

The Procurement Division of Knox County, Tennessee will receive sealed bids for the provision of **School Furniture** as specified herein. Bids must be received by **2:00 p.m. on December 6, 2022**. Late bids will neither be considered nor returned.

**Deliver Bids To:**

**Bid Number 3339  
Knox County Procurement Division  
Suite 100  
1000 North Central Street  
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, 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 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, schedule 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. 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.
- Bids must be in a sealed envelope/box prior to entering the Procurement Division. Procurement Division personnel are not permitted to view the submittal nor assist in placing document in an envelope/box. Additionally, the Procurement Division is not responsible for providing materials for submittals (e.g.: envelopes, boxes, tape).**
- 1.7 BIDS REQUESTED ON BRANDS:** Comparable products of other manufacturers will not be considered. It shall be the responsibility of **all** bidders to furnish with the 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 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 CLOSURES:** 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.
  
- 1.10 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.
  
- 1.11 DESCRIPTIVE LITERATURE:** Vendors must identify the manufacturer and the specifications to which they are submitting.
  
- 1.12 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.
  
- 1.13 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.
  
- 1.14 ELECTRONIC TRANSMISSION OF BIDS:** Knox County's Procurement Division will accept, and strongly encourages, electronically transmitted bids. Email and Facsimile submission is strictly prohibited.
  
- 1.15 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 subsection 1.1 of this document.
  
- 1.16 INCURRED COSTS:** Knox County will not be responsible for any costs incurred by the bidder in the preparation of their bid.

**1.17 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.

**1.18 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.

**1.19 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.

**1.20 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.

**1.21 PROCESSING TIME FOR PAYMENT:** Vendors are advised that a minimum of thirty (30) days is required to process invoices for payment.

**1.22 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.

**1.23 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.

**1.24 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 **November 23, 2022 at 4:30 p.m.** local time. These requirements also apply to specifications that are ambiguous.

**1.25 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.

**1.26 TAXES:** Knox County purchases are not subject to taxation. Tax exemption certificates will be provided upon request.

**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 **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.
- 1.29 **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.
- 1.30 **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.
- 1.31 **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 three (3) 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; 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 base on personal jurisdiction, venue and inconvenient forum.
- 2.9 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.
- 2.10 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 NO BOYCOTT OF ISREAL:** 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.
- 2.16 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, 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.

- 2.17 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 Bids, (3) Bid, (4) Award, (5) Special Terms and Conditions, (6) General Terms and Conditions, (7) Specifications, (8) Drawings.
- 2.18 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.
- 2.19 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.
- 2.20 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.
- 2.21 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.
- 2.22 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) 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.
- 2.23 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. Any additional and/or supplemental warranties or guarantees will be considered in the evaluation.

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

- 3.1 INTENT:** The intent of this bid is to convey to prospective vendors the type and quality of School Furniture desired by Knox County and Knox County Schools for the new Northwest Elementary School. Award will be based on Best Value. Best Value means more than low cost. It includes the 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. Additional products will be agreed upon by both parties in writing.

- 3.4 AUTHORIZED DEALER:** Vendors **must** submit written factory signed documentation stating that they are factory authorized dealers for the furniture they are bidding. A change in the status of an awarded vendor must be reported to Knox County Procurement immediately. Failure to respond to this condition may be just cause for rejection of bid. In cases in which the Vendor is the manufacturer of the products for which they are bidding, the vendor must submit a signed statement verifying that they are the manufacturer.
- 3.5 BACKGROUND CHECKS:** A Knox County Sheriff's Office background check may be a requirement for all employees of the vendor's staff providing services to Knox County. Certain felony convictions will prohibit individuals from servicing the County. The successful Contractor will be required to submit a list of all employees that will be servicing the Knox County account. This list must be kept current and include the full name, current address, social security number, valid driver's license number and phone number of each employee. All associated costs for the background checks will be the responsibility of Knox County. However, Knox County may require reimbursement from the successful Contractor for any background checks in which the individual in question is found to have a conviction(s) that prohibits them from servicing Knox County. Personal information will be kept confidential.
- 3.6 BIDDER OBLIGATION:** Each bidder shall become fully acquainted with conditions relating to the scope and restrictions attending the execution of the work under this IFB. The failure or omission of a bidder to become acquainted with existing conditions shall no way relieve the bidder of any obligations with respect to this IFB or to the Contract.
- 3.7 COMPLETION AND CHECKLIST:** The successful contractor(s) will be required to submit a Notice of Completion for all projects when installation is complete. The project coordinator will then have a complete walk-thru with the contractor(s) for final inspection and acceptance. The project coordinator will then sign, only if installation is acceptable, the Notice of Completion and submit it with the receiver's copy of the Purchase Order. No payment will be made until the Notice of Completion is signed.
- 3.8 CHANGES AFTER AWARD:** It is possible that after award Knox County may change its needs or requirements. Knox County reserves the right to make such changes after consultation with the Contractor(s). Should additional costs arise due to such changes, Knox County reserves the right to consider accepting these charges provided the Contractor(s) can document the increased costs. Knox County also reserves the right to accept proposed service changes from the Contractor(s) if they will lower the cost to Knox County and/or provide improved service.
- 3.9 COMMUNICATIONS:** The successful execution of this Contract will require extensive communication between all parties involved. While information may be transmitted via telephone, it should always be followed up with an email. It is essential that the Contractor have email capabilities. The Contractor will be required to submit a list of individuals, along with direct phone number, cell phone number, fax numbers and email addresses to the agency contracts. These individuals must be familiar with the Knox County Contract and have the authority to make adjustments as requested by Knox County.
- 3.10 COMPLIANCE WITH ALL APPLICABLE REGULATIONS:** Vendor agrees and covenants 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 Vendor performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, the Vendor shall bear all costs arising from them.
- 3.11 CONTACT PERSONNEL:** It shall be essential to the success of this Contract to develop a good working relationship with the Contractor(s). It is imperative that the Knox County account be handled efficiently and professionally. Knox County should be assigned no more than two (2) Contractor contacts to handle billing inquiries and service related issues. In the event one (1) or both contacts leave the Knox County account, the Contractor shall formally introduce the new contacts to County personnel. These contacts must be knowledgeable of the County's account to avoid any interruption of service.

**3.12 CONTRACTOR(S) RESPONSIBILITIES:** At their own expense, the contractor(s) shall:

- 3.12.1 Provide qualified supervision.
- 3.12.2 Provide qualified workers.
- 3.12.3 Take precautions necessary to protect persons or property against injury or damage and be responsible for any such damage, or injury that occurs as a result of their fault or negligence.
- 3.12.4 Perform work without unnecessarily interfering with County activities and/or other contractor(s).
- 3.11.5 Adhere to any safety requirements of the project(s).
  
- 3.12.6 The successful contractor(s) shall be responsible for all necessary measurements and for the accurate fitting of all furniture and systems. This Contractor is responsible for measurements and verification of existing conditions as required for proper installation. The successful contractor(s) shall be responsible for any damage to the facility or any equipment inside the facility during this contract as a result of fault or negligence of the successful contractor. Any such damage will be repaired at the successful contractor's expense and to the satisfaction of Knox County or Knox County Schools.
- 3.12.7 The successful contractor(s) shall be responsible on a daily basis to maintain a clean work site, to remove debris, and to dispose of it properly at the contractor expense. Under no circumstance shall any packaging or cardboard be left on the grounds of either school property overnight. Upon completion and before making application for acceptance of the work, the contractor(s) shall clean the work-area of all rubbish, packing material, temporary structures and equipment.
- 3.12.8 The successful contractor(s) shall be responsible for maintaining the work area in such a manner that the public and Knox County staff may continue to work safely in the facility.
- 3.12.9 The successful contractor(s) will ensure that its employees observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds. All buildings, furnishings and appurtenances shall be protected by the contractor(s) from damage, which might be done or caused by work performed under this contract. Such damages to the foregoing shall be repaired and/or replaced by approved methods so as to restore the damaged areas to their original condition at the expense of the Vendor.
- 3.12.10 The successful contractor(s) shall be responsible (along with Knox County) for the coordination of the operations of all trades, sub-contractors, or materials suppliers engaged under this contract. Knox County or Knox County Schools will be responsible for connecting power from any system or modular furniture to the hardwired building. Knox County or Knox County Schools will also be responsible for running all phone and data communication wiring through the system or modular furniture. The successful contractor must coordinate with the project manager for the proper timing of these services.

**3.13 DAMAGED DELIVERIES:** Knox County will not accept damaged goods. Damaged goods shall not release the successful contractor(s) from the stated delivery lead times. Damage in transit is the sole responsibility of the vendor. Knox County or Knox County Schools will seek redress only from the vendor and not the transportation company. The signing of a delivery ticket shall not necessarily constitute the acceptance of an order nor does it relieve the vendor of warranties or repairs needed after acceptance.

**3.14 DELIVERY INSTRUCTIONS:** The successful contractor(s) will be required to contact the person listed on the Purchase Order for instructions **before** delivering any furniture. A contact person's name and phone number will be provided on each Purchase Order and must be contacted before delivery can be made 48 (forty-eight) business hours prior to scheduled delivery. Failure to contact this person may be cause for rejection of delivery.

**3.14.1** If Knox County Schools requests, all items delivered shall have a placard or tag stating the name of the school that they are intended to be stationed in. A listing of the school name on the Purchase Order is the indication that a placard or tag is needed on each item.

**3.14.2** Knox County requires the successful contractor(s) to supply any shortages, a minimum of five percent of each item, for any shortage or damage such as tops, hardware, brackets, screws, bolts, legs, glides, etc.

**3.15 DESIGN LAYOUT:** The successful contractor(s) will be required to measure, design and layout school furniture so the contractor and user department have a complete understanding of the location of the furniture and the actual design. All design work must conform with the Disabilities Act (ADA) requirements as specified. Multiple designs may be needed to serve the best interest of the user department. All measurements, design and layout shall be provided at no cost to Knox County. Failure to ADA regulations in design layout may be just cause for termination of term agreement.



The successful contractor(s) will be required to have the project manager, department head or official designee approve the final design and "sign-off" on any plans created by the vendor(s). An authorizing signature on the final plans must be submitted with the design layout and estimate to the requesting department. This will serve as final notification of the exact layout of the furniture and no deviations will be allowed by either the user department or the successful contractor(s). Each project manager must be given a copy of the Approval of Design along with the estimate. All design fees are to be included in the turnkey cost of the products bid.

- 3.16 **DESTINATION AND DELIVERY:** Bidders must include all destination and delivery charges in their prices. **There will be no extra hidden charges.** Delivery must be "free on board" to the location on the Purchase Order.
- 3.17 **DETAILED SUBMITTAL:** Bidders must submit a specification sheet for the models being priced in Attachment A with their bid. Failure to include this information may be just cause for bid rejection.
- 3.18 **DROP SHIPMENTS:** It shall be the responsibility of the successful contractor(s) to coordinate any and all drop shipments. This shall include, but not be limited to; adequate parking, off-loading, storing and removal of debris. Knox County personnel **shall not** be enlisted to help with the unloading of furniture, traffic control, installation, etc.
- 3.19 **ENTRANCE TO KNOX COUNTY SCHOOL SITES:** Only authorized employees of the successful contractor(s) are allowed on the premises of Knox County 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, identified with the Company name at all times.
- 3.20 **EVALUATION CRITERIA:** This bid will be evaluated using the following criteria:

**PRICE**

**100 POINTS**

- 3.21 **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.
- 3.22 **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.
- 3.23 **INSPECTION:** Knox County and Knox County Schools reserve the right to inspect work in progress as well as make final inspection to approve completed work.
- 3.24 **INSTALLATION:** The successful contractor(s) will be required to deliver and install all furniture orders to the destination noted on the Purchase Order. No additional charges will be allowed for these services. If there are installations that must be done after normal business hours, negotiations for installation charges will take place in the planning stages. Knox County requires the successful contractor(s) to supply any shortages, a minimum of five percent of each item, for any shortage or damage such as hardware, brackets, screws, bolts, legs, glides, etc.

These items are to be shipped overnight, at the expense of the vendor, if deemed necessary by the County in order to complete installation without further disruption of the County workplace. Partial shipments must not be scheduled for installation unless approved by the department contact. The successful contractor(s) must verify that all components of the order are complete before scheduling installation.

- 3.25 INSURANCE:** The successful Vendor(s) must carry the insurance as indicated on the Insurance Checklist Attachment hereto. As proof of the Vendor's willingness to obtain and maintain the insurance, the Vendor must complete, sign and have its insurance agent sign the attachment and submit it with the bid.

Upon the Notification of Intent to Award, the successful vendor will be required to submit a Certificate of Insurance (COI) including any corresponding endorsement page(s) with the specified coverage and listing Knox County as an additional insured. It shall be the successful vendor's responsibility to keep a current COI and endorsement page(s) on file with Knox County Procurement for as long as the project is in effect.

- 3.26 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.

- 3.27 INVOICE DETAIL:** Knox County is requesting invoices to show the following detail to help expedite review and payment. The Contractor(s) may be required to modify invoicing procedures to show the detail. All potential Contractors are hereby cautioned that Knox County will only pay from original invoices and not facsimiles or copies. Invoices which do not adhere to these details may be returned to the Contractor for correction.

**3.27.1** The invoice must show the amount due to the Contractor by Knox County.

**3.27.2** The invoice must show an itemized detailed service/material count, including: type of service(s)/items(s), quantity by type(s) of service(s)/item(s), the associated unit price for the service(s)/item(s), site location (address to be included), date work was performed and the Contract number, as applicable.

**3.27.3** A copy of the signed service ticket for each service visit listed on the invoice will be included.

**3.27.4** Invoices are to be original and uniquely pre-numbered.

**3.27.5** A certificate of destruction shall be furnished by the Vendor with each corresponding invoice.

**3.27.6** Invoices which do not show this information are subject to rejection.

**3.27.7** Invoice items must match the Purchase Order line items if order was placed via Purchase Order.

- 3.28 INVOICE REVIEW:** Knox County shall review all invoices for adherence to the terms and conditions of the Contract. Variations from the Contract and Contract pricing are strictly prohibited. Any variations found on the invoice will result in the rejection of that invoice. Rejected invoices will be returned to the Contractor for correction. If a discount for prompt payment is offered, the timeline does not commence until Knox County receives the invoice.

- 3.29 INVOICING PROCEDURES:** Knox County requests that invoices be easy to read and understand. Invoices are to be original and uniquely pre-numbered. Each participating agency to this Contract may require different invoicing information and procedures. This information and procedures shall be provided to the successful Contractor(s) prior to Contract execution. There shall be no additional charges for this information and procedures to be included. Invoices shall be sent to the "Billing" address printed on the Purchase Order. Each department or division of Knox County is responsible for its own budget. Departments cannot charge or pay bills for another department. Therefore, it is critical that your business invoices specify the department that desired to purchase from you. Do not credit payments to any other department's account. Invoices must be submitted in triplicate and must match the corresponding Purchase Order number. There shall be no component billing.

- 3.30 LIQUADATED DAMAGES:** Knox County reserves the right to impost liquidated damages of \$250.00 per day for all deliveries not adhering to the schedule as agreed upon.

- 3.31 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 approval of Knox County.

- 3.32 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 Bids, **is strictly prohibited**. Any such unauthorized contact may cause the disqualification of the bidder from this procurement transaction.
- 3.33 OFFER WITHDRAWAL:** No bid can be withdrawn after it is filed unless the bidder makes a request in writing to the Knox County Procurement Division prior to the time set for the opening of bids or unless the County fails to accept within ninety (90) business days after the date fixed for opening the Invitation for Bid.
- 3.34 PRODUCT TOTALS:** Product totals listed in Section VI are approximate totals needed for the new Northwest Elementary School at 10515 Coward Mill Road, Knoxville, TN 37931.
- 3.35 PUBLIC RECORDS ACT:** Knox County is subject to the Tennessee Public Records Act 10-7-503 et seq. Bidders are cautioned that all documents submitted on behalf of this Invitation for Bids shall be open to the public for viewing and inspection and Knox County will comply with all legitimate requests.
- 3.36 RECORDS:** Contractor(s) will maintain records of services provided to Knox County and make them available upon request by any of the respective participating agencies. The successful Contractor(s) shall only disclose the records of the requesting agency and not disclose other agency information.
- 3.37 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.
- 3.38 REFERENCES:** Vendors must submit a list of three references with whom you have had service agreements of this nature within the past three (3) years. Show the name of the agency or institution, person to contact, a current telephone number and the nature and size of the Contract. Do not list Knox County Government, Knox County Schools or the Public Building Authority as a reference.
- 3.39 REMOVAL OF CONTRACTOR'S EMPLOYEES:** Contractor agrees to utilize only experienced, responsible and capable people in the performance of the work. Knox County may require that the Contractor remove from the job covered by this Contract, employees who endanger persons or property or whose continued employment under this Contract is inconsistent with the interest of Knox County.
- 3.40 RETURN POLICY:** Bidders must state the return policy in their response. Items must be accepted as returns if, through no fault of Knox County, they are broken, defective, incorrect items, etc.
- 3.41 SCHEDULING OF WORK:** Contractor(s) shall cooperate with County and School officials in performing work so that interference with the normal program will be held to a minimum.
- 3.42 TURN-KEY OPERATION:** The successful contractor(s) must be able to provide a complete "turn-key" operation. The successful contractor must be able to design, order, warehouse, deliver and install any and all orders. No sub-contracting shall be done without prior express written consent from Knox County or Knox County Schools.
- 3.43 SUBMIT QUESTIONS:** Prospective bidders may submit questions concerning this solicitation until **November 23, 2022 at 4:30 p.m.** local time. Submit questions as noted in Section 1.1.
- 3.44 SUBSTITUTIONS:** No substitution items will be allowed to the list in Section IV. Items must be bid as specified.
- 3.45 WARRANTY:** Vendors must submit written factory signed documentation, with their bid, of all warranties associated with the products bid. Vendors are hereby notified that any and all warranties shall not start until final acceptance of the furniture has been made.

**SECTION IV SPECIFICATIONS FOR INVITATION FOR BID 3339, SCHOOL FURNITURE**

Schedule A - Classroom Furniture		MFG
6.1	18", 16" & 14" STUDENT CHAIRS	
	• Boot Glides	
	• Chrome frame, min 1 1/8" 14 gauge steel tubular steel and 14-gauge steel supports	
	• Heavy duty, one-piece, anti-static polypropylene shell	
	• Min 15 integrated structural ribs with nesting scallops attached to frame with steel rivets	
	• Complies with Consumer Products Safety Improvement Act (CPSIA) of 2008	Artcobell (Discover D100 Series) or
	• Meets CAL TB133 with specification of fire retardant shells	Scholar Craft (Ovation Series)
	• Meets or Exceeds ANSI/BIFMA x6.1-2012 Educational Seating Standard	
	• Indoor Advantage™ Gold. Indoor air quality certified to SCS-EC10.3-2014	
	• Manufactured in USA, Lifetime Warranty	
	14"	
	16"	
	18"	
6.2	Student Desk	
	• Triangular top (min 27" x 27"); High-Impact solid plastic work surface (min. 5/8" thick) with pencil groove	
	• Boot Glides	
	• Book Boxes	
	• Chrome or nickel chrome finish; minimum 12 gauge frame structure & minimum 16 gauge steel legs	Artcobell (Uniflex 7SD Series)
	• Adjustable leg height (22" to 30")	Scholar Craft (Kaleidoscope 4700 Series)
	• Complies with Consumer Products Safety Improvement Act (CPSIA) of 2008	
	• Meets CAL TB133 with specification of fire retardant shells	
	• Meets or Exceeds ANSI/BIFMA x6.1-2012 Educational Seating Standard	
	• Indoor Advantage™ Gold. Indoor air quality certified to SCS-EC10.3-2014	
• Manufactured in USA, Lifetime Warranty		
6.3	Activity Tables	
	• Min 1 1/8" particleboard core and high pressure laminate	
	• Banded edge or bull nose vinyl T-mold	
	• Height adjustable legs (28" - 34")	
	• Upper leg min 16 gauge powder coat finish	
	• (2) hard wheel locking casters per table	Artcobell (Discover Series)
	• Complies with Consumer Products Safety Improvement Act (CPSIA) of 2008	Scholar Craft (Method Series)
	• Meets or exceeds applicable ANSI/BIFMA X5.2008 Furniture Standards	
	• Indoor Advantage™ Gold. Indoor air quality certified to SCS-EC10.3-2014	
	• Manufactured in USA, Lifetime Warranty	
	30" x 60" Rectangle	
	36" x 72" Rectangle	
	Kidney	
	Horseshoe	
6.4	Teacher Chair	
	Teacher Task Chair 17"-22" ADJ, A+ Oversized Shell	
	• Swivel chair with pneumatic lift height adjustment	
	• Heavy duty, one-piece, anti-static polypropylene shell	
	• Heavy duty, one-piece, anti-static polypropylene shell (18" - 22" seat)	Artcobell (Discover D-Series)
	• Min 15 integrated structural ribs with nesting scallops attached to frame with steel rivets	Scholar Craft (Ovation Series)
	• Complies with Consumer Products Safety Improvement Act (CPSIA) of 2008	
• Indoor Advantage™ Gold. Indoor air quality certified to SCS-EC10.3-2014		
• Manufactured in USA, Lifetime Warranty		

6.5	Teacher Desk (minimum size: 30" x 60")	
	• Single pedestal right or left handed, center drawer	
	• High-pressure laminate top	Artcobell (D-Series_
	• Leveling guides	HON (34000 Series)
	• All locks are common keyed.	Scholar Craft (Method Series)
	• Meets or exceeds applicable ANSI/BIFMA test standards	
	• Indoor Advantage™ Gold. Indoor air quality certified to SCS-EC10.3-2014	
	• Manufactured in USA, Lifetime Warranty	
6.6	File Cabinet	
	• 4-drawer vertical	HON (310 Series)
	• Metal	Scholar Craft (Method Series)
	• Letter Size	
	• Locking	
	• Minimum Dimensions: 26.5" D x 52"H x 15" W. Weight: 107 pounds.	
	• Manufactured in USA, Lifetime Warranty	
6.7	File Cabinet	
	• 4-drawer vertical	HON (310 Series)
	• Metal	Scholar Craft (Method Series)
	• Legal Size	
	• Locking	
	• Minimum Dimensions: 26.5" D x 52"H x 15" W. Weight: 107 pounds.	
	• Manufactured in USA, Lifetime Warranty	
6.8	Bookcase	HON (Brigade Series)
	• Minimum 12.63"D x 71"H x 34.5"W	
	• All sides welded construction	
	• 5 shelves with 4 adjustable shelves	
	• Manufactured in USA, Lifetime Warranty	
<b>Schedule B - Administrative Furniture</b>		<b>MFG</b>
6.9	Desk, U-Shape	HON (10500 Series)
	• 30x72 Main Desk w/Box Box File Pedestal and FULL modesty, grommets	
	• 24x48 Bridge w/modesty, center grommet	
	• 24x72 Credenza w/File File Pedestal and modesty, center grommet	
	• Grade 2 Laminate	
	• Square Silver Pulls	
	• Storage Keyed Alike	
6.10	Desk, L-Shape	HON (10500 Series)
	• 30x72 Main Desk w/Box Box File Pedestal and FULL modesty, grommets	
	• 24x48 Return Surface w/File File Pedestal, center grommet	
	• Grade 2 Laminate	
	• Square Silver Pulls	
	• Storage Keyed Alike	
6.11	Bookcase	HON (10500 Series)
	• 71Hx36Wx13D ALL Laminate Bookcase	
	• Grade 2 Laminate	
	• Square Silver Pulls	
6.12	Lateral File Cabinet	HON (10500 Series)
	• 2 Drawer Laminate Lateral File 36Wx24D	
	• Grade 2 Laminate	

6.13	Desk, Double Pedestal	HON (38000 Series)
	· 36" x 72" Double Pedestal Desk w/Hanging BF Pedestal	
	· Metal Chassis	
	· Laminate Top	
	· Grade 1 Laminate · Grade 1 Paint	
6.14	Task Chair	HON (Ignition 2.0)
	· Mid-Back Task Chair	
	· Mesh Back, Charcoal	
	· Lumbar Adjustment	
	· Height and Width Adjustable Arms	
	· Synchro-Tilt W/Seat Slider Mechanism	
	· Black Base	
	· Carpet Casters · Grade 1 Vinyl	
6.15	Guest Chair	HON (Ignition Series)
	· Guest/Multi-Purpose 4-Leg Stacking Chair	
	· Mesh Back	
	· Fixed Arms	
	· Glides	
	· Grade 1 Textile · Black Frame	
6.16	Conference Chair	HON (Ignition Series)
	· Guest/Multi-Purpose 4-Leg Stacking Chair	
	· Mesh Back	
	· Fixed Arms	
	· Casters (Carpet)	
	· Grade 1 Textile · Black Frame	
6.17	Conference Table, 36" x 72"	HON (Preside Series)
	· 36x72 Rectangular or Boat Shaped Laminate Top	
	· Grade 2 Laminate	
	· Aluminum T leg Base · Grade 1 Paint	
6.18	Conference Table, 54" x 120"	HON (Preside Series)
	· 54x120 (two-piece) Laminate Boat Shaped Top	
	· Grade 2 Laminate	
	· Aluminum T-Leg Base · Grade 1 Paint	
6.19	Credenza with 2 Storage Cabinets	HON (10500 Series)
	· 24Dx72Wx29H	
	· 4 Door Laminate Storage Cabinet	
	· Square Silver Pulls · Grade 2 Laminate	
6.20	Lectern	HON (Preside Series)
	· 24Wx18Dx50H	
	· Adjustable Top with 3 Tilt Positions	
	· Locking Storage Compartment	
	· Laptop Shelf	
	· Casters, 2 Locking – 2 Non-Locking · Grade 2 Laminate	

<b>Schedule C - Cafeteria Furniture</b>		<b>MFG</b>
6.21	Round Table Mobile 8-stool 60", ADA Table	
	· 60" Round Laminate Table with 6 Stools	AMTAB
	· 2 ADA Spot(s)	PALMER HAMILTON
	· Armor Edge band (not T-mold)	SICO
	· Round Stools	
	· Chrome Base	
	· Grey Nebula Laminate	
6.22	Elliptical Table Mobile 10-stool or 12-stool, oval	
	· 10 or 12 Stools	AMTAB
	· Armor Edge band (not T-mold)	PALMER HAMILTON
	· Round Stools, Black	SICO
	· Chrome Base	
6.23	Round Table Mobile w/benches and/or stools (seats 8)	
	· 4 Bench Seats or combination of benches & stools to seat 8	AMTAB
	· Armor Edge band (not T-mold)	PALMER HAMILTON
	· Chrome Base	SICO
6.24	Rectangle or Wave Table Mobile 12-stool	
	· Rectangle or Wave Laminate Table with 12 Stools	AMTAB
	· Armor Edge band (not T-mold)	PALMER HAMILTON
	· Round Stools	SICO
	· Chrome Base	
	· Grey Nebula Laminate	
6.25	Rectangle or Wave Table Mobile 16-stool	
	· Rectangle or Wave Laminate Table with 16 Stools	AMTAB
	· Armor Edge band (not T-mold)	PALMER HAMILTON
	· Round Stools	SICO
	· Chrome Base	
	· Grey Nebula Laminate	
6.26	Café 36" Table Round, 30" high Cast Iron Base	
	· 36" Round Laminate Top	AMTAB
	· 29"H Base	PALMER HAMILTON
	· Chrome Base	SICO
6.27	Cashier's Stool	Artcobell or Scholarcraft
<b>Schedule D - Specialty (Art)</b>		<b>MFG</b>
6.28	Art Tables	Hann
	· 1 3/4" Butcher Block Top	
	· Wood Pedestal Legs	
	· 42" x 60" x 30"H	
	· Table top to sprayed-on urethane edging and 1 3/4" thick hard maple.	
	· Manufactured in USA	
· Limited Lifetime Warranty		

<b>Schedule E - Media Furniture</b>		<b>MFG</b>
6.29	Three Seat Lounge	HON Grove
	· 3 Seat Sofa	
	· Straight Arms	
	· Grade 2 Upholstery	
	· Tapered Round Leg	
6.30	Single Seat Lounge	HON Grove
	· Lounge Chair	
	· Straight Arms	
	· Grade 2 Upholstery	
	· Tapered Round Leg	
6.31	Arrange Tables	
	· Power Grommets Centered Over Legs	
	· Metal T-Leg Base 29"H for 30"D Tops	
	· Grade 1 Paint & Grade 1 Laminate	
	· Power Hub 3" (2) Grommet Mount with 10' Cord	
	30x60 Rectangular Laminate Top	HON
42" Square Laminate Top	HON	
6.32	Rise Seating	Varies
	· 2 & 3 Tier Seating	
	· Two Tone Textile	
	· Powered	
	· Grade 2 Textile	
6.33	Build Table	HON
	· 30x50 Laminate Ribbon Top	
	· Metal Pin-Height Adjustable Legs 22"-34"H	
	· Grade 1 Laminate	
	· Grade 2 Paint (Platinum Metallic)	
<b>Schedule F - Misc</b>		<b>MFG</b>
6.34	Nurse Cot	WINCO (#8550-SH)
	· 72"L x 38"W x 19"H Vinyl Color Options Contoured headrest and 2.5" med density foam	
	· 19" table height to meet ADA max height guidelines	
	· 400 lb weight capacity	
	· Powder coat steel frame with optional storage shelf	
	· Manufactured in USA	
· Limited Lifetime Warranty		
<b>Schedule G - Optional Items (Items do not have to be as specified manufacturer but equal to)</b>		<b>MFG</b>
6.35	Wood Multimedia Workstation 38"	LUXOR (#WPSDDS)
6.36	Deluxe Teacher Cart with Locking Cabinet, Storage Bins, Keyboard Tray, Pocket Chart Hooks and	LUXOR (#ECMBSKBC-B)
	Cup Holder 32" x 18"	
6.37	Mobile Storage Cabinet 48" x 24" x 78"	STEEL CABINET USA (#MAAH-48782RB4)
6.38	Freestanding Study Carrel	GLOBAL (#ENFC3024S)

Total Quantity listed above is approximate quantity. No guarantee to order each item listed.

No Substitution items permitted per Section 3.44 for items above

MEG Bidding: Please circle the product MFG you are quoting price for items above

Note: Bidders need not return pages 1 – 16 with their response.



**SECTION V VENDOR INFORMATION FOR INVITATION FOR BID 3339, SCHOOL FURNITURE**

*Bidders are welcome to attach additional documentation to fully address any required responses. Please clearly reference any attachments to the appropriate subsection.*

5.1 Vendor: \_\_\_\_\_

5.2 Vendor number as assigned by Knox County: \_\_\_\_\_

5.3 Street Address: \_\_\_\_\_  
City State Zip

5.4 Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

5.5 Vendor's email address: \_\_\_\_\_

5.6 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 T.C.A. § 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 Original in Blue Ink*

5.7 Vendor's Knox County Business License Number (if applicable): \_\_\_\_\_  
*Attach a Copy of the License if applicable.*

5.8 I acknowledge the receipt of: (please write "YES" if you received one)

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

5.9 Do you accept the terms and conditions of the bid? \_\_\_Yes \_\_\_No \_\_\_Yes, with exception  
If you do not fully accept the terms and conditions, please note the exceptions below:

\_\_\_\_\_  
\_\_\_\_\_

5.10 Please state your return policy below:

\_\_\_\_\_  
\_\_\_\_\_

5.11 Will you accept the VISA Credit Card as payment per Section 1.19? \_\_\_ Yes \_\_\_ No

5.12 Is your company in full compliance with Section 2.21, Tax Compliance? \_\_\_ Yes \_\_\_ No

5.13 Have you attached Authorized Dealer statement per Section 3.4? \_\_\_ Yes \_\_\_ No

5.14 Have you attached the Detailed Submittal per Section 3.17? \_\_\_ Yes \_\_\_ No

5.15 Have you attached Warranty documentation per Section 3.45? \_\_\_ Yes \_\_\_ No

5.16 Have you attached Insurance Checklist (Attachment A)? \_\_\_ Yes \_\_\_ No

5.17 Have you attached References (Attachment B)? \_\_\_ Yes \_\_\_ No

5.18 Have you completed and attached the Criminal History Affidavit (Attachment C)? \_\_\_ Yes \_\_\_ No

5.19 Can you guarantee delivery by June 15, 2023? \_\_\_ Yes \_\_\_ No

5.20 Discount percentage off of catalog items not included in Section IV? \_\_\_\_\_ % off

SECTION VI VENDOR PRICING FOR INVITATION FOR BID 3339, SCHOOL FURNITURE

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

Schedule A - Classroom Furniture	MFG	Total Quantity	Price Each	Extended Price	MFG Bidding (CIRLCE MFG BIDDING)	MODEL #
18", 16" & 14" STUDENT CHAIRS						
<ul style="list-style-type: none"> <li>• Boot Glides</li> <li>• Chrome frame, min 1 1/8" 14 gauge steel tubular steel and 14-gauge steel supports</li> <li>• Heavy duty, one-piece, anti-static polypropylene shell</li> <li>• Min 15 integrated structural ribs with nesting scallops attached to frame with steel rivets</li> </ul>	Artcobell (Discover D100 Series) or Scholar Craft (Ovation Series)					
6.1	<ul style="list-style-type: none"> <li>• Complies with Consumer Products Safety Improvement Act (CPSIA) of 2008</li> <li>• Meets CAL TB133 with specification of fire retardant shells</li> <li>• Meets or Exceeds ANSI/BIFMA x6.1-2012 Educational Seating Standard</li> <li>• Indoor Advantage™ Gold. Indoor air quality certified to SCS-EC10.3-2014</li> <li>• Manufactured in USA, Lifetime Warranty</li> </ul>					
14"		696	\$	\$	Artcobell / Scholar Craft	
16"		741	\$	\$	Artcobell / Scholar Craft	
18"		1012	\$	\$	Artcobell / Scholar Craft	
1185		\$	\$	\$	Artcobell / Scholar Craft	
Student Desk						
<ul style="list-style-type: none"> <li>• Triangular top (min 27" x 27"); High-impact solid plastic work surface (min. 5/8" thick) with pencil groove</li> <li>• Book Glides</li> <li>• Book Boxes</li> </ul>						
6.2	<ul style="list-style-type: none"> <li>• Chrome or nickel chrome finish; minimum 12 gauge frame structure &amp; minimum 16 gauge steel legs</li> <li>• Adjustable leg height (22" to 30")</li> <li>• Complies with Consumer Products Safety Improvement Act (CPSIA) of 2008</li> <li>• Meets CAL TB133 with specification of fire retardant shells</li> <li>• Meets or Exceeds ANSI/BIFMA x6.1-2012 Educational Seating Standard</li> <li>• Indoor Advantage™ Gold. Indoor air quality certified to SCS-EC10.3-2014</li> <li>• Manufactured in USA, Lifetime Warranty</li> </ul>	Artcobell (Uniflex 7SD Series) Scholar Craft (Kaleidoscope 4700 Series)				
Activity Tables						
<ul style="list-style-type: none"> <li>• Min 1 1/8" perforated one and high pressure laminate</li> <li>• Banded edge or bull nose vinyl T-mold</li> <li>• Height adjustable legs (28" - 34")</li> <li>• Upper leg min 16 gauge powder coat finish</li> <li>• (2) hand wheel locking casters per table</li> </ul>	Artcobell (Discover Series) Scholar Craft (Method Series)					
6.3	<ul style="list-style-type: none"> <li>• Complies with Consumer Products Safety Improvement Act (CPSIA) of 2008</li> <li>• Meets or exceeds applicable ANSI/BIFMA X5.2008 Furniture Standards</li> <li>• Indoor Advantage™ Gold. Indoor air quality certified to SCS-EC10.3-2014</li> <li>• Manufactured in USA, Lifetime Warranty</li> </ul>					
30" x 60" Rectangle		171	\$	\$	Artcobell / Scholar Craft	
36" x 72" Rectangle		4	\$	\$	Artcobell / Scholar Craft	
Kidney		59	\$	\$	Artcobell / Scholar Craft	
Horseshoe		2	\$	\$	Artcobell / Scholar Craft	
71		\$	\$	\$	Artcobell / Scholar Craft	
Teacher Chair						
Teacher Task Chair 17"-22" ADJ, A+ Oversized Shell						
<ul style="list-style-type: none"> <li>• Swivel chair with pneumatic lift height adjustment</li> <li>• Heavy duty, one-piece, anti-static polypropylene shell</li> <li>• Heavy duty, one-piece, anti-static polypropylene shell (18" - 22" seat)</li> <li>• Min 15 integrated structural ribs with nesting scallops attached to frame with steel rivets</li> </ul>	Artcobell (Discover D-Series) Scholar Craft (Ovation Series)					
6.4	<ul style="list-style-type: none"> <li>• Complies with Consumer Products Safety Improvement Act (CPSIA) of 2008</li> <li>• Indoor Advantage™ Gold. Indoor air quality certified to SCS-EC10.3-2014</li> <li>• Manufactured in USA, Lifetime Warranty</li> </ul>					

SECTION VI VENDOR PRICING FOR INVITATION FOR BID 3339, SCHOOL FURNITURE (CON'T)

VENDOR:

			64	\$	\$	HON / Scholar Craft		MODEL #
6.5	Teacher Desk (minimum size: 30" x 60")							
	• Single pedestal right or left handed, center drawer							
	• High-pressure laminate top							
	• Leveling guides							
	• All locks are common keyed.							
6.6	• Meets or exceeds applicable ANSI/BIFMA test standards	Artcobell (D-Series)						
	• Indoor Advantage™ Gold. Indoor air quality certified to SCS-EC10.3-2014	HON (34000 Series)						
	• Manufactured in USA, Lifetime Warranty	Scholar Craft (Method Series)						
	File Cabinet		67	\$	\$	HON / Scholar Craft		
	• 4-drawer vertical	HON (310 Series)						
6.7	• Metal	Scholar Craft (Method Series)						
	• Letter Size							
	• Locking							
	• Minimum Dimensions: 26.5" D x 52" H x 15" W. Weight: 107 pounds.							
	• Manufactured in USA, Lifetime Warranty							
6.8	File Cabinet		12	\$	\$	HON / Scholar Craft		
	• 4-drawer vertical	HON (310 Series)						
	• Metal	Scholar Craft (Method Series)						
	• Legal Size							
	• Locking							
6.9	• Minimum Dimensions: 26.5" D x 52" H x 15" W. Weight: 107 pounds.							
	• Manufactured in USA, Lifetime Warranty							
	Bookcase		1	\$	\$	HON		
	• Minimum 12.68"D x 71"H x 34.5"W	HON (Brigade Series)						
	• All sides welded construction							
6.10	• 5 shelves with 4 adjustable shelves							
	• Manufactured in USA, Lifetime Warranty							
	Schedule B - Administrative Furniture							
	Desk, U-Shape	MFG						
	• 30x72 Main Desk w/Box Box File Pedestal and FULL modesty, grommets	HON (10500 Series)						
6.11	• 24x48 Bridge w/modesty, center grommet							
	• 24x72 Credenza w/File File Pedestal and modesty, center grommet							
	• Grade 2 Laminate							
	• Square Silver Pulls							
	• Storage Keyed Alike							
6.12	Desk, L-Shape		11	\$	\$	HON		
	• 30x72 Main Desk w/Box Box File Pedestal and FULL modesty, grommets	HON (10500 Series)						
	• 24x48 Return Surface w/File File Pedestal, center grommet							
	• Grade 2 Laminate							
	• Square Silver Pulls							
6.13	• Storage Keyed Alike							
	Bookcase		3	\$	\$	HON		
	• 71Hx36Wx13D ALL Laminate Bookcase	HON (10500 Series)						
	• Grade 2 Laminate							
	• Square Silver Pulls							
6.14	Lateral File Cabinet		2	\$	\$	HON		
	• 2 Drawer Laminate Lateral File 36Wx24D	HON (10500 Series)						
	• Grade 2 Laminate							

SECTION VI VENDOR PRICING FOR INVITATION FOR BID 3339, SCHOOL FURNITURE (CON'T)

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

				2	\$	\$	HON
6.13	Desk, Double Pedestal		HON (38000 Series)				
	• 36" x 72" Double Pedestal Desk w/Hanging BF Pedestal						
	• Metal Chassis						
	• Laminate Top						
	• Grade 1 Laminate						
6.14	Task Chair		HON (Ignition 2.0)	23	\$	\$	HON
	• Mid-Back Task Chair						
	• Mesh Back, Charcoal						
	• Lumbar Adjustment						
	• Height and Width Adjustable Arms						
	• Synchro-Tilt W/Seat Slider Mechanism						
	• Black Base						
	• Carpet Casters						
	• Grade 1 Vinyl						
	•						
6.15	Guest Chair		HON (Ignition Series)	37	\$	\$	HON
	• Guest/Multi-Purpose 4-Leg Stacking Chair						
	• Mesh Back						
	• Fixed Arms						
	• Glides						
	• Grade 1 Textile						
	• Black Frame						
	•						
	•						
	•						
6.16	Conference Chair		HON (Ignition Series)	32	\$	\$	HON
	• Guest/Multi-Purpose 4-Leg Stacking Chair						
	• Mesh Back						
	• Fixed Arms						
	• Casters (Carpet)						
	• Grade 1 Textile						
	• Black Frame						
	•						
	•						
	•						
6.17	Conference Table, 36" x 72"		HON (Preside Series)	1	\$	\$	HON
	• 36x72 Rectangular or Boat Shaped Laminate Top						
	• Grade 2 Laminate						
	• Aluminum T Leg Base						
	• Grade 1 Paint						
6.18	Conference Table, 54" x 120"		HON (Preside Series)	1	\$	\$	HON
	• 54x120 (two-piece) Laminate Boat Shaped Top						
	• Grade 2 Laminate						
	• Aluminum T-Leg Base						
	• Grade 1 Paint						
6.19	Credenza with 2 Storage Cabinets		HON (10500 Series)	1	\$	\$	HON
	• 24DX72Wx29H						
	• 4 Door Laminate Storage Cabinet						
	• Square Silver Pulls						
	• Grade 2 Laminate						
6.20	Lectern		HON (Preside Series)	1	\$	\$	HON
	• 24Wx18Dx50H						
	• Adjustable Top with 3 Tilt Positions						
	• Locking Storage Compartment						
	• Lactop Shelf						

SECTION VI VENDOR PRICING FOR INVITATION FOR BID 3339, SCHOOL FURNITURE (CON'T)

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

Item #	Description	MFG	Price		MFG Bidding (CIRCLE MFG BIDDING)	MODEL #
			Total Quantity	Price Each		
6.21	Schedule C - Cafeteria Furniture					
	Round Table Mobile 8-stool 60" ADA Table	AMTAB	1	\$		
	60" Round Laminate Table with 6 Stools					
	2 ADA Spot(s)	PALMER HAMILTON				
	Armor Edge band (not T-mold)	SICO				
	Round Stools					
	Chrome Base					
6.22	Grey Nebula Laminate					
	Black Stools					
	Elliptical Table Mobile 10-stool or 12-stool, oval	AMTAB	1	\$		
	10 or 12 Stools					
	Armor Edge band (not T-mold)	PALMER HAMILTON				
	Round Stools, Black	SICO				
	Chrome Base					
6.23	Grey Nebula Laminate					
	Round Table Mobile w/benches and/or stools (seats 8)	AMTAB	1	\$		
	4 Bench Seats or combination of benches & stools to seat 8					
	Armor Edge band (not T-mold)	PALMER HAMILTON				
	Chrome Base	SICO				
	Grey Nebula Laminate					
	Black Stools					
6.24	Rectangle or Wave Table Mobile 12-stool	AMTAB	1	\$		
	Rectangle or Wave Laminate Table with 12 Stools					
	Armor Edge band (not T-mold)	PALMER HAMILTON				
	Round Stools	SICO				
	Chrome Base					
	Grey Nebula Laminate					
	Black Stools					
6.25	Rectangle or Wave Table Mobile 16-stool	AMTAB	1	\$		
	Rectangle or Wave Laminate Table with 16 Stools					
	Armor Edge band (not T-mold)	PALMER HAMILTON				
	Round Stools	SICO				
	Chrome Base					
	Grey Nebula Laminate					
	Black Stools					
6.26	Café 36" Table Round, 30" high Cast Iron Base	AMTAB	1	\$		
	36" Round Laminate Top					
	29"H Base	PALMER HAMILTON				
	Chrome Base	SICO				
	Grey Nebula Laminate					
	Black Stools					
	Artcobell or Scholarcraft					
6.27	Cashier's Stool		2	\$		
	Schedule D - Specialty (Art)	MFG	Total	Price	Extended	Price
	Art Tables	Hann	Quantity	Each	Price	(CIRCLE MFG BIDDING)
	1 3/4" Butcher Block Top		16			Hann
	Wood Pedestal Legs					
	42" x 60" x 30"H					
	Table top to sprayed-on urethane edging and 1 3/4" thick hard maple.					
Manufactured in USA						
Limited Lifetime Warranty						

SECTION VI VENDOR PRICING FOR INVITATION FOR BID 3339, SCHOOL FURNITURE (CON'T)

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

Schedule E - Media Furniture		MFG	Total Quantity	Price Each	Extended Price	MFG Bidding (CIRCLE MFG BIDDING)	MODEL #
6.29	Three Seat Lounge	HON Grove	2	\$	\$	HON Grove	
	• 3 Seat Sofa						
	• Straight Arms						
	• Grade 2 Upholstery						
6.30	Single Seat Lounge	HON Grove	4	\$	\$	HON Grove	
	• Lounge Chair						
	• Straight Arms						
	• Grade 2 Upholstery						
6.31	Arrange Tables						
	• Power Grommets Centered Over Legs						
	• Metal T-Leg Base 29"H for 30"D Tops						
	• Grade 1 Paint & Grade 1 Laminate						
6.32	30x60 Rectangular Laminate Top	HON	6	\$	\$	HON	
	42" Square Laminate Top	HON	4	\$	\$	HON	
	Rise Seating	Varies	1	\$	\$		
	• 2 & 3 Tier Seating						
6.33	Build Table	HON	10	\$	\$	HON	
	• 30x50 Laminate Ribbon Top						
	• Metal Pin-Height Adjustable Legs 22"-34"H						
	• Grade 1 Laminate						
Schedule F - Misc		MFG	Total Quantity	Price Each	Extended Price	MFG Bidding (CIRCLE MFG BIDDING)	MODEL #
6.34	Nurse Cot	WINCO (#8550-SH)	2	\$	\$	WINCO	
	• 72"L x 38"W x 19"H Vinyl Color Options Contoured headrest and 2.5" med density foam						
	• 19" table height to meet ADA max height guidelines						
	• 400 lb weight capacity						
6.35	Wood Multimedia Workstation 38"						
	Deluxe Teacher Cart with Locking Cabinet, Storage Bins, Keyboard Tray, Pocket Chart Hooks and Cup Holder 32" x 18"	LUXOR (#WPSDDS)	1	\$	\$		
	Mobile Storage Cabinet 48" x 24" x 78"	LUXOR (#ECMBSKBC-B)	1	\$	\$		
	Freestanding Study Carrel	STEEL CABINET USA (#MAAH-48782RB4)	1	\$	\$		
6.38	Freestanding Study Carrel	GLOBAL (#ENFC3024S)	5	\$	\$		

Total Quantity listed above is approximate quantity. No guarantee to order each item listed. No Substitution items permitted per Section 3.44 for items above MFG Bidding: Please circle the product MFG you are quoting price for items above

ATTACHMENT A  
KNOX COUNTY PROCUREMENT DIVISION  
INSURANCE CHECKLIST  
INVITATION FOR BID NUMBER 3339

THE CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGES & ENDORSEMENTS WITH "YES" AND ITEMS 20 TO 23.

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;"> <tr> <td style="width: 20px; text-align: center;">X</td> <td style="width: 100px;">ANY AUTO-SYMBOL (1)</td> <td style="width: 20px;"></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)																	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">COMBINE SINGLE LIMIT (Per-Accident)</td> <td style="width: 30%;">\$1,000,000</td> </tr> <tr> <td>BODY INJURY (Per-Person)</td> <td> </td> </tr> <tr> <td>BODY INJURY (Per-Accident)</td> <td> </td> </tr> <tr> <td>PROPERTY DAMAGE (Per-Accident)</td> <td> </td> </tr> </table>	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)																																
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BODY INJURY (Per-Accident)																																	
PROPERTY DAMAGE (Per-Accident)																																	
YES	4.	COMMERCIAL GENERAL LIABILITY	LIMITS																														
		<table border="1" style="width: 100%;"> <tr> <td style="width: 40%;">CLAIM MADE</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 10%; text-align: center;">OCC</td> <td style="width: 30%;">EACH OCCURRENCE</td> <td style="width: 10%;">\$ 1,000,000</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td>FIRE LEGAL LIABILITY</td> <td>\$ 100,000</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td>MED EXP (Per person)</td> <td>\$ 5,000</td> </tr> <tr> <td colspan="3">GEN'L AGGREGATE LIMITS APPLIES PER</td> <td>PERSONAL &amp; ADV INJURY</td> <td>\$ 1,000,000</td> </tr> <tr> <td> </td> <td>POLICY</td> <td>X PROJECT</td> <td>GENERAL AGGREGATE</td> <td>\$ 2,000,000</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td>PRODUCTS-COMPLETED OPERATIONS/AGGR EGATE</td> <td>\$ 2,000,000</td> </tr> </table>	CLAIM MADE	X	OCC	EACH OCCURRENCE	\$ 1,000,000				FIRE LEGAL LIABILITY	\$ 100,000				MED EXP (Per person)	\$ 5,000	GEN'L AGGREGATE LIMITS APPLIES PER			PERSONAL & ADV INJURY	\$ 1,000,000		POLICY	X PROJECT	GENERAL AGGREGATE	\$ 2,000,000				PRODUCTS-COMPLETED OPERATIONS/AGGR EGATE	\$ 2,000,000	
CLAIM MADE	X	OCC	EACH OCCURRENCE	\$ 1,000,000																													
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	POLICY	X PROJECT	GENERAL AGGREGATE	\$ 2,000,000																													
			PRODUCTS-COMPLETED OPERATIONS/AGGR EGATE	\$ 2,000,000																													
NO	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																														
NO	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																														
NO		PROFESSIONAL LIABILITY																															
NO	10.	ARCHITECTS & ENGINEERS	\$1,000,000 PER OCCURRENCE/CLAIM																														
NO		ASBESTOS & REMOVAL LIABILITY	\$2,000,000 PER OCCURRENCE/CLAIM																														
NO		MEDICAL MALPRACTICE	\$1,000,000 PER OCCURRENCE/CLAIM																														
NO		MEDICAL PROFESSIONAL LIABILITY	\$1,000,000 PER OCCURRENCE/CLAIM																														
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. The County shall be named as an additional insured on all policies except Workers' Compensation and Auto. Endorsement Page(s) shall be submitted with each COI for the duration of the Contract term.
- 22. Certificate of Insurance shall show the bid number and title.
- 23. Other insurance required \_\_\_\_\_.

Insurance Agent's Statement and certification: I have reviewed the above requirements with the Bidder named below and have advised the Bidder of required coverage.

Agency Name: \_\_\_\_\_ Authorizing Signature: \_\_\_\_\_

Bidder's Statement and Certification: If awarded the Contract, I will comply with the Contract insurance requirements.

Bidder's Name: \_\_\_\_\_ Authorizing Signature: \_\_\_\_\_



**ATTACHMENT B  
KNOX COUNTY PROCUREMENT DIVISION  
REFERENCES  
INVITATION FOR BID NUMBER 3339**

Vendor Name: \_\_\_\_\_

Bidders shall submit a list of three (3) projects of similar size and nature. Each vendor is responsible for obtaining approval to submit and confirming that the contact information provided for each reference is accurate. Knox County will not be responsible for gathering additional information for references that are illegible, incomplete or incorrect. Reference checks will be sent via email only. Reference Forms that cannot be delivered with the contact information listed, not returned prior to the deadline listed on the form, or not returned at all will be scored accordingly.

Name of Firm:	
Contact Person:	Phone Number:
Email Address (Required):	
Nature of Contract:	
Duration of Contract:	
Approximate Dollar Value of Contract:	

Name of Firm:	
Contact Person:	Phone Number:
Email Address (Required):	
Nature of Contract:	
Duration of Contract:	
Approximate Dollar Value of Contract:	

Name of Firm:	
Contact Person:	Phone Number:
Email Address (Required):	
Nature of Contract:	
Duration of Contract:	
Approximate Dollar Value of Contract:	

**ATTACHMENT C  
KNOX COUNTY PROCUREMENT DIVISION  
AFFIDAVIT OF COMPLIANCE WITH TENNESSEE CRIMINAL HISTORY RECORDS CHECK  
INVITATION FOR BID NUMBER 3339**

**AFFIDAVIT OF COMPLIANCE  
WITH  
TENNESSEE CRIMINAL HISTORY RECORDS CHECK  
TENNESSEE CODE ANNOTATED, SECTION 49-5-413**

(To be submitted with bid by contractor)

I, \_\_\_\_\_, president or other principal  
Officer of \_\_\_\_\_, swear or affirm that the  
Name of Company

Company is in compliance with Public Chapter 587 of 2007, codified at Tennessee Code Annotated 49-5-413, in effect at the time of this bid submission at least to the extent required of governmental entities. I further swear or affirm that the company is in compliance with Tennessee Code Annotated, § 49-5-413.

\_\_\_\_\_  
President or Principal Officer

For: \_\_\_\_\_  
Name of Company

STATE OF TENNESSEE}  
COUNTY OF \_\_\_\_\_ }

Subscribed and sworn before me by \_\_\_\_\_,  
President or principal officer of \_\_\_\_\_,

On this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_