



KNOX COUNTY TENNESSEE

Knox County Principles and Standards for Vendor Conduct

Knox County Procurement is committed to the highest ethical standards not only from our employees but also our vendor community that are contracted to perform work on County property and equipment.

Vendor Knowledge

The vendor is responsible for making those performing work for the County aware of our Principles and Standards including all solicitation requirements applicable to the County work.

Competent Employees

The vendor agrees to utilize only experienced, responsible, and capable people in the performance of the work. Knox County may require that the Vendor remove from the job covered by a contract employee who endangers persons or property or whose continued employment under a contract is inconsistent with the interest of Knox County.

Conflict of Interest – Gifts and Gratuities

The contractor covenants that it has no public or private interest and shall not acquire directly or indirectly any interest, which would conflict in any manner with the provision of its goods or performance of its services. Contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of Knox County as wages, compensation, or gifts in exchange for acting as officer, agent, employee, sub-contractor, or consultant to Contractor in connection with any goods provided or work contemplated or performed relative to the agreement.

Discrimination

Contractor agrees that no person on the grounds of handicap, age, race, color, religion, sex, national origin, or any individual trait or characteristic found to be an illegal consideration shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement or in the employment practices of Vendor. The contractor shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination. Contractor covenants that it complies with the Fair Wage and Hour Laws, the National Labor Relations Act, and other federal and state employment laws as applicable. Contractor covenants that it does not engage in any illegal employment practices.



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Protection and Proper Use

Suppliers agree to protect the County assets when performing work on County property and to report any improper condition of said assets.

Safety and Protection

The vendor shall be solely and completely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work to be performed. Furthermore, the vendor is solely responsible for the training of all their employees on all safety issues as required by the Occupational Safety and Health Act (OSHA) and the Environmental Protection Agency (EPA) regulations for the project. The vendor shall take all necessary precautions for the safety of and shall provide the necessary protection to prevent injury to, all employees on the work site and other persons including but not limited to, the public who may be affected thereby. All work is to be done as required as by OSHA, EPA and AHERA.

Knox County does not assume any responsibility for the protection of or for loss of materials, from the time that the contract operations have commenced until the final acceptance of the work by the department designee.

Timely and Truthful Reporting

Contractor shall maintain all books, documents, accounting records and other evidence pertaining to the goods and services provided under this Contract and make such materials available at its offices at all reasonable times during the Contract period and for five (5) years from the date of the final payment under this agreement for inspection by County or by any other governmental entity or agency participating in the funding of this agreement, or any authorized agents thereof; copies of said records to be furnished if requested. Such records shall not include those books, documents and accounting records that represent the Contractor's costs of manufacturing, acquiring, or delivering the products and services governed by this agreement.

Concerns

The vendor will report any questionable activities to the Director of Procurement at purchasing@knoxcounty.org.

These Principles and Standards for Vendor Conduct are not a contract, and no rights or obligations are imposed on Knox County or the vendor by this document. In case of conflict between the Principles and Standards for Vendor Conduct and an award, the terms of the award prevail.