													
<b>Totals:</b>				42,906.92	1,539.55	56,592.74	1,423.00	51,460.00	1,433.12	51,482.08			

Requisition: R175211

Bid #: B305208  
 Description: Fire Hoses

Alexis Fire Equipment

FirePenry

Southeast Fire

Safe Industries

Item #	Item Description	Unit Price	Qty.	Extended Price	Unit Price	Qty.	Extended Price	Unit Price	Qty.	Extended Price	Unit Price	Qty.	Extended Price			
1																
2	Hose, 1.75 x 50 Tan	100.00	24	2,400.00	103.00	24	2,472.00	96.57	24	2,317.68	94.00	24	2,256.00			
3	Hose, 1.75 x 50 Red	100.00	34	3,400.00	103.00	34	3,502.00	96.57	34	3,283.38	94.00	34	3,196.00			
4	Hose, 1.75 x 50 Orange	100.00	20	2,000.00	103.00	20	2,060.00	96.57	20	1,931.40	94.00	20	1,880.00			
5	Hose, 2.5 x 25 White	99.00	10	990.00	103.00	10	1,030.00	106.33	10	1,063.30	95.00	10	950.00			
6	Hose, 2.5 x 50 White	130.00	50	6,500.00	133.00	50	6,650.00	126.86	50	6,293.00	124.00	50	6,200.00			
7	Hose, 2.5 x 50 Blue	147.00	40	5,880.00	150.00	40	6,000.00	141.05	40	5,642.00	140.00	40	5,600.00			
8	Hose, 4 x 50 Yellow	341.00	10	3,410.00	354.00	10	3,540.00	332.00	10	3,320.00	325.00	10	3,250.00			
9	Hose, 4 x 100 Yellow	527.00	60	31,620.00	546.00	60	32,760.00	486.00	60	29,100.00	495.00	60	29,700.00			
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<b>Totals:</b>				1,544.00			59,290.00	1,599.00			59,014.00	1,479.95		52,950.76	1,461.00	59,032.00



# City of Chattanooga

Mayor Andy Berke

September 18, 2018

Phil Hyman, Fire Chief  
Chattanooga Fire Department  
910 Wisdom Street  
Chattanooga, TN 37406

Subject: R173471 – Station Uniforms

Dear Chief Hyman:

Council approval is recommended to award a blanket contract for the purchase of Station Uniforms as required by the Chattanooga Fire Department. The estimated annual expenditure under this contract is \$118,000.00.

The bid solicitation was sent to nine (9) vendors. Only one bid was received. The solicitation was re-advertised, but no additional bids were received. A copy of the one bid received is attached.

I recommend the award of this contract to Summit Uniform Solutions, as being in the best interest for the City of Chattanooga.

Respectfully yours,

Bonnie Woodward  
Purchasing Director

BW/wt  
Attachment

Vendor address:

Summit Uniform Solutions  
3411 Amnicola Highway  
Chattanooga, TN 37406

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**

30-AUG-18 at 2:00 PM

**BID NUMBER:** 305192

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
Requisition No: 173471 Ordering Dept: Fire Department Buyer: William Tucker Fax: 423-643-7244 Email: wtucker@chattanooga.gov ..... Items Being Purchased: Firefighter Station Uniforms ..... ATTACHMENTS: Specifications (20 pages) Instructions to Bidders (3 pages) ..... ***BIDS MUST BE RECEIVED NO LATER THAN ** *** 02:00 PM EST on AUGUST 30, 2018 *** ..... SEALED BID: All Bids must be delivered to the Purchasing Office in a sealed envelope on or before the time and date specified above. DO NOT email or fax your Bid, such Bids cannot be considered ..... This shall be a twelve-month blanket contract to supply Firefighter Station Uniforms as needed by agencies of the City of Chattanooga. The contract terms may be renewed for two (2) additional twelve (12)-month terms under the same terms and conditions by mutual agreement. The City of Chattanooga and the Contractor may extend the contract by providing written confirmation of agreement by both parties at least 30 days prior to the contract's current expiration date. ..... items being purchased are to be delivered to:  Fire Administration 910 Wisdom Street Chattanooga, TN 37406  Delivery Contact: Vanessa Meyer, Tel. 423-643-5688 ..... ALL ITEMS MUST BE QUOTED F O B DESTINATION ..... The City of Chattanooga Standard Terms and Conditions are incorporated herein by reference, and are available for review on the City's website at <a href="http://www.chattanooga.gov/purchasing/standard-terms-and-conditions">http://www.chattanooga.gov/purchasing/standard-terms-and-conditions</a> . If you cannot access the document online, contact the Purchasing Office for a copy. All bids received are subject to the terms and conditions contained herein and as listed in the above-referenced website. By submission of a Bid, the bidder acknowledges having reviewed the Standard Terms and Conditions, and agrees to be bound by such terms  Any requested modifications to the City's Terms and Conditions MUST be submitted with your Bid ..... NOTE: ALL BIDS MUST BE SIGNED ..... Any manufacture's names, trademarks, brand names, or catalog numbers used in the specifications are for the purpose of describing					



# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**

30-AUG-18 at 2:00 PM

**BID NUMBER:** 305192

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
<p>and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality in the specifications listed for each item.</p> <p>.....</p> <p>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.</p> <p>.....</p> <p>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.</p> <p>.....</p> <p>Vendor Contact Information:</p> <p>Vendor Name: <u>Summit Uniforms</u></p> <p>Contact Person: <u>David Pearson</u></p> <p>Tel: <u>901-634-6859</u></p> <p>Fax: <u>865-951-0653</u></p> <p>Email: <u>david@summituniforms.net</u></p> <p>Mailing Address: <u>3911 Annicola Hwy</u></p> <p>City, State, Zip: <u>Chattanooga, TN 37406</u></p>					

**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: Net 30

TELEPHONE NUMBER: 901-634-6859

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

COMPANY: Summit Uniforms

SIGNATURE: David Pearson

NAME AND TITLE: David Pearson, Director of Sales

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**

30-AUG-18 at 2:00 PM

**BID NUMBER:** 305192

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
1	Class A Dress Coat, Flying Cross Single-Breasted Coat, Color Navy, Style #38800 86 (Men's)	50	Each	<u>151.42</u>	_____
2	Class A Dress Coat, Flying Cross Single-Breasted Coat, Color Navy, Style #38833 86 (Women's)	50	Each	<u>139.17</u>	_____
3	Class A Dress Pants, Flying Cross Command Pants, Color Navy, Style #38200 (Men's)	50	Each	<u>37.26</u>	_____
4	Class A Dress Pants, Flying Cross Command Pants, Color Navy, Style #38200W (Women's)	50	Each	<u>37.26</u>	_____
5	Class A Dress Shirts, Flying Cross Long Sleeve Shirt, Color White, Style #33W78Z (Men's)	50	Each	<u>39.79</u>	_____
6	Class A Dress Shirts, Flying Cross Long Sleeve Shirt, Color White, Style #126R78Z (Women's)	50	Each	<u>31.98</u>	_____
7	Class A Dress Shirt, Flying Cross Short Sleeve Shirt, Color White, Style #85R78Z (Men's)	50	Each	<u>34.79</u>	_____
8	Class A Dress Shirt, Flying Cross Short Sleeve Shirt, Color White, Style #126R78 (Women's)	50	Each	<u>31.98</u>	_____
9	Class A Dress Shirt, Spiewak Short Sleeve Shirt, Color White, Style #SPDU10	30	Each	<u>49.96</u>	_____
10	Class A Dress Shoes, Rocky High Gloss Leather Oxford, Color High Gloss Black, Style #FQ00510-8	50	Each	<u>57.38</u>	_____

**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: Net 30

TELEPHONE NUMBER: 901-634-6851

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

COMPANY: Summit Uniforms

SIGNATURE: [Signature]

NAME AND TITLE: David Pearson / Director of Sale

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**

30-AUG-18 at 2:00 PM

**BID NUMBER: 305192**

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
11	Class A Dress Hat, Bayly Bell Crown Dress Hat, Color Dark Navy	50	Each	<u>103.36</u>	_____
12	Belts, Color Black, Full Grain Leather	50	Each	<u>13.26</u>	_____
13	Class B Nomex Shirt, Flying Cross by Fechheimer, NFPA Compliant Synergy Nomex Shirt, Short Sleeve, Color Navy, Style #9800 (Men's)	30	Each	<u>96.80</u>	_____
14	Class B Nomex Shirt, Flying Cross by Fechheimer, NFPA Compliant Synergy Nomex Shirt, Short Sleeve, Color Navy, Style #9810 (Women's)	30	Each	<u>96.80</u>	_____
15	Class B Nomex Pants, Flying Cross by Fechheimer, NFPA Compliant Synergy Nomex Pants, 4 Pocket Style, Color Navy, Style #98200 (Men's)	30	Each	<u>102.27</u>	_____
16	Class B Nomex Pants, Flying Cross by Fechheimer, NFPA Compliant Synergy Nomex Pants, 4 Pocket Style, Color Navy, Style #98200W (Women's)	30	Each	<u>102.27</u>	_____
17	Class B 100% Cotton Pants, Color Coyote, Truspec, Style #1072	30	Each	<u>37.57</u>	_____
18	Job Shirt, 5.11 1/4 Zip Job Shirt, Style #Roll up collar or collar with canvas, Color Navy	30	Each	<u>58.44</u>	_____
19	Water Repellent Job Shirt, 5.11 1/4 Zip Job Shirt, Style #Roll up collar or collar with canvas, Color Navy	30	Each	<u>61.13</u>	_____
20	Department Winter Coat, Tri-Mountain Jacket, Color Black, Model 8800	50	Each	<u>50.76</u>	_____

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

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

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

TERMS OF PAYMENT Net 30  
TELEPHONE NUMBER 901-634-6599

COMPANY Summit Uniforms  
SIGNATURE [Signature]  
NAME AND TITLE David Pearson / Director of Sales

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**

30-AUG-18 at 2:00 PM

**BID NUMBER:** 305192

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
21	Day Shift Lightweight Jacket, 5.11, Color Black, Style #48035	30	Each	<u>37.39</u>	_____
22	Tee Shirts, 5.11, 100% Cotton, Short Sleeve or Long Sleeve, Color Navy, Style #40050	50	Each	<u>21.00</u>	_____
23	Tee Shirts, 5.11 Professional, 100% Cotton, Short Sleeve or Long Sleeve, Color Navy, Style #71309	50	Each	<u>29.06</u>	_____
24	Department Approved Shorts, 5.11, 100% Cotton, Cargo Style, Color Navy, Style #73285	50	Each	<u>34.11</u>	_____
25	Caps, Skull Cap or Toboggan, Color Navy	30	Each	<u>7.53</u>	_____
26	Ball Cap, Color Navy with CFD Insignia	30	Each	<u>11.46</u>	_____
27	Shorts, Workout, 100% Cotton, Heather Grey	50	Each	<u>10.39</u> <del>10.59</del>	_____
28	Nametags: CFD Maltese Cross, HookFast QS-6, Silver or Gold Plate, All Ranks	50	Each	<u>16.37</u>	_____
29	Class A Dress Tie, Clip Tie, Color Dark Navy	50	Each	<u>4.60</u>	_____
30	Class A Dress Tie, Velcro Tie, Color Dark Navy	50	Each	<u>4.00</u>	_____

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

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

TERMS OF PAYMENT: Net 30

TELEPHONE NUMBER: 901-634-6859

COMPANY: Summit Uniforms

SIGNATURE: [Signature]

NAME AND TITLE: David Pearson / Director of Sale

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**

30-AUG-18 at 2:00 PM

**BID NUMBER:** 305192

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
31	Firefighter Coat Badge, Blackinton #538A, Nickel Finish	50	Each	<u>65.55</u>	_____
32	Lieutenant Coat Badge, Blackinton #538A, Nickel Finish	50	Each	<u>65.55</u>	_____
33	Captain Coat Badge, Blackinton #538A, Gold Plate Finish	50	Each	<u>65.55</u>	_____
34	Battalion Chief Coat Badge, Blackinton #538A, Gold Plate Finish	12	Each	<u>65.55</u>	_____
35	Assistant Chief Coat Badge, Blackinton #538A, Gold Plate Finish	6	Each	<u>65.55</u>	_____
36	Deputy Chief Coat Badge, Blackinton #538A, Gold Plate Finish	6	Each	<u>65.55</u>	_____
37	Fire Chief Coat Badge, Blackinton #538A, Gold Plate Finish	2	Each	<u>65.55</u>	_____
38	Firefighter Shirt Badge, Blackinton #38C, Nickel Finish	50	Each	<u>48.10</u>	_____
39	Lieutenant Shirt Badge, Blackinton #38C, Nickel Finish	50	Each	<u>48.10</u>	_____
40	Captain Shirt Badge, Blackinton #38C, Gold Plate Finish	50	Each	<u>48.10</u>	_____

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Bids will be received at the above mentioned address.

TERMS OF PAYMENT: Net 30

TELEPHONE NUMBER: 931-634-6854

COMPANY: Summit Uniforms

SIGNATURE: [Signature]

NAME AND TITLE: David Pearson / Director of Sales

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**

30-AUG-18 at 2:00 PM

**BID NUMBER:** 305192

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
41	Battalion Chief Shirt Badge, Blackinton #38C, Gold Plate Finish	12	Each	48.10	_____
42	Assistant Chief Shirt Badge, Blackinton #38C, Gold Plate Finish	6	Each	48.10	_____
43	Deputy Chief Shirt Badge, Blackinton #38C, Gold Plate Finish	6	Each	48.10	_____
44	Fire Chief Shirt Badge, Blackinton #38C, Gold Plate Finish	2	Each	48.10	_____
45	Firefighter Hat Badge, Blackinton #39D, Nickel Finish	50	Each	48.10	_____
46	Lieutenant Hat Badge, Blackinton #39D, Nickel Finish	50	Each	48.10	_____
47	Captain Hat Badge, Blackinton #39D, Gold Plate Finish	50	Each	48.10	_____
48	Battalion Chief Hat Badge, Blackinton #39D, Gold Plate Finish	12	Each	48.10	_____
49	Assistant Chief Hat Badge, Blackinton #39D, Gold Plate Finish	6	Each	48.10	_____
50	Deputy Chief Hat Badge, Blackinton #39D, Gold Plate Finish	6	Each	48.10	_____

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Bids will be received at the above mentioned address.

TERMS OF PAYMENT: Net 30

TELEPHONE NUMBER: 901-634-6859

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

COMPANY: Summit Uniforms

SIGNATURE: [Signature]

NAME AND TITLE: David Prosser/Director of Sales

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**

30-AUG-18 at 2:00 PM

**BID NUMBER: 305192**

**BUYER:**

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

**SEALED BIDS**

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
51	Fire Chief Hat Badge, Blackinton #39D, Gold Plate Finish	2	Each	<u>48.16</u>	_____
52	Senior Firefighter Collar Insignia, Nickel FFS	50	Each	<u>19.56</u>	_____
53	Firefighter Engineer Collar Insignia, Nickel FFE	50	Each	<u>19.56</u>	_____
54	Lieutenant Collar Insignia, Gold Plate, Single Lieutenant Bugle, Blackinton #J50	50	Each	<u>16.90</u>	_____
55	Captain Collar Insignia, Gold Plate, Two Crossed Captains Bugle, Blackinton #J51	50	Each	<u>16.90</u>	_____
56	Battalion Chief Collar Insignia, Gold Plate, Two Crossed Assistant Chief Bugles, Blackinton #J52	12	Pair	<u>16.90</u>	_____
57	Assistant Chief Collar Insignia, Gold Plate, Three Crossed Assistant Chief Bugles, Blackinton #J53	6	Pair	<u>16.90</u>	_____
58	Deputy Chief Collar Insignia, Gold Plate, Four Crossed Assistant Chief Bugles, Blackinton #J54	2	Pair	<u>16.90</u>	_____
59	Fire Chief Collar Insignia, Gold Plate, Five Crossed Assistant Chief Bugles, Blackinton #J55	2	Pair	<u>16.90</u>	_____
60	Rank Emblem Discs, Blackinton #A2875 Silver FFE	50	Pair	<u>18.46</u>	_____

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Bids will be received at the above mentioned address.

TERMS OF PAYMENT: Net 30

TELEPHONE NUMBER: 971-634-6551

COMPANY: Summit Uniforms

SIGNATURE: [Signature]

NAME AND TITLE: Dave Pearson / Director of Sale



# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**

30-AUG-18 at 2:00 PM

**BID NUMBER: 305192**

**BUYER:**

**PHONE #:** (423) 643-7230

**DELIVERY REQUIRED:**

**SEALED BIDS**

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
61	Rank Emblem Discs, Blackinton #A2875 Silver FFS	50	Pair	18.46	---
62	Rank Emblem Discs, Blackinton #A2875 One Silver Bugle	50	Pair	18.46	---
63	Rank Emblem Discs, Blackinton #A2875 Two Gold Parallel Bugles	50	Pair	18.46	---
64	Rank Emblem Discs, Blackinton #A2875 Two Gold Crossed Bugles	50	Pair	18.46	---
65	Rank Emblem Discs, Blackinton #A2875 Three Gold Crossed Bugles	50	Pair	18.46	---
66	Rank Emblem Discs, Blackinton #A2875 Four Gold Crossed Bugles	50	Pair	18.46	---
67	Rank Emblem Discs, Blackinton #A2875 Five Gold Crossed Bugles	50	Pair	18.46	---
68	Rank Emblem Discs, Blackinton #A2875 Staff Officers, Gold Disk All Ranks.	50	Pair	18.46	---
69	C.F.D. Epaulet Pins: Blackinton #B615, Silver Lieutenant and below.	50	Each	19.50	---
70	C.F.D. Epaulet Pins: Blackinton #B615, Gold All Other Ranks	50	Each	20.67	---

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TERMS OF PAYMENT: Net 30  
TELEPHONE NUMBER: 901-634-6859

COMPANY: Summit Uniforms  
SIGNATURE: [Signature]  
NAME AND TITLE: David Pearson / Director of Sale

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**

30-AUG-18 at 2:00 PM

**BID NUMBER: 305192**

**BUYER:**

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

**SEALED BIDS**

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
71	Retirement Badges: Blackinton #538A. Gold Finish with Safety Clasp Attachment with an #A (Firefighter Scramble) Center Seal in Gold with Black Lettering as specified by C.F.D.	50	Each	65.55	_____
72	Retirement Badge/ID Case, Badge ID. Case, Color Black with Blue Felt Insert for Badge Protection Bi-Fold. Right side holds badge. Left side hold I.D. card, clear cover. Wallet Size.	50	Each	21.39	_____
73	Additional Badges: Coat badges. Fire Prevention, Honor Guard, Fire Investigation etc., Gold in color and department will specify the center seal	50	Each	65.65	_____
74	Additional Badges: Shirt badges. Fire Prevention, Honor Guard, Fire Investigation etc., Gold in color and department will specify the center seal.	50	Each	48.10	_____
75	Additional Badges: Hat badges. Fire Prevention, Honor Guard, Fire Investigation etc., Gold in color and department will specify the center seal.	50	Each	48.10	_____
76	Smooth Toe Shoe, Rocky RKD0028	50	Each	51.80	_____
77	5.11 Company CST 2.0 Boot-Composite Safety Toe Shoe, #12033	50	Each	97.01	_____
78	5.11 Company CST 2.0 Non-Composite Toe Shoe, #12032	50	Each	83.15	_____
79	Redback Slip-On Boots, #UBBK	50	Each	127.40	_____
80	Under Armour UA Valsetz RTS Side-Zip Tactical Style #1257847	50	Each	92.95	_____

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Bids will be received at the above mentioned address

TERMS OF PAYMENT: Net 30  
TELEPHONE NUMBER: 901-651-6559

COMPANY: Summit Uniforms  
SIGNATURE: [Signature]  
NAME AND TITLE: Director of Sales / David Pearson

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**

30-AUG-18 at 2:00 PM

**BID NUMBER: 305192**

**BUYER:**

PHONE #: (423) 643-7230

**DELIVERY REQUIRED:**

**SEALED BIDS**

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
81	Under Armour Mirage Tactical Shoes, #127835	50	Each	<u>60.39</u>	_____
82	Pants, Red Kap Dura-Kap Industrial 4-Pocket Pants, Color Navy or Charcoal, Style #PT20	50	Each	<u>19.50</u>	_____
83	Pants, Red Kap Industrial Cargo, Color Navy or Charcoal, Style #PT88	50	Each	<u>25.84</u>	_____
84	Pants, Red Kap Performance Shop, Color Navy or Charcoal, Style #PT88	50	Each	<u>25.84</u>	_____
85	Shorts, Red Kap Lightweight Crew, Color Navy or Charcoal, Style #PT4L	50	Each	<u>22.72</u>	_____
86	Shorts, Red Kap Performance Shop, Color Navy or Charcoal, Style #PT4A	50	Each	<u>22.72</u>	_____
87	Cargo Shorts, Red Kap, Color Navy, Style #PT66	50	Each	<u>22.72</u>	_____
88	Polo Shirt, Jerseys Spot Shield Pocket Shirt, Color Oxford, Style #436MPR	50	Each	<u>19.13</u>	_____
89	Class B Polo Shirt, Elbeco Short Sleeve, Color White, Style #K150	30	Each	<u>43.03</u> <del>1087.50</del>	_____
90	Class B Polo Shirt, Short Sleeve, Color Navy, Propper Style #F5341	30	Each	<u>31.55</u>	_____

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Bids will be received at the above mentioned address.

TERMS OF PAYMENT: Net 30

TELEPHONE NUMBER: 901-634-6859

COMPANY: Summit Uniforms

SIGNATURE: [Signature]

NAME AND TITLE: David Pearson / Director of Sales

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**

30-AUG-18 at 2:00 PM

**BID NUMBER: 305192**

**SEALED BIDS**

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**BUYER:**

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

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
91	Class B Polo Shirt, Short Sleeve, Color Grey, Proper Style #F5341	30	Each	<u>31.55</u>	_____
92	Class B Polo Shirt, Short Sleeve, Color Red, Proper Style #F5341	30	Each	<u>31.55</u>	_____
93	Class B Polo Shirt, Short Sleeve, Color Black, Proper Style #F5341	30	Each	<u>31.55</u>	_____
94	Class B Polo Shirt, Short Sleeve, Color Navy, Cornerstone Style #CS410	30	Each	<u>32.49</u>	_____
95	Class B Polo Shirt, Short Sleeve, Color Grey, Cornerstone Style #CS410	30	Each	<u>32.49</u>	_____
96	Class B Polo Shirt, Short Sleeve, Color Red, Cornerstone Style #CS410	30	Each	<u>32.49</u>	_____
97	Class B Polo Shirt, Short Sleeve, Color Black, Cornerstone Style #CS410	30	Each	<u>32.49</u>	_____
98	Tee Shirts, 5.11, 100% Cotton, Short Sleeve, Color Navy, Style #40050	50	Each	<u>21.00</u>	_____
99	Tee Shirts, 5.11, 100% Cotton, Long Sleeve, Color Navy, Style #40050	50	Each	<u>24.00</u>	_____
100	Tee Shirts, 5.11 Professional, 100% Cotton, Short Sleeve, Color Navy, Style #71309	50	Each	<u>21.00</u>	_____

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TERMS OF PAYMENT: Net 30

TELEPHONE NUMBER: 901-634-6859

COMPANY: Summit Uniforms

SIGNATURE: [Signature]

NAME AND TITLE: David Pearson / Director of Sales

# BID SOLICITATION



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

**BID OPENING DATE AND TIME:**

30-AUG-18 at 2:00 PM

**BID NUMBER:** 305192

**BUYER:**

**PHONE #:** (423) 643-7230

**DELIVERY REQUIRED:**

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

Item	Class-Item	Quantity	Unit	Unit Price	Total
101	Tee Shirts, 5.11 Professional, 100% Cotton, Long Sleeve, Color Navy, Style #71309	50	Each	32.06	

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Bids will be received at the above mentioned address.

TERMS OF PAYMENT: Net 30  
TELEPHONE NUMBER: 901-637-6859

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

COMPANY: Summit Uniforms  
SIGNATURE: [Signature]  
NAME AND TITLE: David Pearson/Director of Sale

## Instructions to Bidders

(1) Bid documents can be downloaded from the City's website at [www.chattanooga.gov](http://www.chattanooga.gov). At the left side of that page is a link labeled "Bid Solicitations." Click that link, and a page will open with a list of the City's current Bid Solicitations, with links that will display a PDF version of the bid documents suitable for printing.

(2) Any Addenda will be published in the list of Bid Solicitations mentioned above. Bidders should check this list before submitting their bids, to see whether any Addendum has been issued.

(3) Bid documents should be submitted to the following address:

Purchasing Office, Suite G-13  
City Hall  
101 East 11th Street  
Chattanooga, TN 37401

(4) Sealed Bids should be submitted in a sealed envelope. No particular envelope is required, but the Bid Solicitation number should be marked on the outside of the envelope. This is a six-digit number starting with a "3".

(5) Any questions regarding the specifications or bidding process should be directed to the Buyer, preferably by email, to the following address: [wtucker@chattanooga.gov](mailto:wtucker@chattanooga.gov).

The Buyer will, if possible find answers to the submitted questions and will issue an Addendum so that all potential bidders will have access to the answers.

(6) Tennessee law prohibits municipalities from contracting with business entities which engage in investment activities in Iran. A list of such prohibited entities can be viewed at

[https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List\\_of\\_persons\\_pursuant\\_to\\_Tenn.\\_Code\\_Ann.\\_12-12106\\_Iran\\_Divestment\\_Act\\_updated\\_7.7.17.pdf](https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12106_Iran_Divestment_Act_updated_7.7.17.pdf)


A form entitled "Vendor Disclosure and Acknowledgement" is attached, which asks the Bidder to affirm that it is not on the list of prohibited entities. This form should be completed and submitted with your Bid.

(7) A Form titled "No Contact/No Advocacy" is attached, regarding contact with City representatives during the evaluation of Bids. Bidders are required to submit this completed Form with their Bids.

(8) Bid prices should be entered on the Bid Solicitation Form, under the column heading "Unit Prices." There is no need to enter prices in the "Total" column.

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) David Pearson  
(BUSINESS NAME) Summit Uniforms  
(DATE) 8/28/18



No Contact/No Advocacy

Notice Receipt

City of Chattanooga  
Purchasing Division

**For Submission with Sealed Bid Solicitation Responses:**

David Pearson

(Vendor Agent name), states that:

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

\_\_\_\_\_ (Business name), the Submitter of the

attached sealed solicitation response to Solicitation # 305192, 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

[Handwritten Signature]

Printed Name:

David Pearson

Title:

Director of Sales

Date:

8/28/18

### CHATTANOOGA FIRE DEPARTMENT UNIFORM SPECIFICATIONS

PURPOSE: The purpose of this bid is to find a uniform supplier who can supply the items listed in the specifications. The Chattanooga Fire department is willing to consider all brands that meet or exceed the specifications mention. The successful bidder must be able to supply all items listed in the specifications in a timely manner. All alterations must be done locally by a skilled seamstress who can come out and measure academy candidates upon request.

If you need additional information concerning any item, please contact the City of Chattanooga Purchasing Department.

### SPECIAL CONDITIONS

1. The successful bidder will be awarded a contract for one (1) year from the date of acceptance by the City of Chattanooga Fire Department with an option to renew the contract for an additional two (2) years if mutually agreeable to both the City of Chattanooga Fire Department and the bidder.
2. The City reserves the right to cancel the contract of the successful bidder after thirty (30) days written notice if, in the opinion of Logistics' Chief, the successful bidder delivers items that fail to meet specifications or fails to deliver ordered items in a timely manner.
3. Bid prices shall remain firm throughout the contract term.
4. The successful bidder must have facilities for altering uniforms for proper fit and appearance. All alterations needed are to be included in the bid price.
5. The successful bidder will be required to have a representative at the Chattanooga Fire Department to take measurements and orders from each individual when required at the convenience of the Logistics' Chief or his designee.
6. The successful bidder must show proof of adequate inventory of all items to accommodate requirements of the Chattanooga Fire Department.
7. Uniforms will be available for both male and female firefighters. Female uniforms are to be made exactly like male uniforms and cut on industry accepted female patterns.
8. Bid items that are discontinued during the contract period shall not be substituted without prior approval of the Logistics' Chief.
9. The vendor will be responsible for maintaining Chattanooga Fire Department emblems and affixing them as required in the specifications. They are to be affixed at no additional charge. The bid price will include all silk screened or hollow printed logos and embroideries on garments where specified.
10. The brands and styles listed in the specifications represent a quality sought by the

Chattanooga Fire Department. Any substitutions on any item shall be clearly detailed in bid documents and a sample of such substituted item shall be provided at bid opening. If no substitutions are made, the bidder is agreeing to provide the exact brand specified instead of an equivalent.

11. Bidders must furnish a single unit price for every item in all sections of the Bid Pricing Sheet in order to be considered responsive and eligible for evaluation. Bidders must not submit different prices for different sizes. The bid will not be split.
12. Payment shall be made after all uniforms have been received correctly and in accordance with the City's payment procedures
13. Uniforms are to be delivered within 30 days after order has been made.
14. Each employee's order shall be packaged per order, per employee with the employee's name and order plainly visible on the package.

- End of Section -

## SECTION A: CLASS A UNIFORM

### Class A Dress Coat

Flying Cross Single-Breasted Coat 100% VISA ® System 3™ Polyester

- Style # 38800 86 (Men's) or Style # 38833 86 (Women's)
- Color - Navy
- Available in Men's and Women's sizes
- Fully lined single-breasted jacket with 4-button front and notched lapels
- Two inside breast pockets
- Badge tab
- 11-11.5 oz. serge weave
- Buttons shall be with "FD" buttons on dress uniform, gold or silver and size.

COMPLY YES  EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

### Class A Dress Pants

Flying Cross Command Pants

- Style # 38200 (Men's) Style # 38200W
- Color - Navy
- Available in Men's and Women's sizes
- Side pockets
- 3/4" wide belt loops
- Medium weight 11-11.5 oz. Serge weave

COMPLY YES  EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

### CLASS A DRESS SHIRT

Flying Cross Long Sleeve Shirt

- Style # 33W78Z (Men's) # 126R78Z (Women's)
- Color - White
- Pleated pockets with scalloped flaps
- Sewn-in military creases
- Full badge sling
- Concealed zipper
- Conventional collar with permanent stays
- Hidden pencil compartment on left pocket

COMPLY YES  EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**CLASS A DRESS SHIRT**

**Flying Cross Short Sleeve Shirt**

- Style # 85R78Z (Men's) #126R78 (Women's)
- Color - White
- Pleated pockets with scalloped flaps
- Sewn-in military creases
- Full badge sling
- Concealed zipper
- Conventional collar with permanent stays
- Hidden pencil compartment on left pocket

COMPLY YES  EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**CLASS A DRESS SHIRT**

**Spiewak Short Sleeve Shirt**

- Style # SPDU10 (Men's)
- Color - White
- Pleated pockets with scalloped flaps
- Sewn-in military creases
- Full badge sling
- Concealed zipper
- Conventional collar with permanent stays
- Hidden pencil compartment on left pocket

COMPLY YES  EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**CLASS A DRESS TIES**

**Clip Tie, or Velcro Tie**

- Color - Dark Navy
- Stock sizes - 18, 20, 22
- Women's Cross-Over Tie
- Color - Dark Navy

COMPLY YES  EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**CLASS A DRESS SHOES**

**Rocky High Gloss Leather Oxford**

- Style # FQ00510-8
- Color - High Gloss Black
- Dress leather Oxford shoe

COMPLY YES  EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**CLASS A DRESS HAT**

**Bayly Bell Crown Dress Hat**

- Dark Navy hats have black plastic strap for Firefighters
- Dark Navy hats have silver band for Lieutenants
- Dark Navy hats have gold band for Captains
- White hats have gold band for Staff Officers
- White hats have gold band and three laurels on each side of brim for Chief Officers

COMPLY YES  EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**BELTS**

- Color – Black
- Buckles – Nickel Lieutenant and below) or Brass (Captain and above)
- 1 ¼" wide
- Full grain leather

COMPLY YES  EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**CLASS A MISCELLANOUS**

Rank bands shall be on the right arm encircling the sleeve. The rank band designations are as follows:

- Firefighter, Firefighter Engineer, and Senior Firefighter - no bands
- Lieutenant - One (½") silver band
- Captain - Two small (½") gold bands
- Battalion Chief - One large (1") gold band (bottom) and one small (½") gold band
- Assistant Chief - One large (1") gold band (bottom) and two small (½") gold bands
- Deputy Chief - One large (1") gold band (bottom) and three small (½") gold bands
- Fire Chief - One large (1") gold band (bottom) and four small (½") gold bands

Sewn Maltese crosses shall be on the left arm of the jacket 4" from the cuff and centered on the outside of the sleeve. There should be one cross for every five years of sworn service with the Chattanooga Fire Department. Gold Maltese crosses designate operational captains, staff officers, and chief officers. Silver Maltese crosses designate the operational firefighter through lieutenant ranks.

Name Plate with the Chattanooga Fire Department Maltese cross – Silver or Gold with Rank, First Initial and Last Name

COMPLY YES  EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**SECTION B: STATION UNIFORMS**

**Class B Nomex Shirt**

Flying Cross by Fechheimer NFPA Compliant Synergy Nomex Shirt (SS)  
Style # 9800 (Men's), Style # 9810 (Women's)

- Color - Navy
- Sizes Medium – 3XL
- Left Chest Embroider Chattanooga Fire Department insignia
- Right Chest Embroidered silver name strip regardless of rank, and will include the rank on top, and the first initial and last name on the bottom of the strip. CFD patch shall be sown on upper left sleeve. Approved certification patches may be sewn on upper right sleeve.
- Stock sizes: Shirts must be available in the following sizes:

Men's XSMALL – 4XL

Alpha sleeve lengths: Short, Long Sleeve

Short to finish 32". Regular to finish 34" Long to finish 36

Women's Bust Sizes 28-52 Short Sleeve

Long Sleeve Lengths:

28, 30 Regular = 30"

32, 34 Regular = 30" Long = 31"

36, 38 Regular = 31" Long = 32"

40, 42 Regular = 32" Long = 33"

44, 46 Regular = 33" Long = 34"

48 & Up Regular = 34" Long

= 35"

COMPLY YES  EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**Class B Nomex Pants**

Flying Cross by Fechheimer Item: 98200 NFPA Compliant Synergy Nomex Pants  
4 Pocket Style # 98200 (Men's), Style # 98200W (Women's)

- Color - Navy
- Pants must be hemmed for final fitting
- Stock Sizes Women 02 -26 Even, Men 28-38 Every, 40-56 Even only

COMPLY YES  EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**Class B Polo Shirt- Administration Chiefs**

Elbeco – Short Sleeve

- Style# K150
- Color – White
- Sizes Medium – 3XL
- Upper Left Shoulder – CFD Patch

COMPLY YES  EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**Class B Polo Shirt- Operational Battalion Chiefs**

Propper or Cornerstone Polo Shirt – Short Sleeve

- Style# Propper – F5341 Cornerstone – CS410
- Color – Navy
- Sizes Medium – 3XL
- Left Chest Embroider - CFD insignia
- Right Chest Embroider – Rank and name

COMPLY YES  EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**Class B Polo Shirt- Fire Training Division**

Propper or Cornerstone Polo Shirt – Short Sleeve

- Style# Propper – F5341 Cornerstone – CS410
- Color – Grey or Red
- Sizes Medium – 3XL
- Left Chest Embroider - CFD insignia
- Right Chest Embroider – Rank/Title and name

COMPLY YES  EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**Class B Polo Shirt- Fire Investigation Division**

Propper or Cornerstone Polo Shirt – Short Sleeve

- Style# Propper – F5341 Cornerstone – CS410
- Color – Black or Navy
- Sizes Medium – 3XL
- Left Chest Embroider – Fire Investigator Badge
- Right Chest Embroider – Rank/Title and name

COMPLY YES  EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_



**Class B Polo Shirt- Specials Operations Division**

Propper or Cornerstone Polo Shirt – Short Sleeve

- Style# Propper – F5341 Cornerstone -- CS410
- Color -- Black or Navy
- Sizes Medium – 3XL
- Left Chest Embroider – CFD insignia
- Right Chest Embroider – Rank/Title and name

COMPLY YES   X   EXCEPTION TO SPECIFICATION \_\_\_\_\_  
 SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**Class B Polo Shirt- Safety Division**

Propper or Cornerstone Polo Shirt – Short Sleeve

- Style# Propper – F5341 Cornerstone – CS410
- Color – Navy
- Sizes Medium – 3XL
- Left Chest Embroider -- CFD insignia
- Right Chest Embroider – Rank/Title and name

COMPLY YES   X   EXCEPTION TO SPECIFICATION \_\_\_\_\_  
 SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**Class B 100% Cotton Pants**

Truspec

- Style # 1072
- Color – Coyote
- Stock Sizes Women 02 -26 Even. Men 28-38 Every, 40-56 Even only
- Pants must be hemmed for final fitting

COMPLY YES   X   EXCEPTION TO SPECIFICATION \_\_\_\_\_  
 SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**JOB SHIRT**

5.11 ¼ Zip Job Shirt

- Style # Roll up collar or Collar with canvas
- Color -- Navy
- Left Chest Embroider – CFD Insignia
- Right Chest Embroidered Name Strip
- Top Line Rank – SILVER no matter the rank
- Bottom Line -- SILVER, First Initial and Last Name
- Upper Left Shoulder – CFD Patch
- Upper Right Should – Approved certification patches
- Stock Sizes – XS - 3XL, Regular
- Stock Sizes – L -3XL Tall

COMPLY YES   X   EXCEPTION TO SPECIFICATION \_\_\_\_\_

SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**WATER REPELLENT JOB SHIRT**

5.11 ¼ Zip Job Shirt

- Style # Roll up collar or Collar with canvas
- Color - Navy
- Left Chest Embroider - CFD Insignia
- Right Chest Embroidered Name Strip
- Top Line Rank - SILVER no matter the rank
- Bottom Line - SILVER, First Initial and Last Name
- Upper Left Shoulder - CFD Patch
- Upper Right Should - Approved certification patches
- Stock Sizes - XS - 3XL, Regular
- Stock Sizes - L - 3XL Tall

COMPLY YES X EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**DEPARTMENT WINTER COAT**

Tri-Mountain

- Style # Mountaineer Jacket model 8800
- Color - Black
- Left Chest Embroider - CFD Insignia
- Right Chest Black Embroidered Name Strip
- Top Line Rank - SILVER no matter the rank
- Bottom Line - SILVER, First Initial and Last Name
- Upper Left Shoulder - CFD Patch

COMPLY YES X EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**DAY SHIFT LIGHTWEIGHT JACKET**

5.11

- Style # 48035
- Color - Black
- Left Chest Embroider - CFD Insignia
- Right Chest Embroider - Rank and name

COMPLY YES X EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**TEE SHIRTS**

5.11 100% Cotton

- Style – 40050
- Color – Navy
- Short Sleeve and Long Sleeve
- Tall sizes made available through Special Order
- Left Chest Screen Print o CFD Insignia
- Back of T - Shirt Screen Print, hollowed – CHATTANOOGA FIRE

COMPLY YES X EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**TEE SHIRTS**

5.11 Professional 100% Cotton

- Style – 71309
- Color Navy
- Fade, shrink, and wrinkle resistant
- Short Sleeve and Long Sleeve
- Tall sizes made available through Special Order
- Left Chest Screen Print o CFD Insignia
- Back of T - Shirt Screen Print, hollowed – CHATTANOOGA FIRE

COMPLY YES X EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**DEPARTMENT APPROVED SHORTS**

5.11 100% Cotton – Cargo Style

- Style# 73285
- Color Navy
- Stock Sizes Women 02 -26 Even, Men 28-38 Every, 40-56 Even only

COMPLY YES X EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**CAPS**

Skull Cap or Toboggan

- Color Dark Navy
- Sizes – Regular and Oversize
- Must have embroidered CFD insignia on front

Ball Cap

- Color – Dark Navy
- Must have embroidered CFD insignia on front

COMPLY YES X EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**SHORTS - WORKOUT**

100% Cotton

- Color Heather Grey

COMPLY YES  EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

## SECTION C: BADGES & INSIGNIAS

1. **Nametags: CFD Maltese Cross, HookFast QS-6 or approved equal.**  
Lieutenant and below nametags shall have two lines of print and be made of nickel, black lettering, and a clutch back attachment.  
Captains, Staff Officer's, and Chiefs nametags shall have two lines of print and be made of gold plate, black lettering, and a clutch back attachment.
2. **Firefighter Coat Badges: Blackinton # 538 A or approved equal.**  
Firefighter badges shall have a nickel finish and safety clasp attachment with an (firefighter scramble) center seal in nickel. Lettering shall be black and specified by CFD.
3. **Lieutenant Coat Badges: Blackinton #538 A or approved equal.**  
Lieutenant badges shall have a nickel finish and safety clasp attachment with an (single bugle) center seal in nickel. Lettering shall be black and specified by CFD.
4. **Captain Coat Badges: Blackinton #538 A or approved equal.**  
Captain badges shall have a gold plate finish and safety clasp attachment with an (two bugles) center seal in gold plate. Lettering shall be black and specifies by CFD.
5. **Battalion Chief Coat Badges: Blackinton #538 A or approved equal.**  
Battalion Chief badges shall have a gold plate finish and safety clasp attachment with an (two crossed bugles) center seal in gold plate. Lettering shall be black and specified by CFD.
6. **Assistant Chief Coat Badges: Blackinton #538 A or approved equal.**  
Assistant Chief badges shall have a gold plate finish and safety clasp attachment with an (three crossed bugles) center seal in gold plate. Lettering shall be black and specified by CFD.
7. **Deputy Chief Coat Badges: Blackinton #538 A or approved equal.**  
Assistant Chief badges shall have a gold plate finish and safety clasp attachment with an (four crossed bugles) center seal in gold plate. Lettering shall be black and specified by CFD.
8. **Fire Chief Coat Badge: Blackinton #538 A or approved equal.**  
Fire Chief badge shall have a gold plate finish and safety clasp attachment with an (five crossed bugles) center seal in gold plate. Lettering shall be black and specified by CFD.
9. **Firefighter Shirt Badges: Blackinton #38C or approved equal.**  
Firefighter badges shall have a nickel finish and safety clasp attachment with an (firefighter scramble) center seal in nickel. Lettering shall be black and specified by CFD.
10. **Lieutenant Shirt Badges: Blackinton #38C or approved equal.**  
Lieutenant badges shall have a nickel finish and safety clasp attachment with an

(single bugle) center seal in nickel. Lettering shall be black and specified by CFD.

**11. Captain Shirt Badges:** Blackinton #38C or approved equal.

Captain badges shall have a gold plate finish and safety clasp attachment with an (two bugles) center seal in gold plate. Lettering shall be black and specified by CFD.

**12. Battalion Chief Shirt Badges:** Blackinton #38C or approved equal.

Battalion Chief badges shall have a gold plate finish and safety clasp attachment with an (two crossed bugles) center seal in gold plate. Lettering shall be black and specified by CFD.

**13. Assistant Chief Shirt Badges:** Blackinton #38C or approved equal.

Assistant Chief badges shall have a gold plate finish and safety clasp attachment with an (three raised crossed bugles) red center seal in gold plate. Lettering shall be black and specified by CFD.

**14. Deputy Chief Shirt Badges:** Blackinton #38C or approved equal.

Assistant Chief badges shall have a gold plate finish and safety clasp attachment with an (four raised crossed bugles) red center seal in gold plate. Lettering shall be black and specified by CFD.

**15. Fire Chief Shirt Badges:** Blackinton #38C or approved equal.

Fire Chief badge shall have a gold plate finish and safety clasp attachment with an (five raised crossed bugles) red center seal in gold plate. Lettering shall be black and specified by CFD.

**16. Firefighter Hat Badges:** Blackinton #39D or approved equal.

Nickel badge with screw back, black lettering and (scramble) center seal of nickel.

**17. Lieutenant Hat Badges:** Blackinton #39D or approved equal.

Silver plate with screw back, black lettering and gold plate center seal according to rank.

**18. Captain Hat Badges:** Blackinton #39D or approved equal.

Gold plate with screw back, black lettering and gold plate center seal according to rank.

**19. Battalion Chief Hat Badges:** Blackinton #39D or approved equal.

Gold plate with screw back, black lettering and raised red plate center seal according to rank.

**20. Assistant Chief Hat Badges:** Blackinton #39D or approved equal.

Gold plate with screw back, black lettering and raised red plate center seal according to rank.

**21. Deputy Chief Hat Badges:** Blackinton #39D or approved equal.

Gold plate with screw back, black lettering and raised red plate center seal according to rank.

22. **Fire Chief Hat Badge:** Blackinton #39D or approved equal.  
Gold plate with screw back, black lettering and raised red plate center seal according to rank.
23. **Senior Firefighter Collar Insignia:** Blackinton or approved equal.  
Pair of nickel FFS, with clutch backs to be used on collar of uniform shirt.
24. **Firefighter Engineer Collar Insignia:** Blackinton or approved equal.  
Pair of nickel FFE, with clutch backs to be used on collar of uniform shirt.
25. **Lieutenant Collar Insignia:** Blackinton # J50 or approved equal.  
Pair of gold plate single Lieutenant bugles with clutch backs to be used on collar of uniform shirt.
26. **Captain Collar Insignia:** Blackinton # J51 or approved equal.  
Pair of gold plate 2 crossed Captain bugles with clutch backs to be used on collar of uniform shirt.
27. **Battalion Chief Collar Insignia:** Blackinton #J52 or approved equal.  
Pair of gold plate 2 crossed Assistant Chief bugles with clutch backs to be used on collar of uniform shirt.
28. **Assistant Chief Collar Insignia:** Blackinton #J53 or approved equal.  
Pair of gold plate 3 crossed Assistant Chief bugles with clutch backs to be used on collar of uniform shirt.
29. **Deputy Chief Collar Insignia:** Blackinton #J54 or approved equal.  
Pair of gold plate 4 crossed Assistant Chief bugles with clutch backs to be used on collar of uniform shirt.
30. **Fire Chief Collar Insignia:** Blackinton #J55 or approved equal.  
Pair of gold plate 5 crossed Chief bugles with clutch backs to be used on collar of uniform shirt.
31. **Rank Emblem Discs: Example** Blackinton #A2875 or approved equal.  
Silver FFE, Silver FFS, one silver bugle, Two gold parallel bugles, Two gold crossed bugles, Three gold crossed bugles, Four gold crossed bugles, Five gold crossed bugles.  
Staff Officers shall have Gold disk no matter their rank (FFE, FFS, or one bugle)  
Plain backing on disk. No starburst.
32. **C.F.D Epaulet Pins:** Blackinton #B615 or approved equal.  
Silver Lieutenant and below. Gold all other ranks
33. **Retirement Badges:** Blackinton #538 A or approved equal.  
Retirement badges shall have a gold finish and safety clasp attachment with an #A

(firefighter scramble) center seal in gold. Lettering shall be black and specified by CFD.

**34. Retirement Badge/ID Case:**

Badge LD. case, color black with blue felt insert for badge protection Bifold.  
Right side holds badge. Left side holds I.D. card, clear cover. Wallet size.

**35. Addition Badges:** Coat, Shirt, & Hat badges are need occasionally for Fire Prevention, Honor Guard, and Fire Investigation, etc. These badges will be gold in color and the department will specify the center seal and lettering.



**SECTION D: FOOTWEAR**

**Smooth Toe Shoe Rocky RKD0028**

5.11 Company CST 2.0 Boot-Composite Safety Toe #12033

5.11 Company Boot 2.0 Non-Composite Toe #12032

Redback Slip-On Boots #UBBK

Under Armour UA Valsetz RTS Side-Zip Tactical Style #1257847 or equivalent

Under Armour Mirage Tactical Shoes- #128735 or equivalent

**SECTION E: SUPPLY AND MAINTENANCE UNIFORMS**

**CFD Resource Division- Polo Shirt**

Jerzees Spot Shield Pocket Shirt

- Style# 436MPR
- Color – Oxford
- Sizes Medium – 3XL
- Left Chest Embroider – CFD insignia

COMPLY YES  EXCEPTION TO SPECIFICATION \_\_\_\_\_

SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**CFD Resource Division- Pants**

Red Kap – Dura-Kap Industrial 4-pocket

- Style# PT20
- Color – Navy or Charcoal
- Sizes 28 - 50

COMPLY YES  EXCEPTION TO SPECIFICATION \_\_\_\_\_

SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**CFD Resource Division- Pants**

Red Kap - Industrial Cargo

- Style# PT88
- Color – Navy or Charcoal
- Sizes 28 - 50

COMPLY YES  EXCEPTION TO SPECIFICATION \_\_\_\_\_

SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

**CFD Resource Division- Pants**

Red Kap – Performance Shop

- Style# PT88
- Color – Navy or Charcoal
- Sizes 28 - 50

COMPLY YES X EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

CFD Resource Division- Shorts

Red Kap – Lightweight crew

- Style# PT4L
- Color – Navy or Charcoal
- Sizes 28 - 50

COMPLY YES X EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

CFD Resource Division- Shorts

Red Kap – Cargo Short

- Style# PT4A
- Color – Navy
- Sizes 28 - 50

COMPLY YES X EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_

CFD Resource Division- Shorts

Red Kap – Performance Shop

- Style# PT4A
- Color – Navy or Charcoal
- Sizes 28 - 50

COMPLY YES X EXCEPTION TO SPECIFICATION \_\_\_\_\_  
SAMPLE OF EXCEPTION SUBMITTED FOR REVIEW YES \_\_\_\_\_ NO \_\_\_\_\_