

The Procurement Division of Knox County, Tennessee will receive sealed bids for the provision of **Inmate Underwear** as specified herein. Bids must be received by **2:00 p.m.** local time on **October 30, 2023**. Late bids will be neither considered nor returned.

**Deliver Bids to:**

**Bid Number 3475  
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 the 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 [robert.mackey@knoxcounty.org](mailto:robert.mackey@knoxcounty.org) or 865-215-5754. 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 online 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 ninety (90) business days from the date of the bid opening, unless otherwise indicated in their bid.
- 1.3 **ALTERNATIVE BIDS:** Knox County will not accept alternate bids (those not equal to specifications) unless authorized by the Invitation for Bid.
- 1.4 **AUDIT HOTLINE:** Knox County has established an Audit Hotline to report potential fraud and waste. To report potential fraud, waste or abuse, please call or 1.866.858.4443 (toll-free). You can also file a report online by accessing <http://www.knoxcounty.org/hotline/index.php>.

**Vendors are hereby cautioned that this Audit Hotline does not replace the Award Protest Procedures found in Section VI, Item M of the Knox County Procurement Regulations.**

- 1.5 **AWARD:** Award will be made to the most responsive, responsible bidder(s) meeting specifications, which presents the product or service that is in the best interest of Knox County. Knox County reserves the right to award this bid on an all-or-none basis, line-item basis, schedule basis, or by a multiple award. Knox County also reserves the right to not award this bid. The evaluation criteria are listed herein.
- 1.6 **BID DELIVERY:** Knox County requires bidders, when hand delivering bids, to time and date stamp the envelope before depositing it in the bid box. Knox County will not be responsible for any lost or misdirected mail sent by common carrier, nor will Knox County be responsible for submittals delivered to addresses or 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.

**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 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. Or Equal does not mean the manufacturing process, but rather that the item will perform in the manner needed by the County. It shall be the responsibility of the bidders, including bidders whose product is referenced; to furnish with 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:

Knox County Procurement Division  
Diane Woods, Business Outreach Administrator  
Telephone: 865.215.5760 / 865.215.5757  
Fax: 865.215.5778  
E-Mail: [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 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 COPIES:** Knox County requires that bids be submitted as one (1) marked original and one (1) exact copy. No copies are required with an electronic bid response.
- 1.12 DECLARATIVE STATEMENTS:** Any statement or words (i.e.: must, shall, will etc.) 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 DESCRIPTIVE LITERATURE:** Vendors are to clearly identify the manufacturer and the specifications to which they are submitting. Vendors must provide descriptive literature with their bid.
- 1.14 ELECTRONIC TRANSMISSION OF BIDS:** Knox County's Procurement Division will accept, and strongly encourages, electronically transmitted bids when responding through the county's online Procurement system. Facsimile or email submission are strictly prohibited. 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.
- 1.15 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 [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 MULTIPLE BIDS:** Knox County will consider multiple bids that meet specifications.
- 1.18 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.
- 1.19 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.
- 1.20 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 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 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.
- 1.21 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.
- 1.22 PROCESSING TIME FOR PAYMENT:** Vendors are advised that a minimum of thirty (30) days is required to process invoices for payment.
- 1.23 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.
- 1.24 RECYCLING:** Knox County, in its continuing efforts to lessen the amount of landfill waste and to further recycling efforts, request that bids are 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
- 1.25 RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS:** It is the responsibility of the prospective bidder to review the entire Invitation for Bid (IFB) packet and to notify the Procurement Division if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received in the Procurement Division **by October 16, 2023 @ 4:30 p.m. local time**. These requirements also apply to specifications that are ambiguous.
- 1.26 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.
- 1.27 TAXES:** Knox County purchases are not subject to taxation. Tax exemption certificates will be provided upon request.

- 1.28 **TERM AGREEMENT:** If this bid results in a term contract with the vendor, Knox County must receive all general price decreases that other customers receive.
- 1.29 **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.
- 1.30 **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.
- 1.31 **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.
- 1.32 **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 “KNOXBUYS,” and then “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 less than twenty-four (24) hours prior to the bid opening time.
- 1.33 **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 based on personal jurisdiction, venue, and inconvenient forum.
- 2.9 INCORPORATION:** All specifications, drawings, technical information, Invitation for Bid, Bid, Award and similar items referred to or attached or which are the basis for this Contract are deemed incorporated by reference as if set out fully herein.
- 2.10 INDEMNIFICATION/HOLD HARMLESS:** Contractor shall indemnify, defend, save and hold harmless Knox County, its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by Contractor, its subcontractors, suppliers, agents, or employees or due to any negligent act or occurrence or any omission or commission of Contractor, its subcontractors, suppliers, agents or employees.
- 2.11 INDEPENDENT CONTRACTOR:** Contractor shall acknowledge that it and its employees serve as independent contractors and that Knox County shall not be responsible for any payment, insurance, or incurred liability.
- 2.12 INSPECTION AND ACCEPTANCE:** Warranty periods shall not commence until Knox County inspects and formally accepts the goods and/or services. The terms, conditions and timing of acceptance shall be determined by Knox County. Knox County reserves the right to reject any or all items or services not in conformance with applicable specifications, and Contractor assumes the costs associated with such nonconformance. Acceptance of goods or services does not constitute a waiver of latent or hidden defects or defects not readily detectable by a reasonable person under the circumstances.
- 2.13 IRAN DIVESTMENT ACT:** By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.
- 2.14 LIMITATIONS OF LIABILITY:** In no event shall Knox County be liable for any indirect, incidental, consequential, special, or exemplary damages or lost profits, even if Knox County has been advised of the possibility of such damages.
- 2.15 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.
- 2.16 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.

- 2.17 **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 Bid, (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 with or without cause at any time, upon thirty (30) calendar days written 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.
- 2.23 **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.

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

- 3.1 **INTENT:** The intent of these specifications is to obtain inmate underwear for all inmates housed by the Knox County Sheriff's Office (KCSO) located on the Maloneyville Road Campus. 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 an acceptance of services that are provided. Acceptance requires a specific written action by Knox County so stating.
- 3.3 **ADDITIONS / DELETIONS:** Knox County reserves the right to add items/services to this term or delete items/services that have become obsolete in demand. Additional products or services will be done in writing and made part of the official bid file.
- 3.4 **AWARD LENGTH:** The length of this contract will be one (1) year with the option to renew upon mutual consent of both parties. The term agreement may be renewed for four (4) one-year periods, one (1) year at a time, for a total of five (5) years. Knox County reserves the right to purchase these services 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.

- 3.5 **BID EVALUATION:** In evaluating the bids, Knox County reserves the right to use any or all of the ideas from the bids submitted without limitation and to accept any part or 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.
- 3.6 **BRAND AND ITEM NUMBER:** Bidder must indicate in their bid response brand and item number of the product being bid. The phrases “As specified” and “As requested” will not be an approved or appropriate response.
- 3.7 **CHANGES AFTER AWARD:** It is possible that after award, Knox County might change its needs or requirements. Knox County reserves the right to make such changes after consultation with the vendor. Should additional costs arise, Knox County reserves the right to consider accepting these charges provided the vendor can document the increased costs. Knox County also reserves the right to accept proposed service changes from the vendor if they will lower the cost to Knox County and/or provide improved service.
- 3.8 **CLOTHING COLOR:** All clothing must be orange, brown, or white (depending on the item being ordered) unless otherwise noted.
- 3.9 **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.
- 3.10 **DELIVERY LOCATION:** The Knox County delivery location shall be located on the Purchase Order.
- 3.11 **DELIVERY TIME:** Knox County desires the inmate underwear to be delivered within fifteen (15) business days from the receipt of a signed purchase order or authorized credit card order. Failure to meet this delivery time may result in termination of any agreement.
- 3.12 **DESTINATION AND DELIVERY:** Bidders must include all destination and delivery charges in their price. **There will be no extra hidden charges.** Delivery must be “Free on Board” to the County department.
- 3.13 **DISCONTINUED ITEMS:** Vendors **must notify** the Knox County Procurement Division of any item number changes throughout the term of the bid. Successful vendor(s) **must submit** updates notifying the Procurement Division of item number changes. **Failure to not immediately notify the Procurement Division may be just cause for termination.**
- 3.14 **EVALUATION CRITERIA:** This bid will be evaluated using the following criteria:
- |                    |                  |
|--------------------|------------------|
| Price              | <b>60 Points</b> |
| Quality of Product | <b>40 Points</b> |
- 3.15 **EVALUATION REVIEW:** Knox County reserves the right to use all pertinent information that might affect the County’s judgment as to the appropriateness of an award to the best evaluated bidder. This information may be appended to the bid evaluation process results. Information on a service provider from reliable sources, and not within the service provider’s bid, may also be noted and made part of the evaluation file. Knox County shall have sole responsibility for determining a reliable source. Knox County reserves the right to conduct written and/or oral discussions/interviews after the bid opening. The purpose of such discussions/interviews is to provide clarification and/or additional information to make an award that is in the best interest of Knox County.
- 3.16 **GRATUITIES AND KICKBACKS:** It shall be a breach of ethical standards for any person or company to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim, or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract 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 subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract 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 subcontractor under Knox County contracts.

- 3.17 INTERPRETATION:** No oral interpretation will be made to any bidder regarding the meaning of specifications. All questions are to be submitted in writing (email) and will be answered in the form of an amendment to the solicitation by the Knox County Procurement Division.
- 3.17 INVOICING:** All invoices shall be mailed in duplicate to the Knox County Sheriff's Office, 400 Main Street, Suite L-149, Knoxville, TN 37902. All invoices must show the purchase order number or contract number. Without this information, the invoice may be rejected for payment. Invoices can also be emailed to [invoices@knoxsheriff.org](mailto:invoices@knoxsheriff.org).
- 3.18 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.
- 3.19 NO CONTACT POLICY:** After the date the vendor receives this bid, any contact initiated by any bidder with any Knox County representative, other than the Procurement Division representative listed herein, concerning this solicitation is prohibited. Any such unauthorized contact may cause the disqualification of the bidder from this procurement transaction.
- 3.20 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.
- 3.21 PACKAGING:** All products must be individually packaged and new (meaning previously unused), so that Knox County Sheriff's Office may resell the products at a later date in the Commissary.
- 3.22 PRICING:** The bidder warrants that the unit price stated shall remain firm for a period of twelve (12) months from the first day of the contract period. After the first contract year (and each subsequent year thereafter), the contractor(s) written request for a price increase must be given to Knox County to consider. Such a request shall include a minimum:

- The cause for the adjustment.
- The amount of the change requested with documentation to support the requested adjustment.

Price increases will only be considered for the next contract term during the renewal period(s) which is approximately ninety (90) days prior to expiration. If the price increase rejected the contractor may:

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

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

- 3.23 QUANTITIES:** Knox County does not guarantee any quantities will be ordered under this solicitation. Items will be ordered on an as-needed basis.
- 3.24 SAMPLES:** Vendor will be required to submit samples of each brand bid. Each individual sample must be labeled with the bidder's name, manufacturer brand name and item number as it pertains to the bid. Samples will not be returned. **Do not** send samples with the bid. The Procurement Division will notify the bidders when to submit their samples.



**3.25 SUBMIT QUESTIONS:** Agencies may submit questions concerning this solicitation no later than **October 16, 2023 at 4:30 p.m.** local time. Submit questions as stated in Section 1.1.

**Note: Bidders need not return pages 1-9 with their response. Pages 10-14 must be returned as your official bid response along with any other information requested. If bidding electronically, you must attach required documents to your response. If you have any questions please contact the Buyer referenced in Section 1.1 of this document before you submit your bid response.**

**SECTION IV VENDOR INFORMATION FOR BID 3475, INMATE UNDERWEAR**

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

4.2 Knox County Vendor Number \_\_\_\_\_

5.3 Vendor Address \_\_\_\_\_

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

4.5 Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

4.6 Contact Person \_\_\_\_\_

4.7 E-Mail Address \_\_\_\_\_

4.8 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)

4.9 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)

4.10 Knox County Business License Number (If applicable). Please enclose a copy of license with bid.  
\_\_\_\_\_

4.11 Did you provide Descriptive Literature as per Section 1.13?  Yes  No

4.12 Will you accept Knox County's VISA Card as a form of payment without additional fees as per Section 1.20?  Yes  No

4.13 Can you meet the delivery time of fifteen (15) business days specified in Section 3.11?  Yes  No

4.14 Discount off other items in catalog or online site? \_\_\_\_\_ %

4.15 I acknowledge the receipt of: (Please write "Yes" if you received one)

ADDENDA 1 \_\_\_\_\_ ADDENDA 2 \_\_\_\_\_ ADDENDA 3 \_\_\_\_\_ ADDENDA 4 \_\_\_\_\_

4.16 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:

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

Failure to include any item above or any item listed in this bid may result in the bid deemed non-responsive.

**SECTION V SPECIFICATIONS AND PRICING FOR INVITATION FOR BID #3475, INMATE UNDERWEAR**

Vendors must complete and submit the following pricing chart with their bid response.

**5.1 REGULAR JAIL ISSUED INMATE UNDERWEAR:**

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

<b>5.1.1 <u>BOXER:</u> Orange, first quality, men’s, poly/cotton blend, fly fronts and elastic waistband.</b>						
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>SIZE</b>	<b>COLOR</b>	<b>UNIT</b>	<b>BRAND / ITEM NUMBER</b>	<b>PRICE PER UNIT</b>
1	Boxer,1st Quality Men’s	Small	Orange	Dozen		
2	Boxer,1st Quality Men’s	Medium	Orange	Dozen		
3	Boxer,1st Quality Men’s	Large	Orange	Dozen		
4	Boxer,1st Quality Men’s	XL	Orange	Dozen		
5	Boxer,1st Quality Men’s	2XL	Orange	Dozen		
6	Boxer,1st Quality Men’s	3XL	Orange	Dozen		
7	Boxer,1st Quality Men’s	4XL	Orange	Dozen		
8	Boxer,1st Quality Men’s	5XL	Orange	Dozen		
9	Boxer,1st Quality Men’s	6XL	Orange	Dozen		
10	Boxer,1st Quality Men’s	7XL	Orange	Dozen		
<b>5.1.2 <u>PANTY:</u> Brown, 100% cotton, women’s, brief-style, double-panel crotch, soft narrow knit elastic waist and leg bands for proper fit and comfort.</b>						
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>SIZE</b>	<b>COLOR</b>	<b>UNIT</b>	<b>BRAND / ITEM NUMBER</b>	<b>PRICE PER UNIT</b>
1	Panty, 100% Cotton	5	Brown	Dozen		
2	Panty, 100% Cotton	6	Brown	Dozen		
3	Panty, 100% Cotton	7	Brown	Dozen		
4	Panty, 100% Cotton	8	Brown	Dozen		
5	Panty, 100% Cotton	9	Brown	Dozen		
6	Panty, 100% Cotton	10	Brown	Dozen		
7	Panty, 100% Cotton	11	Brown	Dozen		
8	Panty, 100% Cotton	12	Brown	Dozen		
9	Panty, 100% Cotton	13	Brown	Dozen		
10	Panty, 100% Cotton	14	Brown	Dozen		
11	Panty, 100% Cotton	15	Brown	Dozen		

12	Panty, 100% Cotton	16	Brown	Dozen		
13	Panty, 100% Cotton	17	Brown	Dozen		
14	Panty, 100% Cotton	18	Brown	Dozen		

**5.1.3 SPORTS BRA:** White, two-ply lycra/cotton construction, no metal or plastic, hookless, pullover style.

ITEM	DESCRIPTION	SIZE	COLOR	UNIT	BRAND / ITEM NUMBER	PRICE PER UNIT
1	Sports Bra	32	White	Dozen		
2	Sports Bra	34	White	Dozen		
3	Sports Bra	36	White	Dozen		
4	Sports Bra	38	White	Dozen		
5	Sports Bra	40	White	Dozen		
6	Sports Bra	42	White	Dozen		
7	Sports Bra	44	White	Dozen		
8	Sports Bra	46	White	Dozen		
9	Sports Bra	48	White	Dozen		
10	Sports Bra	50	White	Dozen		
11	Sports Bra	52	White	Dozen		
12	Sports Bra	54	White	Dozen		

**5.1.4 CREW SOCKS:** Orange, first quality, one size fits all, cotton.

ITEM	DESCRIPTION	SIZE	COLOR	UNIT	BRAND / ITEM NUMBER	PRICE PER UNIT
1	Sock, Ankle	One size fits all	Orange	Dozen		
2	Sock, Half/Short Crew	One size fits all	Orange	Dozen		

**5.2 INMATE UNDERWEAR TO BE SOLD IN THE COMMISSARY:** Vendors must complete and submit the following pricing chart with their bid response.

ITEM	DESCRIPTION	SIZE	COLOR	UNIT	BRAND / ITEM NUMBER	PRICE PER UNIT
1	Laundry Bag, White, Zippered, Personal Size	18 x 24	White	Dozen		
2	Brief, 1st Quality Men's	Small	White	Dozen		
3	Brief, 1st Quality Men's	Medium	White	Dozen		
4	Brief, 1st Quality Men's	Large	White	Dozen		
5	Brief, 1st Quality Men's	XL	White	Dozen		

6	Brief, 1st Quality Men's	2XL	White	Dozen		
7	Brief, 1st Quality Men's	3XL	White	Dozen		
8	Brief, 1st Quality Men's	4XL	White	Dozen		
9	Brief, 1st Quality Men's	5XL	White	Dozen		
10	Boxer, 1st Quality Men's	Small	White	Dozen		
11	Boxer, 1st Quality Men's	Medium	White	Dozen		
12	Boxer, 1st Quality Men's	Large	White	Dozen		
13	Boxer, 1st Quality Men's	XL	White	Dozen		
14	Boxer, 1st Quality Men's	2XL	White	Dozen		
15	Boxer, 1st Quality Men's	3XL	White	Dozen		
16	Boxer, 1st Quality Men's	4XL	White	Dozen		
17	Boxer, 1st Quality Men's	5XL	White	Dozen		
18	Boxer, 1st Quality Men's	6XL	White	Dozen		
19	T-Shirt, 100% Cotton	Small	White	Dozen		
20	T-Shirt, 100% Cotton	Medium	White	Dozen		
21	T-Shirt, 100% Cotton	Large	White	Dozen		
22	T-Shirt, 100% Cotton	XL	White	Dozen		
23	T-Shirt, 100% Cotton	2XL	White	Dozen		
24	T-Shirt, 100% Cotton	3XL	White	Dozen		
25	T-Shirt, 100% Cotton	4XL	White	Dozen		
26	T-Shirt, 100% Cotton	5XL	White	Dozen		
27	T-Shirt, 100% Cotton	6XL	White	Dozen		
28	T-Shirt, 100% Cotton	7XL	White	Dozen		
29	Panty, 100% Cotton	5	White	Dozen		
30	Panty, 100% Cotton	6	White	Dozen		
31	Panty, 100% Cotton	7	White	Dozen		
32	Panty, 100% Cotton	8	White	Dozen		
33	Panty, 100% Cotton	9	White	Dozen		
34	Panty, 100% Cotton	10	White	Dozen		

35	Panty, 100% Cotton	11	White	Dozen		
36	Panty, 100% Cotton	12	White	Dozen		
37	Panty, 100% Cotton	13	White	Dozen		
38	Panty, 100% Cotton	14	White	Dozen		
39	Bra, Traditional No Underwire	32 A	White	Dozen		
40	Bra, Traditional No Underwire	32 B	White	Dozen		
41	Bra, Traditional No Underwire	34 A	White	Dozen		
42	Bra, Traditional No Underwire	34 B	White	Dozen		
43	Bra, Traditional No Underwire	34 C	White	Dozen		
44	Bra, Traditional No Underwire	34 D	White	Dozen		
45	Bra, Traditional No Underwire	36 A	White	Dozen		
46	Bra, Traditional No Underwire	36 B	White	Dozen		
47	Bra, Traditional No Underwire	36 C	White	Dozen		
48	Bra, Traditional No Underwire	36 D	White	Dozen		
49	Bra, Traditional No Underwire	38 B	White	Dozen		
50	Bra, Traditional No Underwire	38 C	White	Dozen		
51	Bra, Traditional No Underwire	38 D	White	Dozen		
52	Bra, Traditional No Underwire	40 B	White	Dozen		
53	Bra, Traditional No Underwire	40 C	White	Dozen		
54	Bra, Traditional No Underwire	40 D	White	Dozen		
55	Bra, Traditional No Underwire	42 B	White	Dozen		
56	Bra, Traditional No Underwire	42 C	White	Dozen		
57	Bra, Traditional No Underwire	42 D	White	Dozen		
58	Bra, Traditional No Underwire	44 C	White	Dozen		
59	Bra, Traditional No Underwire	44 D	White	Dozen		
60	Bra, Traditional No Underwire	46 C	White	Dozen		
61	Bra, Traditional No Underwire	46 D	White	Dozen		

62	Bra, Traditional No Underwire	48 C	White	Dozen		
63	Bra, Traditional No Underwire	48 D	White	Dozen		
64	Sock, White Tube	One size fits all	White	Dozen		
65	Top, Unisex Thermal	Small	White	Dozen		
66	Top, Unisex Thermal	Medium	White	Dozen		
67	Top, Unisex Thermal	Large	White	Dozen		
68	Top, Unisex Thermal	XL	White	Dozen		
69	Top, Unisex Thermal	2XL	White	Dozen		
70	Top, Unisex Thermal	3XL	White	Dozen		
71	Top, Unisex Thermal	4XL	White	Dozen		
72	Top, Unisex Thermal	5XL	White	Dozen		
73	Top, Unisex Thermal	6XL	White	Dozen		
74	Drawer, Unisex Thermal	Small	White	Dozen		
75	Drawer, Unisex Thermal	Medium	White	Dozen		
76	Drawer, Unisex Thermal	Large	White	Dozen		
77	Drawer, Unisex Thermal	XL	White	Dozen		
78	Drawer, Unisex Thermal	2XL	White	Dozen		
79	Drawer, Unisex Thermal	3XL	White	Dozen		
80	Drawer, Unisex Thermal	4XL	White	Dozen		
81	Drawer, Unisex Thermal	5XL	White	Dozen		
82	Drawer, Unisex Thermal	6XL	White	Dozen		

**Note:** These are the minimum specifications for the inmate underwear, or equal. This is not a comprehensive list of all specifications available. Bidders must submit accordingly. Bidders must include descriptive literature with items listed above.