

The Procurement Division of Knox County Tennessee will receive sealed bids for the provision of **Golf Course Chemicals and Fertilizer** as specified herein. Bids must be received by **2:00 p.m. on March 12, 2019**. Late bids will neither be considered nor returned.

**Deliver Bids To:**

**Bid Number 2774  
Knox County Procurement Division  
Suite 100  
1000 North Central Street  
Knoxville, Tennessee 37917**

**The Bid Envelope must show the 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 Jay Garrison, CPPB, Procurement Coordinator at 865-215-5767. Questions may be faxed to 865.215.5778 or emailed to [jay.garrison@knoxcounty.org](mailto:jay.garrison@knoxcounty.org). 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 Bid.
- 1.4 AUDIT HOTLINE:** Knox County has established an Audit Hotline to report potential fraud and waste. To report potential fraud, waste or abuse, please call or 1-866-858-4443 (toll-free). You can also file a report online by accessing <http://www.knoxcounty.org/hotline/index.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 or service that is in the best interest of Knox County. Knox County reserves the right to award this bid on an all-or-none basis, line item basis or schedule basis. Knox County reserves the right to make a multiple award. The evaluation criteria are 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. The time clock in the Procurement Division shall become the official record of time. Knox County shall not be responsible for technical difficulties experienced by vendors trying to register or submit their bid electronically less than one (1) hour prior to the bid opening time.

**Solicitations 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. It shall be the responsibility of the bidders, including bidders whose product is referenced; to furnish with their bid such specifications, catalog prices, 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, Administrator of Business Outreach                                   | Lori Holmann, Coordinator of Business Outreach                               |
| Telephone: 865.215.5760   | 865.215.5757   |
| Fax: 865-215-5778   | Fax: 865-215-5778  |
| Email: <a href="mailto:diane.woods@knoxcounty.org">diane.woods@knoxcounty.org</a> | <a href="mailto:lori.holmann@knoxcounty.org">lori.holmann@knoxcounty.org</a> |
- 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 COPIES:** Knox County requires that bids be submitted as one (1) marked original and one (1) exact copy. No copies are needed with an electronic bid response.
- 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 will result in the bid being considered non-responsive and disqualified.
- 1.12 DESCRIPTIVE LITERATURE:** Vendors, if bidding other than specified, must clearly identify the manufacturer and the specifications, to which they are submitting. Vendors must also provide descriptive literature with their bid.
- 1.13 ELECTRONIC TRANSMISSION OF BIDS:** Knox County's Procurement Division will accept, and strongly encourages, electronically transmitted bids through the County's online Procurement system. Facsimile submission is strictly prohibited.
- 1.14 HOW TO DO BUSINESS:** Knox County utilizes a web-based Procurement software system, "Knox Procurement On- Line". 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, "Knox Procurement On- Line", 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 subsection 1.1 of this document.
- 1.15 INCURRED COSTS:** Knox County will not be responsible for any costs incurred by bidder in the preparation of their bid.
- 1.16 MULTIPLE BIDS:** Knox County will consider multiple bids that meet specifications.
- 1.17 NON-COLLUSION:** Bidders, by submitting a signed bid, certify that the accompanying bid 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 order for products and/or services. The first is the use of Purchase Orders. These Purchase Orders will be issued from the Knox County Procurement Division via the method selected by the vendor during registration. 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 Credit Card (VISA). Orders placed with the card will list the same information as the Purchase Order. Vendors will be given the card information and approval to process the transaction by the requesting department. Vendors must indicate in their bid response if the vendor will accept Knox County's Credit 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) 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 being submitted on paper shall:
- 1.22.1 Be submitted on recycled paper
  - 1.22.2 Not include pages of unnecessary advertising
  - 1.22.3 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 Bid (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 by **February 20, 2019 @ 4:30 p.m.** local 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. When submitting electronically, the submission of the bid constitutes the acceptance of all terms and conditions and will legally bind the vendor to the County's request for goods/services and the vendor's subsequent response.
- 1.25 TAXES:** Knox County purchases are not subject to taxation. Tax exemption certificates will be provided upon request.
- 1.26 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.
- 1.27 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.
- 1.28 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 bidder's list for twenty-four (24) months.

- 1.29 **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.
- 1.30 **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 **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.
- 2.8 **GOVERNING LAW:** The laws of the State of Tennessee shall govern this Contract, and all obligations of the parties are performable in Knox County, Tennessee. The Chancery Court and/or the Circuit Court of Knox County, Tennessee, shall have exclusive and concurrent jurisdiction of any disputes, which arise hereunder.
- 2.9 **INCORPORATION:** All specifications, drawings, technical information, Invitation for Bid, 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.

- 2.10 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.
- 2.11 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.
- 2.12 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.
- 2.13 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.
- 2.14 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.
- 2.15 NON-DISCRIMINATION AND NON-CONFLICT STATEMENT:** Contractor agrees that no person on the grounds of handicap, age, race, color, religion, sex or national origin, 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 has no public or private interest, and shall not acquire directly or indirectly any interest that 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.
- 2.16 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 Description, (2) Invitation for Bid, (3) Bid, (4) Award, (5) Special Terms and Conditions, (6) General Terms and Conditions, (7) Specifications, (8) Drawings.
- 2.17 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, and right of set-off, refund, incidental, consequential and compensatory damages and reasonable attorney's fees.
- 2.18 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 and warehoused.
- 2.19 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.
- 2.20 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, 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

- 2.21 TERMINATION:** County may terminate this agreement with or without cause at any time. In the event of termination by either party, fees due for services satisfactorily performed or goods accepted prior to the termination date shall be paid.
- 2.22 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 upon request. 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 convey to prospective vendors the general type and quality of Golf Course Chemicals and Fertilizer as desired by Knox County. 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 commodities that are provided. Acceptance requires a specific written action by Knox County so stating.
- 3.3 ADDITION/DELETION OF GOODS:** Knox County reserves the right to add or delete goods and/or services as the needs may arise. If items are to be added, Knox County and the successful vendor(s) shall arrive at a mutually agreeable price.
- 3.4 AUTHORIZED DEALER/RESELLER:** Bidders **must** submit, with their bid, signed written factory documentation that they are authorized dealers/resellers for the product they are bidding. If bidder is the manufacturer of the product they are bidding, a signed statement stating that fact **must** be included with their bid. Failure to comply with this request may be just cause for rejection of their bid.
- 3.5 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 reserves the right to purchase these items/services from other sources if the need arises.
- 3.6 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 the entire successful bid in selecting an operation which is judged to be in the best interest of Knox County. All material submitted becomes the property of Knox County and is therefore considered an open document under the Public Records Act.
- 3.7 BID EXPENSES:** Expenses for developing the bids are entirely the responsibility of the bidder and shall not be chargeable in any manner to Knox County.
- 3.8 CHANGES AFTER AWARD:** It is possible that after the award, the County might change its needs or requirements. Knox County reserves the right to make such changes after consultation with the vendor. Should additional cost arise, the County reserves the right to consider accepting these changes 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 Schools and/or provide improved service.
- 3.9 COOPERATIVE PURCHASING:** Vendors are to indicate whether it is permissible for other governmental agencies to purchase these services at the same price.
- 3.10 DELIVERY INFORMATION:** All orders placed with the successful vendor(s) must be delivered F.O.B. Destination to Three Ridges Golf Course, 6101 Wise Springs Road, Knoxville, TN 37918. There is no loading dock available. All deliveries must be scheduled with the Golf Course personnel prior to arrival. Phone numbers will be made available to the successful vendor(s).
- 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 DISCONTINUED ITEMS:** The successful bidder(s) shall notify the Knox County Procurement Division of any items that have been discontinued and recommend as appropriate substitute. Knox County shall have the sole determination if the substitute is appropriate.

**3.14 EVALUATION CRITERIA:** The following criteria will be the basis for award.

<b>Cost</b>	<b>90 Points</b>
<b>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 vendor. 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 a 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 which is in the best interest of Knox County.

**3.16 INCLEMENT WEATHER:** During periods of inclement weather in Knox County, the Procurement Division will enact the following procedures in regards to solicitations and weather delays.

- 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 weather issues 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 inclement weather.

**3.17 INSURANCE CHECKLIST:** Vendors and their insurance agents must sign the attached insurance requirements form and submit it with their bid. This serves as proof that the vendor can and will obtain and maintain the insurance coverage required for this project. Upon notification of the Intent to Award, the successful vendor will be required to submit a Certificate of Insurance showing the specified coverage and naming Knox County as additional insured.

**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 or electronically (email) and will be answered in the form of an amendment to the solicitation by the Knox County Procurement Division.

**3.19 ITEM ANALYSIS AND SPECIFICATIONS:** Detailed analysis and specifications for the items offered **must** accompany the bid. The Label of each product must also be included and cover the specifics of each product. If you are bidding on any item other than what is specified in this bid, you may be requested to submit a sample of the proposed product. Samples **must** be of the exact item that you are bidding. Erroneous samples are grounds for the immediate disqualification of your bid. Failure to comply with this section shall be just cause for rejection of bids.

**3.20 MARKET FLUCTUATION ADJUSTMENT ALLOWANCE:** Due to current market conditions and the volatility of the petroleum industry, Knox County realizes the potential for fluctuations in the price of fertilizer type products. Knox County may consider requests for adjustments, provided that sufficient, appropriated funds for goods or services hereunder are available or reasonable appropriations can be made.

Knox County makes no guarantee of such adjustments. Any request for adjustment must be accompanied with full documentation; this may include letters from vendors and/or suppliers explaining what event or events led to the request for adjustment. Knox County reserves the right to audit actual invoices for purchased products. Any adjustment made under this provision may require a contract amendment, which shall be governed by all applicable laws, rules and regulations governing contract modifications. Knox County will provide in writing whether the request has been accepted or rejected. Contractor may only submit such requests for each year on a six month basis starting

with October 1, 2019. Each request must be made within thirty (30) days prior to the six month starting period. This date is tentative and based on the actual start date of the contract.

Requested price adjustments must not exceed the Consumer Price Index for the product. If no index is available for the specific product then increases will be based off of the CPI for all consumers. Knox County will make the determination as to which index is used.

If a price increase is approved by Knox County, the approval notification will be done in writing and the Contractor will be notified of the new price schedule and effective date of increase. This documentation will become part of the bid file. No approvals will be authorized verbally.

- 3.21 NEW MATERIAL:** Unless specified otherwise in the bid package, the bidder must provide new equipment. 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. Bidder submission of other than new materials may be cause for the rejection of their bid.
- 3.22 NEWS RELEASES BY VENDORS:** As a matter of policy, Knox County does not endorse the services of a contractor. A contractor will not make news releases concerning any resultant contract from this solicitation without the prior written consent from Knox County.
- 3.23 NO CONTACT POLICY:** After the date and time that the vendor receives this solicitation, any contact initiated by any bidder with any Knox County representative, other than the Procurement Division representative listed herein, concerning this invitation for bid is strictly prohibited. Any such unauthorized contact may cause the disqualification of the bidder from this procurement transaction. Vendors may be required to sign an affidavit to this policy.
- 3.24 OPEN BID INTENDED:** It is the intent and purpose of Knox County that this Invitation for Bid promote competitive bidding. It shall be the bidder's responsibility to advise the Procurement Division, if any language, requirements, et cetera or any combination thereof, inadvertently restricts or limits this Invitation for Bid. Such notification must be submitted in writing and must be received by the Procurement Division not later than **February 20, 2019 @ 4:30 p.m**
- 3.25 PACKAGING:** Knox County is requesting that vendors quote per the package requirements stated in Section V. The Maintenance facility of Three Ridges Golf Course does not have a loading dock or specialized equipment to handle larger packaging sizes. Bids stating other packaging may be rejected.
- 3.26 POST PATENT PRODUCTS:** Bidders are requested to submit post patent products for the County to consider as alternates. These products should be listed with each patented product and **must** include the Label as well as SDS Sheets for each product submitted.
- 3.27 PRICING:** The bidder(s) warrant that the unit price shall remain firm for a period of one ( ) year from the first day of the Contract period. If the Contract is increased after the second year, Knox County must be given a written notice to consider. Such a request shall include at a minimum, (1) the cause for the adjustment; (2) the amount of the change requested with documentation to support the requested adjustment. If the price increase is rejected the Contractor may:
- 3.27.1 Continue with the existing prices
  - 3.27.2 Request a lower price increase
  - 3.27.3 Not accept the renewal offer
- If a price increase is approved by Knox County, the approval notification will be done in writing and the Contractor will be notified of the new price schedule and effective date of increase. This documentation will become part of the bid file. No approvals will be authorized verbally.
- 3.28 QUANTITIES:** Knox County does not guarantee any quantities will be ordered under this solicitation. Items will be ordered on an as needed basis.
- 3.29 SAFETY DATA SHEETS:** As part of our efforts to comply with the OSHA Hazardous Chemical Communication Law (1910.1200), **each vendor must furnish**, along **with** their bid, the most current Label and Safety Data Sheets (SDS) for all chemical and/or fertilizer product that they are bidding. If, however, the material is non-hazardous, then a letter or statement should accompany the bid indicating the same.



The successful vendor(s) will be required to keep Knox County current in all SDS Sheets throughout the term of this Contract. The successful vendor(s) will also promptly notify Knox County when new SDS Sheets are applicable and forward to Knox County immediately. Any change in formula of a particular product must be communicated to Knox County and upon the first shipment of the new formula a SDS Sheet must be sent. Failure to comply with this section shall be just cause for rejection of bids.

- 3.30 SPREADING OF FERTILIZER:** Bidder must have capabilities to spread fertilizer utilizing a spreader truck. It is anticipated that this will be done one time per year in May. However, the bidder must work with the designated County representative to set the exact date and time.
- 3.31 SUBMIT QUESTIONS:** Prospective bidders may submit questions concerning this solicitation until **February 20, 2019 @ 4:30 p.m.** local time. Submit questions as noted in Section 1.1.
- 3.32 VENDOR CONDUCT:** Vendors are hereby notified that the Knox County Procurement Division has necessary and proper procedures to procure the product for the user departments of Knox County Government. Vendors are hereby cautioned that placing any product prior to the issuance of a purchase order or credit card (VISA) order constitutes a violation of that procedure and may result in the vendor being debarred for a minimum period of twelve (12) months. User departments are not authorized to sign any vendors' agreements.

**\*\* Bidders need not return pages 1-9 with their response.**

4.1 Vendor Name \_\_\_\_\_

4.2 Vendor Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

4.3 Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

4.4 Vendor Number As Assigned By the Knox County Procurement Division \_\_\_\_\_

4.5 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.

Authorizing Signature \_\_\_\_\_  
(Sign in blue ink)

4.6 Vendor's Knox County Business License Number \_\_\_\_\_  
(If applicable, attach a copy of the license.)

4.7 Guaranteed Business Days for Delivery after Receiving Order \_\_\_\_\_

4.8 Did you include the correct number of copies as per Section 1.10? Yes \_\_\_\_\_ No \_\_\_\_\_

4.9 Is your company in full compliance with Section 2.20 Tax Compliance? Yes \_\_\_\_\_ No \_\_\_\_\_

4.10 Will you accept payment via E-commerce card (VISA)? Yes \_\_\_\_\_ No \_\_\_\_\_

4.11 Did you include authorized dealer/reseller documentation as per Section 3.4?

Yes \_\_\_\_\_ No \_\_\_\_\_

4.12 Will you allow cooperative purchasing as per Section 3.9? Yes \_\_\_\_\_ No \_\_\_\_\_

4.13 Have you provided the Label, Item Analysis and Specification Sheets as per Section 3.19?

Yes \_\_\_\_\_ No \_\_\_\_\_

4.14 Have you attached SDS sheets as per section 3.29? Yes \_\_\_\_\_ No \_\_\_\_\_

4.15 Do you have the capability to spread the fertilizer as per Section 3.30? Yes \_\_\_\_\_ No \_\_\_\_\_

4.16 I acknowledge receipt of: (Please write yes if you received one)

Addendum 1 \_\_\_\_\_ Addendum 2 \_\_\_\_\_ Addendum 3 \_\_\_\_\_ Addendum 4 \_\_\_\_\_

4.17 Do you accept the terms and conditions of the bid? YES NO YES, WITH EXCEPTION  
(Please circle your answer)

If you do not fully accept the terms and conditions, please note the exceptions below:

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**SECTION V PRICING BID 2774 GOLF COURSE CHEMICALS AND FERTILIZER****VENDOR:**\_\_\_\_\_

**Note: Bidders must include the Label and SDS Sheets for each product they intend to bid. Failure to include this information may be just cause for rejection of bid. These are estimates only and not guarantees of any amount to be purchased. Quantities will be used for evaluation purposes only.**

	<b>Product Name</b>	<b>Product Type</b>	<b>Quantity</b>	<b>Price Per Unit</b>	<b>Total Extended Cost to Knox County</b>
<b>5.1</b>	20-20-20 All Purpose 25 Lb VIP	<b>Foliar Fertilizer</b>	<b>6</b>		
<b>5.2</b>	Harrell's Bio Max 7-7-7 2.5 Gal	<b>Foliar Fertilizer</b>	<b>10</b>		
<b>5.3</b>	Harrell's EarthMAX/HuMax 2.5 Gal	<b>Foliar Fertilizer</b>	<b>2</b>		
<b>5.4</b>	Harrell's Iron, Mn, & Mg 30 Gal	<b>Foliar Fertilizer</b>	<b>4</b>		
<b>5.5</b>	Harrell's Max Calcium 8.25%, 2.5 Gal	<b>Foliar Fertilizer</b>	<b>8</b>		
<b>5.6</b>	Harrell's Methylated Seed Oil (CL 3B) 2.5 Gal	<b>Foliar Fertilizer</b>	<b>4</b>		
<b>5.7</b>	Harrell's N30 plus w/Umaxx SE 30-0-0 2.5 gal	<b>Foliar Fertilizer</b>	<b>8</b>		
<b>5.8</b>	Harrell's Title Phyte 2.5 Gal ( No WI )	<b>Foliar Fertilizer</b>	<b>6</b>		
<b>5.9</b>	Pegasus 6 L (Chlorothalonil) (HA) 2.5 Gal	<b>Fungicide</b>	<b>4</b>		
<b>5.10</b>	Chipco 26019 Flowable 2.5 Gal	<b>Fungicide</b>	<b>2</b>		
<b>5.11</b>	Chipco Signature 44LB Case (Agency)	<b>Fungicide</b>	<b>1</b>		
<b>5.12</b>	Chipco Signature 5.5 lb Bag	<b>Fungicide</b>	<b>4</b>		
<b>5.13</b>	Dorado Fungicide(Propiconazole)- 2gallon	<b>Fungicide</b>	<b>2</b>		
<b>5.14</b>	Insignia SC Intrinsic 30.5 oz (Agency)	<b>Fungicide</b>	<b>4</b>		
<b>5.15</b>	Segway 39.2 oz Bottle (Q-A)	<b>Fungicide</b>	<b>3</b>		
<b>5.16</b>	08-16-16 Tru-prill 45% WIN, Micro-50 Lb	<b>Granular Fertilizer</b>	<b>17</b>		
<b>5.17</b>	24.005-4-9 - Turf sparged polyon	<b>Granular Fertilizer</b>	<b>6</b>		
<b>5.18</b>	17-17-17 Turf 50#	<b>Granular Fertilizer</b>	<b>105</b>		
<b>5.19</b>	18-3-16 Micro Mix 50 Lb Bag	<b>Granular Fertilizer</b>	<b>8</b>		
<b>5.20</b>	46-0-0 100%Uflexx Regular- 50 Lb (R180)	<b>Granular Fertilizer</b>	<b>8</b>		
<b>5.21</b>	46-0-0 Umaxx - Urea SN12 REG 50 Lb	<b>Granular Fertilizer</b>	<b>52</b>		
<b>5.22</b>	Verde-Cal G Micro 50 Lb (R187)	<b>Granular Fertilizer</b>	<b>26</b>		
<b>5.23</b>	Harrell's Premium Ryegrass Blend South 50 Lb	<b>Grass Seed</b>	<b>260</b>		
<b>5.24</b>	Bensumec 4LF (CL 2) 2.5 Gal	<b>Herbicide</b>	<b>2</b>		
<b>5.25</b>	Confront (CL 3A)1 Gal	<b>Herbicide</b>	<b>8</b>		
<b>5.26</b>	Gly-Star Pro (Glyphosate) 30 Gal	<b>Herbicide</b>	<b>1</b>		
<b>5.27</b>	Gly-Star Pro (Glyphosate Plus) 2.5 Gal	<b>Herbicide</b>	<b>6</b>		

**SECTION V PRICING BID 2774 GOLF COURSE CHEMICALS AND FERTILIZER**

**VENDOR:** \_\_\_\_\_

	<b>Product Name</b>	<b>Product Type</b>	<b>Quantity</b>	<b>Price Per Unit</b>	<b>Total Extended Cost to Knox County</b>
<b>5.28</b>	Katana Herbicide 5 Oz Q-A	<b>Herbicide</b>	<b>9</b>		
<b>5.29</b>	Monument 75 WG (5x5 Gram is Each) <250g Agency	<b>Herbicide</b>	<b>2</b>		
<b>5.30</b>	Pylex Herbicide 8 oz (HA)	<b>Herbicide</b>	<b>1</b>		
<b>5.31</b>	Resolute 4FL 1 Gal (CL 3B)	<b>Herbicide</b>	<b>11</b>		
<b>5.32</b>	Ronstar Flo 2.5 Gal (CL 3B) (Agency)	<b>Herbicide</b>	<b>22</b>		
<b>5.33</b>	Xonerate 2SC (Agency) 12 Fl oz (HA)	<b>Herbicide</b>	<b>1</b>		
<b>5.34</b>	EarthMax 2.5 Gal	<b>Humic Acid</b>	<b>2</b>		
<b>5.35</b>	Scimitar GC, (R) 1 Quart	<b>Insecticide</b>	<b>2</b>		
<b>5.36</b>	Podium (CL 3A) 1 Gal	<b>PGRs</b>	<b>3</b>		
<b>5.37</b>	Fleet 100 2.5 Gal	<b>Wetting Agent</b>	<b>4</b>		
<b>5.38</b>	Fleet Fast & Firm 2.5 Gal	<b>Wetting Agent</b>	<b>2</b>		
	<b>TOTAL</b>				

**Percentage discount for all other similar items:** \_\_\_\_\_%

**KNOX COUNTY PROCUREMENT DIVISION  
INSURANCE CHECKLIST  
BID NUMBER 2774**

THE CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGES & ENDORSEMENTS WITH "YES" AND ITEMS 20 TO 24.

REQUIRED:	NUMBER	TYPE OF COVERAGE	COVERAGE LIMITS																												
YES	1.	WORKERS COMPENSATION	STATUTORY LIMITS OF TENNESSEE																												
YES	2.	EMPLOYERS LIABILITY	\$100,000 PER ACCIDENT \$100,000 PER DISEASE \$500,000 DISEASE POLICY LIMIT																												
YES	3.	AUTOMOBILE LIABILITY <table border="1" style="margin-left: 20px; border-collapse: collapse;"> <tr> <td style="width: 30px; text-align: center;">X</td> <td style="width: 100px; text-align: center;">ANY AUTO-SYMBOL (1)</td> <td style="width: 30px;"></td> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>	X	ANY AUTO-SYMBOL (1)																	COMBINE SINGLE LIMIT (Per -Accident) \$1,000,000 BODY INJURY (Per -Person) BODY INJURY (Per-Accident) PROPERTY DAMAGE (Per-Accident)										
X	ANY AUTO-SYMBOL (1)																														
YES	4.	COMMERCIAL GENERAL LIABILITY <table border="1" style="margin-left: 20px; border-collapse: collapse;"> <tr> <td style="width: 30px;"></td> <td style="width: 100px; text-align: center;">CLAIM MADE</td> <td style="width: 30px; text-align: center;">X</td> <td style="width: 30px; text-align: center;">OCCUR</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>		CLAIM MADE	X	OCCUR																									LIMITS EACH OCCURRENCE \$ 1,000,000 FIRE LEGAL LIABILITY \$ 100,000 MED EXP (Per person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS-COMPLETED OPERATIONS/AGG REGATE \$ 2,000,000
	CLAIM MADE	X	OCCUR																												
YES	5.	PREMISES/OPERATIONS	\$1,000,000 CSL BI/PD EACH OCCURRENCE \$2,000,000 ANNUAL AGGREGATE																												
YES	6.	INDEPENDENT CONTRACTOR	\$1,000,000 CSL BI/PD EACH OCCURRENCE \$1,000,000 ANNUAL AGGREGATE																												
YES	7.	CONTRACTUAL LIABILITY (MUST BE SHOWN ON CERTIFICATE)	\$1,000,000 CSL BI/PD EACH OCCURRENCE \$1,000,000 ANNUAL AGGREGATE																												
NO	8.	XCU COVERAGE	NOT TO BE EXCLUDED																												
YES	9.	UMBRELLA LIABILITY COVERAGE	\$1,000,000.00																												
		PROFESSIONAL LIABILITY																													
NO NO NO NO	10.	<table border="1" style="margin-left: 20px; border-collapse: collapse;"> <tr> <td style="width: 30px;"></td> <td style="width: 100px;">ARCHITECTS &amp; ENGINEERS</td> </tr> <tr> <td> </td> <td>ASBESTOS &amp; REMOVAL LIABILITY</td> </tr> <tr> <td> </td> <td>MEDICAL MALPRACTICE</td> </tr> <tr> <td> </td> <td>MEDICAL PROFESSIONAL LIABILITY</td> </tr> </table>		ARCHITECTS & ENGINEERS		ASBESTOS & REMOVAL LIABILITY		MEDICAL MALPRACTICE		MEDICAL PROFESSIONAL LIABILITY	\$1,000,000 PER OCCURRENCE/CLAIM \$2,000,000 PER OCCURRENCE/CLAIM \$1,000,000 PER OCCURRENCE/CLAIM \$1,000,000 PER OCCURRENCE/CLAIM																				
	ARCHITECTS & ENGINEERS																														
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	MEDICAL MALPRACTICE																														
	MEDICAL PROFESSIONAL LIABILITY																														
NO	11.	MISCELLANEOUS E & O	\$500,000 PER OCCURRENCE/CLAIM																												

NO	12.	MOTOR CARRIER ACT ENDORSEMENT	\$1,000,000 BI/PD EACH OCCURRENCE UNINSURED MOTORIST (MCS-90)
NO	13.	MOTOR CARGO INSURANCE	
NO	14.	GARAGE LIABILITY	\$1,000,000 BODILY INJURY, PROPERTY DAMAGE PER OCCURRENCE
NO	15.	GARAGEKEEPER'S LIABILITY	\$500,000 COMPREHENSIVE \$500,000 COLLISION
NO	16.	INLAND MARINE BAILEE'S INSURANCE	\$
NO	17.	DISHONESTY BOND	\$
NO	18.	BUILDERS RISK	PROVIDE COVERAGE IN THE FULL AMOUNT OF THE CONTRACT UNLESS PROVIDED BY OWNER.
NO	19.	USL&H	FEDERAL STATUTORY LIMITS

20. CARRIER RATING SHALL BE BEST'S RATING OF A-VII OR BETTER OR ITS EQUIVALENT.

21. NOTICE OF CANCELLATION, NON-RENEWABLE OR MATERIAL CHANGES IN COVERAGE SHALL BE PROVIDED TO COUNTY AT LEAST 30 DAYS PRIOR TO ACTION. THE WORDS "ENDEAVOR TO" AND "BUT FAILURE TO" (TO END OF SENTENCE) ARE TO BE ELIMINATED FROM THE NOTICE OF CANCELLATION PROVISION ON STANDARD ACCORD CERTIFICATES.

22. THE COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED ON ALL POLICIES EXCEPT WORKERS' COMPENSATION AND AUTO.

23. CERTIFICATE OF INSURANCE SHALL SHOW THE BID NUMBER AND TITLE.

24. OTHER INSURANCE REQUIRED \_\_\_\_\_.

INSURANCE AGENT'S STATEMENT AND CERTIFICATION: I HAVE REVIEWED THE ABOVE REQUIREMENTS WITH THE BIDDER NAMED BELOW.

AGENCY NAME: \_\_\_\_\_ AUTHORIZING SIGNATURE: \_\_\_\_\_

BIDDER'S STATEMENT AND CERTIFICATION: IF AWARDED THE CONTRACT, I WILL COMPLY WITH THE CONTRACT INSURANCE REQUIREMENTS.

BIDDER NAME: \_\_\_\_\_ AUTHORIZING SIGNATURE: \_\_\_\_\_