

The Procurement Division of Knox County, Tennessee will receive sealed bids for the provision of **Carpet Tiles** as specified herein. Bids must be received by **2:00 p.m. on December 17, 2024**. Late bids will neither be considered nor returned.

**Deliver Bids To:**

**Bid Number 3605**  
**Knox County Procurement Division**  
**1000 North Central Street, Suite 100**  
**Knoxville, Tennessee 37917**

**The Bid Envelope Must Show the Company Name, Bid Number, Bid Name & Bid Opening Date**

**SECTION I GENERAL TERMS AND CONDITIONS**

- 1.1 ADDITIONAL INFORMATION:** Knox County wants requests for additional information routed to Donnie Fawver, CPPB, Senior Buyer, Construction and Contract Specialist at 865.215.5756. Questions may emailed to [donnie.fawver@knoxcounty.org](mailto:donnie.fawver@knoxcounty.org). If you have not heard from the Buyer in a reasonable amount of time, please call for further assistance. Information about the Knox County Procurement Division and current solicitations may be obtained on the Internet at [www.knoxcounty.org/procurement](http://www.knoxcounty.org/procurement).
- 1.2 ACCEPTANCE:** Vendors shall hold their price firm and subject to acceptance by Knox County for a period of sixty (60) business days from the date of the bid opening, unless otherwise indicated in their bid.
- 1.3 ALTERNATIVE BIDS:** Knox County will not accept alternate bids (those not equal to specifications) unless authorized by the Invitation for Bids.
- 1.4 AUDIT HOTLINE:** Knox County has established an Audit Hotline to report potential fraud and waste. To report potential fraud, waste or abuse, vendor can file a report online by accessing <https://www.knoxcounty.org/audit/hotline.php>. **Vendors are hereby cautioned that this Audit Hotline does not replace the Award Protest Procedures found in Section VI, Item M of the Knox County Procurement Regulations.**
- 1.5 AWARD:** Award will be made to the most responsive, responsible bidder(s) meeting specifications, which presents the product and service that is in the best interest of Knox County. Knox County reserves the right to award this bid on an item-by-item basis, an all-or-none basis or by a multiple award. The evaluation criteria is listed herein. Knox County also reserves the right to not award this bid.
- 1.6 BID DELIVERY:** Knox County requires bidders, when hand delivering bids, to time and date stamp the envelope before depositing it in the bid box. Knox County will not be responsible for any lost or misdirected mail sent by common carrier, nor will Knox County be responsible for submittals delivered to addresses and Suites other than the delivery address and Suite specified at the top of this solicitation. The time clock in the Procurement Division shall serve as the official record of time. Electronic submissions are recorded electronically. Knox County shall not be responsible for technical difficulties experienced by vendors trying to register, or submit their bid, electronically less than twenty-four (24) hours prior to the bid opening time.
- Responses must be in a sealed envelope/box prior to entering the Procurement Division office. Procurement Division personnel are not allowed to see the submittal nor assist in placing documents in an envelope/box. Additionally, the Procurement Division is not responsible for providing materials (e.g. envelopes, boxes, tape) for submittals.**
- 1.7 BIDS REQUESTED ON BRANDS OR EQUAL:** Unit price bids are requested on products that equal or exceed the quality and performance of the brands and model numbers listed. References to brand names, trade names, model numbers or other descriptions peculiar to specific brand products are made to establish a required level of quality and functional capabilities and are not intended to exclude other products of that level. Comparable products of other manufacturers will be considered if proof of comparability is contained in their bid.

Or Equal does not mean the manufacturing process, but rather that the item will perform in the manner needed by the County. It shall be the responsibility of the bidders, including bidders whose product is referenced, to furnish with their bid such specifications, catalog pages, brochures or other data as will provide an adequate basis for determining the quality and functional capabilities of the product offered. Failure to provide this data may be considered valid justification for rejection of their bid.

- 1.8 BUSINESS OUTREACH PROGRAM:** Knox County has established a Business Outreach Program, which has the responsibility of increasing opportunity for small, minority and women owned businesses. This is being accomplished through community education programs, policy edification, active recruitment of interested businesses and process re-engineering.

Knox County is committed to ensuring full and equitable participation for all disadvantaged businesses. Knox County welcomes submittals from those disadvantaged businesses that have an interest in providing goods and/or services listed herein. In addition, Knox County strongly encourages the inclusion of disadvantaged businesses by non-disadvantaged contractors who may wish to partner or subcontract portions of this agreement in order to accomplish the successful delivery of goods and/or services. If you are a disadvantaged business and would like additional information about our Business Outreach Program, please contact:

Diane Woods, CPPB Business Outreach Administrator  
Telephone: 865.215.5760  
Fax: 865.215.5778  
Email: [diane.woods@knoxcounty.org](mailto:diane.woods@knoxcounty.org)

- 1.9 CONFLICT OF INTEREST:** Vendors must have read and complied with the “Non-Conflict of Interest” statement provided in the vendor registration process prior to the opening of this solicitation.
- 1.10 DESCRIPTIVE LITERATURE:** Vendors must identify the manufacturer and the specifications to which they are submitting.
- 1.11 DECLARATIVE STATEMENTS:** Any statement or words (e.g.: must, shall, will) are declarative statements and the vendor must comply with the condition. Failure to comply with any such condition may result in the bid being non-responsive and disqualified.
- 1.12 DUPLICATE COPIES:** Knox County requires that bids be submitted as one (1) marked original and one (1) exact copy. No additional copies are required when submitting electronically.
- 1.13 ELECTRONIC TRANSMISSION OF BIDS:** Knox County’s Procurement Division will accept, and strongly encourages, electronically transmitted bids. Email and Facsimile submission is strictly prohibited.
- 1.14 HOW TO DO BUSINESS:** Knox County utilizes a web-based Procurement software system, “KnoxBuys”. The system provides our clients (vendors, county departments and the citizens of Knox County) with a more enhanced and end-user friendly means of accessing our services. The system allows for on-line vendor registration and maintenance, electronic receipt of purchase orders, on-line retrieval and submittal of quotes, bids and proposals for our vendor-clients and on-line requisitioning and receiving for our county departments. In order for the County to maximize its investment and minimize the cost associated with office operations we need your help. When doing business with Knox County we are urging you to please go to our website at [www.knoxcounty.org/procurement](http://www.knoxcounty.org/procurement), register as a vendor in our on-line Procurement system, “KnoxBuys”, if you have not done so and whenever possible to conduct your business with the County through this site. If you have any questions please contact the Procurement Division Representative listed in Section 1.1 of this document.
- 1.15 INCURRED COSTS:** Knox County will not be responsible for any costs incurred by the bidder in the preparation of their bid.
- 1.16 NEW MATERIAL:** Unless specified otherwise in the bid package, the Contractor must provide new supplies. New, as used in this clause, means previously unused materials. Material includes but is not limited to, raw material, parts, items, components and end products. Contractor submission of other than new materials may be cause for the rejection of their bid. Knox County will not allow remanufactured or refurbished parts/equipment allowed under this Contract.

- 1.17 **NON-COLLUSION:** Vendors, by submitting a signed bid or proposal, certify that the accompanying bid or proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States law.
- 1.18 **PAYMENT METHOD:** Knox County utilizes two (2) methods of placing orders for products. The first is the use of Purchase Orders. These Purchase Orders will be issued from Knox County Procurement Division via email. The Purchase Order will detail the quantity, specific item(s) and the contracted price for each item.
- The second method is the use of the Knox County E-Commerce Card (VISA). Orders placed with the credit card will list the same information as the Purchase Order. Vendors will be given the card information and approval to process the transactions by the requesting department. Vendors must indicate in their bid response if the vendor will accept the Knox County E-Commerce Card (VISA) as a form of payment. **Bidders are prohibited to charge Knox County any type of merchant fee from their financial institution to accept this type of payment.**
- 1.19 **POSSESSION OF WEAPONS:** All vendors and their employees and their agents are prohibited from possessing any weapons on Knox County property without prior written consent from the County. In the case of a vendor whose contract requires possession of firearms or other weapons to successfully complete their contract, vendor must provide personnel who are bonded to bear said weaponry.
- 1.20 **PROCESSING TIME FOR PAYMENT:** Vendors are advised that a minimum of thirty (30) calendar days is required to process invoices for payment.
- 1.21 **PROOF OF FINANCIAL AND BUSINESS CAPABILITY:** Vendors must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. Knox County will make the final determination as to the vendor's ability.
- 1.22 **RECYCLING:** Knox County, in its continuing efforts to lessen the amount of landfill waste and to further recycling efforts, request that bids be sent electronically. Bids being submitted on paper shall:
- Be submitted on recycled paper;
  - Not include pages of unnecessary advertising;
  - Be made on both sides of each sheet of paper.
- 1.23 **RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS:** It is the responsibility of the prospective bidder to review the entire Invitation for Bids (IFB) packet and to notify the Procurement Division if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received in the Procurement Division before **December 6, 2024 at 4:30 p.m.** local eastern time. These requirements also apply to specifications that are ambiguous.
- 1.24 **SIGNING OF BIDS:** In order to be considered all bids **must** be signed. Please sign the original in blue ink. By signing the bid document, the vendor acknowledges and accepts the terms and conditions stated in the bid document. The submission of your electronic bid will be the acknowledgement of signature.
- 1.25 **TAXES:** Knox County purchases are not subject to taxation. Tax exemption certificates will be provided upon request.
- 1.26 **TERM BID AGREEMENTS:** If this bid results in a term bid Contract with the vendor, Knox County must receive all general price decreases that other similar customers receive.
- 1.27 **TITLE VI OF THE 1964 CIVIL RIGHTS ACT:** "Nondiscrimination in Federally Assisted Programs"—"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." 42 U.S.C. Section 2000 et seq. It is the policy of Knox County Government that all its services and activities be administered in conformance with the requirements of Title VI.
- 1.28 **UNFORESEEN CIRCUMSTANCES:** During periods of closure due to unforeseen circumstances in Knox County or closures at the direction of the Knox County Mayor, the Procurement Division will enact the following procedures in regards to solicitations and closures:
- If the Mayor closes the Administrative offices prior to the time set for solicitation opening of any business day, all solicitations due that same day will be moved to the next operational business day.
  - Other unforeseen circumstances shall be at the sole discretion of the Procurement Director.

- Knox County shall not be liable for any commercial carrier's decision regarding deliveries during any unforeseen circumstances.

- 1.29 USE OF BID FORMS:** Vendors must complete the bid forms contained in the bid package. Failure to complete the bid forms may result in bid rejection. The use of any other form(s) may be just cause for disqualification.
- 1.30 VENDOR DEFAULT:** Knox County reserves the right, in case of vendor default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby. Should vendor default be due to a failure to perform or because of a request for a price increase, Knox County reserves the right to remove the vendor from the County's bidders list for twenty-four (24) months.
- 1.31 VENDOR REGISTRATION:** Prior to the opening of this bid, ***ALL BIDDERS must*** be registered with the Procurement Division. Please register on-line at our website at [www.knoxcounty.org/procurement](http://www.knoxcounty.org/procurement) and click on "Online Vendor Registration." Vendors must be registered with the Procurement Division prior to submitting their bid. Knox County shall not be responsible for technical difficulties experienced by vendors trying to register or submit their bid electronically less than twenty-four (24) hours prior to the bid opening time.
- 1.32 WAIVING OF INFORMALITIES:** Knox County reserves the right to waive minor informalities or technicalities when it is in the best interest of Knox County.

## **SECTION II OBLIGATIONS, RIGHTS AND REMEDIES**

These terms and conditions shall be part of the Contract. Knox County reserves the right to negotiate other terms and conditions it deems appropriate and necessary under the circumstances to protect the public's trust.

- 2.1 ALTERATIONS OR AMENDMENTS:** No alterations, amendments, changes, modifications or additions to this Contract shall be binding on Knox County without the prior written approval of the County.
- 2.2 APPROPRIATION:** In the event no funds are appropriated by Knox County for the goods or services in any fiscal year or insufficient funds exist to purchase the goods or services, then the Contract shall expire upon the expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.
- 2.3 ASSIGNMENT:** Contractor shall not assign or sub-contract this agreement, its obligations or rights hereunder to any party, company, partnership, incorporation or person without the prior written specific consent of Knox County.
- 2.4 BOOKS AND RECORDS:** 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.
- 2.5 CHILD LABOR:** Contractor agrees that no products or services will be provided or performed under this Contract that have been manufactured or assembled by child labor.
- 2.6 COMPLIANCE WITH ALL LAWS:** Contractor is assumed to be familiar with and agrees to observe and comply with all federal, state, and local laws, statutes, ordinances, and regulations in any manner affecting the provision of goods and/or services, and all instructions and prohibitive orders issued regarding this work and shall obtain all necessary permits.
- 2.7 CRIMINAL HISTORY CHECK:** Any and all contractors, sub-contractors, successful vendors, vendor employees and school employees agree to comply with Tennessee Code Annotated Section 49-5-413. Tennessee Code Annotated Section 49-5-413 requires that all parties providing services at Knox County Schools must submit to a criminal history records check at their expense. The criminal history check is to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the party to have contact with students or enter school grounds when students are present.

- 2.8 **DEFAULT:** If Contractor fails to perform or comply with any provision of this Contract or the terms or conditions of any documents referenced and made a part hereof, Knox County may terminate this Contract, in whole or in part, and may consider such failure or noncompliance a breach of contract. Knox County expressly retains all its rights and remedies provided by law in case of such breach, and no action by Knox County shall constitute a waiver of any such rights or remedies. In the event of termination for default, Knox County reserves the right to purchase its requirements elsewhere, with or without competitive bidding.
- 2.9 **GOVERNING LAW; VENUE:** This agreement shall be exclusively construed, governed, and controlled by the Laws of the State of Tennessee without regard to principles of law, including conflicts of law, of any other jurisdiction, territory, country, and/or province. Any dispute arising out of or relating to this agreement shall exclusively be brought in the Chancery Court or the Circuit Court of Knox County, Tennessee. Each party consents to personal jurisdiction thereto and waives any defenses based on personal jurisdiction, venue and inconvenient forum.
- 2.10 **INCORPORATION:** All specifications, drawings, technical information, Invitation for Bids, Bid, Award and similar items referred to or attached or which are the basis for this Contract are deemed incorporated by reference as if set out fully herein.
- 2.11 **INDEMNIFICATION/HOLD HARMLESS:** Contractor shall indemnify, defend, save and hold harmless Knox County, its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by Contractor, its subcontractors, suppliers, agents, or employees or due to any negligent act or occurrence or any omission or commission of Contractor, its subcontractors, suppliers, agents or employees.
- 2.12 **INDEPENDENT CONTRACTOR:** Contractor shall acknowledge that it and its employees serve as independent contractors and that Knox County shall not be responsible for any payment, insurance or incurred liability.
- 2.13 **INSPECTION AND ACCEPTANCE:** Warranty periods shall not commence until Knox County inspects and formally accepts the goods and/or services. The terms, conditions and timing of acceptance shall be determined by Knox County. Knox County reserves the right to reject any or all items or services not in conformance with applicable specifications, and Contractor assumes the costs associated with such nonconformance. Acceptance of goods or services does not constitute a waiver of latent or hidden defects or defects not readily detectable by a reasonable person under the circumstances.
- 2.14 **IRAN DIVESTMENT ACT:** 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 Tennessee Code Annotated § 12-12-106.
- 2.15 **LIMITATIONS OF LIABILITY:** In no event shall Knox County be liable for any indirect, incidental, consequential, special or exemplary damages or lost profits, even if Knox County has been advised of the possibility of such damages.
- 2.16 **NO BOYCOTT OF ISRAEL:** Pursuant to Tennessee Code Annotated Title 12, Chapter 4, Part 1, by submission of a response to this solicitation, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint response each party thereto as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each person is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel.
- 2.17 **NON-DISCRIMINATION AND NON-CONFLICT STATEMENT:** 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. 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. 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.

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, subcontractor or consultant to Contractor in connection with any goods provided or work contemplated or performed relative to the agreement.

- 2.18 ORDER OF PRECEDENCE:** In the event of inconsistent or conflicting provision of this Contract and referenced documents, the following descending order of precedence shall prevail: (1) Item, (2) Invitation for Bids, (3) Bid, (4) Award, (5) Special Terms and Conditions, (6) General Terms and Conditions, (7) Specifications, (8) Drawings.
- 2.19 REMEDIES:** Knox County shall have all rights and remedies afforded under the U.C.C. and Tennessee law in contract and in tort, including but not limited to rejection of goods, rescission, right of offset, refund, incidental, consequential and compensatory damages and reasonable attorney's fees.
- 2.20 RIGHT TO INSPECT:** Knox County reserves the right to make periodic inspections of the manner and means the service is performed or the goods are supplied.
- 2.21 SEVERABILITY:** If any provision of this Contract is declared illegal, void or unenforceable, the remaining provisions shall not be affected but shall remain in force and in effect.
- 2.22 TAX COMPLIANCE:** Pursuant to Resolution R-07-1-903 passed by the Commission of Knox County, Tennessee, Contractor hereby acknowledges by submission of its bid or proposal and signature that it is current in its respective Federal, State, County and City taxes of whatever kind or nature and is not delinquent in any way. Delinquent status must be disclosed or risk debarment by the Knox County Procurement Division.
- 2.23 TERMINATION:** County may terminate this agreement by written notice immediately in its sole discretion for cause, or without cause upon written notice of not less than thirty (30) calendar days. Upon termination with or without cause, Contractor shall not perform additional work without written permission of County. Upon termination with or without cause, County will pay for services satisfactorily completed but not yet invoiced.
- 2.24 WARRANTY:** Contractor warrants to Knox County that all items delivered and all services rendered shall conform to the specifications, drawings, bid and/or other descriptions furnished and/or incorporated by reference, and will be fit for the particular purpose purchased, of merchantable quality, good workmanship, and free from defects. Contractor extends to Knox County all warranties allowed under the U.C.C. Contractor shall provide copies of warranties to the County. Return of merchandise not meeting warranties shall be at contractor's expense.

### **SECTION III SPECIAL TERMS AND CONDITIONS**

- 3.1 INTENT:** The intent of these specifications is to set forth and convey to prospective bidders the general type, character and quality of carpet tiles desired by Knox County and Knox County Schools (KCS). Award will be based on Best Value. Best Value means more than low cost. It includes initial cost, service quality and other factors detailed herein.
- 3.2 ACCEPTANCE:** Bidders are advised that the payment of an invoice does not necessarily constitute as an acceptance of product or services that are provided. Acceptance may require a specific written action by Knox County so stating.
- 3.3 ADDITIONS/DELETIONS:** Knox County reserves the right to add/delete items to this bid. The successful vendor agrees that upon written designation by Knox County, it will provide such items under this Contract. Pricing for any additional items will be negotiated with the vendor. Approvals must be in writing; there will be no verbal authorizations. Knox County may delete from the Contract items in the pricing sheet without terminating the entire Contract.
- 3.4 AUTHORIZED DEALER:** Vendors **must** submit, with their bid, signed factory documentation that they are authorized dealers for the products they are bidding. If vendor is the manufacturer of the product they are bidding, a signed statement stating that fact **must** be included with the bid. Failure to comply with this request may be just cause for rejection of the bid.

- 3.5 BID EVALUATION:** In evaluating the bids, Knox County reserves the right to use any or all of the ideas from the bids submitted without limitation and to accept any part or all of the successful bid in selecting an operation which is judged to be in the best interest of the Knox County. All material submitted becomes the property of Knox County.
- 3.6 AWARD STATUS:** Knox County intends to issue a one-year (1) award. Upon the mutual agreement of each vendor and Knox County, the award may be extended for four (4) additional years, one (1) year at a time. This may result in a total of five (5) years. Knox County and the Knox County Schools reserves the right to purchase these services from other sources if the need arises. Knox County and Knox County Schools reserves the right to revoke the award if these services are not satisfactory or a pattern of unavailability arises.
- 3.7 CHANGES AFTER AWARD:** It is possible that after award, Knox County might change its needs or requirements. Knox County reserves the right to make such changes after consultation with the vendor. Should additional costs arise, Knox County reserves the right to consider accepting these charges provided the vendor can document the increased costs. Knox County also reserves the right to accept proposed service changes from the vendor if they will lower the cost to Knox County and/or provide improved service.
- 3.8 COMMUNICATIONS WITH THE CONTRACTOR:** Upon award, KCS will communicate extensively and continually with the Contractor. While information may occasionally be transmitted via telephone, it should always be followed up with an e-mail confirmation. Ideally, the Contractor will have e-mail capabilities.
- 3.9 COMPLIANCE WITH ALL APPLICABLE REGULATIONS:** Contractor agrees and covenants that the company, its agents and employees will comply with all City, County, State and Federal codes, laws, rules and regulations applicable to the business to be conducted under this Contract. If the Contractor performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, the Contractor shall bear all costs arising from them.
- 3.10 CONTACT PERSONNEL:** It shall be essential to the success of this contract to develop a good working relationship with the successful Contractor. It is imperative that the KCS account be handled efficiently and professionally. KCS should be assigned no more than two (2) Contractor contacts to handle billing inquiries and service related issues. In the event one or both contacts leave the KCS account, the successful Contractor shall formally introduce the new contacts to KCS personnel. These contacts must be knowledgeable of the KCS account to avoid any interruption of service.
- 3.11 DELIVERY TIME:** Bidders must state the number of business days for delivery after receipt of a signed purchase order/notice to proceed. Bidders shall state accurate lead times as Knox County reserves the right to cancel orders with no obligation when delivery time is exceeded. Vendor must state the number of business days, not a range of days. For example, an unacceptable answer is "30-60 business days." Vendors must be specific and state either "30 business days" or "60 business days." If vendor states a range of days, Knox County will base their answer on the maximum number of days provided.
- 3.12 DESTINATION AND DELIVERY:** Bidders must include all destination and delivery charges in their price. There will be no extra hidden charges. Delivery must be "free on board" to the County department.
- 3.13 ENTRANCE TO KNOX COUNTY SCHOOL SITES:** Only authorized employees of the successful Contractor(s) are allowed on the premises of KCS buildings. Contractor(s) employees are not to be accompanied in their work area by acquaintances, family members, assistants or any person unless said person is an authorized employee of the Contractor(s). All employees must wear a company uniform or name badges identified with the Company name at all times. Contractor and/or employees of contractor must contact KCS prior to reporting to a site for work.
- 3.14 EVALUATION CRITERIA:**
- |  |                  |
|--|------------------|
| <b>Pricing</b>   | <b>90 Points</b> |
| <b>Guaranteed number of business days for delivery</b> | <b>10 Points</b> |
- 3.15 EVALUATION REVIEW:** Knox County reserves the right to use all pertinent information that might affect the County's judgment as to the appropriateness of an award to the best evaluated bidder(s). This information may be appended to the bid evaluation process results. Information on a service provider from reliable sources, and not within the service provider's bid, may also be noted and made part of the evaluation file. Knox County shall have sole responsibility for determining a reliable source. Knox County reserves the right to conduct written and/or oral discussions/interviews after the bid opening. The purpose of such discussions/interviews is to provide clarification and/or additional information to make an award that is in the best interest of Knox County.

**3.16 GRATUITIES AND KICKBACKS:** It shall be a breach of ethical standards for any person or company to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim, or controversy or other particular matter, pertaining to any program requirement of a contract or sub-contract or to any solicitation or proposal therefore.

It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a sub-contractor under a contract to the prime contractor or higher tier sub-contractor or a person associated therewith, as an inducement for the award of a sub-contract or order. Breach of the provisions of this paragraph is, in addition to a breach of this Contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from being a contractor or sub-contractor under Knox County contracts.

**3.17 IDENTIFICATION AND UNIFORMS:** Employees of the Contractor shall have proper photo identification displayed, at all times, while on School property. If needed, KCS can provide temporary photo identification for a fee of \$10.00 per badge. Additionally, as appropriate, Contractor is encouraged to have its employees in a standard uniform. This is a preference but not a requirement. Additionally, many schools require visitors to obtain and wear visitor passes issued by that particular site. If so, visitors will obtain such pass and display it as instructed.

**3.18 INTERPRETATION:** No oral interpretation will be made to any bidder regarding the meaning of specifications. All questions are to be submitted in writing via email and will be answered in the form of an addendum to the solicitation by the Knox County Procurement Division, if applicable.

**3.19 INVOICING REQUIREMENTS:** As several different departments may use this Contract, please adhere to the following guidelines:

**FOR KCS MAIL ALL INVOICES TO:**

Knox County Schools Maintenance & Operations  
Purchasing Supervisor  
900 East Fifth Avenue  
Knoxville, TN 37917

**FOR ALL OTHER KNOX COUNTY DEPARTMENTS MAIL INVOICES TO:**

The Remit to Address on the Purchase Order

**The following general guidelines apply to all departments. However, each department may have additional or slightly different needs, which they will communicate to you.**

**TRACKING NUMBER:** All invoices must have one (1) of our tracking numbers on them or they will be returned. You will only have one (1) number per invoice.

**INVOICE DETAIL:** At a minimum, these items must be shown on the invoice:

- The grand total amount
- An itemized list detailing the description, quantity and cost of each item or service provided (not if the job was a "Not to Exceed" project).
- The location delivered to (Such as XYZ School or Maintenance 5<sup>th</sup> Avenue)
- The date the work/materials were delivered
- A statement that the price invoiced is per the bid/quote.
- The tracking number (purchase order or encumbrance number)

**SUBMIT ONE (1) ORIGINAL INVOICE AND ONE (1) COPY.**

**INVOICES ARE TO BE ORIGINAL, WITH A UNIQUE REFERENCE NUMBER. PREFERABLY INVOICES WILL BE WHITE.**

**REVIEW OF INVOICES:** Invoices will be reviewed for adherence to bid terms and/or the quotation.

**FAILURE TO FOLLOW GUIDELINES:** Failure to follow these guidelines may slow down the payment process, while following these steps will help you receive payment faster. Variation from the terms of our bids is strictly prohibited. It will help speed your payment if your invoice notes the bid number or name. It will be even more helpful if your invoice clearly states that the charges are in accordance with the bid or quotation terms.



**JOB/SERVICE TICKETS:** Job/service tickets that substantiate the invoice must accompany the invoice. The original job/service tickets will be given to the requesting department. Copies must accompany the invoice.  
**UNPAID INVOICES:** If invoices are unpaid after thirty (30) days, please contact KCS to ascertain their status.

**3.20 NEWS RELEASES BY CONTRACTORS:** As a matter of policy, KCS does not endorse the products or services of a contractor. News releases concerning any resultant contract from this solicitation will not be made by a contractor without the prior written approval of KCS.

**3.21 NO CONTACT POLICY:** After the date and time that the Contractor receives this solicitation, any contact initiated by any bidder with any Knox County representative, other than the Procurement Division representative listed herein, concerning this bid is strictly prohibited. Any such unauthorized contact may cause the disqualification of the Contractor from this procurement transaction.

**3.22 PRICING:** Bidders must quote a firm fixed price for the items noted herein. The price may not change during the term of the Contract. However the Contractor may request a price increase at each renewal period. A request for a price increase must be accompanied by proof of increased price to the Contractor. Knox County reserves the right to accept or reject the requested price increase. If the price increase is rejected the Contractor may:

- Continue with existing prices
- Not accept the renewal offer
- Request a lower price increase

If a price increase is approved by Knox County and Knox County Schools Maintenance & Operations (KCSMO), the approval notification will be done in writing and the vendor will be notified of the new price schedule. This documentation will become part of the bid file. No approvals will be authorized verbally.

**3.23 QUANTITIES:** Knox County does not guarantee any quantities of items to be purchased. Knox County will buy these items on an as-needed basis.

**3.24 REJECTION OF BIDS:** Knox County reserves the right to reject any and all bids received as a result of this request and to waive any informality, technical defect or clerical error in any bid, as the interests of the County may require. Non-acceptance of any bid will be devoid of any criticism of the bid and of any implication that the bid is deficient in any manner. Non-acceptance of any bid shall be construed as meaning simply that the County does not deem the bid to be acceptable or that another bid was deemed to be more advantageous to Knox County for the particular services proposed.

**3.25 SUB-CONTRACTING:** Any sub-contracting must be approved, in advance, by both Knox County and KCSMO. Knox County and KCSMO may terminate the Contract if sub-contracting is done without approval.

**3.26 SUB-CONTRACTORS:** Bidders are strongly encouraged to solicit minority owned and operated sub-contractors for this bid and during the duration of the award.

**3.27 SUBMIT QUESTIONS:** Prospective bidders may submit questions concerning this solicitation until **December 6, 2024 at 4:30 p.m.** local eastern time. Submit questions as noted in Section 1.1.

**3.28 VALUE ADDED RELATIONSHIP:** Knox County and KCS intend for this bid to result in a relationship with a Contractor. Knox County and KCS desire a long-term relationship with a Contractor in which common goals are shared. Among those goals are:

- 3.28.1** Fair and equitable treatment of Contractor and owner
- 3.28.2** Contractor expertise in methods of cost reduction. Contractors are encouraged to suggest ways in which costs can be reduced by product substitution or process modification.
- 3.28.3** Contractor involvement in the School system or a specific school on a non-business basis.

**3.29 WORKMANSHIP:** Where not more specifically described in any of the various sections of these specifications, workmanship shall conform to all of the methods and operations of best standards and accepted practices of the trade or trades involved, and shall include all items of fabrication, construction or installation regularly furnished or required for completion of the services. All work shall be executed by personnel skilled in their respective lines of work.

**SECTION IV CARPET TILE PRODUCT INFORMATION**

**4.1 COLOR/PATTERN SELECTION:** Upon award, the successful vendor(s) will prepare a selection card for selection by the end user.

**4.2 ENVIRONMENTAL ISSUES:** All products must, including the adhesive, be tested and certified by The Carpet and Rug Institute (CRI) for Indoor Air Quality. CRI certification number is to be submitted with all testing requirements. No other testing procedures or labeling will be accepted.

**4.3 FIRE TEST RESPONSE CHARACTERISTICS:** Provide carpet tile with the following fire test response characteristics as determined by testing identical products per test method indicated below by UL or another testing and inspecting agency acceptable to authorities having jurisdiction.

- 4.3.1 Identify carpet tile with appropriate markings of applicable testing and inspecting agency.
- 4.3.2 Surface Flammability: Passes F F I - 70.
- 4.3.3 Critical Radiant Flux Classification: Class I, not less than 0.46 w/sq. cm per ASTM E 648.
- 4.3.4 Smoke Developed: 460 or less per ASTM E 662.  
The new carpet product must meet flammability requirements for the following nationally recognized Building Codes for floor coverings:
  - 4.3.5 IBC (International Building Code)
  - 4.3.6 NFPA 101 Life Safety Code for Safety to Life in Building and Structures.
  - 4.3.7 Standard Building Code (SBC)
  - 4.3.8 Uniform Fire Code (UBC)

**4.4 MOCKUPS:** Prior to installing carpet tile, contractor shall construct mockups for each form of construction and finish as required. These will help demonstrate aesthetic effects as well as qualities of materials and execution to the end user.

Build mockups to comply with the following requirements, using materials indicated for final unit of work.

- 4.4.1 Locate mockups on-site in the location and size, as directed.
- 4.4.2 Notify KCSMO one week in advance of the dates and times when mockups will be constructed.
- 4.4.3 Demonstrate the proposed range of aesthetic effects and workmanship.
- 4.4.4 Obtain KCSMO approval of mockups before start of final unit of work.
- 4.4.5 Retain and maintain mockups during construction in an undisturbed condition as a standard for judging the completed work. Approved mockups in an undisturbed condition at the time of Substantial Completion may become part of the completed work.

**4.5 PRODUCT SPECIFICATIONS:**

- 4.5.1 A non-cellular thermoplastic vinyl backing and non-cellular thermoplastic backing that is capable of a glue-free installation if desired. KCSMO requires to have the option of either backing.
- 4.5.2 One color with universal color coordination
- 4.5.3 Mergeable dye lots.
- 4.5.4 Multi-directional installation.

**4.6 PERFORMANCE SPECIFICATIONS:** Carpet must comply with the following performance testing and be certified by an Independent NVLAP testing lab.

Tufted Loop Construction

Characteristics	Requirement	Test Method
Tuft Bind (Dry)	GSA Standard 11.26 lbs.	ASTM D-1336
Tuft Bind (Wet)	80-86% of Dry Tuft Bind results	ASTM D-1336
Pilling – Fuzzing	Rating of 4 out of 6	Velcro Test
Accelerated Soiling	Soiling 2-3 rating Cleaning 4 or better	AATCC-123
Stain Test	Commercial Stain Test 16 stains after 24 hours 4 rating	ITTS
Compression Resistance at 26% Deflection	>100 PSI	ASTM D-1667

Wear Test	12,000 cycles, 3-4 rating	Hexapod Test
Colorfastness to Ozone (Yarn dyed or Solution dyed)	4.0 or better, 2 cycles	AATCC-129
Colorfastness to Light (Yarn dyed or Solution dyed)	60 hours, 4.0 or better	AATCC 16E (Xenon Arc)
Radiant Panel	Class 1	ASTM E-648
NBS Smoke	460 Maximum, Flaming Mode	ASTM E-662
Electrostatic Propensity	3.0 KV or less	AATCC -134
Indoor Air Quality	TVOCS -Pass	EPA Protocol/CRI Green Label
<u>Characteristics</u>	<u>Requirements</u>	<u>Test Method</u>
Dimensional Stability	Range $\pm$ .02% - $\pm$ .06% Max.	Aachen Test
Moisture Barrier	10,000 Impacts	ITTS
Moisture Barrier (Precoat examination for Modular and Six Foot)	10,000 Impacts (Slit back into the precoat and examine results)	ITTS

**4.7 PRODUCT DATA - CARPET TILE MINIMUM REQUIREMENTS**

Construction:	Textured Loop or Level Loop
Face fiber:	Type 6.6 Nylon – DuPont/Solutia Only
Dye method:	Yarn/Solution
Gauge:	1/10, 1/12, 6/64
Stitches per inch:	13.8 (Minimum)
Pile height:	6/32 (Minimum)
Tufted yarn weight:	19 ounces per square yard (Minimum)
Primary backing:	100% Woven Synthetic
Secondary backing:	100% Reinforced Vinyl Closed Cell Polymer and 100% Reinforced Thermoplastic
Wear warranty:	16 Year Limited Wear Warranty
Backing warranty:	Lifetime Limited Warranty
Wick Back Stain warranty	Lifetime Limited Warranty
Methenamine pill test (astm-d-2869):	Must Pass
Flooring radiant panel test (astm-e-648):	Class 1 (Direct Glue)
Smoke chamber test (astm-e-662):	< 460 (Flaming Mode)
Dimensional stability aachen test:	Must Pass
Electrostatic propensity test (aatcc 134):	< 3.0 KV
Average density:	4384 (Minimum)
Standard size:	24" X 24"
CRI (Carpet Rug Institute) indoor air quality control category & registration number	Must have control number that is specific to the product submitted. V
Adhesive:	
Releasable adhesive:	As recommended by manufacturer
CRI IAQ (Indoor Air Quality) testing certification:	Must have control number that is specific to the product submitted.
Bond warranty:	16 Year Limited Warranty (Minimum)

**4.8 QUALITY ASSURANCE:** The bidder (manufacturer) shall be a firm with at least five years experience in the production of commercial grade carpet and floor tile, and who will, when requested send qualified technical representative to project site to advice on proper maintenance and installation procedures.

**4.9 SUBMITTALS:** Product Data for each type of carpet tile material and installation accessory specified must be submitted at least ten (10) days prior to the bid opening to Knox County Procurement Division at the address listed on page one of this document. Each submittal must be marked - **Product Data for Bid #3605**. Include manufacturer's printed data on:

- 4.9.1 Any proposed substitutions for consideration which must conform to the specifications contained in this document.
  - 4.9.2 Carpet manufacturer's written guarantees as described herein.
  - 4.9.3 Documentation showing a minimum of five (5) years of experience with current formulation and technology of product being currently produced.
  - 4.9.4 Durability
  - 4.9.5 Fade resistance
  - 4.9.6 Fire-test-response characteristics
  - 4.9.7 Full-size sample (18" X 18") of each type of carpet tile required.
  - 4.9.8 Installation instructions
  - 4.9.9 Laboratory test results
  - 4.9.10 Maintenance data for carpet tile to include in the operation and maintenance manual specified herein. Methods for maintaining carpet tile, including manufacturer's recommended frequency for maintaining carpet tile. Precautions for cleaning materials and methods that could be detrimental to finishes and performance. Include cleaning and stain-removal products and procedures.
  - 4.9.11 Performance criteria
  - 4.9.12 Physical characteristics
- 4.10 **SINGLE SOURCE RESPONSIBILITY:** Obtain each type of carpet tile from one source and by a single manufacturer. Manufacturer must also be capable of providing coordination broadloom colors or six-foot products for accents, base and stairs.
- 4.11 **WARRANTY:** The warranty specified herein shall not deprive KCSMO of other rights it may have under other provisions of the Contract Documents and shall be in addition to, and run concurrent with, other warranties made by the Installation Contractor under requirements of the Contract Documents. Bidder shall provide a standard, printed warranty from the manufacturer agreeing to repair or replace unsatisfactory work caused by defective materials. All warranty items to be full term, not pro-rated for the indicated period. If the product fails to perform as warranted when properly installed and maintained according to procedures, the affected area will be repaired or replaced at the expense of the manufacturer. Lifetime is defined as fifteen years once installed.
- 4.11.1 Lifetime non-prorated warranty covering delamination.
  - 4.11.2 Lifetime non-prorated warranty covering edge ravel (seam zippering).
  - 4.11.3 Lifetime non-prorated warranty covering dimensional stability.
  - 4.11.4 Lifetime non-prorated warranty covering resiliency.
  - 4.11.5 Fifteen (15) years against excessive surface wear. (Excessive wear means more than fifteen percent loss of pile fiber weight measured before and after use.)
  - 4.11.6 Chair pads are not required for warranty coverage.
  - 4.11.7 All warranties to be sole source responsibility of the Manufacturer. Second source warranties or warranties that involve parties other than the Manufacturer are unacceptable.
  - 4.11.8 Warranties will be official documents and shall not be issued on a job-by-job basis.
  - 4.11.9 The manufacturer must also warrant the product when installed, using double face tape over existing VAT and VCT without disrupting glued down tiles at time of removal or repair.
  - 4.11.10 The manufacturer must warrant that the product has mergeable dye lots where multiple dye lots can be used together on any installation without causing any visual distortion.
  - 4.11.11 The manufacturer must warrant that the product is a multi-directional styled product where the product can be installed on a project in random, multiple directions and not effect the styling visually.
  - 4.11.12 The manufacturer must warrant that the product carries a lifetime warranty against wick back staining when maintained using proper mill approved methods.

**BIDDERS NEED NOT RETURN PAGES ONE (1) THROUGH TWELVE (12) WITH THEIR BID**

**SECTION V VENDOR INFORMATION, BID NUMBER 3605 CARPET TILES**

- 5.1 Vendor Business Name \_\_\_\_\_
- 5.2 Vendor address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- 5.3 Telephone number \_\_\_\_\_ Fax number \_\_\_\_\_  
Cell Phone number \_\_\_\_\_ E-mail address \_\_\_\_\_
- 5.4 Knox County Vendor Number \_\_\_\_\_
- 5.5 Contact person \_\_\_\_\_
- 5.6 Contact Person's e-mail address \_\_\_\_\_
- 5.7 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 Tennessee Code Annotated § 12-12-106.
- Pursuant to Tennessee Code Annotated Title 12, Chapter 4, Part 1, by submission of a response to this solicitation, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint response each party thereto as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each person is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel.
- Authorizing Signature \_\_\_\_\_  
(Sign in blue ink)
- 5.8 Vendor's Knox County Business License Number \_\_\_\_\_  
(If Applicable) *Attach A Copy Of The License.*
- 5.9 Will you accept Credit Card payments as per Section 1.18? Yes \_\_\_\_\_ No \_\_\_\_\_
- 5.10 Did you include Authorized Dealer documentation as per Section 3.4? Yes \_\_\_\_\_ No \_\_\_\_\_
- 5.11 I Acknowledge The Receipt Of: (Please Write "Yes" If You Received One)  
Addendum 1 \_\_\_\_\_ Addendum 2 \_\_\_\_\_ Addendum 3 \_\_\_\_\_ Addendum 4 \_\_\_\_\_
- 5.12 Do you accept the Terms and Conditions of the bid? Yes \_\_\_\_\_ No \_\_\_\_\_  
With Exceptions \_\_\_\_\_
- 5.13 Did you submit Product Data for each of carpet tile material and installation accessory as per Section 4.9?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- 5.14 Guaranteed number of business days for delivery after receiving signed Purchase Order: \_\_\_\_\_

**SECTION VI VENDOR PRICING, BID NUMBER 3605 CARPET TILES**

**6.1 PRODUCT PRICING:**

<b>6.1.1</b>	<b>BRAND</b>	<b>PER SQUARE YARD</b>	<b>OTHER PRODUCT NAME BID</b>
		\$	
<b>WARRANTY</b>			

<b>6.1.2</b>	<b>BRAND</b>	<b>PER SQUARE YARD</b>	<b>OTHER PRODUCT NAME BID</b>
		\$	
<b>WARRANTY</b>			

<b>6.1.3</b>	<b>BRAND</b>	<b>PER SQUARE YARD</b>	<b>OTHER PRODUCT NAME BID</b>
		\$	
<b>WARRANTY</b>			

**6.2 OTHER PRICING:**

<b>6.2.1</b>	<b>ADHESIVE PRICE</b>	<b>SIZE</b>
	\$	PER ___ GALLON PAIL
	ONE PAIL WILL COVER ___ SQUARE YARDS OF CARPET	

<b>6.2.2</b>	<b>ADHESIVE TAPE</b>	\$
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**6.3 ALL OTHER \_\_\_\_\_ BRAND OF CARPET TILE PRODUCTS OFFERED AT \_\_\_% OFF LIST PRICE (VENDOR MUST PROVIDE CURRENT PRICE SHEET WITH BID).**