

Date: January 9, 2014

Ref. No.: 88357

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

Request for Proposal (RFP) for the City of Chattanooga, Tennessee

*Proposals will be received at 101 East 11th Street, Suite G13,
Chattanooga, TN 37402 until 4:00 P.M., EST. on January 16, 2014*

**Requisition No.: RFP 88357
Ordering Dept.: General Services
Buyer & e-mail: Mark McKeel mckeel_m@chattanooga.gov**

**Items being Purchased: The property and structures located at 2021 and 2029
East 23rd Street and identified as tax map number 156G-B-014**

*****REQUEST FOR PROPOSALS MUST BE RECEIVED***
4:00 P.M., EST on January 16, 2014**

**The City of Chattanooga reserves the right to reject any and/or all proposals,
waive any informalities in the proposals received, and to accept any proposal
which in its opinion may be for the best interest of the City.**

**The City of Chattanooga will be non-discriminatory in the purchase of all goods and
services on the basis of race, color or national origin.**

**The City's Standard Terms and Conditions may be found on website:
http://www.chattanooga.gov/Gen_Serv/4060_standardtermsandconditions.htm**

Note: ALL PROPOSALS MUST BE SIGNED

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

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Company Name: _____

Mailing Address: _____

City & Zip Code: _____

Phone/Toll Free No.: _____

Fax No.: _____

E-Mail Address: _____

Contact Person: _____

Company Title: _____

Signature: _____

**PURCHASE OF PROPERTY AND STRUCTURES
IDENTIFIED AS TAX MAP NUMBER 156G-B-014
WITH ASSIGNED ADDRESSES OF
2029 E. 23RD STREET (FREE STANDING MAINTENANCE BUILDING AT REAR OF PROPERTY)
2021 E. 23RD STREET (ALL OTHER STRUCTURES LOCATED ON THE PROPERTY)**

CITY OF CHATTANOOGA, TENNESSEE

The City of Chattanooga, hereinafter called the "City", is requesting qualified firm(s) to submit Formal Proposals for **THE PURCHASE OF PROPERTY AND STRUCTURES IDENTIFIED AS TAX MAP NUMBER 156G-B-014**, known as **2021 and 2029 E. 23rd Street**, as set forth in the Request for Proposal.

Proposals shall be submitted to David Carmody, Purchasing Manager, City of Chattanooga, 101 East 11th Street, Suite G13, Chattanooga, Tennessee 37402, by no later than 4:00 p.m. EDT, on Thursday, January 09, 2014.

*****A Non-Mandatory Pre-Bid Conference will be held at the
Property site at 2:00 p.m. on Thursday, January 2, 2014*****

Interested firms may request a copy in writing of a Request for Proposal from:

City of Chattanooga, Purchasing Division
David Carmody, Purchasing Manager
carmody_d@chattanooga.gov
101 East 11th Street, Suite G13
Chattanooga, Tennessee 37402
Phone: (423) 757-5184
Fax: (423) 757-7201

Requests for Proposals are available for pickup from 8:00 am until 4:30 pm, Monday through Friday, or can be viewed on the City of Chattanooga website, by visiting www.chattanooga.gov



REQUEST FOR PROPOSAL

PURCHASE OF THE PROPERTY AND STRUCTURES IDENTIFIED AS TAX MAP NUMBER 156G-B-014 2021 AND 2029 EAST 23RD STREET

City of Chattanooga, Tennessee
RFP [Click here to enter text.](#)

December 29, 2013



PURPOSE

The City is requesting qualified firms to submit Formal Proposals for the purchase of the property and structures located at 2021 and 2029 East 23rd Street, Chattanooga, TN, and identified as tax map number 156G-B-014. The property consists of approximately 4.6 acres, zoned M-1, a two-story administration building with a single-story wing, an attached high-bay recreation building and a large free-standing maintenance building. The legal description of the property is recorded in Deed Book P7, Page 399. Additional information can be found in the attached appraisal.

It is the intent of the City to enter into a Purchase and Sale Agreement for the subject property in "as is" condition.

During the Request for Proposal submission time period and at other subsequent times necessary, the subject property can be inspected by the proposer and the proposer will be allowed to perform any surveys and engineering test required by the proposer upon written requests at the sole cost of the proposer. The proposer shall hold harmless the property owners from any loss or damage to the property arising from the process of conducting such engineering tests, surveys and inspections. To make arrangements to visit the site, contact David Carmody at 423-757-5184 or carmody_d@chattanooga.gov.

Background Information

Since 1903, the City of Chattanooga and Hamilton County have owned this prime M-1 property with easy access to Interstate 24. The property was leased to the U.S. Army and the reserve center was constructed in the 1960's. The property is currently vacant. An Environmental Report was completed in 2012 and will be made available upon request.

The scope of work for the Project will include, but not be limited to the following items:

1. All Firms submitting Formal Proposals are responsible for attending a **pre-bid walkthrough**, and verification that such Proposal submitted is in full compliance with all laws, rules and regulations which may be applicable on the date of submittal.
2. Proposal shall be for the Purchase of the property and structures located at 2021 and 2029 East 23rd Street, Chattanooga, TN and identified as tax map number 156G-B-014.
3. Purchase and Sale Agreement shall be entered into by the Proposer and City of Chattanooga/Hamilton County contingent upon approval of acceptance of the proposal of the Chattanooga City Council and the Hamilton County Commission.

CITY SUPPLIED SERVICES

The City will provide the following:

The City will provide a designated representative for communication related to this RFP.

The City will provide all interested firms with access to the facilities for this Project for the purpose of preparing proposals.

PROPOSAL INFORMATION

Proposals must include all items listed below to be considered complete and evaluated. In order to help review each submission, City is asking that all Proposals be organized according to the following format:

1. Title Page
 - a. Letter of Interest and Introduction
 - b. List of any conditions or exceptions to the Request for Proposal



2. Table of Contents
3. Bid Form
 - a. Total Proposed Price for entire scope of services
4. Staff Assignments
 - a. Name and contact information of proposer.
 - b. Provide history, ownership, organization, and background of the firm including:
 - i. Names of partners and officers owning a 10% or greater share of the firm
 - ii. Clearly describe the organization of the firm, including: parent company, joint venture, subsidiaries, state of incorporation, etc. and include the length of time operating under such organization
 - iii. Identify and lawsuits or litigation, permit violations, and contract disputes that the firm was or is currently involved in and provide an explanation of each.

The City will not bear liability for any costs incurred in the preparation and delivery of proposals, nor is the City authorized to compensate firms submitting proposals for the Project.

REQUEST FOR PROPOSAL ADDENDUM

Receipt of all Addenda to this Request for Proposal, if any, must be acknowledged by attaching a signed copy of each Addendum to the RFP and listing each Addendum included in the Proposal on the Bid Form and attaching such to the front of the sealed RFP envelope. All Addenda shall become part of the requirements of this Request for Proposal as if originally included herein. Failure to acknowledge receipt of an Addendum both on the Bid Form and by attachment to the Proposal, as set forth herein, may result in rejection of the entire Proposal. All Addenda will be posted on the City's website and firms may obtain a copy of Addenda, at no charge, during the City business hours of 8:00 am until 4:30 pm, Monday through Friday from:

City of Chattanooga, Purchasing Division
David Carmody, Purchasing Manager
carmody_d@chattanooga.gov
101 East 11th Street, Suite G13
Chattanooga, Tennessee 37402
Phone: (423) 757-5184
Fax: (423) 757-7201

RESERVATION OF CITY RIGHTS

In connection with the Request for Proposal and Project, the City of Chattanooga reserves all rights available to it under all applicable laws, including without limitation, and with or without cause, and with or without notice, the right to:

1. Reject any and all Proposals.
2. Reject any and all Proposals from any firm that is in arrears or is in default to the City of Chattanooga upon any debt or Contract, or that is a defaulter, as surety or otherwise, upon any obligation to the City of Chattanooga, or had failed to perform faithfully any previous Contract with the City of Chattanooga and, if requested, must present within **forty-eight (48) hours** evidence satisfactory to the City of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of the Request for Proposal.
3. Cancel this Request for Proposal in whole or in part at any time prior to the execution of a contract by the City, without incurring any cost obligations or liabilities.



4. Issue addenda, supplements, and modifications to this Request for Proposal and to revise and modify, at any time before the Submittal Opening Date, the factors and/or weights of factors, if applicable, the City will consider in evaluating Proposals and to otherwise revise or expand its evaluation methodology as set forth herein.
5. Change the RFP Submittal Opening Date.
6. Investigate the qualifications of any firm and, if required, request additional information concerning contents of its Proposal, and additional evidence of qualifications.
7. Terminate evaluations of Proposals at any time.
8. Disclose information contained in a Proposal to the public as set forth herein.
9. Waive deficiencies in a Proposal, accept and review a nonconforming Proposal, or seek clarifications or supplements to a Proposal as permitted by law and according to City of Chattanooga purchasing practices and procedures.
10. Exercise any other right reserved or afforded to the City of Chattanooga under this Request for Proposal and to modify the Request for Proposal process in its sole discretion to address applicable laws, codes, or ordinances and to operate in the best interest of the City of Chattanooga.

GENERAL CONDITIONS

The following general rules and conditions apply to all purchases by the City and shall become a definite part of this Request for Proposal, unless otherwise specified therein. Proposers, or their authorized representatives, are expected to fully inform themselves as to the conditions, requirements and specifications before submitting Proposals in response to this Request for Proposal; failure to do so will be at the Proposer's own risk and he cannot secure relief on the plea of error.

Subject to State and City laws, and all rules, regulations and limitations imposed by legislation of the Federal Government, bids or proposals on all advertisements and invitations issued by the City and the Office of the City Purchasing Agent will bind Proposers to all applicable conditions and requirements set forth herein, unless otherwise specified in this Request for Proposal.

1. Proposals shall be submitted only on the forms provided by the City of Chattanooga. The Proposer shall submit **two (2) copies** signed and sealed, in the envelope provided by the City for that purpose.
2. A written request for the withdrawal of a proposal or any part thereof shall be granted if the request is received by the City of Chattanooga prior to the specified time of opening. Proposals submitted may not be amended or withdrawn after the specified time of the Submittal Opening.
3. Proposals received after the specified time of the Submittal opening will not be accepted.
4. Proposals must be submitted in the special mailing envelope, contained in all RFP packages which are supplied to all prospective Proposers. In the event that the Proposal contains bulky subject material, the special mailing envelope must be firmly affixed to any other package being used.
5. All information required by the Request for Proposal must be supplied to constitute a proper proposal.
6. Unless specified otherwise, all Formal Proposals submitted shall be binding for **forty-five (45) calendar days** following Submittal Opening date, unless the Proposer, upon request of the City, agrees to an extension.
7. Qualified Proposals are subject to rejection in whole or in part.
8. Proposers shall abide by and comply with the requirements of the Request for Proposal and shall not attempt to take advantage of any obvious error or omission therein, but shall fully complete every part of the Project in accordance with the Request for Proposal and requirements as set forth herein.
9. City of Chattanooga is Tax Exempt.



10. The Proposer certifies that his proposal is made without any previous understanding, agreement or connection with any person, firm, or corporation making a proposal for the same project without prior knowledge of competitive prices, and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.
11. All identical proposals submitted to the City as a result of advertised procurement for materials, supplies, equipment or services exceeding \$1,000.00 in total amount shall, at the discretion of the City, be reported to the Attorney General of the United States in accordance with Form DJ-1510 and the Presidential Order dated April 24, 1961 for possible violation and enforcement of antitrust laws.
12. The City may, at their sole discretion and in writing, waive or modify one or more of these General Conditions and Instructions that are inapplicable or inappropriate for a particular contract or purchase. A request for a waiver of or modification of any such condition or instruction shall be submitted to the City, in writing, together with supporting justification for any waiver or modification.
13. No Proposal will be accepted from, or Contract awarded to, any person, firm or corporation that is in arrears or is in default to the City of Chattanooga upon any debt or Contract, or that is a defaulter, as surety or otherwise, upon any obligation to said City of Chattanooga, or had failed to perform faithfully any previous Contract with the City of Chattanooga. The Proposer, if requested, must present within 48 hours evidence satisfactory to the City of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms, requirements, drawings and specifications as set forth herein.

NOTICE OF ACCEPTANCE

Following the review of all Proposals, and upon the recommendation of the Review Committee, the City may, at its sole option, reject all Proposals or elect to proceed with the Project. In the event that the City elects to proceed with the Project, the City will issue a written Notice of Acceptance to the Successful Proposer and enter into a contract therewith.





Shop Requisitions Receiving

Requisitions | Notifications | Approvals

10K Validation Approval : Purchase Requisition 88357 for Wilson, Leslie (1.00 USD)- NIGP Code: 958-83-00

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Approve

Reject

Reassign

Request Information

From **Wilson, Leslie** Description **RFP for the Sale of Property and Structures TM 156G-B-014, 2021 and 2029 E. 23th St.**
 To **10K Excess Notification** Requisition Total **1.00 USD**
 Sent **23-Dec-2013 15:19:27** Estimated Tax **0.00 USD**
 Due **30-Dec-2013 15:19:27** Attachments
 ID **829291**

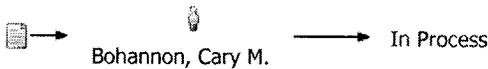
This Requisition will cause the total purchase of this commodity to exceed \$10,000 for the previous 12 months.

NOTE: If you want the Requestor to enter a requisition for a Blanket Agreement for this commodity, reject this requisition.

APPROVAL of this requisition will forward it to the next approver without a Blanket Agreement.

REJECTION of this requisition will return it to the requestor with a notification to create a requisition for a Blanket Agreement.

Approval Sequence



Num	Name	Action	Action Date	Note
1	Wilson, Leslie Lynn	Submitted	23-Dec-2013 15:19:27	

Related Applications

Open Document

Response

Note

Empty text area for response notes.

Return to Worklist

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Approve

Reject

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Request Information



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Purchase Requisition 88357 for Wilson, Leslie (1.00 USD)

Approve **Reject** **Send to IS** **Reassign** **Request Information**

From Wilson, Leslie	Description RFP for the Sale of Property and Structures TM 156G-B-014, 2021 and 2029 E. 23th St.
To Purchase Approval Pool	Requisition Total 1.00 USD
Sent 31-Dec-2013 08:50:09	Estimated Tax 0.00 USD
Due 07-Jan-2014 08:50:09	Attachments
ID 831245	

Requisition Lines

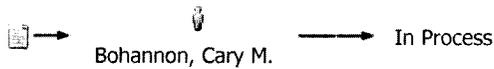
Line	Description	Supplier	Cost Center	Unit	Quantity	Price (USD)	Amount (USD)
1	RFP for the Sale of Property and Structures TM 156G-B-014, 2021 and 2029 E. 23th St.	City of Chattanooga	D00701	Dollar	1	1	1.00

This Requisition requires Purchasing Approval or Rejection.

APPROVAL of this requisition will forward it to the next approval level.

REJECTION of this requisition will return it to the requestor with a rejection notification.

Approval Sequence



Num	Name	Action	Action Date	Note
1	Wilson, Leslie Lynn	Submitted	23-Dec-2013 15:19:27	
2	Partridge, Dedra B	Approved	24-Dec-2013 09:44:04	
3	Bohannon, Cary M.	Approved	30-Dec-2013 20:53:39	
4	O'Malley, Misty R.	Approved	31-Dec-2013 08:50:09	

Related Applications

- [Edit Requisition](#)
- [View Requisition Details](#)
- [Open Document](#)

Response

Note

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Display next notification after my response

Approve **Reject** **Send to IS** **Reassign** **Request Information**



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Information

The current responsibility context has been switched to: City Internet Requisitioner

Requisition 88357

Description	RFP for the Sale of Property and Structures TM 156G-B-014, 2021 and 2029 E. 23th St.	Status	In Process
Created By	Wilson, Leslie Lynn	Change History	No
Creation Date	23-Dec-2013 15:14:10	Urgent Requisition	No
Deliver-To	1005 East 12th Street Chattanooga, TN, TN, 37403	Attachment	None
Justification		Note to Buyer	Paperwork in route to you

Details

Line	Description	Need-By	Deliver-To	Unit	Quantity	Price	Amount (USD)	Details	Order
1	RFP for the Sale of Property and Structures TM 156G-B-014, 2021 and 2029 E. 23th St.	25-Dec-2013 00:00:00	12th Street Garage, Bldg 1	Dollar	1	1 USD	1.00		
Total							1.00		

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Operating Unit City of Chattanooga Opé

Number 88357

Type Purchase Requi

Preparer Wilson, Leslie Lynn

Description RFP for the Sale of

Status In Process

Total USD 1.00

Lines Source Details Currency

Num	Note to Buyer	Buyer	RFQ Required	Supplier Item	Document Type
1	Paperwork in route to you	Carmody, Patrick David	<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

Destination Type Expense
 Requester Wilson, Leslie Lynn
 Organization Waste Resource Division-WRD
 Location 12th Street Garage, Bldg 1
 Subinventory

Source Supplier
 Supplier City of Chattanooga
 Site Rm 402 City Hal
 Contact Cary Bohannon
 Phone 757-7505

Outside Services Catalog... Distributions Approve...