

# Supplier Diversity Newsletter

KNOX COUNTY

Volume I, Issue I  
January 2007

## “Guidelines” For Submitting quotes to Knox County

Guidelines are intended to help both the Vendor and Knox County achieve common goals. Knox County wishes to establish a good, productive working relationship with ALL vendors doing business with us. When these procedures are followed correctly, work will begin immediately which will result in you receiving payment faster. These guidelines assure contract compliance between vendors and Knox County.

Each vendor will have their own unique style, when submitting a quote. Vendor’s submission style is, for the most part, acceptable to Knox County. Registered vendor’s quote information will be unique to the product they provide and/or service they perform.

“Master Blanket” takes the place of ‘term bid’ previously used by Knox County. Master Blankets are a summary of items you have been awarded with descriptions, pricing, notes, etc. Master Blankets are simply an agreed upon price, product and/or service for an agreed upon timeframe.

### Contract Compliance

A good quote will result in a correctly issued purchase order and ultimately Contract Compliance. The contract compliance protects both the Vendor and Knox County.

#### A Good Quote includes:

1. Master Blanket Number
2. Detailed itemization of product or services to be performed.
3. Pricing for the product and/or service directly relating to the master Blanket
4. Detailed notes if necessary.
5. Other “cost” items such as bonds or rentals.
6. Other Pertinent information

**An insufficient quote will result in delaying the starting of the work process. Quotes that are submitted improperly are sent back to the vendor to be resubmitted with more detailed information as requested in the original bid.**

#### Inside this issue:

“Best Practices”	1
Business Spotlight	2
MBE / WBE,	2
Southeast Community	3
David Bradshaw	3
Recipe	4

#### ANNOUNCEMENTS

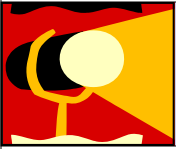
Project Manager at Risk Powell Middle School has been awarded to Johnson & Galyon

For more information contact: Supplier Diversity Program: Robert Minter @ 865-215-5756 or Pat Davenport @ 865-215-5757

#### EVENTS

**Networking event will be coming soon. For more information contact Supplier Diversity Program.**  
Robert Minter @865-215-5756 or Pat Davenport @ 865-215-5757





## Business Spotlight



### Grassroots Landscaping INC.

Grassroots Landscaping INC., is a local company owned by the Kincaid family of Knoxville, Tennessee. They are a strong Christian family with strong ties to the area.

Originated in May 2006, their company provides complete lawn care that includes, mowing, mulching, trimming, hedging, complete irrigation installation,

aerating and landscaping design. They began providing service in general lawn care in residential areas in East Knoxville, Maryville, Sequoyah Hills, and Halls just to name a few. They are receiving lots of attention with the quality of work and high standards that is expected in the landscaping business.

They are blessed to have Leah Sullivan, Ron and Candace

A few previous jobs include Vanderbilt's baseball, and Lacrosse fields, along with several local high school fields.



They have been blessed by the people who crossed their paths this year, and would like to thank everyone for their help.

#### Grassroots Landscaping Inc

Contact information;

1523 Folsom St.

Knoxville, TN 37917

Adrian Kincaid

Cell Phone: 865-454-5294

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## MBE, WBE, SMALL BUSINESS ONLINE DIRECTORY

The Supplier Diversity office has incorporated an online business directory to further business opportunities for Small, Minority, Women-owned and Disadvantaged businesses. This directory can be accessed directly from the Knox County website at [www.knoxcounty.org](http://www.knoxcounty.org) or by going to the Supplier Diversity web page at [www.knoxcounty.org/supplierdiversity/index.html](http://www.knoxcounty.org/supplierdiversity/index.html). The directory lists businesses according to their specialty or by company name. To be included in the directory you must be registered with Knox County. If you would like further information on how to register as a vendor with Knox County contact Matt Munafo @ phone 865-215-5753 or email: [matt.munafo@knoxcounty.org](mailto:matt.munafo@knoxcounty.org)

## SOUTHEAST COMMUNITY CAPITAL CORP SCC DAVID R BRADSHAW / VICE PRESIDENT

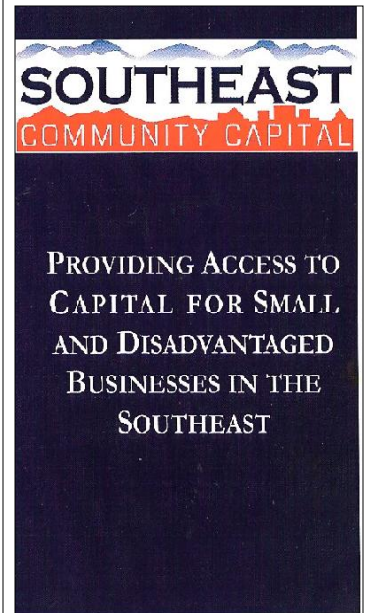
SCC is an Community Development Financial Institution which provides loans to small businesses that do not have access to traditional lending sources. SCC's focus is to provide capital to small businesses located in low-to-moderate income areas, businesses that hire low-to-moderate income people, and to women and minority-owned small businesses.

SCC provides companies with pre-loan and post-loan technical assistance regarding financial management and operational management. These services may include consulting services, business planning, marketing, networking assistance, seminars and workshops. SCC focuses on producing measurable results from its activities, such as job creation, sustainable wages, above average level of start-up business survivorship, and low levels of loan losses.

SCC provides small businesses with growth capital financing for the following purposes: equipment financing, working capital, purchase orders, lines of credit, and expansion capital. Unfortunately

SCC cannot generally provide financing for the following types of businesses: retail clothing, restaurants, speculative real estate (for resale), start-up businesses where the principal does not have relevant industry experience, businesses that primarily sell alcohol and cigarettes, businesses that will re-lend the money to others, financing of franchise fees, and nonprofit organizations.

SCC manages several loan funds across Tennessee from offices in Knoxville-Oak Ridge, Nashville and Memphis. In particular to East Tennessee, SCC manages the Knox County Technology & Jobs Fund created by Mayor Mike Ragsdale. This fund has provided over \$2 million of loans to companies in Knox County and the surrounding 14 counties through the end of 2006, all funded by private investment in SCC. For more information on this fund and all of SCC's funds. visit [www.scccapital.org](http://www.scccapital.org).



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David R Bradshaw is the Vice President and Chief Operating Officer for SCC. He provides operational oversight of all SCC lending activity, including operating units in Memphis, Nashville, and Knoxville-Oak Ridge. He specifically manages the Knox County Technology & Jobs Fund and performs all related duties such as analyzing, evaluating and processing request for funding. Mr. Bradshaw is also an adjunct faculty member in the Business Department at Roane State Community College, occasionally teaching college level accounting, business management, organizational development and business law courses. Mr. Bradshaw has a Master of Business Administration and Bachelor of Science in Industrial Engineering from the University of Tennessee, Knoxville. He is the immediate past-Chairman of the Community Reuse Organization of East Tennessee, the Chairman of Holston Conference Camping and Retreat Ministries. Mr. Bradshaw has been elected to three four-year terms on the Oak Ridge City Council and is currently serving his third two-year term as Mayor. David and his wife Sandra have two children and attend Kern Memorial United Methodist Church in Oak Ridge. David's hobbies include biking with his family, researching Oak Ridge history, and golf.



## KNOX COUNTY

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[www.knoxcounty.org/  
supplierdiversity](http://www.knoxcounty.org/supplierdiversity)

At Knox County we are committed to doing everything we can to help you do business with us. If you would like to talk with us about your products and services, if you have any questions concerning our procedures or need information regarding vendor registration please contact:

Knox County Purchasing Division

Supplier Diversity Coordinator, Robert L. Minter, Jr.

Phone: 865. 215.5756

Fax: 865.215.5778

Published By: Katrina Moulden

Patricia Davenport

## The Recipe Corner

### Individual Chocolate Melting Cakes

From: Real Simple Menu

#### Ingredients:

10 ounces semisweet or bittersweet chocolate, chopped  
4 tablespoons unsalted butter  
5 eggs  
1/2 cup sugar  
3/4 cup all-purpose flour  
1 1/2 teaspoons baking powder  
1/8 teaspoon salt  
Caramel sauce  
Coffee ice cream

Heat oven to 325° F. Lightly coat a 12-cup muffin tin with vegetable cooking spray.

Melt the chocolate and butter in a large bowl over a saucepan of simmering water. Remove from heat. In another large bowl, beat the eggs and sugar at medium-high speed until light and fluffy. Add the flour, baking powder, salt, and melted chocolate. Mix with a spoon until well blended.

Divide the batter evenly into 8 muffin tins and bake until the cakes have just cooked through, about 15 minutes. The cakes will still look a bit moist on top. Remove from the oven and let cool 5 minutes. Serve warm with the caramel sauce and ice cream.



#### NUTRITION PER SERVING

CALORIES 357(0% from fat); FAT 20g (sat 11g); PROTEIN 7mg; CHOLESTEROL 147mg; CALCIUM 82mg; SODIUM 176mg; FIBER 2g; CARBOHYDRATE 44g; IRON 2mg