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Request for Written Quotes

APARTMENT PAINTING SERVICES

Solicitation Number	Q1818
Due Date	March 1, 2018
Due Time	11:00 a.m. EST
Deliver Responses to	Knoxville's Community Development Corporation Procurement Division 901 N. Broadway Knoxville, TN 37917  <p>Note: Procurement is in a separate building behind the main office building.</p>
Electronic Copies	Electronic copies are available on KCDC's webpage or by email at purchasinginfo@kcdc.org .
May responses be emailed to KCDC	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Paper copies must also be provided, if the solicitation so indicates.
Solicitation Meeting	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Solicitation Meeting is Mandatory	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Solicitation Meeting Date	02-14-18
Solicitation Meeting Time	8:30 a.m.
Solicitation Meeting Location	KCDC's Board Room at 901 N Broadway in Knoxville, Tennessee 37917.
Questions About This Solicitation	Submit questions to purchasinginfo@kcdc.org .

Check KCDC's webpage for addenda and changes before submitting your response



General Information

1. **BACKGROUND AND INTENT**

- a. Knoxville's Community Development Corporation (KCDC) is the public housing and redevelopment agency for the City of Knoxville and for Knox County in Tennessee. KCDC's affordable housing property portfolio includes 20 sites with approximately 3,525 dwelling units. KCDC also oversees approximately 3958 Section 8 Vouchers, 82 Moderate Rehabilitation units and 20 Redevelopment areas. Several of the properties have transformed to the Project Based Rental Assistance program (PBRA) and KCDC is the management company for those sites. The properties for which KCDC is the management company include Five Points 1, LP; Lonsdale Homes, LP; Northridge Crossing, LP and The Vista at Summit Hill, LP.
- b. KCDC requires painting services from suppliers, providing all labor, materials and equipment necessary, to perform apartment painting services for KCDC's properties located within the City of Knoxville and two that are located in Knox County.

2. **CHANGES AFTER AWARD**

It is possible that after award KCDC will need to revise the service needs or requirements specified in this document. KCDC reserves the right to make such changes after consultation with the supplier. Should additional costs arise, the supplier must document increased costs. KCDC reserves the right to accept and negotiate these charges.

3. **CODES AND ORDINANCES**

All work covered is to be done in full accord with national, state and local codes and ordinances and orders that are in effect at the time the work is performed.

4. **CONTACT POLICY**

The supplier may not contact an officer, agent or employee of KCDC other than the KCDC's Procurement Division about matters pertaining to this solicitation, from the issuance of this solicitation until its award. Information obtained from an unauthorized officer, agent or employee of KCDC will not affect the risks or obligations assumed by the supplier or relieve the supplier from fulfilling any of the conditions of the project. Such contact can disqualify the supplier from participation in the solicitation process.

5. **DAMAGE**

The awarded supplier is responsible for any and all damage to buildings, equipment, grounds, premises and all other types of potential damage resulting from the provision of the services requested herein.

6. **EMPLOYEES**

Supplier will:

- a. Allow only personnel thoroughly trained and skilled to work on the job.

- b. Have sufficient personnel to complete the work in a timely manner.
- c. Enforce strict discipline and good order among his/her employees.
- d. Provide at least one employee on every job assignment with the ability to speak, read, write and understand English so KCDC's staff can communicate effectively with them.
- e. Employ the quantity and quality of supervision necessary for both effective and efficient management at all times.
- f. Employees parking vehicles (whether corporately or privately owned) must ensure that company identification is on the vehicles. This may be by placards on the vehicle's side, laminated paper with the company name placed on the dashboard or other means approved by KCDC.

7. **ENTRANCE TO SITES**

Supplier's employees are not to be on KCDC premises unless they are working on a KCDC project. Acquaintances, family members, assistants or any person not working on KCDC's behalf will not accompany employees on KCDC sites.

8. **EQUIPMENT**

Supplier shall provide all necessary cleaning equipment, materials, supplies, et cetera needed for the performance of the work.

9. **EVALUATION**

KCDC will arrive at the "lowest and best" solution for the final award. This may not entail simply awarding to the supplier quoting the lowest cost. All responses are subject to a determination of "responsive" and "responsible" prior to award. KCDC is the sole judge as to supplier "responsiveness" and "responsibility." KCDC reserves the right to request additional information to assist in the evaluation process. This includes references and business capacity information.

10. **GENERAL INSTRUCTIONS**

KCDC does not insert "General Instructions to Suppliers" in solicitation documents. These instructions are at www.kcdc.org. Click on "Procurement" and the link to the instructions. The supplier's submittal means acceptance of the terms and conditions set forth in KCDC's "General Instructions to Suppliers."

11. **IDENTIFICATION**

The supplier's employees shall have proper identification displayed, at all times, while on KCDC property. All employees must wear a company uniform or have picture identification badges or other company identification at all times.

12. **INSURANCE**

The supplier shall maintain, at supplier's sole expense, on a primary and non-contributory basis, at all times during the life of the contract insurance coverages, limits and endorsements described herein. All insurance must be underwritten by insurers with an A.M. Best rating of A-: VI or better.

Upon award, the supplier shall provide Certificate(s) of Insurance to KCDC evidencing said insurance coverages.

The supplier agrees the insurance requirements herein as well as KCDC's review or acknowledgement, is not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the supplier under this contract.

- a. *Commercial General Liability Insurance:* occurrence version commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence for bodily injury, personal injury, property damage and products and completed operations. If such insurance contains a general aggregate limit, it shall apply separately to the work/location in this contract or be no less than \$2,000,000.

Such insurance shall contain or be endorsed to contain a provision that includes KCDC, its officials, officers, employees and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the supplier including materials, parts or equipment furnished in connection with such work or operations. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

The Additional Insured shall read "Knoxville's Community Development Corporation (KCDC)."

If necessary, umbrella/excess liability insurance can be used in conjunction with the general liability insurance to meet these requirements. Unless the umbrella/excess liability insurance provides coverage on a pure/true follow-form basis, or KCDC is automatically defined as an additional insured, the supplier shall add by endorsement, KCDC its officials, officers, employees and volunteers as an additional insured.

- b. *Automobile Liability Insurance:* including vehicles owned, hired and non-owned, with a combined single limit of not less than \$1,000,000 each occurrence. Such insurance shall include coverage for loading and unloading hazards.
- c. *Workers' Compensation Insurance and Employers Liability Insurance:* with statutory limits as required by the State of Tennessee or other applicable laws.
- d. *Pollution Liability Insurance:* pollution liability coverage, providing defense and indemnity coverage for bodily injury, property damage and environmental investigation and clean-up costs for pollution conditions arising from the supplier's operations. Limit of liability not less than \$1,000,000 each occurrence and \$2,000,000 annual aggregate. The policy shall include a minimum three (3) year Discovery (tail) reporting period, and a Retroactive Date that equals or precedes the effective date of this contract or the performance of work hereunder. Coverage may be provided on a per project basis.
- e. *Other Insurance Requirements:* Supplier shall:
 - 1. Upon award, furnish KCDC with original Certificates of Insurance and amendatory endorsements effecting coverage required by this section. Certificates of Insurance shall provide a minimum 30-day endeavor to notify KCDC of cancellation when available by supplier's insurance.

If the supplier receives a non-renewal or cancellation notice from an insurance carrier affording the required coverage, or receives notice that coverage no longer complies with the insurance requirements herein, supplier shall notify KCDC by email or fax within five (5) business days and provide a copy of the non-renewal for cancellation notice or written specifics as to which coverage is no longer in compliance.

The certificate holder address shall read:

Knoxville's Community Development Corporation
Attn: Contracting Officer
901 N. Broadway
Knoxville, TN 37917

2. Provide certified copies of endorsements and policies if requested by KCDC in lieu of or in addition to Certificates of Insurance.
3. Replace certificates, policies and endorsements for any such insurance expiring prior to completion of services.
4. Maintain such insurance from the time services commence until services are completed. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by KCDC as a material breach of contract.
5. Require all subcontractors to maintain during the term of the resulting contract commercial general liability insurance, automobile liability insurance and workers' compensation/employers liability insurance (unless subcontractor's employees are covered by contractor's insurance) in the same manor and limits as specified for the supplier with the exception of the following limits:

General Liability – limits of not less than \$1,000,000 each occurrence. If such insurance contains a general aggregate, it shall apply separately to the work/location for this contract or be no less than \$2,000,000.

Supplier shall furnish subcontractor(s)' Certificates of Insurance to KCDC without expense prior to subcontractor(s) commencing work.

6. Any deductibles and/or self-insured retentions greater than \$50,000 must be disclosed to and approved by KCDC prior to the commencement of services. Use of large deductibles and/or self-insured retentions will require proof of financial ability as determined by KCDC.

- 7. Provide a waiver of subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, the policy should be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This waiver of subrogation requirement shall not apply to any policy which includes a condition specifically prohibiting such an endorsement, or voids coverage should contractor enter into such an agreement on a pre-loss basis.
- 8. All policies must be written on an occurrence basis.
- f. Right to Revise or Reject: KCDC reserves the right, but not the obligation, to review or revise any insurance requirement, not limited to limits, coverages and endorsements based on insurance market conditions affecting the availability or affordability of coverage; or changes in the scope of work / specifications affecting the applicability of coverage.
- g. No Representation of Coverage Adequacy: The coverages, limits or endorsements required herein protect the primary interests of KCDC, and the supplier agrees in no way should these coverages, limits or endorsements required be relied upon when assessing the extent or determining appropriate types and limits of coverage to protect the supplier against any loss exposures, whether as a result of the project or otherwise.
- h. Once KCDC sends the successful supplier the notification of intent to award, the supplier is required to provide a Certificate(s) of Insurance evidencing coverage as required above within the timeline detailed noted below. Failure to comply within the set timeframe may constitute unresponsiveness and KCDC reserves the right, at its sole discretion, to reconsider the award.

KCDC has determined the following timeline applies to this solicitation:

General Services:	7 calendar days	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Construction Services	15 calendar days	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

13. **INVOICING/ORDERING**

- a. Until a purchase order is in place, **work is not to be performed** nor are goods to be delivered. KCDC does not have a legal obligation to pay for the work performed prior to the issuance of a purchase order.
- b. Suppliers must submit invoices within 90 days of the delivery of goods or services. KCDC may deny invoices submitted after the 90-day threshold. KCDC prefers invoices arrive within 10 days following the end of the month in which delivery of the goods or services occurred.

- c. KCDC's purchases of goods are exempt from Tennessee sales and use tax pursuant to Tennessee Code Annotated 67-6-329(a) (4) and KCDC is generally exempt from the Federal Excise tax. Suppliers are subject to Tennessee sales and use tax on all materials and supplies used in the performance of a contract, whether such materials and supplies are purchased by the supplier, produced by the supplier, or provided to the supplier by KCDC, pursuant to Tennessee Code Annotated 67-6-209. The supplier will pay all taxes incurred in the performance of an awarded contract. Upon the placement of a purchase order or the award of a contract, KCDC will provide a State of Tennessee Sales Tax Exemption form to the supplier. KCDC will not pay taxes on invoices.
- d. KCDC pays by electronic transfer (ACH) only.

14. **LENGTH OF AWARD**

The length of the contract will initially be 12 months with four optional one-year renewals that KCDC may exercise at its discretion.

15. **LICENSURE**

Suppliers must possess and maintain proper licensure from the State of Tennessee and all other authorities having jurisdiction throughout the term of this award. City and County licenses may be required - it is your responsibility to obtain such required licenses.

The Executive Director of the State Licensing Board has ruled that the prime supplier must have one of the following licenses for this project:

- BC
- BC-11
- BC-A
- BC-B
- BC-b (sm)

As far as an acceptable monetary limit, the total bid would need to be within the supplier's limit and the work orders issued for the duration of the contract cannot not exceed this limit.

16. **PERMITS**

The supplier shall obtain and pay for or cause its subcontractors to obtain and pay for all permits required to complete required work. In addition, supplier shall arrange, schedule and pay for or cause its subcontractors to arrange, schedule and pay for all required final inspections by state, local or independent certified inspecting authorities necessary for issuance of all required KCDC utilization permits for the work.

17. **PRICE STRUCTURE**

- a. At the end of each twelve month period, the awarded supplier may request a change to the percentage and/or specific item charged to KCDC for approval. The supplier must provide proof of increased cost to the Procurement Division. Suppliers may lower prices at any time with or without notice. KCDC will decide whether to accept a price increase. If the price increase is accepted, the bid file will be so noted. If the price increase is not accepted, the supplier may:

1. Continue with the existing pricing.
2. Suggest an alternative price increase.
3. End the award.

b. KCDC does not pay fuel surcharges.

18. **QUESTIONS**

Send direct questions pertaining to this document to purchasinginfo@kcdc.org with “Painting Services” in the subject line, at least five days prior to the due date.

19. **RENOVATION, REPAIR AND PAINTING RULE**

Suppliers performing renovation, repair and painting projects that disturb lead-based paint in homes, childcare facilities and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination. When work is occurring at a site, the supplier must submit proof of the applicable certification before commencing work. The supplier will keep such certification current throughout the life of the award.

To the best of KCDC’s knowledge RRP applies to this work (at some sites): Yes No

Additional information is at:

1. HUD’s website:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/training/rrp/rrp
2. State of Tennessee’s website: <http://www.state.tn.us/environment/swm/leadpaint/>

20. **REPRESENTATIONS**

By submitting a response, the supplier represents and warrants:

- a. That the supplier is financially solvent and that it is experienced in and competent to perform the type of work, and/or to furnish the personnel, plans, materials, supplies or equipment to be performed or furnished by it; and
- b. That the supplier is familiar with all federal, state, municipal and county laws, ordinances and regulations, which may in any way affect the work of those employed therein, including but not limited to any special acts relating to the work or to the project of which it is a part; and
- c. That the supplier has carefully examined the plans, the specifications and the worksites and that from its own investigations, has satisfied itself as to the nature and location of the work, the character, quality, quantity of surface and subsurface materials likely to be encountered, and character of equipment and other facilities needed for the performance of the work, the general and local conditions and all other materials which may in any way affect the work or its performance.

21. REQUIREMENTS CONTRACT

- a. Any agreement resulting from this solicitation will be an “open-end” type of agreement and there is no guarantee that any specified or minimum level of services will be required by KCDC or provided by the supplier.
- b. Supplier understands that KCDC intends to use the successful supplier for these products or services but that KCDC reserves the right to purchase these products or services elsewhere if it is in KCDC’s best interest.

22. SAFETY AND OSHA GUIDELINE COMPLIANCE

- a. The supplier is responsible for providing and placing barricades, tarps, plastic, flag tape and other safety/traffic control equipment to protect the public, surrounding areas, equipment and vehicles.
- b. The safety of staff and the public is of prime concern to KCDC and all costs associated are the responsibility of the supplier.
- c. The supplier shall ensure that its employees exercise all necessary caution and discretion to avoid injury to persons or damage to property.
- d. The supplier will protect all buildings, appurtenances and furnishings from damage. The supplier shall, at his expenses, repair such damages (or replace the items) by approved methods to restore the damaged areas to their original condition.
- e. Supplier shall use caution signs as required by OSHA Regulation 1910.144 and 1910.145 at no cost to KCDC. Caution signs shall be on-site at commencement of contract.
- f. Supplier shall comply with all other OSHA and TOSHA safety standards that apply.
- g. Supplier will leave Safety Data Sheets (SDS) when installing/applying covered items. Suppliers must be certain the manufacturer properly labels (including the appropriate hazardous material symbols) all products.
- h. Supplier will not dispose of paint at or on KCDC’s property including by pouring paint down drains.

23. SECTION 3 OF THE HUD ACT OF 1968

Section 3 is a provision of the Housing and Urban Development Act of 1968 which requires that programs of direct financial assistance administered by the U.S. Department of Housing and Urban Development (HUD) provide, to the greatest extent feasible, opportunities for job training and employment to lower income residents in connection with projects in their neighborhoods. Further, to the greatest extent feasible, contracts in connection with these projects are to be awarded to local businesses. Section 3 is a tool for fostering local economic development, neighborhood economic improvement and individual self-sufficiency.

- a. Recipients and suppliers must make a good faith effort to utilize Section 3 area residents as trainees and employees in connection with the project. Targeted recruitment and the selection of Section 3 area residents for available positions are two examples of good faith efforts to meet this requirement.
- b. Recipients and suppliers must make a good faith effort to award contracts to Section 3 business concerns for work in connection with the project. An example of a good faith effort to meet this requirement is the implementation of an affirmative action plan, which includes targets for the number and dollar value for awarding contracts to Section 3 business concerns.
- c. Recipients and suppliers must keep records and submit reports to HUD documenting the good faith efforts taken and the results of these actions. Examples of such documentation include letters to community organizations, employment development and business development centers, copies of solicitations for bids or proposals; and copies of affirmative action plans.
- d. How can businesses find Section 3 residents to work for them? This can be accomplished by recruiting in the neighborhood and public housing developments to tell about available training and job opportunities. Distributing flyers, posting signs, placing ads and contacting resident organizations and local community development and employment agencies to find potential workers are a few effective ways of getting jobs and people together.
- e. All contracts awarded are subject to Section 3 requirements. Supplier shall seek to fill any and all position that are needed and unfilled with residents of KCDC communities. For additional information, please go to <http://www.hud.gov/offices/fheo/section3/Section3.pdf>. The successful supplier will supply KCDC with job announcements for any position that must be filled as a result of the award of KCDC work. Additionally the successful supplier will supply the same job announcement to the Knoxville-Knox County Committee Action Committee's Workforce Connections group. These can be faxed to 865-544-5269.
- f. A Section 3 resident is one who lives within a public housing authority's site. It is also people who live in an area with a HUD assisted program and whose income is below HUD's low income requirements.
- g. A Section 3 business is one that:
 - 1. Is at least 51% owned by a Section 3 resident; or
 - 2. Employs Section 3 residents for at least 30% of its employee base; or
 - 3. Makes a commitment to sub contract at least 25% of the project's dollars to a Section 3 business.
- h. Upon award, the successful supplier will supply two documents to KCDC:
 - 1. A Section 3 Business determination (forms supplied by KCDC) if not already on file.
 - 2. A Section 3 Business plan for this work.

24. **SECURITY**

- a. The successful supplier is responsible for providing (if necessary) any and all security to equipment, materials, personnel, tools and the site that are required for this job. KCDC is not responsible for damage or losses to equipment, materials, personnel, tools or the site.
- b. The successful supplier will secure doors, windows and other points of entrance when leaving KCDC's apartments, duplexes and other units. Failure to do makes the supplier liable for losses and damages.

25. **STORM WATER AND STREET ORDINANCES**

The City of Knoxville's Storm Water and Street Ordinances apply to this solicitation. The successful supplier will comply with all aspects of the City's ordinances. Two of KCDC's properties are outside the City limits (Autumn Landing and Nature's Cove) and Knox County's storm water ordinances apply. The supplier will adhere to those standards at these sites. Compliance includes but is not limited to:

- a. Retaining all sediments on the project site using structural drainage controls. Drainage control costs are incidental to the work.
- b. Not discharging any construction or demolition related materials, wastes, spills or residues from the project site to streets, drainage facilities or adjacent properties by wind or runoff.
- c. Containing non-storm water runoff from equipment and vehicle washing and any other activity at the project site.
- d. The successful supplier is responsible for all work, remediation, repair and monetary penalties or fines arising out of a Notice of Violation of the City of Knoxville's or Knox County's Storm water and Street Ordinances. The supplier will be charged costs KCDC incurs to install structural drainage controls or remedy a Notice of Violation. KCDC shall also charge a \$50 fee per violation for related administrative costs.

26. **SUBCONTRACTORS**

Subcontractors must:

- a. Be approved by KCDC prior to beginning work.
- b. Carry the insurance coverages as outlined herein.
- c. Comply with the Davis Bacon requirements and submit certified payrolls or other approved documentation.
- d. Not be on HUD's Debarment List.
- e. Not be changed without KCDC's permission.

27. USE OF SOLICITATION FORMS

Suppliers are to complete the solicitation forms contained in the solicitation package. Failure to complete these forms may result in rejection of your response. Do not alter the solicitation forms without KCDC’s approval. KCDC requests that suppliers use the MS Word version of the pricing pages to eliminate difficulties in reading handwritten text.

28. UTILITIES

- a. When work is at or in its apartments, KCDC does not normally supply utilities for suppliers because the residents pay their own utility bills. In such cases, the supplier will arrange for any necessary utilities.
- b. When work is at its office areas and other non-resident locations, KCDC will normally provide utilities for suppliers as long as they are currently available at the area.
- c. The supplier must ascertain the availability of utilities for this work prior to submitting a bid.

29. WAGE COMPLIANCE

The successful supplier will be required to submit certified wage compliance forms once per month. Failure to do so will be sufficient cause for withholding payment and/or termination of the contract. Additionally, periodically KCDC will have to “interview” one or more of your employees while they are on site working. These are brief interviews that usually last around two minutes.

- a. Two forms are used:
 - 1. Employee Statement of Time/Wage Skilled Labor/Employee Statement of Time/Wage Unskilled Labor.
 - 2. Certification of Wage Compliance.

These forms and completion instructions will be supplied to the successful supplier.

- b. The minimum rates are:

Title	Hourly Rate	Fringe Benefit	Or a Total Wage of at Least
Carpenter	\$11.72	\$3.28	\$15.00
Concrete Finisher	\$10.01	\$0.00	\$10.01
Custodian	\$ 6.99	\$1.96	\$8.95
Electrician	\$11.72	\$3.28	\$15.00
Elevator Technician	\$11.72	\$3.28	\$15.00
Equipment Operator I	\$10.76	\$3.01	\$13.77
Equipment Operator II	\$11.72	\$3.28	\$15.00
Grounds Maintenance Specialist	\$ 7.62	\$2.13	\$9.75
Housing Craftsman I	\$10.76	\$3.01	\$13.77

Housing Craftsman II	\$11.72	\$3.28	\$15.00
HVAC Laborer	\$ 8.31	\$2.33	\$10.64
HVAC Technician	\$11.72	\$3.28	\$15.00
Laborer	\$ 7.62	\$2.13	\$9.75
Mower	\$ 7.62	\$2.13	\$9.75
Painter	\$10.76	\$3.01	\$13.77
Pest Control Technician	\$ 8.31	\$2.33	\$10.64
Plasterer	\$11.72	\$3.28	\$15.00
Plumber	\$11.72	\$3.28	\$15.00
Plumber's Assistant/Helper	\$ 9.87	\$2.76	\$12.63
Pressure Washer	\$ 8.31	\$2.33	\$10.64
Roofer	\$13.00	\$0.00	\$13.00
Skilled Laborer	\$ 8.31	\$2.33	\$10.64
Welder	\$11.72	\$3.28	\$15.00

- c. Understand that the tools of the trade is what makes the determination-job titles assigned by the supplier do not impact the appropriate Department of Labor title or minimum pay rate. If the work dedicates additional classifications not shown, the supplier cannot make the work fit into one of the above categories. In such cases, the supplier will request, through KCDC, additional classifications.
- d. These requirements apply to all subcontractors used by the successful supplier.

30. **WORK HOURS**

Acceptable work hours are Monday through Saturday from 7:30 a.m. until 4:00 p.m. However the supplier must understand KCDC's staff will not be on site or readily available after 4:00 p.m. during the workweek nor at all on Saturdays. Work on Sundays or holidays requires KCDC's advance approval.

Scope of Work

31. **GENERAL REQUIREMENTS**

The supplier shall furnish all equipment and material, and it shall be commercial quality from a regular product line to complete the work described herein.

32. **CALL BACK SERVICE**

Upon written notice from KCDC, the supplier must, without charge, promptly and properly replace all improper work and material that may become apparent within one-year from the date of acceptance by the KCDC. Call back service for previous repairs or maintenance will at no additional cost to the KCDC.

33. **CHARGES**

KCDC will not pay "portal" or "travel" charges. Costs to KCDC will start when workers arrive on KCDC property. Charges to KCDC will cease when workers leave KCDC property.

34. **CLEAN-UP AND PRECAUTIONS**

- a. Supplier shall remove all rubbish from a KCDC job at his expense. Supplier will not put trash, paint buckets or other debris in KCDC dumpsters or other trash facilities.
- b. Supplier will complete all clean-up requirements before payment for a job occurs.
- c. Supplier will complete all work at the convenience and safety of the occupants. If there are occupant complaints about fumes, smells, et cetera, the supplier shall be required to immediately cease work and ventilate the area until the problem is corrected. The supplier will reschedule the work at a time suitable to the occupants or devise a ventilation method that eliminates the problem. Any remedy used by the supplier is at no additional cost to KCDC.
- d. Supplier will protect the set up area from damage to surface of grounds. Supplier will take extra precaution as not to damage surrounding building walls, landscaping, parking lots, and sidewalks.
- e. At completion of each assigned job, the supplier shall also remove any drippage of paint or finishes from all walls, windows, floors and finished surfaces that were not present before work commenced. Failure to do so will result in KCDC having the work done and then charging it to the supplier.
- f. Supplier shall make every effort to prevent accidental spilling of paint materials. In the event of such spill, the supplier shall immediately remove all spilled materials and clean to the original condition prior to this spillage.
- g. When using solvents for cleaning brushes or other chemicals, the supplier is required to capture or save the used chemicals for disposal as a hazardous waste. The cost of disposal is entirely the responsibility of the supplier. At no time shall the supplier improperly dispose of solvents or chemicals by dumping them into the sewer system or on the ground.

35. **INSPECTION**

- a. Prior to invoicing for the work, the supplier will inspect the "completed" unit for adherence to the specifications and general standards of professional work. KCDC desires for the supplier to develop a checklist that will be used for each job to make it easy to determine if all work is complete.
- b. Upon completion of painting the unit(s), the supplier is responsible for having the Maintenance Supervisor or Asset Manager or other manager selected staff approve the work completed. The Asset Manager and Maintenance Supervisor are the only two individuals who can approve payment for work and sign the invoice. Supplier is to indicate on the invoice, the address of unit painted the name of the property, the bedroom size of the unit, and any other relevant information. The supplier will present the signed inspection sheet to KCDC's representative along with the invoice.

36. **LABOR CHARGES**

- a. Suppliers shall include all costs (overhead, insurance, workmen's compensation, unemployment insurance, social security, routine supplies and materials, et cetera) in the hourly rate.
- b. Additional truck mileage charges are not permissible.

37. **PAINT APPLICATION**

- a. Supplier shall store, handle, mix, thin and apply all materials according to the manufacturer's specifications. Additionally the supplier shall comply with all applicable government regulations in storing, handling, mixing, thinning and applying materials.
- b. Install materials in accordance with manufacturer's instructions. Install material in proper relation with adjacent construction and with uniform appearance. Clean and prime area as recommended by manufacturer.
- c. Supplier shall provide all equipment necessary to accomplish the work safely. This includes electricity and water if they are not available on site.
- d. Supplier shall thoroughly stir all paints before removal from the containers and then keep them stirred while used.
- e. All paint in any one-paint coat shall be hard and dry through the entire paint film before the next coat is applied. In no case shall the elapsed time between the application of the successive coats of paint to any surface be less than that recommended by the paint manufacturer.
- f. The paint's application coverage rate shall not exceed the maximum rate recommended by its manufacturer.
- g. All coated surfaces shall be free of all dust, dirt and contamination before the application of succeeding coats and shall be as per manufacturer's specifications.
- h. Only use skilled painters for the work. Finished surfaces shall not show brush marks or other irregularities.
- i. All coats shall have uniform thickness and be free of runs, drips, sags, bubbles, pinholes, ridges, laps and variations in color or texture. Separate coats shall conform to the dry film thickness specified and shall have a distinguishable color difference from the preceding or subsequent coats.
- j. Supplier may roll or spray paint on all textured or plaster surfaces, provided supplier complies with all other requirements herein. However each site manager may choose whether or not to allow spraying. If spraying is allowed, the supplier must take all precautions to prevent overspray. Any overspray will be remediated before KCDC authorizes payment.
- k. The supplier shall paint the top, side and bottom edges on all doors.

- I. Provide and post "Wet Paint" signs to protect newly painted surfaces.

38. PAINTS TO BE USED

KCDC has established quality and control criteria for the paint used in its facilities. Supplier shall use the approved paints (or approved equals) shown below for servicing this contract. They are available at Pittsburgh Coatings.

Wall and Ceilings	Speedhide Pro-EV Interior Enamel Latex Semi-Gloss 12-510
	Speedhide Pro-EV Interior Enamel Latex Eggshell
Exterior Doors at High Rise Towers	Breakthrough 250 I/E Gloss WB
Exterior Doors at Family Style Units	Breakthrough 250 I/E Gloss WB or Pitt-Tech Plus DTM
Exterior Stain or Semi-Gloss Latex House Paint	PPG-72 Line

39. PERMITS

The supplier will be responsible for obtaining all required permits. KCDC will reimburse for the cost of all required permits.

40. PROTECTION

All surfaces, floors and KCDC property not to be textured or painted shall be completely protected at all times. Furniture, floors, surfaces and other KCDC property must be protected by covering with drop cloths or other type of covering, moving, masking or employing detailed application methods. Any dropped paint shall be removed.

41. SIZES OF AREAS TO BE PAINTED

Apartment Size	Average Square Footage of the Floor Area	*Average Square Footage of the Wall Area	Average Number of Apartments Painted Per Year
0 Bedroom (Efficiencies)	370	1,250	182
1 Bedroom	600	1,800	182
2 Bedroom	770	2,290	228
3 Bedroom	980	2,820	136
4 Bedroom	1,160	3,000	91
5 Bedroom	1,300	3,780	91
TOTAL			**910

- a. Various two and three bedroom apartments at Lonsdale Homes, North Ridge Crossing, Vista, and Mechanicsville may have the equivalent square footage to a four or five bedroom apartment due to the redesign.
- b. The apartments at Nature’s Cove and Autumn Landing are to be compared to Montgomery Village’s 1, 2, 3, and 4 bedroom apartments.

- * Includes average wall and ceiling area
- ** 15% of units occupied, 85% vacant apartments

42. **SURFACE PREPARATION**

- a. Suppliers are responsible for the proper preparation of surfaces prior to painting which may include the removal of staples, tape or other adhesive materials as well as cleaning areas (i.e. jams and door facing) where accumulations of dirt, grease or grime may prevent proper paint adhesion.
- b. Supplier shall patch cracks and defects in walls, including nail holes, before painting. Supplier shall scrape all loose or scaly paint before painting.
- c. Wall surfaces shall have all drywall nails/screws filled, seams properly taped, scratched and sanded prior to the application of texture and paint.
- d. Outside corners shall have metal corner bead installed prior to taping and floating (unless otherwise instructed).
- e. Existing textured walls shall have all voids, cracks, holes, et cetera filled with a compatible material and be clean, dry and free of dirt/dust prior to the application of primer, texture and paint.
- f. Plaster wall surfaces are to be cleaned, dry and free of dirt and dust, and all voids filled with a compatible material prior to the application of paint. These surfaces will not receive texture.
- g. All exterior surfaces, except windows, are to be pressure cleaned to remove dirt, stain and mildew prior to painting.
- h. The doors, frames and trim are to be properly sanded and prepped prior to the application of any enamel paint.
- i. Supplier will cover all electrical plates, plug-ins, sprinkler heads and smoke detectors, et cetera prior to painting to prevent damage or accidental painting.

43. **SUPPLIER SERVICE TICKETS**

Supplier will leave a service ticket (provided by KCDC) on site with the Senior Asset Manager or Asset Manager at the completion of each service provision day to KCDC. If these are not left on site, KCDC has the right to withhold payment.

44. **TURNAROUND TIME**

KCDC will give the supplier a two-business day notice of the date the unit is scheduled for painting. However, supplier shall completely paint units on the day they are scheduled.

45. **OTHER**

- a. Appliances and furniture are to remain in the unit and covered with a protective covering.

- b. Address large holes with the Senior Asset Manager on the walk through of the unit prior to painting. Senior Managers and the supplier will decide additional costs prior to work commencing.
- c. Clean any excess paint from areas where it should not be.
- d. Walls may need a stain blocker applied in some cases. This will be determined at the walk through of the unit prior to painting. Senior Managers and the supplier will decide additional costs prior to work commencing.
- e. Popcorn ceilings must be sprayed for any application of paint or stain blocker.
- f. Supplier shall apply paint to walls by rolling or spray method.
- g. The supplier is responsible for damages that occur while moving items or painting.
- h. There shall be a minimum of two painters in each apartment at all times.
- i. Some units (especially high-rise units) have sprinkler heads. These must not have any paint on them. If the supplier damages sprinkler heads, it will be supplier's responsibility to have sprinkler heads replaced by KCDC'S authorized supplier.
- j. KCDC has the right to refuse painters sent by the supplier if their previous work is unsatisfactory.
- k. Supplier will remember to completely paint all assigned units (not forgetting areas such as window sills) and not forgetting to remove all tape when the job is completed.
- l. All KCDC units that have been converted (and those that will convert) to PBRA will be painted as described below:
 - Ceilings are to be white in an eggshell sheen.
 - Walls are to be painted as like color in eggshell or semi-gloss. Colors will vary from property to property.
 - Interior doors and baseboard are to be painted white in a semi-gloss sheen or as like color. Colors will vary from property to property.

46. **SQUARE FOOTAGES**

The supplier must verify these dimensions since these are approximations.

Site	Square Feet
AUSTIN HOMES 3-6	
Buildings B, D, H: 1 Bedroom	552
Buildings E, K: 1 Bedroom	585
Buildings D, C, K, J: 2 Bedroom	855
Buildings F, G: 2 Bedroom	793
Buildings D, C, K, J: 3 Bedroom	945
Buildings B, H: 4 Bedroom	1,188
Building A: 5 bedroom	1,391
Autumn Landing 331	
1 Bedroom	738
2 Bedroom	738
3 Bedroom	1,190
4 Bedroom	1,441
Cagle Terrace 3-10	
0 Bedroom	418
1 Bedroom	840
KHDC DUPLEXES 3-77	
2 Bedroom	840
3 Bedroom	965
ISABELLA TOWERS 3-18	
Low-Rise Type A: 0 Bedroom	363 (Porch)
Low-Rise Type B: 0 Bedroom	368 (No porch)
Low-Rise Type B: 0 Bedroom	560
High Rise: 0 Bedroom	349
LEE WILLIAMS DUPLEXES (Phase I & II) 3-29 and 3-29A	
1 Bedroom	843
LONSDALE HOMES 3-5	
1 Bedroom, lower	612
2 Bedroom, 2 story	774
3 Bedroom, 2 story	903
4 Bedroom, 2 story	1,157
LOVE TOWERS 3-7	
0 Bedroom	371
1 Bedroom	529
2 Bedroom	703
3 Bedroom	1,375
MECHANICSVILLE 3-21	
2 Bedroom	786
3 Bedroom	1,010
MECHANICSVILLE 3-95	
2 Bedroom	840
3 Bedroom	965
MONTGOMERY VILLAGE 3-13/14	

Site	Square Feet
Building A	
1 Bedroom, upper	547
1 Bedroom, lower	555
2 Bedroom, 2 story	784
3 Bedroom, 2 story	1,010
4 Bedroom, 2 story	1,144
Type S	
5 Bedroom	1,258
Nature's Cove 332	
1 Bedroom	624
2 Bedroom	768
3 Bedroom	1,120
4 Bedroom	1,134
NORTHGATE TERRACE 3-11	
0 Bedroom	382
1 Bedroom	525
1 Bedroom, 1 st floor	519 (1 unit)
2 Bedroom	874 (1 unit)
NORTH RIDGE CROSSING 3-12	
1 Bedroom, 1 floor	525
2 Bedroom, 1 floor	720
2 Bedroom, 2 story	754
3 Bedroom, 1 floor	890
3 Bedroom, 2 floors	940
4 Bedroom, 1 story	1,120
4 Bedroom, 2 story	1,164
5 Bedroom, 1 story	1,313
PASSPORT HOMES 3-22	
2 Bedroom / 1 Bath - Flat	1,274
3 Bedroom / 2.5 Bath Townhome	1,488
3 Bedroom / 2 Bath - Flat	1,676
PASSPORT RESIDENCES 3-23	
2 Bedroom / 1 Bath - Flat	1,274
2 Bedroom / 1.5 Bath Townhome	1,240
2 Bedroom / 1.5 Bath Townhome	1,362
3 Bedroom / 1.5 Bath - Flat	1,732
THE RESIDENCIES AT FIVE POINTS PHASE 1	
1 Bedroom	578
2 Bedroom	739
VALLEY OAKS APARTMENTS 3-30	
2 Bedroom	764
THE VERANDAS ON FLENNIKEN 3-28	
1 Bedroom	588

Site	Square Feet
2 Bedroom	922
2 Bedroom End Unit	962
THE VISTA AT SUMMIT HILL 3-25	
1 Bedroom	625
2 Bedroom	724
3 Bedroom	943
3 Bedroom (penthouse)	1,163
WESTERN HEIGHTS 3-1	
1 Bedroom, lower	515
1 Bedroom upper	536
2 Bedroom (2 story)	728
3 Bedroom (2 story)	775
3 Bedroom (flat)	775
WESTERN HEIGHTS 3-4	
1 Bedroom, upper	613
1 Bedroom, lower	584
2 Bedroom, (2 story)	792
3 Bedroom (2 story)	830
2 Bedroom (1 story)	710
3 Bedroom (1 story)	912
5 Bedroom (1 story)	1,350
4 Bedroom, lower	993
4 Bedroom, upper	1,085

THIS AND THE PREVIOUS PAGES DO NOT NEED TO BE RETURNED

Solicitation Document A Response Section

General Information about the Supplier

Sign Your Name to the Right of the Arrow 
 Your signature indicates that you have read and agree to "KCDC's General Instructions to Suppliers" on www.kcdc.org.

Printed Name and Title 

Company Name 

Street Address 

City/State/Zip 

Contact Person (Please Print Clearly) 

Telephone Number 

Cell Number 

Supplier's e-mail address (Please Print Clearly) 

Addenda

Addenda are at www.kcdc.org. Click on "Procurement" and then on "Open Solicitations" to find addenda. Please check for addenda prior to submitting a bid.

Acknowledge addenda have been issued by checking below as appropriate:

None <input type="checkbox"/>	Addendum 1 <input type="checkbox"/>	Addendum 2 <input type="checkbox"/>	Addendum 3 <input type="checkbox"/>	Addendum 4 <input type="checkbox"/>	Addendum 5 <input type="checkbox"/>
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Statistical Information

This business is owned & operated by persons at least 51% of the following ethnic background:

Asian/Pacific <input type="checkbox"/>	Black <input type="checkbox"/>	Hasidic Jew <input type="checkbox"/>	Hispanic <input type="checkbox"/>	Native American <input type="checkbox"/>	White <input type="checkbox"/>
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As defined on KCDC's webpage (see the "General Instructions to Suppliers"), this business qualifies as:

Section 3 <input type="checkbox"/>	Small Business <input type="checkbox"/>	Woman Owned <input type="checkbox"/>
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Cooperative Procurement

Subject to additional location/delivery charges, the supplier agrees to extend the offered costs to other governments if the government so desires. Yes No

Prompt Payment Discount

A prompt payment discount of _____% is offered for payment within ____ days of submission of an accurate and proper invoice.

Mastercard Acceptance

Mastercard is accepted for payment without additional fees. Yes No

Mastercard is accepted for payment with a fee of _____. Yes No

Solicitation Document B Costs

Provide a price per unit type for painting services and an hourly rate for painting services. KCDC will normally use the per unit rate but here may be other applications that are more conducive to an hourly rate basis. **Do not alter KCDC'S pricing structure.**

Site	Austin Homes					
Address	957 E. Hill Avenue Knoxville, TN 37915					
Manager	Darrell Lindsey					
Cell	740-6763					
Email	dlindsey@kcdc.org					
	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Number of Units	0	31	43	33	18	4
Cost per Unit including ceiling	NA	\$	\$	\$	\$	\$

Site	Autumn Landing					
Address	2639 Bakertown Rd. Knoxville, TN 37931					
Manager	James Pruitt					
Cell	755-5964					
Email	jpruitt@kcdc.org					
	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Number of Units	0	30	46	18	8	0
Cost per Unit including ceiling	NA	\$	\$	\$	\$	NA

Site	Cagle Terrace					
Address	515 Renford Dr. Knoxville, TN 37919					
Manager	Rhonda Harris					
Cell	755-5959					
Email	rharris@kcdc.org					
	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Number of Units	250	24	0	0	0	0
Cost per Unit	\$	\$	NA	NA	NA	NA
Add for Ceiling	\$	\$	NA	NA	NA	NA
Add for Removal of Popcorn Ceiling	\$	\$	NA	NA	NA	NA

Solicitation Document B Costs-continued

Site	Guy B. Love Towers					
Address	1171 Armstrong Avenue Knoxville, TN 37917					
Manager	Steve Ellis					
Cell	755-5988					
Email	sellis@kcdc.org					
	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Number of Units	104	116	28	1	0	0
Cost per Unit	\$	\$	\$	NA	NA	NA
Add for Ceiling	\$	\$	\$	NA	NA	NA
Add for Removal of Popcorn Ceiling	\$	\$	\$	NA	NA	NA

Site	Isabella Towers					
Address	1515 Isabella Circle Knoxville, TN 37915					
Manager	Linda Jeter					
Cell	755-5965					
Email	ljeter@kcdc.org					
	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Number of Units	215	21	0	0	0	0
Cost per Unit	\$	\$	NA	NA	NA	NA
Add for Ceiling	\$	\$	NA	NA	NA	NA
Add for Removal of Popcorn Ceiling	\$	\$	NA	NA	NA	NA

Site	Dr. Lee Williams Complex					
Address	317 McConnell Knoxville, TN 37915					
Manager	Kim Clark					
Cell	755-5974					
Email	kclark@kcdc.org					
	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Number of Units	68	93	12	0	0	0
Cost per Unit including ceiling	\$	\$	\$	NA	NA	NA

Solicitation Document B Costs-continued

Site	Dr. Lee Williams Duplexes					
Address	317 McConnell Knoxville, TN 37915					
Manager	Kim Clark					
Cell	755-5974					
Email	kclark@kcdc.org					
	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Number of Units	0	XX	0	0	0	0
Cost per Unit including ceiling	NA	\$	NA	NA	NA	NA

Site	Lonsdale Homes					
Address	2020 Minnesota Avenue Knoxville, TN 37921					
Manager	Darlene Farmer					
Cell	755-5961					
Email	dfarmer@kcdc.org					
	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Number of Units	0	13	169	73	5	0
Cost per Unit including ceiling	NA	\$	\$	\$	\$	NA

Site	Mechanicsville I (Scattered-site property comprised of 6 single-family homes & 10 duplexes)					
Address	2020 Minnesota Avenue Knoxville, TN 37921					
Manager	Darlene Farmer					
Cell	755-5961					
Email	dfarmer@kcdc.org					
	Efficiency	1 Bedroom	2 Bedroom	2 Bedroom End Unit	4 Bedroom	5 Bedroom
Number of Units	0	XX	XX	XX	0	0
Cost per Unit including ceiling	NA	\$	\$	\$	NA	NA

Solicitation Document B Costs-continued

Site	Mechanicsville II					
Address	2020 Minnesota Avenue Knoxville, TN 37921					
Manager	Darlene Farmer					
Cell	755-5961					
Email	dfarmer@kcdc.org					
	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Number of Units	0	0	14	8	0	0
Cost per Unit including ceiling	NA	NA	\$	\$	NA	NA

Site	Montgomery Village					
Address	4530 Joe Lewis Road Knoxville, TN 37920					
Manager	Sam Chambers					
Cell	755-5954					
Email	schambers@kcdc.org					
	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Number of Units	0	108	86	112	42	36
Cost per Unit including ceiling	NA	\$	\$	\$	\$	\$

Site	Natures Cove					
Address	957 E. Hill Avenue Knoxville, TN 37915					
Manager	James Pruitt					
Cell	755-5964					
Email	jpruitt@kcdc.org					
	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Number of Units	0	28	49	16	2	0
Cost per Unit including ceiling	NA	\$	\$	\$	\$	\$

Solicitation Document B Costs-continued

Site	North Ridge Crossing					
Address	712 Breda Drive Knoxville, TN 37918					
Manager	Adronicus Thomas					
Cell	755-5990					
Email	athomas@kcdc.org					
	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Number of Units	0	20	92	141	10	5
Cost per Unit including ceiling	NA	\$	\$	\$	\$	\$

Site	Northgate Terrace					
Address	4301 Whittle Springs Rd. Knoxville, TN 37917					
Manager	Terri Evans					
Cell	755-5994					
Email	tevans@kcdc.org					
	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Number of Units	250	26	1	0	0	0
Cost per Unit	\$	\$	NA	NA	NA	NA
Add for Ceiling	\$	\$	NA	NA	NA	NA
Add for Removal of Popcorn Ceiling	\$	\$	NA	NA	NA	NA

Site	Passport Homes					
Address	1621 Jourolmon Ave. Knoxville, TN 37921					
Manager	Kim Clark					
Cell	755-5974					
Email	kclark@kcdc.org					
	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom 2.5 Bathroom	3 Bedroom 2.5 Bathroom	5 Bedroom
Number of Units	0	0	6	4	1	0
Cost per Unit including ceiling	NA	NA	\$	\$	\$	NA

Solicitation Document B Costs-continued

Site	Passport Residences					
Address	1621 Jourolmon Ave. Knoxville, TN 37921					
Manager	Kim Clark					
Cell	755-5974					
Email	kclark@kcdc.org					
	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Number of Units	0	0	42	8	0	0
Cost per Unit including ceiling	NA	NA	\$	\$	NA	NA

Site	The Residences at Eastport					
Address	317 McConnell Knoxville, TN 37915					
Manager	Kim Clark					
Cell	755-5974					
Email	kclark@kcdc.org					
	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Number of Units	0	85	0	0	0	0
Cost per Unit including ceiling	NA	\$	NA	NA	NA	NA

Site	The Residences at Five Points					
Address	317 McConnell Knoxville, TN 37915					
Manager	Kim Clark					
Cell	755-5974					
Email	kclark@kcdc.org					
	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Number of Units	0	85	XX	0	0	0
Cost per Unit including ceiling	NA	\$	\$	NA	NA	NA

Solicitation Document B Costs-continued

Site	Valley Oaks Apartments					
Address	3504 Oak Branch Circle Knoxville, TN 37917					
Manager	Adronicus Thomas					
Cell	755-5990					
Email	athomas@kcdc.org					
	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Number of Units	0	0	48	0	0	0
Cost per Unit including ceiling	NA	NA	\$	NA	NA	NA

Site	The Verandas					
Address	107 Flenniken Avenue Knoxville, TN 37920					
Manager	Sam Chambers					
Cell	755-5954					
Email	schambers@kcdc.org					
	Efficiency	1 Bedroom	2 Bedroom	2 Bedroom End Unit	4 Bedroom	5 Bedroom
Number of Units	0	34	8	XX	0	0
Cost per Unit including ceiling	NA	\$	\$	\$	NA	NA

Site	The Vista at Summit Hill					
Address	957 East Hill Ave. Knoxville, TN 37915					
Manager	Darrell Lindsey					
Cell	740-6763					
Email	dlindsey@kcdc.org					
	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Number of Units	0	38	101	36	0	0
Cost per Unit including ceiling	NA	\$	\$	\$	NA	NA

Solicitation Document B Costs-continued

Site	Walter P. Taylor Homes					
Address	317 McConnell Knoxville, TN 37915					
Manager	Kim Clark					
Cell	755-5974					
Email	kclark@kcdc.org					
	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Number of Units	0	40	50	25	25	9
Cost per Unit including ceiling	NA	\$	\$	\$	\$	\$

Site	Western Heights					
Address	1621 Jourolmon Ave. Knoxville, TN 37921					
Manager	Kristi Toby					
Cell	755-5989					
Email	ktoby@kcdc.org					
	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Number of Units	0	124	186	100	20	10
Cost per Unit including ceiling	NA	\$	\$	\$	\$	\$

Solicitation Document B Costs-continued

Type	Cost Inclusive of All Required Materials and Labors	Cost Inclusive of All Required Materials and Labors (except for paint)
Rate per hour for other non-specified work such as the exteriors of apartment buildings, railings, clothesline posts, interiors of offices, gyms and shops.	\$	
Rate per hour for painting curbs, handicap accessible parking in parking lots and restripe parking lines as needed.	\$	
Truck Charge (total for each day) [if any]		
Service Charge per Job [if any]		
Work scheduled but you are not allowed to paint as scheduled	\$	
Cost to move furniture	\$ per hour	
Cost for Painting the Exterior of Apartment Doors (when requested):	\$	
Cost for Staining the Exterior of Apartment Doors (when requested):	\$	
Cost for Drywall Repairs/Hole Patching when the damage is larger than a fist:	\$	

Solicitation Document C Supplier Information

Suppliers are to provide the information requested below so that KCDC can determine their capacity to perform the required work.

1 EXPERIENCE:

Years in business	
Years in business under this name	
Years performing this type of work	
Value of work now under contract	
Value of work in place last year	
Number of Clients	
Would this contract make KCDC your largest client?	
Percentage (%) of work usually self-performed (not sub contracted)	
Has your firm:	
Failed to complete a contract?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Been involved in bankruptcy or reorganization?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Pending judgment claims or suits against firm?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What company do you use for pre-employment criminal background checks?	

2. SAFETY:

Have you had any OSHA fines within the last three (3) years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you had any job related fatalities within the last five (5) years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered YES to either of the above questions, you MUST submit, on a separate sheet, the details describing the circumstances surrounding each incident.	

3. PERSONNEL, EQUIPMENT & MATERIALS:

How many total employees does your company employ?		
Area	Fulltime	Part Time
Clerical		
Management		
Painters		

Suppliers: _____

Conflict of Interest:

1. No commissioner or officer of KCDC or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for KCDC has a direct interest in the award or the supplier providing goods or services.
2. No employee, officer or agent of the grantee or sub-grantee will participate in selection, or in the award or administration of an award supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of his immediate family, his or her partner, or an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the supplier selected for award.
3. The grantee's or sub-grantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from suppliers, potential suppliers, or parties to sub-agreements.
4. By submission of this form, the supplier is certifying that no conflicts of interest exist.

Drug Free Workplace Requirements:

5. Private employers with five or more employees desiring to contract for construction services attest that they have a drug free workplace program in effect in accordance with TCA 50-9-112.

Eligibility:

6. The supplier is eligible for employment on public contracts because no convictions or guilty pleas or pleas of nolo contendere to violations of the Sherman Anti-Trust Act, mail fraud or state criminal violations with an award from the State of Tennessee or any political subdivision thereof have occurred.

General:

7. Supplier fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer.
8. Such offer is genuine and is not a sham offer.

Iran Divestment Act:

9. Concerning the Iran Divestment Act (TCA 12-12-101 et seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not on the list created pursuant to § 12-12-106.

Non-Collusion:

10. Neither the said supplier nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded conspired, connived or agreed, directly or indirectly, with any other responder, supplier, or person to submit a collusive or sham offer in connection with the award or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such award or agreement, or collusion or communication or conference with any other supplier, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other supplier, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against KCDC or any person interested in the proposed award or agreement.

11. The price or prices quoted in the attached offer are fair, proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the supplier or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The undersigned hereby acknowledges receipt of these affidavits and certifies that the submittal in response to this solicitation is in full compliance with the listed requirements.

Signed by _____	
Printed Name _____	
Title _____	
Subscribed and sworn to before me this date	
By (Notary Public) _____	
My Commission Expires on _____	
Notary Stamp	

Representations, Certifications, and Other Statements of Bidders Public and Indian Housing Programs

Table of Contents

Clause	Page
1. Certificate of Independent Price Determination	1
2. Contingent Fee Representation and Agreement	1
3. Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions	1
4. Organizational Conflicts of Interest Certification	2
5. Bidder's Certification of Eligibility	2
6. Minimum Bid Acceptance Period	2
7. Small, Minority, Women-Owned Business Concern Representation	2
8. Indian-Owned Economic Enterprise and Indian Organization Representation	2
9. Certification of Eligibility Under the Davis-Bacon Act	3
10. Certification of Nonsegregated Facilities	3
11. Clean Air and Water Certification	3
12. Previous Participation Certificate	3
13. Bidder's Signature	3

1. Certificate of Independent Price Determination

(a) The bidder certifies that--

(1) The prices in this bid have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to (i) those prices, (ii) the intention to submit a bid, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this bid have not been and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a competitive proposal solicitation) unless otherwise required by law, and

(3) No attempt has been made or will be made by the bidder to induce any other concern to submit or not to submit a bid for the purpose of restricting competition.

(b) Each signature on the bid is considered to be a certification by the signatory that the signatory--

(1) Is the person in the bidder's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

[insert full name of person(s) in the bidder's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder deletes or modifies subparagraph (a)2 above, the bidder must furnish with its bid a signed statement setting forth in detail the circumstances of the disclosure.

[Contracting Officer check if following paragraph is applicable]

(d) Non-collusive affidavit. (applicable to contracts for construction and equipment exceeding \$50,000)

(1) Each bidder shall execute, in the form provided by the PHA/IHA, an affidavit to the effect that he/she has not colluded with any other person, firm or corporation in regard to any bid submitted in response to this solicitation. If the successful bidder did not submit the affidavit with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the affidavit by that date may render the bid nonresponsive. No contract award will be made without a properly executed affidavit.

(2) A fully executed "Non-collusive Affidavit" is, is not included with the bid.

2. Contingent Fee Representation and Agreement

(a) Definitions. As used in this provision:

"Bona fide employee" means a person, employed by a bidder and subject to the bidder's supervision and control as to time, place, and manner of performance, who neither exerts, nor proposes to exert improper influence to solicit or obtain contracts nor holds out as being able to obtain any contract(s) through improper influence.

"Improper influence" means any influence that induces or tends to induce a PHA/IHA employee or officer to give consideration or to act regarding a PHA/IHA contract on any basis other than the merits of the matter.

(b) The bidder represents and certifies as part of its bid that, except for full-time bona fide employees working solely for the bidder, the bidder:

(1) has, has not employed or retained any person or company to solicit or obtain this contract; and

(2) has, has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(c) If the answer to either (a)(1) or (a)(2) above is affirmative, the bidder shall make an immediate and full written disclosure to the PHA/IHA Contracting Officer.

(d) Any misrepresentation by the bidder shall give the PHA/IHA the right to (1) terminate the contract; (2) at its discretion, deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

3. Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (applicable to contracts exceeding \$100,000)

(a) The definitions and prohibitions contained in Section 1352 of title 31, United States Code, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The bidder, by signing its bid, hereby certifies to the best of his or her knowledge and belief as of December 23, 1989 that:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of a contract resulting from this solicitation;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the bidder shall complete and submit, with its bid, OMB standard form LLL, "Disclosure of Lobbying Activities," and

(3) He or she will include the language of this certification in all subcontracts at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(d) Indian tribes (except those chartered by States) and Indian organizations as defined in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B) are exempt from the requirements of this provision.

4. Organizational Conflicts of Interest Certification

The bidder certifies that to the best of its knowledge and belief and except as otherwise disclosed, he or she does not have any organizational conflict of interest which is defined as a situation in which the nature of work to be performed under this proposed contract and the bidder's organizational, financial, contractual, or other interests may, without some restriction on future activities:

- (a) Result in an unfair competitive advantage to the bidder; or,
- (b) Impair the bidder's objectivity in performing the contract work.

[] In the absence of any actual or apparent conflict, I hereby certify that to the best of my knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement.

5. Bidder's Certification of Eligibility

(a) By the submission of this bid, the bidder certifies that to the best of its knowledge and belief, neither it, nor any person or firm which has an interest in the bidder's firm, nor any of the bidder's subcontractors, is ineligible to:

(1) Be awarded contracts by any agency of the United States Government, HUD, or the State in which this contract is to be performed; or,

(2) Participate in HUD programs pursuant to 24 CFR Part 24.

(b) The certification in paragraph (a) above is a material representation of fact upon which reliance was placed when making award. If it is later determined that the bidder knowingly rendered an erroneous certification, the contract may be terminated for default, and the bidder may be debarred or suspended from participation in HUD programs and other Federal contract programs.

6. Minimum Bid Acceptance Period

(a) "Acceptance period," as used in this provision, means the number of calendar days available to the PHA/IHA for awarding a contract from the date specified in this solicitation for receipt of bids.

(b) This provision supersedes any language pertaining to the acceptance period that may appear elsewhere in this solicitation.

(c) The PHA/IHA requires a minimum acceptance period of 90 calendar days.

(d) In the space provided immediately below, bidders may specify a longer acceptance period than the PHA's/IHA's minimum requirement. The bidder allows the following acceptance period: calendar days.

(e) A bid allowing less than the PHA's/IHA's minimum acceptance period will be rejected.

(f) The bidder agrees to execute all that it has undertaken to do, in compliance with its bid, if that bid is accepted in writing within (1) the acceptance period stated in paragraph (c) above or (2) any longer acceptance period stated in paragraph (d) above.

7. Small, Minority, Women-Owned Business Concern Representation

The bidder represents and certifies as part of its bid/ offer that it --

(a) [] is, [] is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) [] is, [] is not a women-owned business enterprise. "Women-owned business enterprise," as used in this provision, means a business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) [] is, [] is not a minority business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least 51 percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- | | |
|---|---|
| <input type="checkbox"/> Black Americans | <input type="checkbox"/> Asian Pacific Americans |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans |
| <input type="checkbox"/> Native Americans | <input type="checkbox"/> Hasidic Jewish Americans |

9. Certification of Eligibility Under the Davis-Bacon Act

Act (applicable to construction contracts exceeding \$2,000)

- (a) By the submission of this bid, the bidder certifies that neither it nor any person or firm who has an interest in the bidder's firm is a person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).
- (b) No part of the contract resulting from this solicitation shall be subcontracted to any person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).
- (c) The penalty for making false statements is prescribed in the U. S. Criminal Code, 18 U.S.C. 1001.

10. Certification of Nonsegregated Facilities (applicable to contracts exceeding \$10,000)

- (a) The bidder's attention is called to the clause entitled **Equal Employment Opportunity** of the General Conditions of the Contract for Construction.
- (b) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.
- (c) By the submission of this bid, the bidder certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The bidder agrees that a breach of this certification is a violation of the Equal Employment Opportunity clause in the contract.
- (d) The bidder further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) prior to entering into subcontracts which exceed \$10,000 and are not exempt from the requirements of the Equal Employment Opportunity clause, it will:
 - (1) Obtain identical certifications from the proposed subcontractors;
 - (2) Retain the certifications in its files; and
 - (3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

Notice to Prospective Subcontractors of Requirement for Certifications of Nonsegregated Facilities

A Certification of Nonsegregated Facilities must be submitted before the award of a subcontract exceeding \$10,000 which is not exempt from the provisions of the Equal Employment Opportunity clause of the prime contract. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

Note: The penalty for making false statements in bids is prescribed in 18 U.S.C. 1001.

11. Clean Air and Water Certification (applicable to contracts exceeding \$100,000)

The bidder certifies that:

- (a) *Any facility to be used in the performance of this contract [] is, [] is not listed on the Environmental Protection Agency List of Violating Facilities:*
- (b) The bidder will immediately notify the PHA/IHA Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the bidder proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and,
- (c) The bidder will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

12. Bidder's Signature

The bidder hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

(Signature and Date) _____

(Typed or Printed Name) _____

(Title) _____

(Company Name) _____

(Company Address) _____

Solicitation Document F Envelope Coversheet



State Law requires certain supplier license information be on the front of your envelope. You are responsible for providing the correct information on the front of your envelope but KCDC provides this form as a guide to help you. Failure to supply such required information invalidates your bid. Attach this completed page to the front of your bid envelope. **Do not put it inside the envelope.**

Bid Due Date/Time	03-01-18 at 11:00 a.m.		
Supplier's/Firm's Name	→		
State of Tennessee Supplier's License Holder Name			
State of Tennessee Supplier's License Number			
Pertinent State of Tennessee Supplier's License Classification			
State of Tennessee Supplier's License Expiration Date			
Subcontractors to be used on this project (If subcontract work is not required, write "none required")			
Electrical Subcontractor Name on the State of Tennessee's Supplier's License		State of Tennessee Supplier License Number	
State of Tennessee Supplier License Classification(s)		Expiration Date of State Supplier's	
HVAC Subcontractor Name on the State of Tennessee's Supplier's License		State of Tennessee Supplier License Number	
State of Tennessee Supplier License Classification(s)		Expiration Date of State Supplier's	
Masonry Subcontractor Name on the State of Tennessee's Supplier's License		State of Tennessee Supplier License Number	
State of Tennessee Supplier License Classification(s)		Expiration Date of State Supplier's	
Plumbing Subcontractor Name on the State of Tennessee's Supplier's License		State of Tennessee Supplier License Number	
State of Tennessee Supplier License Classification(s)		Expiration Date of State Supplier's License	

Advisement: KCDC will not consider notes changing the bid written on the bid envelope. Such notes must be inside the envelope.