

The Procurement Division of Knox County, Tennessee will receive sealed bids for the provision of **HVAC Air Filters** as specified herein. Bids must be received by **2:00 p.m. on January 16, 2024**. Late bids will neither be considered nor returned.

Deliver Bids To:

**Bid Number 3499
Knox County Procurement Division
1000 North Central Street, Suite 100
Knoxville, Tennessee 37917**

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

SECTION I GENERAL TERMS AND CONDITIONS

- 1.1 ADDITIONAL INFORMATION:** Knox County wants requests for additional information routed to Donnie Fawver, CPPB, Senior Buyer, Construction and Contract Specialist at 865.215.5756. Questions may emailed to donnie.fawver@knoxcounty.org. 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 Bids.
- 1.4 AUDIT HOTLINE:** Knox County has established an Audit Hotline to report potential fraud and waste. To report potential fraud, waste or abuse, please call or 1.866.858.4443 (toll-free). You can also file a report online by accessing <http://www.knoxcounty.org/hotline/index.php>. **Vendors are hereby cautioned that this Audit Hotline does not replace the Award Protest Procedures found in Section VI, Item M of the Knox County Procurement Regulations.**
- 1.5 AWARD:** Award will be made to the most responsive, responsible bidder(s) meeting specifications, which presents the product and service that is in the best interest of Knox County. Knox County reserves the right to award this bid on an item-by-item basis, schedule basis, an all-or-none basis or by a multiple award. The evaluation criteria is listed herein. Knox County also reserves the right to not award this bid.
- 1.6 BID DELIVERY:** Knox County requires bidders, when hand delivering bids, to time and date stamp the envelope before depositing it in the bid box. Knox County will not be responsible for any lost or misdirected mail sent by common carrier, nor will Knox County be responsible for submittals delivered to addresses and Suites other than the delivery address and Suite specified at the top of this solicitation. The time clock in the Procurement Division shall serve as the official record of time. Electronic submissions are recorded electronically. Knox County shall not be responsible for technical difficulties experienced by vendors trying to register, or submit their bid, electronically less than twenty-four (24) hours prior to the bid opening time.
- Responses must be in a sealed envelope/box prior to entering the Procurement Division office. Procurement Division personnel are not allowed to see the submittal nor assist in placing documents in an envelope/box. Additionally, the Procurement Division is not responsible for providing materials (e.g. envelopes, boxes, tape) for submittals.**
- 1.7 BIDS REQUESTED ON BRANDS OR EQUAL:** Unit price bids are requested on products that equal or exceed the quality and performance of the brands and model numbers listed. References to brand names, trade names, model numbers or other descriptions peculiar to specific brand products are made to establish a required level of quality and functional capabilities and are not intended to exclude other products of that level. Comparable products of other manufacturers will be considered if proof of comparability is contained in their bid.

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

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

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

Diane Woods, CPPB Business Outreach Administrator
Telephone: 865.215.5760
Fax: 865.215.5778
Email: diane.woods@knoxcounty.org

- 1.9 CLOSURES:** During periods of closure due to unforeseen circumstances in Knox County or closures at the direction of the Knox County Mayor, the Procurement Division will enact the following procedures in regards to solicitations and closures:
- If the Mayor closes the Administrative offices prior to the time set for solicitation opening of any business day, all solicitations due that same day will be moved to the next operational business day.
 - Other unforeseen circumstances shall be at the sole discretion of the Procurement Director.
 - Knox County shall not be liable for any commercial carrier's decision regarding deliveries during any unforeseen circumstances.
- 1.10 CONFLICT OF INTEREST:** Vendors must have read and complied with the "Non-Conflict of Interest" statement provided in the vendor registration process prior to the opening of this solicitation.
- 1.11 DESCRIPTIVE LITERATURE:** Vendors must identify the manufacturer and the specifications to which they are submitting.
- 1.12 DECLARATIVE STATEMENTS:** Any statement or words (e.g.: must, shall, will) are declarative statements and the vendor must comply with the condition. Failure to comply with any such condition may result in the bid being non-responsive and disqualified.
- 1.13 DUPLICATE COPIES:** Knox County requires that bids be submitted as one (1) marked original and one (1) exact copy. No additional copies are required when submitting electronically.
- 1.14 ELECTRONIC TRANSMISSION OF BIDS:** Knox County's Procurement Division will accept, and strongly encourages, electronically transmitted bids. Email and Facsimile submission is strictly prohibited.
- 1.15 HOW TO DO BUSINESS:** Knox County utilizes a web-based Procurement software system, "KnoxBuys". The system provides our clients (vendors, county departments and the citizens of Knox County) with a more enhanced and end-user friendly means of accessing our services. The system allows for on-line vendor registration and maintenance, electronic receipt of purchase orders, on-line retrieval and submittal of quotes, bids and proposals for our vendor-clients and on-line requisitioning and receiving for our county departments. In order for the County to maximize its investment and minimize the cost associated with office operations we need your help. When doing business with Knox County we are urging you to please go to our website at www.knoxcounty.org/procurement, register as a vendor in our on-line Procurement system, "KnoxBuys", if you have not done so and whenever possible to conduct your business with the County through this site. If you have any questions please contact the Procurement Division Representative listed in Section 1.1 of this document.

- 1.16 **INCURRED COSTS:** Knox County will not be responsible for any costs incurred by the bidder in the preparation of their bid.
- 1.17 **NEW MATERIAL:** Unless specified otherwise in the bid package, the Contractor must provide new supplies. New, as used in this clause, means previously unused materials. Material includes but is not limited to, raw material, parts, items, components and end products. Contractor submission of other than new materials may be cause for the rejection of their bid. Knox County will not allow remanufactured or refurbished parts/equipment allowed under this Contract.
- 1.18 **NON-COLLUSION:** Vendors, by submitting a signed bid or proposal, certify that the accompanying bid or proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States law.
- 1.19 **PAYMENT METHOD:** Knox County utilizes two (2) methods of placing orders for products. The first is the use of Purchase Orders. These Purchase Orders will be issued from Knox County Procurement Division via email. The Purchase Order will detail the quantity, specific item(s) and the contracted price for each item.
- The second method is the use of the Knox County E-Commerce Card (VISA). Orders placed with the credit card will list the same information as the Purchase Order. Vendors will be given the card information and approval to process the transactions by the requesting department. Vendors must indicate in their bid response if the vendor will accept the Knox County E-Commerce Card (VISA) as a form of payment. Bidders are prohibited to charge Knox County any type of merchant fee from their financial institution to accept this type of payment.
- 1.20 **POSSESSION OF WEAPONS:** All vendors and their employees and their agents are prohibited from possessing any weapons on Knox County property without prior written consent from the County. In the case of a vendor whose contract requires possession of firearms or other weapons to successfully complete their contract, vendor must provide personnel who are bonded to bear said weaponry.
- 1.21 **PROCESSING TIME FOR PAYMENT:** Vendors are advised that a minimum of thirty (30) days is required to process invoices for payment.
- 1.22 **PROOF OF FINANCIAL AND BUSINESS CAPABILITY:** Vendors must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. Knox County will make the final determination as to the vendor's ability.
- 1.23 **RECYCLING:** Knox County, in its continuing efforts to lessen the amount of landfill waste and to further recycling efforts, request that bids be sent electronically. Bids being submitted on paper shall:
- Be submitted on recycled paper;
 - Not include pages of unnecessary advertising;
 - Be made on both sides of each sheet of paper.
- 1.24 **RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS:** It is the responsibility of the prospective bidder to review the entire Invitation for Bids (IFB) packet and to notify the Procurement Division if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received in the Procurement Division before **January 2, 2024 at 4:30 p.m.** local eastern time. These requirements also apply to specifications that are ambiguous.
- 1.25 **SIGNING OF BIDS:** **In order to be considered all bids must be signed. Please sign the original in blue ink.** By signing the bid document, the vendor acknowledges and accepts the terms and conditions stated in the bid document. The submission of your electronic bid will be the acknowledgement of signature.
- 1.26 **TAXES:** Knox County purchases are not subject to taxation. Tax exemption certificates will be provided upon request.
- 1.27 **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. The use of any other form(s) may be just cause for disqualification.
- 1.30 **VENDOR DEFAULT:** Knox County reserves the right, in case of vendor default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby. Should vendor default be due to a failure to perform or because of a request for a price increase, Knox County reserves the right to remove the vendor from the County's bidders list for twenty-four (24) months.
- 1.31 **VENDOR REGISTRATION:** Prior to the opening of this bid, **ALL BIDDERS** must be registered with the Procurement Division. Please register on-line at our website at www.knoxcounty.org/procurement and click on “Online Vendor Registration.” Vendors must be registered with the Procurement Division prior to submitting their bid. Knox County shall not be responsible for technical difficulties experienced by vendors trying to register or submit their bid electronically less than twenty-four (24) hours prior to the bid opening time.
- 1.32 **WAIVING OF INFORMALITIES:** Knox County reserves the right to waive minor informalities or technicalities when it is in the best interest of Knox County.

SECTION II OBLIGATIONS, RIGHTS AND REMEDIES

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

- 2.1 **ALTERATIONS OR AMENDMENTS:** No alterations, amendments, changes, modifications or additions to this Contract shall be binding on Knox County without the prior written approval of the County.
- 2.2 **APPROPRIATION:** In the event no funds are appropriated by Knox County for the goods or services in any fiscal year or insufficient funds exist to purchase the goods or services, then the Contract shall expire upon the expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.
- 2.3 **ASSIGNMENT:** Contractor shall not assign or sub-contract this agreement, its obligations or rights hereunder to any party, company, partnership, incorporation or person without the prior written specific consent of Knox County.
- 2.4 **BOOKS AND RECORDS:** Contractor shall maintain all books, documents, accounting records and other evidence pertaining to the goods and services provided under this Contract and make such materials available at its offices at all reasonable times during the contract period and for 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 **CRIMINAL HISTORY CHECK:** Any and all contractors, sub-contractors, successful vendors, vendor employees and school employees agree to comply with Tennessee Code Annotated Section 49-5-413. Tennessee Code Annotated Section 49-5-413 requires that all parties providing services at Knox County Schools must submit to a criminal history records check at their expense.

The criminal history check is to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the party to have contact with students or enter school grounds when students are present.

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

Contractor covenants that it complies with the Fair Wage and Hour Laws, the National Labor Relations Act, and other federal and state employment laws as applicable. Contractor covenants that it does not engage in any illegal employment practices.

Contractor covenants that it has no public or private interest, and shall not acquire directly or indirectly any interest, which would conflict in any manner with the provision of its goods or performance of its services. Contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of Knox County as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to Contractor in connection with any goods provided or work contemplated or performed relative to the agreement.

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

SECTION III SPECIAL TERMS AND CONDITIONS

- 3.1 INTENT:** The intent of these specifications is to set forth and convey to prospective bidders the general type, character and quality of HVAC Air Filters desired by Knox County and Knox County Schools (KCS). All filters must be MERV 10 and pleated. Award will be based on Best Value. Best Value means more than low cost. It includes initial cost, service quality and other factors detailed herein.
- 3.2 ACCEPTANCE:** Bidders are advised that the payment of an invoice does not necessarily constitute as an acceptance of product or services that are provided. Acceptance may require a specific written action by Knox County so stating.
- 3.3 ADDITIONS/DELETIONS:** Knox County reserves the right to add/delete items to this bid. The successful vendor agrees that upon written designation by Knox County, it will provide such items under this Contract. Pricing for any additional items will be negotiated with the vendor. Approvals must be in writing; there will be no verbal authorizations. Knox County may delete from the Contract items in the pricing sheet without terminating the entire Contract.

- 3.4 BID EVALUATION:** In evaluating the bids, Knox County reserves the right to use any or all of the ideas from the bids submitted without limitation and to accept any part or all of the successful bid in selecting an operation which is judged to be in the best interest of the Knox County. All material submitted becomes the property of Knox County.
- 3.5 AWARD STATUS:** Knox County intends to issue a one-year (1) award. Upon the mutual agreement of each vendor and Knox County, the award may be extended for four (4) additional years, one (1) year at a time. This may result in a total of five (5) years. Knox County and the Knox County Schools reserves the right to purchase these services from other sources if the need arises. Knox County and Knox County Schools reserves the right to revoke the award if these services are not satisfactory or a pattern of unavailability arises.
- 3.6 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.
- 3.7 COMMUNICATIONS WITH THE CONTRACTOR:** Upon award, KCS will communicate extensively and continually with the Contractor. While information may occasionally be transmitted via telephone, it should always be followed up with an e-mail confirmation. Ideally, the Contractor will have e-mail capabilities.
- 3.8 COMPLIANCE WITH ALL APPLICABLE REGULATIONS:** Contractor agrees and covenants that the company, its agents and employees will comply with all City, County, State and Federal codes, laws, rules and regulations applicable to the business to be conducted under this Contract. If the Contractor performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, the Contractor shall bear all costs arising from them.
- 3.9 CONTACT PERSONNEL:** It shall be essential to the success of this contract to develop a good working relationship with the successful Contractor. It is imperative that the KCS account be handled efficiently and professionally. KCS should be assigned no more than two (2) Contractor contacts to handle billing inquiries and service related issues. In the event one or both contacts leave the KCS account, the successful Contractor shall formally introduce the new contacts to KCS personnel. These contacts must be knowledgeable of the KCS account to avoid any interruption of service.
- 3.10 ENTRANCE TO KNOX COUNTY SCHOOL SITES:** Only authorized employees of the successful Contractor(s) are allowed on the premises of KCS buildings. Contractor(s) employees are not to be accompanied in their work area by acquaintances, family members, assistants or any person unless said person is an authorized employee of the Contractor(s). All employees must wear a company uniform or name badges identified with the Company name at all times. Contractor and/or employees of contractor must contact KCS prior to reporting to a site for work.

3.11 EVALUATION CRITERIA:

Pricing	85 Points
Guaranteed number of business days for delivery	15 Points

- 3.12 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.
- 3.13 GRATUITIES AND KICKBACKS:** It shall be a breach of ethical standards for any person or company to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim, or controversy or other particular matter, pertaining to any program requirement of a contract or sub-contract or to any solicitation or proposal therefore.

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

3.14 IDENTIFICATION AND UNIFORMS: Employees of the Contractor shall have proper photo identification displayed, at all times, while on School property. If needed, KCS can provide temporary photo identification for a fee of \$2.50 per badge. Additionally, as appropriate, Contractor is encouraged to have its employees in a standard uniform. This is a preference but not a requirement. Additionally, many schools require visitors to obtain and wear visitor passes issued by that particular site. If so, visitors will obtain such pass and display it as instructed.

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

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

FOR KCS MAIL ALL INVOICES TO:

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

FOR ALL OTHER KNOX COUNTY DEPARTMENTS MAIL INVOICES TO:

The Remit to Address on the Purchase Order

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

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

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

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

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

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

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

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

JOB/SERVICE TICKETS: Job/service tickets that substantiate the invoice must accompany the invoice. The original job/service tickets will be given to the requesting department. Copies must accompany the invoice.

UNPAID INVOICES: If invoices are unpaid after thirty (30) days, please contact KCS to ascertain their status.

3.17 INVOICING PROCEDURES: Knox County requests that invoices be easy to read and understand. Invoices are to be original and uniquely pre-numbered. Each participating agency to this Contract may require different invoicing information and procedures. This information and procedures shall be provided to the successful Contractor(s) prior to Contract execution. There shall be no additional charges for this information and procedures to be included. Invoices shall be sent to the "Billing" address printed on the Purchase Order. Each department or division of Knox County is responsible for its own budget. Departments cannot charge or pay bills for another department.

Therefore, it is critical that your business invoices specify the department that desired to purchase from you. Do not credit payments to any other department's account. Invoices must be submitted in triplicate and must match the corresponding Purchase Order number. There shall be no component billing.

- 3.18 NEWS RELEASES BY CONTRACTORS:** As a matter of policy, KCS does not endorse the products or services of a contractor. News releases concerning any resultant contract from this solicitation will not be made by a contractor without the prior written approval of KCS.
- 3.19 NO CONTACT POLICY:** After the date and time that the Contractor receives this solicitation, any contact initiated by any bidder with any Knox County representative, other than the Procurement Division representative listed herein, concerning this bid is strictly prohibited. Any such unauthorized contact may cause the disqualification of the Contractor from this procurement transaction.
- 3.20 PRICING:** Bidders must quote a firm fixed price for the items noted herein. The price may not change during the term of the Contract. However the Contractor may request a price increase at each renewal period. A request for a price increase must be accompanied by proof of increased price to the Contractor. Knox County reserves the right to accept or reject the requested price increase. If the price increase is rejected the Contractor may:
- Continue with existing prices
 - Not accept the renewal offer
 - Request a lower price increase
- If a price increase is approved by Knox County and Knox County Schools Maintenance & Operations (KCSMO), the approval notification will be done in writing and the vendor will be notified of the new price schedule. This documentation will become part of the bid file. No approvals will be authorized verbally.
- 3.21 PRODUCT DELIVERY:** Products ordered under this agreement may be picked up by Knox County and/or delivered to a specified address within the county limits. Any products procured with a Purchase Order shall clearly state the delivery address or state that Knox County will pick up the products. There shall be no additional charge for delivery of materials if requested.
- 3.22 QUANTITIES:** Knox County does not guarantee any quantities of items to be purchased. Knox County will buy these items on an as-needed basis.
- 3.23 RECORDS:** Vendor will maintain records of items and quantities purchased by Knox County and make them available on request.
- 3.24 REJECTION OF BIDS:** Knox County reserves the right to reject any and all bids received as a result of this request and to waive any informality, technical defect or clerical error in any bid, as the interests of the County may require. Non-acceptance of any bid will be devoid of any criticism of the bid and of any implication that the bid is deficient in any manner. Non-acceptance of any bid shall be construed as meaning simply that the County does not deem the bid to be acceptable or that another bid was deemed to be more advantageous to Knox County for the particular services proposed.
- 3.25 SAFETY DATA SHEETS:** As part of our efforts to comply with the OSHA Hazardous Chemical Communication Law (1910.1200), each vendor must furnish, the most current Safety Data Sheets (SDS) for all chemical products that you sell to Knox County.
- 3.26 SUB-CONTRACTING:** Any sub-contracting must be approved, in advance, by both Knox County and KCSMO. Knox County and KCSMO may terminate the Contract if sub-contracting is done without approval.
- 3.27 SUB-CONTRACTORS:** Bidders are strongly encouraged to solicit minority owned and operated sub-contractors for this bid and during the duration of the award.
- 3.28 SUBMIT QUESTIONS:** Prospective bidders may submit questions concerning this solicitation until **January 2, 2024** at **4:30 p.m.** local eastern time. Submit questions as noted in Section 1.1.
- 3.29 VALUE ADDED RELATIONSHIP:** Knox County and KCS intend for this bid to result in a relationship with a Contractor. Knox County and KCS desire a long-term relationship with a Contractor in which common goals are shared. Among those goals are:

- 3.29.1 Fair and equitable treatment of Contractor and owner
- 3.29.2 Contractor expertise in methods of cost reduction. Contractors are encouraged to suggest ways in which costs can be reduced by product substitution or process modification.
- 3.29.3 Contractor involvement in the School system or a specific school on a non-business basis. One (1) example is involvement with the Knox County Schools Teacher Depot. The Teacher Depot accepts the donation of equipment and supplies for distribution to teachers.

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

SECTION IV SPECIFICATIONS

4.1 **CARTON QUANTITIES:** The successful vendor shall waive standard carton quantities. If only a single filter of any size is needed, there shall be no minimum or case quantities required.

4.2 **CHANGE SCHEDULE:** KCSMO air filters are changed on a regular basis (monthly, bi-monthly, semi-annual). The current schedule for filter changes is divided into two (2) one-month schedules. Filter requirements for each week are called blocks and are to be available for pick up or be delivered weekly for eight (8) consecutive weeks.

Due to changing requirements the quantities and sizes may vary for each block from one eight (8) week cycle to the next eight (8) week cycle.

Prior to pick up or delivery for each eight (8) block order, a line item quote must be submitted for a per block order approval. A purchase order will then be issued, or credit card order placed with the prices as reflected in the contract.

Vendor must provide a specific location for KCS personnel to pickup filters at the vendor's warehouse.

The successful vendor(s) will be supplied a complete list regarding filter change schedules.

4.3 **COMPLETE ORDERS:** The successful vendor(s) will be required to have available only complete orders. Partial orders will not be accepted without **prior** express written consent from the HVAC department. Repetitive requests for partial orders shall be just cause for termination of the term bid agreement.

4.4 **DELIVERY:** Ideally KCSMO would like to be able to pick these items up but delivery can be made if needed. Delivery shall be made to KCSMO at specified location to be determined for each block. Deliveries must be made weekdays between the hours of 6:30 a.m. - 1:30 p.m.

4.5 **FILTER SPECIFICATIONS:** The following specifications are the minimum accepted for this Invitation for Bid:

4.5.1 Filter Frame

- To ensure strength and filter integrity the filter frame shall be formed from a high-density beverage board with a caliper thickness of not less than 38 thousandths (.038).
- The filter frame must be unitized (all one piece). The filter frame must be parallel scored and broken on greater than 90 degree angles to allow for maximum stiffness and strength. In order to maintain strength required for side access loading, form rolled edges will not be acceptable.
- Sample filters of 10"x60"x1" and 9"x24"x1/2" will be required.
- All filters shall have the capacity for moisture saturation without coming apart. A saturation test which involves soaking in water may be required, in order to verify air filter wet strength.

4.5.2 Pleated Filters:

- All filters shall be pleated unless otherwise specified as "insert".
- Pleated filters will contain no less than 13 pleats per linear foot and shall be encased in a die-cut water-resistant beverage board type framework on both air entering and air exiting sides of the filter.

- All pleated air filters will filter particles between 1 and 10 microns in size as per ASHRAE 52.2 MERV 10 rating.
- All four media sides touching the outer perimeter of the die cut frame will be attached to the framework with a suitable bonding agent to prevent air bypass of the filter media.
- The cross hatch bars of the die-cut frame will be bonded to the apex of the individual pleats on both the air entering and air exiting sides. Due to side access strength issues, the use of individual glued strips acting as a media retainer will not be allowed.
- Pleated filter media will be supported with an expanded wire that is attached to the air exiting side of the medium
- A test report must be submitted with the bid

4.5.3 Insert Filters:

- Must be Blue and White poly media (PET Resin Bonded)
- Insert filter must have initial resistance no higher than 0.11 wg
- MERV rating must be no less than MERV 7 per ASHRAE Standard 52.2
- A test report must be submitted with the bid

4.6 **EMERGENCIES:** In case of any emergency (as deemed by KCSMO) vendor must be able to supply KCSMO with filters for as much as, but not limited, to one school within a 24 hour period.

4.7 **EXACT CHANGE OUT:** The successful vendor(s) must supply the exact QUANTITY required to complete one change out in a school. Minimum order quantities will not be accepted.

4.8 **PACKAGING:** The successful vendor(s) will be required to bulk package and label all filters by individual Knox County School and Block number with the quantities and sizes marked on each container. The bulk packaging may contain multiple filter sizes. **No package may contain filters for more than one school.**

4.9 **QUANTITIES:** All quantities listed in Attachment I are estimates only. KCSMO does not guarantee any quantities during the life of the term bid agreement. The estimates provided are for information for the vendors only. Consideration should be given that usage and size may change during the course of this term bid agreement. Vendors will only be paid for actual quantities ordered each month.

4.10 **SIZE CHANGES:** Filter size changes occur monthly as upgraded equipment is installed. Filter size changes must be made accordingly with no interruption of filter availability. Changes will be made by KCSMO. New sites may be added to the award as they open.

BIDDERS NEED NOT RETURN PAGES ONE (1) THROUGH ELEVEN (11) WITH THEIR BID

SECTION V VENDOR INFORMATION FOR INVITATION FOR BID NUMBER 3499, HVAC AIR FILTERS

The following pages should be attached as a portion of the bid response. Bidders are welcome to attach additional documentation to fully address any required responses. Please clearly reference any attachments to the appropriate subsection.

5.1 Vendor Business Name _____

5.2 Knox County Vendor Number _____

5.3 Vendor address _____

City _____ State _____ Zip _____

5.4 Telephone number _____ Fax number _____

Cell Phone number _____ E-mail address _____

5.5 Contact person _____

Contact Person's email address _____

5.6 By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.

Pursuant to Tennessee Code Annotated Title 12, Chapter 4, Part 1, by submission of a response to this solicitation, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint response each party thereto as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each person is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel.

Authorizing Signature _____
(Sign in blue ink)

5.7 Vendor's Knox County Business License Number _____
(If Applicable) *Attach A Copy Of The License.*

5.8 I Acknowledge The Receipt Of: (Please Write "Yes" If You Received One)

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

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

With Exceptions _____

5.10 Will you accept Electronic Commerce Card payments as per section 1.19? YES _____ NO _____

5.11 Did you include the Criminal History Records Check as per 2.7? YES _____ NO _____

5.12 Did you include an electronic copy of your catalog? YES _____ NO _____
Catalog Information: _____

5.13 Guaranteed number of business days for delivery after receiving signed Purchase Order: _____

SECTION VI VENDOR PRICING FOR INVITATION AND PRICING FOR BID NUMBER 3499, HVAC AIR FILTERS

6.1 Block Price:

Please use table below for block total. (Block total should match total of each block listed in 6.2.)

Block 1		Block 5	
Block 2		Block 6	
Block 3		Block 7	
Block 4		Block 8	

6.2 Individual filter prices (Total of each block below should match total of that block above in 6.1.)

Block 1

ALL FILTERS WILL BE PLEATED

Vine Middle	Quantity	Cost per each filter	Total Cost	East Port	Quantity	Cost per each filter	Total Cost
9x24x½	11			20x25x2	12		
9x31x½	20			Fair Garden	Quantity		
9x33x½	22			9x44½x1	20		
9x43½x½	3			9x56½x1	53		
10x32x½	3			9x77x1	1		
16x20x1	10			12x20x1	2		
20x20x1	3			16x25x2	4		
14x25x2	42			20x25x2	4		
16x25x2	8						
20x20x2	4			Chilhowee	Quantity		
20x25x2	69			16x20x1	1		
24x24x2	7			16x25x1	7		
25x25x2	11			20x20x1	2		
				20x22x1	23		
Austin-East	Quantity			20x24x1	1		
5½x5½x1	23			20x20x2	4		
7x31½x1	2						
7½x19x1	1			Holston Middle	Quantity		
8¾x16x1	5			16x20x1	3		
8¾x19x1	8			16x22x1	15		
8¾x24x1	9			20x20x1	1		
8¾x28x1	1			20x21x1	3		
8¾x33x1	12			20x25x1	1		
8¾x42x1	7			22x24x1	3		
8¾x52x1	25			16x20x2	62		
8¾x61¼x1	2			16x25x2	14		
12x24x1	6			18x18x2	2		
12x55x1	46			20x20x2	26		
16x16x1	3			20x25x2	35		
16x20x1	4			24x24x2	51		
16x25x1	4			16x20x4	12		
18x20x1	2			16x25x4	2		
18x25x1	21			20x25x4	3		
20x20x1	11						
20x25x1	9			Spring Hill	Quantity		
24x30x1 inserts	2			8x16x1	23		
12x24x2	2			10¼x30x1	46		
16x20x2	33			18x25x1	1		
16x25x2	13			20x20x1	1		
20x20x2	56			16x20x2	4		
20x24x2	3			16x30x2	2		
20x25x2	48			20x20x2	8		
24x24x2	6			20x25x2	11		
				20x30x2	18		

Block 1 continued

Sunnyview	Quantity	Cost Per Each Filter	Total Cost	L & N Stem Academy	Quantity	Cost Per Each Filter	Total Cost
5½x5½x1	23			16x20x1	2		
12x50x1	44			20x20x1	15		
12x55x1	2			20x22x1 Pleated	10		
20x20x1	1			20x30x1	1		
16x25x2	6			20x24x1	1		
20x25x2	3			16x25x2	57		
20x30x2	2			20x30x2	2		
24x24x2	2						
				Paul Kelly Academy	Quantity		
Carter Ele.				14x20x1	1		
22x26x1	34			16x20x1	3		
20x20x2	74						
20x25x2	20						
20x30x2	20						
16x25x2	4						
18x25x2	1						
Carter Middle	Quantity						
16x21x1	1						
20x20x1	10						
20x30x1	7						
20x38x1	2						
16x25x2	23						
16x30x2	2						
20x24x2	20						
20x25x2	86						
20x30x2	1						
Carter High	Quantity						
5½x16x1	45						
10x40x1	90						
17x21x1	2						
18x30x1	2						
18x39½x1	3						
20x20x1	6						
20x22x1	5						
20x25x1	1						
24x24x1	3						
16x20x2	20						
16x25x2	6						
20x20x2	69						
20x24x2	5						
20x25x2	26						
20x30x2	4						
Block 1 Total							

Block 2

Sarah Moore Greene	Quantity	Cost per each filter	Total Cost	Dogwood	Quantity	Cost per each filter	Total Cost
20x20x1	1			8x8x1	1		
20x25x1	3			10x20x1	4		
20x38x1	2			10x26x1	1		
24x28½x1	26			10x35x1	1		
16x20x2	9			12x50x1	2		
16x25x2	62			16x20x1	2		
20x20x2	17			16x23x1	100		
20x25x2	16			18x20x1	1		
				20x20x1	8		
Green Magnet	Quantity			20x25x1	9		
5½x5½x1	38			15x20x2	8		
12x50x1	72			16x25x2	3		
12x55x1	4			20x20x2	8		
16x25x2	4			20x25x2	8		
20x20x2	2						
20x25x2	6			South Doyle Middle	Quantity		
20x30x2	1			10x10x1	8		
				12x50x1	18		
South Knox Elementary	Quantity			13x20x1	1		
8x19x½	5			16x20x2	78		
8x25x½	6			16x25x2	144		
8x34x½	8			20x20x2	30		
8¾x61¼x½	1			20x25x2	48		
10x48x1 insert	1						
10x60¾x1 insert	1			Mooreland Hgts	Quantity		
10x72x1 inserts	13			10x10x1	18		
13x65x1 insert	1			10x24x1	3		
16x25x2	6			10x48½x½	2		
20x30x2	3			12x50x1	36		
				20x30x1	1		
Sarah Simpson PDC	Quantity			16x20x2	1		
16½x25x1	5			16x25x2	10		
17¾x29¾x1	1			20x20x2	1		
20x25x1	5			20x25x2	5		
23x25x1	5			20x30x2	14		
16x20x2	12						
16x25x2	30			Gap Creek	Quantity		
20x25x2	36			9½x58¾x½	1		
16x20x4	4			9¾x26x½	1		
16x25x4	2			10x36x½	1		
				16x20x2	2		
New Hopewell	Quantity			16x25x2	6		
20x22x1	16			16x30x2	2		
18x20x2	12			20x20x2	2		
20x25x2	15			20x25x2	8		
20x30x2	2			20x30x2	6		

Block 2 continued

South Doyle High	Quantity	Cost per each filter	Total Cost
8x8x1	5		
12x55x1	10		
16x20x1	2		
20x20x1	4		
20x25x1	6		
20x30x1	2		
16x20x2	4		
16x25x2	20		
18x20x2	2		
18x25x2	3		
20x20x2	26		
20x25x2	53		
20x30x2	46		
Young Campus	Quantity		
8x36x½	2		
8⅞x19-1/8x1	34		
8⅞x24¼x1	4		
8⅞x33⅞x1	5		
8⅞x42½x1	7		
8⅞x61½x1	7		
14x20x1	58		
14x24x1	33		
14x30x1	4		
20x20x1	2		
16x16x2	2		
16x20x2	5		
20x20x2	6		
20x25x2	18		
Bonny Kate	Quantity		
10x60⅞x1 inserts	12		
20x20x1	6		
20x30x1 insert	1		
20x38x1	2		
16x25x2	20		
20x20x2	4		
20x25x2	3		
20x30x2	4		
24x24x2	1		
Mt Olive	Quantity		
7½x23x½	2		
20x20x1	24		
16x30x2	2		
20x25x2	12		
Block 2 Total			

Block 3 continued

Hardin Valley Ele	Quantity	Cost per each filter	Total Cost
10x30x1	1		
14x25x1	16		
12x20x2	1		
16x20x2	3		
16x30x2	4		
18½x27x2	28		
20x20x2	8		
20x25x2	40		
20x30x2	2		
23x28x2	5		
24x30x2	47		
20x25x4	12		
Hardin Valley Acad	Quantity		
12x16x1	1		
20x20x1	10		
20x22x1	2		
20x37x1	1		
24x31x1	74		
30x36x1	30		
16x20x2	22		
16x25x2	8		
20x20x2	50		
20x25x2	96		
24x28x2	1		
28x36x2	8		
16x20x4	2		
16x25x4	1		
20x25x4	21		
North Shore	Quantity		
22x28x1	63		
25x28x1	2		
20x20x2	110		
20x25x2	24		
20x30x2	20		
Hardin Valley Middle	Quantity		
16x20x2	28		
16x25x2	74		
20x20x2	59		
20x25x2	76		
20x30x2	14		
24x30x3	2		
Block 3 Total			

Block 4

Bearden Elementary	Quantity	Cost per each filter	Total Cost	West Hills	Quantity	Cost per each filter	Total cost
13½x27½x1	8			8x16x1	1		
16x30x1	8			8x32x1	6		
21x26x1	1			10¼x30x1	2		
16x25x2	12			13¾x53½x1	31		
18x25x2	6			13¾x65½x1	11		
20x25x2	8			20x38x1	2		
20x30x2	4			16x20x2	4		
				16x25x2	8		
KAEC	Quantity			16x30x2	2		
16x25x2	8			18x25x2	2		
20x20x2	14			20x20x2	8		
20x25x2	17			20x25x2	7		
20x30x2	25			20x30x2	2		
Bearden Middle	Quantity			Amherst	Quantity		
8x16x1	8			12x12x1	2		
8-7/8x19½x1	17			16x20x2	26		
8-7/8x24½x1	1			16x25x2	4		
8-7/8x42½x1	4			20x20x2	36		
8-7/8x61½x1	1			20x25x2	106		
10x20x1	1			16x20x4	6		
10-1/4x30x1	16			16x25x4	2		
20x20x1	5			20x25x4	6		
16x20x2	84						
16x25x2	50			Ball Camp	Quantity		
20x20x2	30			11x22x1	24		
20x25x2	24			12x20x1	24		
				20x20x1	2		
Bearden High	Quantity			16x25x2	16		
10x26x½	2			16x32x2	24		
9x22x1	1			20x20x2	8		
14x14x1	2			20x25x2	18		
14x20x1	1			20x30x2	29		
14¾x24x1	2			24x24x2	1		
16x20x1	9			24x30x2	1		
16x24x1	219						
16x25x1	11			Cedar Bluff Ele.	Quantity		
17x20x1	1			19½x19½x1	60		
19½x38x1	3			12x25x2	8		
19½x19½x1	90			16x20x2	40		
20x25x1	5			20x20x2	8		
20x30x1	4			20x25x2	65		
25x33½x1	1			16x20x4	12		
13½x18x2	5			16x25x4	1		
16x20x2	12			20x25x4	3		
16x25x2	41						
18x24x2	5			Cedar Bluff Pre-K	Quantity		
18x26x2	2			16x20x2	8		
20x20x2	58			16x25x2	32		
20x25x2	52			20x20x2	8		
20¾x30x2	1			20x25x2	10		

Block 4 continued

Cedar Bluff Middle	Quantity	Cost per each filter	Total Cost
7¼x25x½	1		
7¼x34½x½	2		
8½x24½x1	1		
10x44x1	11		
13x53¾x1	2		
13½x65x1	44		
16x16x1	1		
16x25x1	4		
20x20x1	2		
20x38x1	2		
16x20x2	6		
16x25x2	3		
20x20x2	6		
20x25x2	2		
Rocky Hill	Quantity		
9x45½x1	2		
9x75½x1	34/68		
16x20x2	2		
16x25x2	10		
16x30x2	8		
20x25x2	16		
Block 4 Total			

Block 5

Beaumont	Quantity	Cost per each filter	Total Cost	West Haven	Quantity	Cost per each filter	Total Cost
6x6x1	50			5½x5½x1	23		
12x50x1	12			12x50x1	46		
12x55x1	88			14x20x1	1		
20x20x1	4			20x38x1	2		
20x25x1	1			15x20x2	8		
16x25x2	12			16x25x2	8		
16x30x2	2			20x25x2	2		
20x25x2	2			20x30x2	2		
Maynard	Quantity			Northwest	Quantity		
10x41½x½	1			14x20x1	2		
10x48x½	2			16x25x1	3		
16x20x1	1			20x20x1	14		
20x22x1	4			20x30x1	13		
20x20x2	26			16x20x2	24		
20x25x2	6			16x25x2	43		
20x30x2	4			20x20x2	20		
				20x24x2	10		
				20x25x2	21		
West View	Quantity			20x30x2	8		
8x8x1	1						
8x16x1	12						
10¼x30x1	24			Pleasant Ridge	Quantity		
12x49x1	2			20x20x1	2		
20x22x1	1			16x30x2	2		
20x38x1	2			20x20x2	4		
15x20x2	8			20x25x2	58		
16x30x2	2			20x30x2	1		
20x25x2	3						
20x30x2	1			Norwood	Quantity		
				9x24¾x1	6		
				10x10x1	1		
Lonsdale	Quantity			12x50x1	2		
5½x16½x1	5			16x20x1	2		
10x50x1	10			16x24x1	54		
16x20x1	1			18x20x1	2		
20x20x1	5			20x20x1	6		
20x25x1	1			20x38x1	4		
20x30x1	3			23x30x1	1		
15x20x2	8			16x25x2	4		
20x20x2	2			16x30x2	4		
20x25x2	36			20x25x2	12		
20x30x2	10			20x30x2	4		
Sam E Hill	Quantity			Sterchi	Quantity		
5½x11x1	21			20x38x1	2		
10x50x1	42			20x20x2	2		
12x24x1	1			20x25x2	67		
16x20x1	8						
20x20x1	5						

Block 5 continued

Inskip	Quantity	Cost per each filter	Total Cost	Sequoyah	Quantity	Cost per each filter	Total Cost
5½x11x1	21			20x30x1	16		
10x50x1	42			16x20x2	12		
14¾x19¾x1	8			16x25x2	4		
20x38x1	4			16x30x2	2		
20x20x2	2			18x24x2	8		
20x25x2	6			20x20x2	2		
20x30x2	4			20x25x2	41		
				24x24x2	6		
Pond Gap	Quantity						
9x23x½	1			Ft Sanders	Quantity		
9x31x½	3			9x31¾x½	6		
10x60¾x1 inserts	7			13½x27½x1	16		
17x23x1	1			15½x29½x1	6		
18x24x1	11			16x25x2	6		
19x26½x1	6			16x30x2	15		
16x20x2	12			20x25x2	4		
16x25x2	20			20x30x2	6		
19x26x2	4						
20x20x2	46			Maintenance Buildings	Quantity		
20x25x2	20			16¼x17¼x1 inserts	12		
20x30x2	10			16x21x1	1		
				16x25x1	3		
West High	Quantity			20x20x1	12		
10x30x1	1			20x20x1 ring panels	12		
11x45x1	1			20x25x1	1		
13x40½x1	1			24x24x1	1		
13x53x1	21			24x30x1	1		
13x65x1	15			30"x90"x1" o/w ROLL	2		
13x77x1	5			36x84x1 blankets	4		
14x24x1	2			35¾x48x1 inserts	1		
14x30x1	2			16x20x2	6		
16x30x1	1			16x25x2	2		
16x36x1	1			20x20x2	2		
20x20x1	9			20x25x2	33		
20x20x1 Pleated	2			20x30x2	4		
21¾x23½x1 Pleated	1						
24x36x1	1			Lincoln Park CTE	Quantity		
12x24x2	1			15¼x41½x1	1		
16x20x2	10			20x20x1	8		
16x25x2	34			20x25x1	4		
16x30x2	2			20x30x1	1		
18x25x2	2						
20x20x2	26			Ft Sanders	Quantity		
20x25x2	66			9x31¾x½	6		
20x30x2	10			13½x27½x1	16		
20x35x2	12			15½x29½x1	6		
25x36x2	2			16x25x2	6		
				16x30x2	15		
				20x25x2	4		
				20x30x2	6		
Block 5 Total							

Block 6

Ridgedale	Quantity	Cost per each filter	Total Cost	Powell Elementary	Quantity	Cost	Total Cost
16x20x1	1			7½x21x1	5		
20x20x1	7			8x8x1	14		
16x25x2	4			12x50x1	28		
18x28x2	2			16x25x1	6		
20x20x2	2			20x22x1	1		
20x25x2	10			16x25x2	3		
				16x30x2	22		
Karns Elementary	Quantity			20x25x2	46		
10x60¾x1 inserts	69			20x30x2	8		
18½x21x1	3			22x36x2	2		
20x20x1	8						
24x24x1	1			Powell Middle	Quantity		
16x20x2	20			9¼x25x1	3		
16x25x2	56			19½x19½x1	34		
18x25x2	7			16x20x2	48		
20x20x2	52			16x25x2	4		
20x25x2	46			20x20x2	12		
20x30x2	27			20x25x2	130		
				20x37x2	1		
Karns Middle	Quantity			16x20x4	16		
20x20x1	9			20x25x4	6		
23¾x23¾x1	23						
24x27½x1	16			Powell High	Quantity		
16x20x2	119			5½x11x1	19		
16x25x2	8			10x50x1	38		
18x24x2	18			16x20x1	4		
20x20x2	43			16x25x1	2		
20x25x2	84			20x20x1	1		
				20x25x1	12		
Karns High	Quantity			20x30x1	2		
8¾x24¾x1	6			23¾x29¾x1	5		
8¾x33½x1	10			24x24x1	4		
8¾x42¾x1	6			16x20x2	37		
8¾x19¾x1	34			16x25x2	59		
8¾x60¾x1	6			18x25x2	4		
20x20x1	2			20x20x2	24		
15¼x53½x1	25			20x25x2	42		
15¼x65¼x1	3			20x30x2	2		
15¼x77½x1	51						
15½x41½x1	8						
16x20x1	1						
16x20x2	69						
16x25x2	126						
20x20x2	46						
20x25x2	13						
20x30x2	2						
25x30x2	12						
Block 6 Total							

Block 7

Adrian Burnette	Quantity	Cost per each filter	Total Cost	East Knox	Quantity	Cost per each filter	Total Cost
10x60½x1 inserts	11			16x20x1	24/48		
16x20x2	4			16x25x2	4		
16x25x2	8			16x30x2	2		
16x30x2	2			18x20x2	3		
20x20x2	4			20x20x2	11		
20x25x2	50			20x25x2	44		
20x30x2	4						
20x38x2	4			Ritta	Quantity		
22x36x2	2			17x23½x1	91		
				20x20x1	2		
Gibbs Elementary	Quantity			20x34x1	1		
20x20x1	54			16x20x2	3		
16x20x2	6			16x25x2	5		
20x20x2	8			20x20x2	5		
20x25x2	84			20x24x2	1		
16x20x4	2			20x25x2	11		
20x25x4	15						
				Shannondale	Quantity		
Gibbs High	Quantity			16x25x2	17		
5½x16½x1	56			18x25x2	14		
7¼x30½x½	1			20x20x2	12		
7¼x34x½	1			20x25x2	44		
10x40x1	2			20x30x2	4		
10x50x1	112						
16x20x1	1			Richard Yoakley	Quantity		
16x25x1	6			20x25x1	1		
20x20x1	1			16x30x2	1		
20x25x1	3			20x20x2	4		
20x30x1	1			20x25x2	28		
15x20x2	8			20x30x2	7		
16x20x2	16						
16x25x2	8			Belle Morris	Quantity		
18x25x2	4			8¾x24½x1	8		
20x20x2	16			14x24x1	38		
20x25x2	27			14x30x1	19		
20x30x2	4			15¼x77½x1	10		
				12x24x2	2		
Corryton	Quantity			16x20x2	32		
16x24x1	1			20x20x2	8		
20x30x1	2			20x24x2	2		
16x25x2	6			20x25x2	6		
16x30x2	4			20x30x2	4		
20x20x2	20						

Block 7 continued

Gibbs Middle	Quantity	Cost per each filter	Total Cost
16x20x2	16		
16x25x2	68		
20x20x2	54		
20x25x2	93		
20x30x2	8		
24x30x2	6		
Gibbs CTE	Quantity		
7¼x30½x½	4		
8x8x1	16		
12x50x1	32		
20x20x1	4		
16x25x2	4		
18x25x2	12		
20x25x2	10		
20x30x2	24		
Block 7 Total			

Block 8

Brickey McCloud	Quantity	Cost per each filter	Total Cost	Ft City	Quantity	Cost per each filter	Total Cost
20x20x1	2			10x24x1	3		
16x25x2	14			16x25x1	1		
20x20x2	16			20x20x1	3		
20x25x2	120			16x25x2	9		
20x30x2	6			20x25x2	2		
16x25x4	3						
20x25x4	6			Halls High	Quantity		
				5½x11x1	4		
Copper Ridge	Quantity			7½x30¾x½	3		
20x38x1	2			7½x31½x½	4		
20x30x1 Pleated	1			9x23x½	1		
16x20x2	2			10x49x1	8		
16x25x2	2			14x20x1	1		
16x30x2	4			16x20x1	1		
20x20x2	10			16x25x1	4		
20x25x2	43			20x20x1	18		
20x30x2	2			20x25x1	3		
				20x30x1	2		
Halls Elementary	Quantity			14x20x2	8		
8x33¾x1	6			16x20x2	32		
10x10x1	13			16x25x2	88		
12x55x1	26			16x30x2	2		
19½x19½x1	47/94			18x20x2	6		
16x20x2	16			18x28x2	2		
16x25x2	6			20x20x2	36		
20x20x2	16			20x25x2	32		
20x25x2	8						
16x25x4	1						
				Gresham	Quantity		
Halls Middle	Quantity			16x20x1 pleated	4		
7½x30¾x½	2			16x25x1	1		
10x24x1	3			20x20x1	5		
11½x19½x½	2			20x22x1	5		
16x20x1	32			16x20x2	24		
16x25x1	14			16x25x2	12		
20x20x1	1			18x18x2	1		
16x20x2	5			18x20x2	11		
16x25x2	20			18x25x2	23		
16x30x2	4			20x30x2	2		
20x20x2	17						
20x25x2	45						
Christenberry	Quantity						
16x25x1	4						
20x20x1	3						
20x25x1	12						
12x20x2	5						
16x20x2	5						
18x18x2	8						
18x24x2	6						
20x24x2	10						
20x25x2	18						
20x30x2	1						
24x24x2	39						

Block 8 continued

Fulton High	Quantity	Cost per each filter	Total Cost	Central High	Quantity	Cost per each filter	Total Cost
9-1/4x22x1	4			8x18½x1	1		
14¾x24x1	1			8x44x1	2		
16x24x1	1			8¾x19¾x1	28		
16x25x1	4			8¾x24¼x1	15		
16x30x1	2			8¾x33¾x1	1		
17x30x1	1			8¾x42¼x1	3		
19x35x1	1			8¾x61¼x1	18		
19½x38x1	5			10x60¾x1	4		
20x20x1	159			12x20x1	28		
20x25x1	1			12x24x1	10		
20x30x1	1			12x30x1	33		
22x23¾x1 inserts	2			14x24x1	1		
24x32x1	1			14x30x1	1		
12x24x2	8			15¼x41½x1	2		
16x20x2	37			15¼x53½x1	18		
16x25x2	50			15¼x65½x1	19		
20x20x2	74			15¼x77½x1	7		
20x24x2	1			20x20x1	8		
20x33½x2	1			20x30x1	2		
24x24x2	23			14x25x2	2		
25x33½x2	9			16x20x2	13		
				16x24x2	4		
Whittle Springs	Quantity			16x25x2	13		
7¾x24¾x1	4			16x30x2	2		
7¾x43¾x1	3			20x20x2	31		
8x19¾x1	5			20x25x2	77		
8x22x1	2			20x30x2	4		
8x23¾x1	1						
8x24¾x1	2						
8x25x1	2						
8x44x1	1						
8¾x24½x1	1						
8¾x33¾x1	1						
8¾x42¾x1	6						
9x34x1	1						
10x36½x1	24						
10x48x1	2						
10x60¾x1	4						
12x20x1	2						
13x77x1	4						
14x24x1	9						
14x30x1	5						
16x25x1	2						
16x20x2	38						
16x25x2	14						
20x20x2	3						
20x25x2	10						
Block 8 Total							

***All filters in block 1 through block 8 must be MERV 10 and pleated filters.**

Attachment A

AFFIDAVIT OF COMPLIANCE

WITH

TENNESSEE CRIMINAL HISTORY RECORDS CHECK

TENNESSEE CODE ANNOTATED, SECTION 49-5-413

(To be submitted with bid by Contractor)

I, _____, President or other Principal

Officer of _____, swear or affirm that the
Name of Company

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

President or Principal Officer

For: _____
Name of Company

STATE OF TENNESSEE }
COUNTY OF _____ }

Subscribed and sworn before me by _____,

President or Principal Officer of _____,

On this _____ day of _____ 2_____.

Notary Public

My Commission expires: _____