

The Procurement Division of Knox County, Tennessee will receive sealed bids for the provision of **Housing and Energy Services for Community Action Committee** as specified herein. Bids must be received by **2:00 p.m. on August 21, 2023**. Late bids will be neither considered nor returned.

Deliver Bids to:

**Bid Number 3446
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 and Bid Opening Date.

SECTION I GENERAL TERMS AND CONDITIONS

1.1 ADDITIONAL INFORMATION: Knox County wants requests for additional information routed to Robert Mackey, Senior Buyer, at 865.215.5754. Questions may be emailed to robert.mackey@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.

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 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, who 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 or by a multiple award. The evaluation criteria are listed herein. Knox County also reserves the right to not make an award.

1.6 BID DELIVERY: Knox County requires respondents, when hand delivering submittals, to time and date stamp the envelope before depositing it in the bid box. Knox County will not be responsible for any lost or misdirected mail sent by common carrier, nor will Knox County be responsible for submittals delivered to addresses and Suites other than the delivery address and Suite specified at the top of this solicitation. The time clock in the Procurement Division shall serve as the official record of time.

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 particular 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 the bid.

It shall be the responsibility of the bidders, including bidders whose product is referenced, 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 a 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:

Knox County Procurement Division
Diane Woods, Business Outreach Administrator
Telephone: 865.215.5760
Fax: 865.215.5778
Email: 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 regard 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 DECLARATIVE STATEMENTS: Any statement or words (e.g.: must, shall, will) are declarative statements and the vendor must comply with the condition. Failure to comply with any such condition may result in the bid being non-responsive and disqualified.

1.12 DUPLICATE COPIES: Knox County requires that bids be submitted as one (1) marked original and one (1) exact copy.

1.13 ELECTRONIC TRANSMISSION OF BIDS: Knox County's Procurement Division will **not** accept electronically transmitted bids for this solicitation. Facsimile and email submissions are strictly prohibited.

1.14 HOW TO DO BUSINESS: Knox County utilizes a web-based Procurement software system, "KnoxBuys". The system provides our clients (vendors, county departments and the citizens of Knox County) with a more enhanced and end-user friendly means of accessing our services. The system allows for on-line vendor registration and maintenance, electronic receipt of purchase orders, on-line retrieval and submittal of quotes, bids and proposals for our vendor-clients and on-line requisitioning and receiving for our county departments. In order for the County to maximize its investment and minimize the cost associated with office operations we need your help. When doing business with Knox County we are urging you to please go to our website at www.knoxcounty.org/procurement, 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.

1.15 INCURRED COSTS: Knox County will not be responsible for any costs incurred by the bidder in the preparation of their bid.

1.16 MULTIPLE BIDS: Knox County will consider multiple bids that meet specifications.

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.

- 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:** 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 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 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 proposal response if the vendor will accept the Knox County E-Commerce Card (VISA) as a form of payment. Proposers 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:** Bidders 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 bidder's ability.
- 1.23 **RECYCLING:** Knox County, in its continuing efforts to lessen the amount of landfill waste and to further recycling efforts, requests that 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 Bid 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 **August 7, 2023, 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 term and conditions stated in the bid document.
- 1.26 **TAXES:** Knox County purchases are not subject to taxation. Tax exemption certificates will be provided upon request.
- 1.27 **TERM BID AGREEMENTS:** If this bid results in a term bid Contract with the vendor, Knox County must receive all general price decreases that other similar customers receive.
- 1.28 **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.
- 1.29 **USE OF BID FORMS:** Vendors must complete the bid forms contained in the bid package. Failure to complete the bid forms may result in bid rejection.

- 1.30 VENDOR DEFAULT:** Knox County reserves the right, in case of vendor default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby. Should vendor default be due to a failure to perform or because of a request for a price increase, Knox County reserves the right to remove the vendor from the County's bidders list for twenty-four (24) months.
- 1.31 VENDOR REGISTRATION:** Prior to the closing of this proposal, **ALL BIDDERS** must be registered with the Procurement Division. A vendor application may be submitted online at www.knoxcounty.org/procurement. Select the On-Line Vendor Registration link and complete the forms. 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 less than twenty-four (24) hours prior to the bid opening time.
- 1.32 WAIVING OF INFORMALITIES:** Knox County reserves the right to waive minor informalities or technicalities when it is in the best interest of Knox County.

SECTION II OBLIGATIONS, RIGHTS AND REMEDIES

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

- 2.1 ALTERATIONS OR AMENDMENTS:** No alterations, amendments, changes, modifications, or additions to this Contract shall be binding on Knox County without the prior written approval of the County.
- 2.2 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.
- 2.3 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.
- 2.4 BACKGROUND CHECKS:** A Knox County Sheriff's Office background check may be a requirement for all employees of the Contractor's staff providing services to certain information-sensitive departments (e.g. Knox County Sheriff's Office and the court system areas). Certain felony convictions will prohibit individuals from servicing these departments. All costs associated with background checks will be the responsibility of Knox County.
- 2.5 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 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.
- 2.6 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.
- 2.7 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.
- 2.8 DEFAULT:** If Contractor fails to perform or comply with any provision of this Contract or the terms or conditions of any documents referenced and made a part hereof, Knox County may terminate this Contract, in whole or in part, and may consider such failure or noncompliance a breach of contract. Knox County expressly retains all its rights and remedies provided by law in case of such breach, and no action by Knox County shall constitute a waiver of any such rights or remedies. In the event of termination for default, Knox County reserves the right to purchase its requirements elsewhere, with or without competitive bidding.

- 2.9 DRUG-FREE WORKPLACE:** If **Contractor** has five (5) or more employees receiving pay **Contractor** shall have a drug-free workplace program that complies with Title 50, Chapter 9 of the Code of Tennessee, shall obtain a certificate of compliance with the applicable portions of the Drug-Free Workplace Act from the Department of Labor and Workforce, and shall provide the Affidavit required by Public Acts, 2000, Chapter 918. **Contractor** shall ensure that it is in compliance with Public Acts, 2000, Chapter 918.
- 2.10 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.
- 2.11 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.
- 2.12 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.
- 2.13 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.
- 2.14 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.
- 2.15 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.
- 2.16 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.
- 2.17 NO BOYCOTT OF ISRAEL:** Pursuant to Tennessee Code Annotated Title 12, Chapter 4, Part 1, by submission of a response to this solicitation, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel.
- 2.18 NON-DISCRIMINATION AND NON-CONFLICT STATEMENT:** Contractor agrees that no person on the grounds of handicap, age, race, color, religion, sex, national origin, or any individual trait or characteristic found to be an illegal consideration, shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement, or in the employment practices of vendor. Contractor shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination. Contractor covenants that it complies with the Fair Wage and Hour Laws, the National Labor Relations Act, and other federal and state employment laws as applicable. Contractor covenants that it does not engage in any illegal employment practices.

Contractor covenants that it 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.

- 2.19 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) Written Contract, (2) Invitation for Bid, (3) Bid, (4) Award, (5) Special Terms and Conditions, (6) General Terms and Conditions, (7) Specifications, (8) Drawings.
- 2.20 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.
- 2.21 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.
- 2.22 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.
- 2.23 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.
- 2.24 TERMINATION:** County may terminate this agreement with or without cause at any time, upon thirty (30) calendar days' notice. 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.
- 2.25 WARRANTY:** Contractor warrants to Knox County that all items delivered and all services rendered shall conform to the specifications, drawings, bid and/or other descriptions furnished and/or incorporated by reference, and will be fit for the particular purpose purchased, of merchantable quality, good workmanship, and free from defects. Contractor extends to Knox County all warranties allowed under the U.C.C. Contractor shall provide copies of warranties to the County. Return of merchandise not meeting warranties shall be at contractor's expense.

SECTION III SPECIAL TERMS AND CONDITIONS

- 3.1 INTENT:** The intent of these specifications is to obtain an approved panel of Contractors to provide Housing and Energy Services for grant funds on an "as needed" basis for the contract period as desired by the Knoxville- Knox County Community Action Committee (CAC). The award of this Contract will be based on a Best Value procurement. Best Value means more than low cost. It includes the initial cost, service quality, and other factors detailed herein.
- 3.1.1** As needs arise, members of the panel will be offered the opportunity to quote a project. Final vendor selection will be based on project cost, availability, and vendor expertise. Those that are Contracted vendors will be asked to quote the job based on the prices quoted herein. Unless delivery timeframes, expertise or other mitigating factors apply, the job will normally be placed with the approved vendor quoting the least cost to CAC.
- 3.1.2** Vendors may be asked to work and price jobs in two (2) different ways.
- First, vendors may be asked to work and charge by the hour. Invoices would simply reflect the number of hours multiplied by the bid rate. Materials would be listed at the contractor's cost (Invoice required) and the markup applied.
- Secondly, vendors may be asked to price work by the job. Again, the quote would be based upon the labor rates quoted herein and the materials would have the appropriate markup. However, the vendors will have quoted a not to exceed price. In this case, the invoice would not itemize the charges.
- 3.1.3** Selected vendors will serve as general contractors. For instance, if a project involves carpentry, electrical and plumbing work:
- a) One (1) firm on bid that can provide all three (3) services will be selected to do the job or;
 - b) One (1) firm on bid for each of the crafts will be selected. The three (3) firms will coordinate their work or;
 - c) If a craft is not covered by this bid, vendors for the other crafts will be selected. Either CAC or one of the selected vendors will then contract the additional craft.

- 3.2 ACCEPTANCE:** Contractors are advised that neither the signing of delivery receipts nor the payment of an invoice necessarily constitutes acceptance of product installations. Acceptance requires a specific written action by Knox County or CAC so stating.
- 3.3 ADA STANDARDS:** Vendors are advised that all new construction, additions, and alterations to existing facilities must be designed, constructed, or altered in strict compliance with ADAAG: Americans with Disabilities Act Accessibility Guidelines for building and facilities.
- 3.4 ADDITIONS OR DELETIONS OF GOODS AND SERVICES:** Knox County reserves the right to add or delete goods or services as the need arises. If items are to be added, Knox County and the Contractor will arrive at a mutually agreed price.
- 3.5 AWARD STATUS:** Knox County & CAC 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. The renewal option is at the discretion of Knox County and CAC. Should Knox County desire not to renew, no reason needs to be given. Knox County reserves the right to purchase these items from other sources if the need arises. Knox County reserves the right to revoke the award if a pattern of unavailability arises with the vendor.
- 3.6 BID ENVELOPE COVER:** The bid envelope cover sheet must be filled out completely and attached to the **outside** of your bid. **Failure to do so will result in the rejection of your bid.**
- 3.7 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.
- 3.8 BONDING COMPANIES:** Contractors are advised that the selected bidder(s) may be required to provide appropriate Performance and Payment Bonds to ensure Contractor's performance. All bonding companies must be listed In the Federal Register, Department of the Treasury Fiscal Service, Companies holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies. Notice: The ratings that the bonding company holds must be acceptable to Knox County.
- 3.9 CHANGES AFTER AWARD:** It is possible that after award, Knox County might change its needs or requirements. Knox County reserves the right to make such changes after consultation with the vendor. Should additional costs arise, Knox County reserves the right to consider accepting these charges provided the vendor can document the increased costs. Knox County also reserves the right to accept proposed service changes from the vendor if they will lower the cost to Knox County and/or provide improved service.
- 3.10 COMMUNICATIONS WITH THE CONTRACTOR:** Upon award, CAC will communicate extensively and continually with the Contractor. While information may occasionally be transmitted via telephone, it should always be followed up with an email confirmation. Due to the volume of information that must be transmitted, it is essential that the Contractor have an efficient and properly functioning fax machine. Ideally, the Contractor will have email capabilities.
- 3.11 COMPLIANCE WITH ALL APPLICABLE REGULATIONS:** Contractor agrees and covenants that the company, its agents, and employees will comply with all City, County, State, and Federal codes, laws, rules, and regulations.
- 3.12 CONTACT PERSONNEL:** It shall be essential to the success of this term contract to develop a good working relationship with the successful bidder(s). It is imperative that the Knox County account be handled efficiently and professionally. Knox County should be assigned no more than two (2) vendor contacts to handle billing inquiries and service-related issues. In the event one (1) or both contacts leave the Knox County account, the successful bidder shall formally introduce the new contacts to Knox County personnel. These contacts must be knowledgeable of Knox County so as to avoid any interruption of service.
- 3.13 CONTRACT EXECUTION:** The award of this bid may result in a Contract between CAC and the successful bidder(s). CAC will draft this contract and no vendor forms (e.g.: Terms and Conditions, Service Agreements, or other standard Company forms) will be accepted as Contract attachments. The Contract must be approved and signed by the Knoxville/Knox County CAC Executive Director. Vendors are hereby cautioned that no contract shall be binding unless signed by the Executive Director. A Purchase Order may also be generated to encumber the funds necessary for each project.

3.14 CONSTRUCTION MATERIALS/WARRANTY: The Contractor shall be solely responsible for all construction, methods, techniques, sequences, and procedures. The Contractor shall furnish all materials, equipment, machinery, tools, and labor to perform the work required to complete the project and assure that all materials will be new, free from faults and defects and in conformance with Standards as set forth by the funding sources. To the greatest extent practicable, all equipment and products purchased with funds made available under this contract should be American made. The Contractor shall remedy defects identified by the agency associated with faulty materials or workmanship which appear within one (1) year of the completion date following final inspection by the Agency.

3.15 CONSTRUCTION PROJECTS: Any construction undertaking for which the total cost of the project is twenty-five thousand dollars (\$25,000) or more is subject to the "Contractors Licensing Act of 1994." In accordance with the Act, no bid will be opened unless the outside of the sealed envelope containing the bid provides the following information: the Contractor's license number, the date of the license's expiration, and a dollar quotation of that part of his classification applying to the bid. In addition, each HVAC, plumbing, electrical and gas utility subcontractor's license number, date of the license expiration and that part of each classification applying to the bid if the value of the work is \$25,000 or greater, must be annotated. If the value of the subcontractor's work is less than \$25,000, the bid envelope is to be annotated with the phrase "Subcontractor's Bid is Less Than \$25,000" after each appropriate heading. In the case of joint ventures, each party submitting the bid must provide this information.

If no subcontractors are being used, the outside of the envelope must state, "No Subcontractors are being used on this project." **All bids must be submitted in one envelope; use the Bid Envelope Cover provided with the Invitation for Bid.**

3.16 CONTRACTOR'S DUTIES: All work performed under this Contract shall be performed in accordance with all provisions of these specifications or plans and must be approved in writing by the owner or their representative. The Contractor shall be presumed to have made a reasonable inspection of the premises prior to the time of bidding and shall be held responsible for all information available through such inspections.

The Contractor shall immediately upon discovery, bring to the attention of the owner any conflicts that may occur among the various provisions of the specifications and plans. The owner shall resolve such conflicts and shall be responsible for any costs reasonably incurred by the Contractor due to such conflict. Failure of the Contractor to bring conflicts or exceptions to the attention of the owner shall allow the owner to require any changes deemed necessary before acceptance by the owner.

3.17 DESTINATION AND DELIVERY: Vendors are to include all destination and delivery charges in their price. **There will be no extra hidden charges.**

3.18 ENTRANCE TO CONSTRUCTION SITES: Only authorized employees of the successful Contractor(s) are allowed on the premises of Knox County/CAC 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). Contractor and/or employees of Contractor must contact CAC's Housing and Energy Department prior to reporting to a site for work.

3.19 EPA RENOVATION, REPAIR, AND PAINTING: As of April 22, 2010, new Federal EPA requirements related to lead-safe practices took effect for firms completing renovations on homes built prior to 1978. As a contracted provider for Environmental Accessibility Modifications for the State of Tennessee Department of Intellectual and Developmental Disabilities, you and your firm are required to comply with Federal and State regulations. Therefore, CAC needs evidence of EPA Firm's certification under the Federal Renovation, Repair, and Painting Rule (or at a minimum, evidence of having submitted an application for the firm's certification).

3.20 ESTIMATE PREPARATION: Contractor may be required upon request to prepare and submit (prior to commencing work) a written quotation or estimate for each project. Estimation shall include, but not be limited to, the cost of: labor, material, blueprint preparation, detailed description of the scope of work, inspection services, and any required subcontracted services. Quotations shall be based upon the contract rates. Quotation shall remain firm for thirty (30) days from acceptance by CAC. All estimation and quotation shall be provided at no cost or obligation to Knox County or CAC.

3.21 EVALUATION CRITERIA: The following criteria will be the basis for award:

Price	60 Points
Business Capabilities & Resources	20 Points
Experience/References	20 Points

- 3.22 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.
- 3.23 INVOICING:** All invoices shall be mailed in duplicate to CAC Housing and Energy Services at P.O. Box 51650, Knoxville, TN 37950-1650. All invoices must be uniquely numbered and show the purchase order number or contract number. Without this information, the invoice may be rejected.
- 3.24 INSURANCE:** The successful Contractor(s) must carry the insurance as indicated on the Insurance Attachment hereto. As proof of the Contractor's willingness to obtain and maintain the insurance, the Contractor must complete, sign, and have its insurance agent sign the attachment and submit it with the bid response. Upon the Notification of Intent to Award, the successful Contractor(s) will be required to submit a Certificate of Insurance (COI) with the appropriate coverage, endorsement pages issued by your insurance company and listing Knoxville/Knox County CAC as additional insured. CAC must receive all of the COI requirements listed above prior to any work or services being provided. It shall be the successful Contractor's responsibility to keep a current COI on file with Knox County Procurement at all times.
- 3.25 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.
- 3.26 LICENSING:** All Contractors must be properly licensed by the State of Tennessee and all other authorities having jurisdiction. ***COPIES OF ALL SUCH LICENSES AND/OR PERMITS ARE TO BE SUBMITTED WITH THE BID. FAILURE TO SUBMIT COPIES OF SUCH MAY LEAD TO BID REJECTION.***
- 3.27 MATERIAL/LABOR QUALITY:** Unless otherwise specified, all materials must be of commercial grade or better.
- 3.28 MANUFACTURER CERTIFICATION AND TRAINING:** Bidders shall only bid repairs for those brands of equipment that they are certified by the manufacturer and/or for which they have adequate training and experience to claim expertise in.
- 3.29 MINIMUM STATE GENERAL CONTRACTORS LICENSE AMOUNT:** Vendors must have a minimum of \$25,000 licensing capability as described by the State of Tennessee.
- 3.30 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.
- 3.31 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 in Section 1.1, 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.
- 3.32 OPEN RECORDS ACT:** Knox County is subject to the Tennessee Open Records Act 10-7-503 et seq. Bidders are cautioned that all documents submitted on behalf of this Invitation for Bid shall be open to the public for viewing and inspection and Knox County **will** comply with all legitimate requests. Submission of your bid will be an acknowledgement to this provision.
- 3.33 PERMITS:** The bidders are responsible for obtaining any and all required permits at no cost to Knox County or CAC.
- 3.34 PERFORMANCE AND PAYMENT BONDS:** The successful Contractor(s) may be required to submit a Performance Bond and a Payment Bond (each equal to 100% of the job cost) when any one project exceeds \$100,000 in value. Knox County and/or CAC reserve the right to require a Performance Bond and a Payment Bond on any project regardless of the value of the project.

The bonds will be returned upon the successful and satisfactory completion of the project. Vendors are advised that all bonding companies must be listed in the Federal Register, Department of the Treasury Fiscal Service, Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies; Notice: All required bonds must be issued through companies licensed to do business in the State of Tennessee.

3.35 PRE-BID CONFERENCE: A Pre-Bid Conference will be held on **August 1, 2023, beginning at 10:00 am** local time. This Pre-Bid Conference will be held at CAC Housing and Energy Services, L.T. Ross Building, 2247 Western Avenue, Knoxville, TN 37921. Vendors are encouraged to attend. However, the meeting is not mandatory.

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

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

Any price increase shall not exceed the Consumer Price Index (CPI) for all Urban Consumers; the most recent month in effect at time of renewal(s) will be used to determine CPI cap. However, Contractor must submit proof of price increase. If a price increase is approved by Knox County Procurement and the requesting department the approval notification will be done in writing and the Contractor will be notified of the new price schedule and the effective date of the increase. This documentation will become part of the bid file. No approvals will be authorized verbally.

3.37 PROHIBITION OF ILLEGAL IMMIGRANTS: The Contractor shall not knowingly utilize the services of an illegal immigrant on any worksite and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant. The Contractor shall maintain records for all personnel providing services for any job. The personnel records shall be made available for review and random inspection at any reasonable time upon reasonable notice.

3.38 QUANTITIES: Knox County does not guarantee any quantities of items or services to be purchased. However, Services will be requested on an as-needed basis.

3.39 REMOVAL OF CONTRACTOR'S EMPLOYEES: The successful Contractor(s) agrees to utilize only experienced, responsible, and capable people in the performance of the work. Knox County or CAC may require that the successful Contractor(s) 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 or CAC.

3.40 REPRESENTATIONS OF CONTRACTOR: The Contractor represents and warrants:

3.40.1 That the firm is financially solvent and that it is experienced in and competent to perform the type of work or to finish the plans, materials, supplies, or equipment to be so performed or furnished by it; and

3.40.2 That the firm is familiar with all Federal, State, Municipal, and County laws, ordinances, and regulations, which may in any way affect the work of those employed therein, including but not limited to any special acts relating to the work or to the project of which it is a part; and

3.40.3 That such temporary and permanent work required by the Contract Documents as is to be done by the firm can be satisfactorily constructed and used for the purpose of which it is intended and that such construction will not injure any person, or damage any property; and

3.40.4 That the firm has carefully examined any available plans, the specifications and the site of the work and that from its own investigations, has satisfied itself as to the nature and location of the work, the character, quality, quantity of surface and subsurface materials likely to be encountered and character of equipment and other facilities needed for the performance of the work, the general and local conditions and all other materials which may in any way affect the work or its performance.

- 3.41 REFERENCES:** Vendors must submit a list of three (3) references with which you have placed this type of service within the past three (3) years. Show the name of the agency or institution, person to contact, their telephone number, their email address and the nature and size of the contract. Do not list Knox County Government or CAC as a reference.
- 3.42 REQUIREMENTS CONTRACT ACKNOWLEDGEMENT:** Bidders acknowledge that the agreement that will be entered into as a result of this solicitation will be a Requirements Agreement. CAC will have no obligation to the Contractor if items or services are not required. However, the present expectations of those who are planning for CAC for the period of the contract indicate the need for this service and/or supplies. The contractor understands and agrees that CAC is under no obligation to the Contractor to buy any amount.
- 3.43 RIGHT TO SEPARATELY BID PROJECTS:** Knox County & CAC reserves the right to separately bid any project when it is in their best interest.
- 3.44 SAFETY AND PROTECTION:** The Contractor(s) shall be solely and completely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work. Furthermore, the Contractor is solely responsible for the training of all their employees on all safety issues as required by OSHA regulations for the project.

The Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent injury to, all employees on the work site and other persons including but not limited to, the general public who may be affected thereby.

Contractor shall be required to furnish their employees with the proper personal protective clothing and equipment. Contractor shall also be required to dispose of this clothing and equipment in compliance with all regulatory requirements. All work is to be done as required by OSHA, EPA and AHERA.

The Contractor shall be responsible for providing placement of barricades, tarps, plastic, flag tape and other safety/traffic control equipment required to protect the public, surrounding areas, equipment, and vehicles. The flow of vehicular traffic shall not be impeded at any time during the project. The safety of the public is of the utmost importance to CAC and all costs associated are the responsibility of the Contractor.

Knox County and CAC does not assume any responsibility for the protection of or for loss of materials, from the time that the contract operations have commenced until the final acceptance of the work by the project manager. The contractor is responsible for training their employees in Safety and Health Regulations for the job, assuring compliance with Tennessee Occupational Safety and Health Regulations and any other Regulatory Agency.

- 3.45 SCHEDULING OF WORK:** Contractor(s) shall cooperate with CAC in performing work so that interference with normal programming will be held to a minimum. Contractor(s) shall follow all EPA notification requirements.

- 3.46 SECTION 3 CLAUSE:** The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice.

The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination, and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract.

Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises.

Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

- 3.47 SUBMIT QUESTIONS:** Agencies may submit questions concerning this solicitation no later than **August 7, 2023 at 4:30 p.m.** local time. Submit questions as stated in Section 1.1.
- 3.48 STATE LICENSING AND EXPERIENCE REQUIREMENTS:** All bidders must be properly licensed by the State of Tennessee. Submit a copy of the license with the bid.
- 3.49 SUB-CONTRACTORS:** Contractors are strongly encouraged to solicit minority owned and operated sub-contractors for this bid for the duration of the award.
- 3.50 TRAINING:** Contractor is responsible to ensuring the crew leader for the job has completed the 30-hour OSHA Construction Industry Outreach training and all weatherization workers on the job site must have completed the 10-hour course, at minimum. The contractor shall maintain records which shall be made available for review upon request.
- 3.51 TRASH CONTAINERS:** Bidders are advised that CAC policy does not allow Contractors to utilize on-site trash bins paid for by CAC or any client. Bidders are responsible for removing and disposing of all debris associated with the work to be performed.
- 3.52 WORKMANSHIP:** Where not more specifically described in any of the various sections of these specifications, workmanship shall conform to all of the methods and operations of best standards and accepted practices of the trade or trades involved, and shall include all items of fabrication, construction or installation regularly furnished or required for completion of the services. All work shall be executed by personnel skilled in their respective lines of work.
- 3.53 FUNDING PARTNERS:** Projects may be funded in part by U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grants, HUD Home Investment Partnership Act, HUD Office of Lead Hazard Control and Healthy Homes, U.S. Department of Energy's Weatherization Assistance Program, the City of Knoxville, Knox County, the Affordable Housing Trust Fund of East Tennessee Foundation with support from the City of Knoxville, the City of Morristown, Knoxville Utilities Board, East Tennessee Development District, Tennessee Housing Development Agency and/or local funding.

Bidders need not return pages 1-12 with their response. Pages 13-20 must be returned as your official bid response along with any other information requested. Page 20 (Bid Envelope Cover) must be on the outside of the sealed bid response.

SECTION IV SPECIFICATIONS AND PRICING FOR BID #3446, HOUSING AND ENERGY SERVICES

Bids shall be based on the use of the materials listed below or their equivalents. Please indicate in the bid response any exceptions. Additional sheets to list equipment can be attached.

4.1	Number of Non-Clerical Employees	
4.2	Years in Business	
4.3	Gross Annual Sales	
4.4	Number of Employees	
4.5	Major Equipment Owned	
4.6	Number of Service Trucks	

SERVICES TO BE QUOTED

	DESCRIPTION	Price/Percentage
4.7	Material (Cost plus %) \$1-\$5000	%
4.8	Material (Cost plus %) \$5000 and up	%
4.9	Rental Equipment (Cost plus %)	%
4.10	Site Foreman/Supervisor per hour	\$
4.11	General Laborer/per hour	\$
4.12	Total number of general laborers available:	#_____
4.13	Subcontractors (Cost plus %) (Sub-contractors quote must accompany your quote.)	%
4.14	Bond (Cost per thousand – see note below)	\$
4.15	Do you agree to offer a turn-key price (if requested by CAC)	YES___ NO___

4.16 Craftspeople rates per hour:

Mason \$ _____
 Glazier \$ _____
 Painter \$ _____
 Electrician \$ _____
 Plumber \$ _____
 HVAC Technician \$ _____

4.17 COST FOR PERFORMANCE BOND: CAC will reimburse the vendor for the actual cost of any required performance and payment bonds for any project equal to or greater than \$100,000. Vendor is to provide a price for the bond with the bid submission. However, vendor will not be required to obtain the bonds until the first project is assigned to the vendor.

4.18 ELIGIBILITY REQUIREMENTS:

- Register as a vendor with Knox County per Section 1.31.
- Register as a contractor with CAC by completing a contractor registry form.
- Have been a licensed business for at least one (1) year
- Current Knox County Business Tax License, if applicable
- Current Knoxville City Business Tax License, if applicable
- Current Tennessee General Contractor License or Home Improvement License issued by the State of Tennessee.
- OSHA 30 Training
- EPA Lead-Safe Firm Certification
- EPA Lead Renovation, Repair, and Painting (RRP) Training Certification

4.19 OPTIONAL ATTACHMENTS:

- **Proof of Registration with the System for Award Management at www.sam.gov (Required to participate in Federal Grants)**
- **State of Tennessee Lead Firm (Required Lead Abatement Contractors)**
- **State of Tennessee Supervisor Certificate (Required for Lead Abatement Contractors)**
- **Weatherization Training Certificate or proof of a minimum of 3 years' experience installing weatherization measures (Required for Weatherization Contractors)**
- **Other relevant training, licenses, and/or certificates**

SECTION V VENDOR INFORMATION FOR BID #3446, HOUSING AND ENERGY SERVICES

5.1 Vendor Name _____

5.2 Knox County Vendor Number _____

5.3 Vendor address _____

City _____ State _____ Zip _____

5.4 Telephone number _____ Fax number _____

E-mail address _____

5.5 Contact person _____

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 Tennessee Code Annotated § 12-12-106.

Authorizing signature _____

(Please sign original in blue ink)

5.7 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 _____

(Please sign original in blue ink)

5.8 Vendor's Knox County Business License Number _____
(if applicable) Attach a copy with bid

5.9 Will your company accept an Electronic Commerce (VISA) Card as a method of payment? (See Section 1.19)

YES: _____ NO: _____

5.10 Is your company in full compliance with Section 2.23 Tax Compliance? YES: _____ NO: _____

5.11 Did you attach a copy of your Contractor's License as detailed in Section 3.26? YES: _____ NO: _____

5.12 Did you attach a copy of ALL the requirements stated in Section 4.18? YES: _____ NO: _____

5.13 Did you complete "Attachment A" Certificate of Experience/References? YES: _____ NO: _____

5.14 Did you complete "Attachment B" Insurance Checklist? YES: _____ NO: _____

5.15 Did you complete "Attachment C" Drug-Free Workplace Affidavit? YES: _____ NO: _____

5.16 Did you attach "Attachment D" Bid Envelope Cover to the front of your submittal? YES: _____ NO: _____

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

Addendum 1 _____ Addendum 2 _____ Addendum 3 _____ Addendum 4 _____

5.18 Do you accept the Terms and Conditions of the bid? Yes _____ No _____

With Exceptions _____

(You must state any exception taken)

Failure to provide any of the above information or any other information requested in this bid document may cause for disqualification.

**ATTACHMENT A
CERTIFICATE OF EXPERIENCE/REFERENCES
IFB 3446**

Company Name: _____

Proposers shall submit a list of three (3) projects of similar size which have been in service during the last five (5) years. Each vendor is responsible for obtaining approval to submit and confirming the contact information provided for each reference. Knox County will not be responsible for gathering additional information for references that are incomplete or incorrect. References checks will be sent via email only. Reference Forms that cannot be delivered with the contact information listed, not returned prior to the deadline for return, or not returned at all will be scored accordingly. Do not use Knox County Government or Knox County Schools as a reference.

NAME OF BUSINESS THAT WAS SERVICED: _____
CONTACT NAME: _____
ADDRESS: _____ EMAIL: _____
AMOUNT OF CONTRACT: \$ _____ PHONE: _____ FAX: _____
TYPE OF WORK:

NAME OF BUSINESS THAT WAS SERVICED: _____
CONTACT NAME: _____
ADDRESS: _____ EMAIL: _____
AMOUNT OF CONTRACT: \$ _____ PHONE: _____ FAX: _____
TYPE OF WORK:

NAME OF BUSINESS THAT WAS SERVICED: _____
CONTACT NAME: _____
ADDRESS: _____ EMAIL: _____
AMOUNT OF CONTRACT: \$ _____ PHONE: _____ FAX: _____
TYPE OF WORK:
TYPE OF WORK:

**ATTACHMENT B
KNOX COUNTY PROCUREMENT DIVISION
INSURANCE CHECKLIST
BID NUMBER 3446**

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 ANY AUTO-SYMBOL (1) X				COMBINE SINGLE LIMIT (Per -Accident)	\$1,000,000	
						BODY INJURY (Per -Person)	\$1,000,000	
						BODY INJURY (Per-Accident)		
						PROPERTY DAMAGE (Per-Accident)	\$100,000	
YES	4.	COMMERCIAL GENERAL LIABILITY					LIMITS	
			CLAIM MADE	X	OCCUR	EACH OCCURRENCE	\$ 1,000,000	
						FIRE LEGAL LIABILITY	\$ 50,000	
						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/AGGREGAT E	\$ 2,000,000
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		
YES	8.	XCU COVERAGE				NOT TO BE EXCLUDED		
NO	9.	UMBRELLA LIABILITY COVERAGE				\$		
		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-, OR BETTER OR ITS EQUIVALENT.
21. THE COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED ON ALL POLICIES EXCEPT WORKERS' COMPENSATION AND AUTO. ENDORSEMENT PAGES(S) MUST BE PROVIDED FOR EACH CERTIFICATE OF INSURANCE AS LONG AS THE CONTRACT IS IN EFFECT.
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 CONTRACTORS NAMED BELOW HAVE ADVISED THE CONTRACTORS OF REQUIRED COVERAGE.

AGENCY NAME: _____ AUTHORIZING SIGNATURE: _____

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

CONTRACTORS NAME: _____ AUTHORIZING SIGNATURE: _____

ATTACHMENT C
IFB 3446
AFFIDAVIT OF COMPLIANCE
WITH
DRUG-FREE WORKPLACE REQUIREMENTS OF
TENNESSEE CODE ANNOTATED, § 50-9-113

(To be submitted with bid by contractor with 5 or more employees)

I, _____, President or other Principal
Officer of _____, swear or affirm that the
Name of Company

Company has a drug-free workplace program that complies with Title 50, Chapter 9, Tennessee Code Annotated, 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, § 50-9-113.

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: _____

ATTACHMENT D

BID ENVELOPE COVER

NAME OF PROJECT: HOUSING AND ENERGY SERVICES

Invitation for Bid # 3446

SEALED BIDS WILL BE RECEIVED BY:

Knox County Procurement Division
1000 N. Central Street, Suite 100
Knoxville, Tennessee 37917

UNTIL: 2:00 p.m. EST TIME

DATE: August 21, 2023

COMPLETE ALL BLANKS!

BIDDER _____

STREET ADDRESS _____

CITY/STATE/ZIPCODE _____

TENNESSEE CONTRACTORS LICENSE NUMBER _____

LICENSE CLASSIFICATION _____
(If applicable to this project) Dollar Limit

SUBCONTRACTORS TO BE USED ON THIS PROJECT
(If no subcontract work is required, write, "none required" in each blank.)

ELECTRICAL _____ LICENSE NO. _____

Classification _____ Expiration Date _____

PLUMBING _____ LICENSE NO. _____

Classification _____ Expiration Date _____

HVAC _____ LICENSE NO. _____

Classification _____ Expiration Date _____

ROOFING _____ LICENSE NO. _____

Classification _____ Expiration Date _____

MASONRY _____ LICENSE NO. _____

Classification _____ Expiration Date _____

BIDDERS MUST COMPLETE ALL AREAS OF THIS FORM AND PLACE ON OUTSIDE OF SEALED BID!