



City of Chattanooga

Mayor Andy Berke

The City of Chattanooga is currently open for business. We are committed to the safety of our employees as well as our trusted partners. We continue to monitor the ongoing COVID-19 outbreak and will revise operational plans as needed as we service the Citizens.

We have already implemented work from home where possible and would like to know your preparedness plans. Please email information to purchasing@chattanooga.gov letting us know the best way to stay in contact as we seek to provide continuity in services.

Here are portions of our plan we believe will be of interest to you:

1. Operational Status

The City's website <http://www.chattanooga.gov/> will stay updated for the status of City of Chattanooga operations. Continuity of Operations are being reviewed daily and operational status will be changed as needed.

2. Orders for Goods and Services

The email distribution purchasing@chattanooga.gov will be monitored during normal business hours; we respond to your needs as quickly as possible. As departments process requests for procurement, our buyers will be ready to process these requests. Normal business hours are Monday through Friday 8:00 am - 4:30 pm.

3. Receiving Payment for Goods and Services

The email distribution acctspayable@chattanooga.gov will be monitored to receive invoices as usual during the normal business hours of Monday through Friday 8:00 am - 4:30 pm. In the event of closure or reduction in staff, we may only be able to process payments electronically. If you are not already part of our automatic payment process, please complete the attached ACH Authorization Form.

- The ACH Authorization form is available on the Purchasing Division's webpage <http://www.chattanooga.gov/purchasing>.
- Completed forms should be sent to acctspayable@chattanooga.gov for processing.

4. Open Bids

The Purchasing Division webpage <http://www.chattanooga.gov/purchasing> will be updated with a notice in the event bid openings must be temporarily suspended.

Thank you for your partnership as we continue to service our community.