

CITY OF KNOXVILLE
REQUEST FOR PROPOSALS

*Uniform Purchase
for Knoxville Fire Department*

**Proposals to be Received by 11:00:00 a.m., Eastern Time
September 3, 2020**

Submit Proposals to:
City of Knoxville
Office of the Purchasing Division
City/County Building
Room 667-674
400 Main Street
Knoxville, Tennessee 37902

CITY OF KNOXVILLE
Request for Proposals
Uniform Purchase
for Knoxville Fire Department

Table of Contents

Item	Page Number
Statement of Intent	3
RFP Timeline	3
Background	3
General Conditions	4
Scope of Service	5
Contract Requirements.....	15
Instructions to Submitting Entities	22
Evaluation Criteria	26
Submission Forms.....	27

City of Knoxville
Request for Proposals
Uniform Purchase
for Knoxville Fire Department

I. Statement of Intent

The City of Knoxville is requesting proposals from responsible firms to provide approved garments for City of Knoxville Fire Department employees. A store front in addition to the online catalog is desirable but not required. Though the contract shall be intended for the Knoxville Fire Department, any City department shall be permitted to make purchases over the term of the contract. The City reserves the right to grant awards to one or more vendors in order to ensure availability of all necessary and desired garments; award(s) shall be made for fixed price agreements, with no guarantee of quantities to be ordered. Contract term shall be for one (1) year, with two (2) optional one-year renewals.

II. RFP Time Line

Availability of RFP August 13, 2020

Deadline for questions to be submitted in writing to the
Purchasing Division August 27, 2020

Proposals Due DateSeptember 3, 2020

This timetable is for the information of submitting entities. These dates are subject to change. **However, in no event shall the deadline for submission of the proposals be changed except by written modification from the City of Knoxville Purchasing Division.**

III. Background

In earlier years, the City has competed out pricing for uniforms for multiple City departments, requiring a local storefront to accommodate garment fittings. This process was met with varying degrees of success depending upon the department utilizing the contract. The City then moved to a process of utilizing an online ordering system, again with varying success depending upon the department. Recently, the City has determined some departments benefit best with a storefront, while others succeed with a web-based, online catalog for placing orders. Therefore, the City has separated competing out uniform requirements by department preference. The Knoxville Fire Department has found onsite fittings and garment selection with a store-front location most beneficial. Though a storefront is not a requirement, it is a desirable feature.

For the sole purpose of crafting a proposal submission, the City provides the following details regarding past uniform purchases. This information is not intended to be a promise of any quantity guaranteed to be purchased under this contract. During the first six months of the current year, KFD has purchased 373 pairs of pants, 1074 shirts, 89 coats, 50 pairs of boots, 47 hats, and 247 various accessories of the top 50 selling items.

IV. General Conditions

4.1 The following data is intended to form the basis for submission of proposals to provide uniforms for purchase by City of Knoxville Fire Department.

4.2 This material contains general conditions for the procurement process, the scope of service requested, contract requirements, instructions for submissions of proposals, and submission forms that must be included in the proposal. The RFP should be read in its entirety before preparing the proposal.

4.3 All materials submitted pursuant to this RFP shall become the property of the City of Knoxville.

4.4 To the extent permitted by law, all documents pertaining to this Request for Proposals shall be kept confidential until the proposal evaluation is complete and a recommendation submitted to City Council for review. No information about any submission of proposals shall be released until the process is complete, except to the members of the Evaluation Committee and other appropriate City staff. All information provided shall be considered by the Evaluation Committee in making a recommendation to enter into an agreement with the selected consultant.

4.5 Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the RFP shall be made **in writing and be in the hands of the Procurement Specialist, Julie Smith Maxwell, by the close of the business day on August 27, 2020.** Questions can be submitted by letter, fax (865-215-2277), or email to jmaxwell@knoxvilletn.gov. The City of Knoxville is not responsible for oral interpretations given by any City employee, representative, or others. The issuance of written addenda is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this Request for Proposals, the Purchasing Division will post them to the City's website at www.knoxvilletn.gov/bids. Submitting organizations are strongly encouraged to view this website often to see if addenda are posted. Failure of any proposer to receive such addendum or interpretation shall not relieve such Proposer from any obligation under his proposal as submitted. All addenda so issued shall become part of the Contract Documents.

4.6 The City of Knoxville reserves the right to (a) accept or reject any and/or all submissions of proposals; (b) to waive irregularities, informalities, and technicalities; and (c) to accept any alternative submission of proposals presented which, in its opinion, would best serve the interests of the City. The City shall be the sole judge of the proposals, and the resulting negotiated agreement that is in its best interest, and its decision shall be final. The City also reserves the right to make such investigation as it deems necessary to determine the ability of any submitting entity to perform the work or service requested. Information the City deems necessary to make this determination shall be provided by the submitting entity. Such information may include, but is not limited to, current financial statements by an independent CPA, verification of availability of equipment and personnel, and past performance records.

4.7 Included in the Contract Documents is an affidavit that the undersigned has not entered into any collusion with any person in respect to this qualification. The qualifier is required to

submit this affidavit with the submission. Also included is the Diversity Business Program contracting packet. Submissions must indicate on the enclosed form whether or not the proposer/qualifier intends to use subcontractors and/or suppliers from one of the defined groups. Proposers/Qualifiers are advised that the City tracks use of such use, but it does not influence or affect evaluation or award.

4.8 Subsequent to the Evaluation Committee's review and the Mayor's recommendation of a firm(s), Knoxville City Council approval may be required before the final contract may be executed.

4.9 All expenses for making a submission of proposal shall be borne by the submitting entity.

4.10 Any submission of proposals may be withdrawn up until the date and time for opening of the submissions. **Any submission not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of 120 days to the City of Knoxville for the services set forth in the Request for Proposals until one or more of the submissions have been duly accepted by the City.**

4.11 Prior to submitting their proposals, proposers are to be registered with the Purchasing Division through the City of Knoxville's online Vendor Registration system. Instructions for registering on-line are available at www.knoxvilletn.gov/purchasing. **Proposals from un-registered proposers may be rejected.**

4.12 **NO CONTACT POLICY:** After the posting of this solicitation to the Purchasing Division's website, any contact initiated by any proposer with any City of Knoxville representative concerning this proposal is strictly prohibited, unless such contact is made with the Purchasing Division representative listed herein or with said representative's authorization. Any unauthorized contact may cause the disqualification of the proposer from this procurement transaction. Proposals must include a notarized No Contact/No Advocacy Affidavit (to be found in the "Submission Forms" section of this document).

4.13 **INCLEMENT WEATHER:** During periods of inclement weather, the Purchasing Division will enact the following procedures with regard to solicitations and weather delays:

- If City offices are closed due to inclement weather on the date that bids/proposals/qualifications/letters of interest are due into the Purchasing Office, all solicitations due that same day will be moved to the next operational business day.
- The City of Knoxville shall not be liable for any commercial carrier's decision regarding deliveries during inclement weather.

V. Scope of Service

5.1 Local Storefront: The City requires the ability for local fittings and re-fittings to be performed by the vendor. It is the preferred method for this to be accomplished with a local storefront option. Proposers with no local storefront are required to submit with proposal details regarding the firm's ability to provide for local fittings and re-fittings for Knoxville Fire Department employees. Proposers with local storefronts shall include information regarding location address, in stock inventory, and hours of operation.

5.2 Web-based Catalog: All proposers shall provide information regarding the vendor's web-based, online catalog for order placement. Website must be capable of limiting each employee's views to group/department-approved garments. Furthermore, each group/department shall have the option to have multiple tiered groups (example: Management, Service Workers, etc.)

Website shall accommodate levels of authority and access, with each participating department having a Departmental Administrator who can approve/limit/change employee allowances, track individual spend, create/print reports, and change employee's status/group.

5.3 Account Representative: Local storefront is desirable but not required. Vendor must provide a full-time account representative to the City. This representative must be available five days per week during standard business hours to coordinate the ordering process; representative must be available at locations and times determined by the City. Account representative shall also be available for consultation, website training, or meetings as requested. Account Representative services to the City shall be provided at no charge to the City.

5.4 Account Set Up: As part of the proposal evaluation process, top-ranked vendors may be required to provide garments comparable to the items listed within this document to the City for inspection and review at no cost to the City. Upon award, vendor(s) shall set up approved garments in the web-based catalog for purchase.

However, other City departments may decide later in the contract period to purchase garments from the awarded vendor(s); in such an event or events, the vendor(s) will be provided with a list of garments worn by said department(s), and vendor(s) shall bring comparable garments to the City for review and approval. Approved garments shall be set up in the web-based catalog for purchase.

Upon contract execution, the following "account set up" actions must take place in the order shown. As other City departments decide to purchase off the contract(s), vendor(s) will be required to follow the same set up procedures:

1. Approved garments shall be made available online for employee purchase
2. Vendor will promptly coordinate with each department to either conduct on-site fittings to ascertain employee sizes or provide sample garments for employees to determine appropriate fit within two (2) weeks of contract award. Decision as to fitting preference shall be determined by each department based on the needs of that department.

5.5 Pricing: All contracted pricing shall remain firm and fixed for the period of one year following contract execution. After the completion of the first full year term and any renewal terms thereof, the Contractor may adjust the contract price in accordance with the increase or decrease, if any, in the cost of living, using as a basis of such adjustment the "Revised Consumer Price Index for All Urban Consumers – South Region 1982-1984 = 100 - All Items" ("Index") for the month prior to the term expiration, published by the Bureau of Labor Statistics of the United States Department of Labor, excepting that the maximum annual increase shall not exceed 3.5%. The new rate for each year will be calculated as per the following example:

CPI for current period (Current September Index): 134.0

- CPI for previous period (Prior year September Index): 129.9
= Index point change 4.1

Index point change (4.1) ÷ Prior year September Index (129.9) = 0.032 x 100 = 3.2% index change

3.2% index change x current contract price = New Rate

The increase in the unit prices may occur after Contractor has given the City written notice of such change and received written approval of the increase from the City's Contract Manager. It shall be the Vendor's responsibility to effect the price changes on the website, and failure of the Vendor to effect such a change shall not constitute a liability or debt on the part of the City.

5.6 Body of Proposal: Proposals may include information the proposer deems necessary and appropriate, but the **following items shall be included**. Responses must be numbered and in the order provided below:

1. Do you have a local storefront? Please give all details regarding location address, hours of operation, etc. Provide details for fitting/refitting if no storefront is available.
2. Provide information regarding response time for customer service, especially with regard to fittings/re-fittings.
3. Please explain in detail your company's inventory policies.
4. Please explain your company's system for post-order notifications and item tracking ("where is it now?").
5. Please address the issue of optimum dates for ordering and how these dates may affect new hires (if at all).
6. Provide information regarding turn-around time for order fulfillment, to include items that must be embellished (embroidered, patches applied, other artwork applied, etc.).
7. When a new employee has been approved for garments by the Account Representative, what party has the responsibility for inputting the new employee into the City's website account – the vendor or the Departmental Administrator?
8. How configurable are your reports, and in what formats are they available? Please provide samples in your proposal.
9. How long will historical data be available to the City?
10. Please state your warranty or quality guarantee.
11. Does embroidery have an additional charge or included within your proposed cost? Do you have the ability for silk screening on lighter materials where traditional embroidery is abrasive?

12. KFD Patch: Does your company have the ability to provide patches for KFD specific uniforms?
13. Can allotments/allowances be set to automatically renew, or does the system require manual renewals? If so, who manages the renewals, the Vendor or the departmental administrators?
14. Please state your return policy; address the issue of embellished garments. After items are embroidered, can it be returned?
15. In cases where the employee's allotment/allowance has been expended, can the employee complete the purchase with his or her personal credit card at the same price?
16. Please describe website training you will provide for Departmental Administrators.
17. Does the Department Administrator have the ability to add/remove/edit additional items to our approved uniform list?
18. Provide list of proposed garments and pricing for all items proposed or available for purchase under this contract.

5.7 Sample: All proposers shall provide **WITH** proposal submission a sample of logo work the firm is capable of providing. Sample shall illustrate the quality of detail and color available. Specifically, proposers shall provide a sample of gold, red, and white that would be utilized for KFD uniforms.

5.8 Approved Uniform Garments: The follow lists of items have been approved by the department based on quality and standardization of uniforms. Items listed that specifically mention a brand (see Class A, Class B, Ball Cap, and Uniform shorts) must be brand stated (no substitutions allowed). These particular items have been wear tested by the department, ensure uniformity within the department, and are compliant with NFPA standard. Department Administrator shall have the ability to add/remove/edit additional items to the department offerings. See images attached at the end of this document for sample designs.

1. Class "A" Fechheimer
 - Navy
 - Double Breasted Coat
 - Includes appropriate KFD patch on left shoulder
 - Command Jacket (Ike Style)
 - Includes appropriate KFD patch on left shoulder
 - Pants
 - Same brand /style as jacket
 - Men's/Women's
 - High gloss shoes
 - Tie
 - Clip on/Velcro
 - Dress Cap
 - Chief Officers

- Captains
 - FF/SFF/MFF
2. Class “B”
 - Firefighter
 - Shirt
 - Blauer FR button up with epaulets
 - Navy
 - Short sleeve/Long sleeve
 - Includes appropriate KFD patch and Medical patch
 - Pants
 - Blauer FR work pants
 - Blauer FR cargo pants
 - Navy
 - Assistant Chief/Administrative/Firefighter
 - Flying Cross Short sleeve (85r54/95r66/189r54/152r66 – or equivalent)
 - Flying Cross Long sleeve (35w54/45w66/126r54/102w66 – or equivalent)
 - Only available for purchase in White
 - Includes appropriate KFD and Medical patch
 3. 5.11 Professional polo
 - a. White/Navy
 - b. Embroidery included
 - c. SS/LS (41060/42056)
 - d. 100% Cotton/NFPA Compliant
 4. 5.11 Performance Polo
 - a. White Only
 - b. Embroidery included
 - c. SS/LS (71049/72049)
 5. White undershirt
 - a. 3 brands available
 - b. 100% Cotton/NFPA Compliant
 6. Navy T-shirt with and without pocket
 - a. Short sleeve/Long sleeve
 - b. Includes screen printing on left chest
 - c. Includes screen printing on back
 - d. 3 different brands
 - e. 100% Cotton/NFPA Compliant
 7. ¼ Zip Job Shirt
 - a. Navy
 - b. Embroidery included
 - i. Department logo
 - ii. Name

8. Navy Command Sweater
 - a. See Flying Cross F1700 as example
9. Jackets
 - a. Navy 3 in 1
 - b. Navy 5 in 1
 - c. Response jacket
 - d. Rain Jacket
 - e. High visibility options
 - f. Jackets that the vendor feels would be effective
10. Pants
 - a. Navy
 - b. Firefighting Division
 - i. 3 different brands
 - ii. Cargo/Straight Leg
 - iii. 100% Cotton/NFPA Compliant
 - iv. Men's and Women's
 - c. Administrative
 - i. 3 different brands
 - ii. Cargo/Straight Leg
 - iii. 100% Cotton/NFPA Compliant/ Blend
 - iv. Men's and Women's
11. Shorts
 - a. Blauer FR shorts
 - b. 100% cotton gym shorts
 - i. Departmental logo screen printed on lower left leg
12. Ball cap
 - a. Blauer
 - i. Fitted
 - ii. Adjustable
 - b. "Passport" style stitching or patch on front with departmental design
 - i. Customizable for individual companies
 1. Engine 1/Quint 10/Squad 20/Rescue 1/Car 51 etc.
 2. Name embroidered on back as option
 - c. Winter Hat
 - i. Blauer
 - ii. Departmental design embroidered
13. Socks (boot)
 - a. Navy
 - b. Black
 - c. White

14. Belts

- a. Black
 - i. Dutyman Velcro belt
 - ii. Dutyman Basket Weave
 - iii. Dress belt with silver buckle
 - iv. Dress belt with gold buckle
 - v. 5.11 Trainer belt
 - vi. 5.11 Operator belt

15. Boots

- i. Duty
 - 1. Black with plain toe
 - a. 10"
 - b. 8'
 - c. 6'
 - d. Oxford
 - 2. Preferred Brands
 - a. 5.11
 - b. Thorogood
 - c. Blauer
 - d. Bates
 - e. Danner
 - f. Redback
 - g. Rocky
 - h. Timberland
 - 3. Men's and Women's
- ii. Structural Boots
 - 1. Must be NFPA compliant
 - 2. Preferred brands
 - a. Fire Dex
 - b. Haix
 - c. Honeywell Pro Warrington
 - d. Black Diamond
 - 3. Men's and Women's

16. Insignia and Accessories

- a. Badge Wallet
- b. Badge Holder
- c. Smith & Warren Badge #S153A Format (see examples provided)
 - i. Firefighter
 - ii. Sr. Firefighter
 - iii. Master Firefighter
 - iv. Captain
 - v. Assistant Chief
 - vi. Deputy Chief
 - vii. Chief
- d. Smith & Warren Hat Badge #M11A Format (See examples provided)

- i. Firefighter
 - ii. Sr. Firefighter
 - iii. Master Firefighter
 - iv. Captain
 - v. Assistant Chief
 - vi. Deputy Chief
 - vii. Chief
- e. Smith & Warren Collar Brass
 - i. Firefighter 3/8" Rhodium (KFD)
- f. Blackington Collar Brass
 - i. Sr. Firefighter
 - 1. J50 - Nickel
 - ii. Master Firefighter
 - 1. J52 - Nickel
 - iii. Captain
 - 1. J52 - GL
 - iv. Assistant Chief
 - 1. J53 - GL
 - v. Deputy Chief
 - 1. J54 - GL
 - vi. Chief
 - 1. J55 - GL

Badges and hat badges design for Chief and Deputy Chief: shall include
 4 bugles for Deputy
 5 bugles for Chief

For embroidery on Polo shirts/Coats/Job Shirts:

Captains and Chief officers will have gold lettering for:

“Knoxville Fire Department” on left chest around maltese cross, with name and rank on right chest (if they choose to add that)

Polo shirts/Job Shirts do not have anything on back

Ranks below Captain will have red lettering for:

“Knoxville Fire Department” on left chest around maltese cross, with name and rank on right chest (if they choose to add that)

17. Name Tags

- i. KFD Logo
- ii. Nickel/Gold
- iii. “Serving Since”

18. Gloves

- a. Extrication
- b. Work
- c. Preferred Ringers/Mechanix
- d. Glove Holder with carabiner

- 19. Firefighting Hoods
 - a. 5 different options (NFPA approved)
- 20. Firefighting Flashlights (Streamlight preferred)
 - a. 6 different options
 - i. Rechargeable
 - ii. Battery
 - iii. Gear keeper
 - iv. Replacement batteries
- 21. Miscellaneous
 - a. Boston Leather Firefighter 1 ½” radio strap
 - i. Radio holder for Motorola
 - ii. Anti-sway leather strap
 - b. Gear bags
 - i. 2 different options
 - c. Bags
 - i. 5.11 Tactical Rush Backpacks
 - 1. 24 and 72
 - ii. SCBA Mask Bag
 - iii. Shift bag
 - 1. 2 different options
 - d. Knives
 - i. 2 different options
 - e. Safety glasses
 - i. 3 different options
 - f. Window punch
- 22. Arson Division Uniforms (specific to members of Arson only)
 - a. Shirts (Sizing availability must be Medium – 3 XL)
 - i. Tru-spec 24-7 cool camp shirt (mult colors)
 - ii. 5.11 Tactical cotton canvas short-sleeve shirt (mult colors)
 - iii. 5.11 Tactical pro short-sleeve (mult colors)
 - iv. 5.11 Tactical rapid assault shirt (mult colors)
 - v. Covert shirts (mult colors and styles)
 - 1. Button ups (short-sleeve/long-sleeve)
 - 2. Polos (short-sleeve/long-sleeve)
 - b. Pants
 - i. Tactical (mult colors)
 - 1. 5.11/Tru-spec/Vertx/Propper (preferred)
 - c. Boots
 - i. Black/Tan
 - ii. Rocky/Salomon/5.11/Danner/Merrell (preferred)
 - d. Belt
 - i. Blackhawk Enhances Military Web belt
 - e. Jackets (Sizing availability must be medium – 3xl)
 - i. Condor Phantom Shell (mult colors)

- ii. Condor Alpha Fleece (mult colors)
- iii. 5.11 Tactical chameleon soft-shell (mult colors)
- iv. 5.11 Tactical covert fleece (black)
 - v. Tru-spec 24-7 series tactical soft shell jacket (black)
- vi. 5.11 range vest (black)
- vii. Propper 3 in 1 hard shell parka (black/navy)
- f. Undergarments
 - i. Fechheimer long-sleeve FCX baselayer turtleneck (black)
 - ii. Under Armour base 4.0 crew shirt
 - iii. Under Armour 3.0 leggings (black)
 - iv. Hanes Long-sleeve heavyweight t-shirts (mult colors)
 - v. Hanes Long-sleeve beefy t-shirt (mult colors)
 - vi. Propper T-shirts (mult colors)
 - vii. Tru-spec 24-7 series comfort t-shirt 3 pack (white)
- g. Miscellaneous
 - i. Glasses
 - 1. ESS Crossbow
 - 2. Wiley X valor black ops
 - ii. Gloves
 - 1. Damascus sub-zero duty
 - 2. Hatch thermolite-10 uniform
 - iii. Ear protection
 - 1. Howard Leight electronic muff
 - iv. Knives
 - 1. 2 options
 - 2. Multi-plyer
 - v. Handcuffs
 - 1. AKER D.M.S. series handcuff/mag combo for ASP handcuffs
 - 2. Smith & Wesson hinged handcuffs
 - 3. Smith & Wesson model 100 nickel finished handcuffs
 - 4. Cuff keys
 - vi. Cleaning
 - 1. Universal gun cleaning system
 - a. Multiple caliber
 - vii. Bags
 - 1. Duty bags
 - a. 5.11
 - b. Sandpiper
 - c. Maxpedition

23. KFD Recruit Package

Pants:

- 5.11 Tactical Cargo

Quantity - 5 pair

- Blauer FR Work Pants

Quantity - 2 pair

Shirts:

- Class “B” Blauer FR Button Up
Quantity – 2
- KFD patch
 - T-shirts Hanes Beefy
Quantity – 10 Short sleeve
Quantity – 2 Long Sleeve
 - i. Screen printing included
 - ii. 100% cotton
 - 5.11 Professional Polo
Quantity – 2 short sleeve
- Outerwear:
 - ¼ zip job shirt
Embroidery included
 - 3 in 1 jacket
Embroidery included
- Ball cap Blauer
 - Embroidery included
- Boots
 - 8 inch
 - Socks
 Quantity – 5 pair
- Belt
- Workout Shorts
 - 100% Cotton
- Class A Feccheimer:
 - Double Breasted Coat
 - White Long Sleeve button up shirt
 - KFD patch included
 - Matching pant
 - Clip on tie
 - High gloss finish oxfords

VI. Contract Requirements

Submitting entities, if selected, must be willing to sign a contract with the City which will include certain provisions, among which are the following:

6.1 Contract Documents. The contract shall consist of (1) the RFP; (2) the proposal submitted by the contractor to this RFP; and (3) the contract. In the event of a discrepancy between the contract, the RFP and the submitted proposal, the terms that provide the greater benefit to the City and/or impose the greater obligation to the contractor will prevail.

6.2 Administration. The contract will be administered City of Knoxville Fire department.

6.3 Invoices. Invoices for services will be submitted to the City in accordance with the contract terms.

6.4 Independent Contractor. The relationship of contractor to the City will be that of independent contractor. The contractor will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants and subcontractors done during the performance of the contract. All services performed by the contractor shall be provided in an independent contractor capacity and not in the capacity of officers, agents, or employees of the City.

6.5 Assignment. The contractor shall not assign or transfer any interest in this contract without prior written consent of the City of Knoxville.

6.6 Indemnification and Hold Harmless. The successful proposer will be required to sign a contract with the City which contains the following indemnification clause. This indemnification clause will not be altered in any way. Failure to agree with this indemnification clause in the contract may result in the City moving to the next responsible responsive proposer.

Contractor shall defend, indemnify and hold harmless the City, its officers, employees and agents from any and all liabilities which may accrue against the City, its officers, employees and agents or any third party for any and all lawsuits, claims, demands, losses or damages alleged to have arisen from an act or omission of Contractor in performance of this Agreement or from Contractor's failure to perform this Agreement using ordinary care and skill, except where such injury, damage, or loss was caused by the sole negligence of the City, its agents or employees.

Contractor shall save, indemnify and hold the City harmless from the cost of the defense of any claim, demand, suit or cause of action made or brought against the City alleging liability referenced above, including, but not limited to, costs, fees, attorney fees, and other expenses of any kind whatsoever arising in connection with the defense of the City; and Contractor shall assume and take over the defense of the City in any such claim, demand, suit, or cause of action upon written notice and demand for same by the City. Contractor will have the right to defend the City with counsel of its choice that is satisfactory to the City, and the City will provide reasonable cooperation in the defense as Contractor may request. Contractor will not consent to the entry of any judgment or enter into any settlement with respect to an indemnified claim without the prior written consent of the City, such consent not to be unreasonably withheld or delayed. The City shall have the right to participate in the defense against the indemnified claims with counsel of its choice at its own expense.

Contractor shall save, indemnify and hold City harmless and pay judgments that shall be rendered in any such actions, suits, claims or demands against City alleging liability referenced above.

The indemnification and hold harmless provisions of this Agreement shall survive termination of the Agreement.

6.7 Termination. The City may terminate this Agreement at any time, with or without cause, by written notice of termination to the Contractor.

If the City terminates this Agreement, and such termination is not a result of a default by the Contractor, the Contractor shall be entitled to receive as its sole and exclusive remedy the following amounts from the City, and the City shall have no further or other obligations to the

Contractor: the amount due to the Contractor for work executed through the date of termination, not including any future fees, profits, or other compensation or payments which the Contractor would have been entitled to receive if this Agreement had not been terminated.

The City may, by written notice of default to the Contractor, terminate the whole or any part of this Agreement if the Contractor fails to perform any provisions of this Agreement and does not cure such failure within a period of ten (10) days (or such longer period as the Purchasing Agent may authorize in writing) after receipt of said notice from the Purchasing Agent specifying such failure. If this Agreement is terminated in whole or in part for default, the City may procure, upon such terms and in such manner as the Purchasing Agent may deem appropriate, supplies or services similar to those terminated.

6.8 Insurance. When applicable and prior to the commencement of the contract, contractor must, at its sole expense, obtain and maintain in full force and effect for the duration of the Agreement and any extension hereof at least the following types and amounts of insurance for claims which may arise from or in connection with this Agreement. Contractor shall furnish the City of Knoxville with properly executed certificates of insurance which shall clearly evidence all insurance required by the City. All insurance must be underwritten by insurers with an A.M. Best rating of A-VIII or better. Such insurance shall be at a minimum the following:

- A. **Commercial General Liability Insurance;** occurrence version commercial general liability insurance, and if necessary umbrella liability insurance, with a limit of not less than two million dollars 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 Agreement or be no less than \$3,000,000.

Such insurance shall:

- (a.) Contain or be endorsed to contain a provision that includes the City, 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 Contractor 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. Proof of additional insured status up to and including copies of endorsements and/or policy wording will be required.
- (b.) For any claims related to this project, Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, officers, employees, and volunteers. Any insurance or self-insurance programs covering the City, its officials, officers, employees, and volunteers shall be excess of Contractor's insurance and shall not contribute with it.
- (c.) At the sole discretion of the City, dedicated limits of liability for this specific project may be required.

- B. **Automobile Liability Insurance;** including vehicles owned, hired, and non-owned, with a combined single limit of not less than \$1,000,000 each accident. Such insurance shall include coverage for loading and unloading hazards. Insurance shall contain or be endorsed to contain a provision that includes the City, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of automobiles owned, leased, hired, or borrowed by or on behalf of Contractor.
- C. **Workers' Compensation Insurance.** Contractor shall maintain workers' compensation insurance with statutory limits as required by the State of Tennessee or other applicable laws and employers' liability insurance with limits of not less than \$500,000. Contractor shall require each of its subcontractors to provide Workers' Compensation for all of the latter's employees to be engaged in such work unless such employees are covered by Contractor's workers' compensation insurance coverage.
- D. **Other Insurance Requirements.** Contractor shall:
- Prior to commencement of services, furnish the City with original certificates and amendatory endorsements effecting coverage required by this section and provide that such insurance shall not be cancelled, allowed to expire, or be materially reduced in coverage except on 30 days' prior written notice to the City Attorney of Knoxville; P.O. Box 1631; Knoxville, Tennessee 37901. Proof of policy provisions regarding notice of cancellation will be required.
 - Upon the City's request, provide certified copies of endorsements and policies if requested by the City in lieu of or in addition to certificates of insurance. Copies of policies will only be requested when contracts are deemed to be extremely or uniquely hazardous, include a dollar amount that is significant to the overall budget of the City or a City Department, or the coverage(s) may not follow standard insurance forms. A policy will only be requested after the City's Risk Manager has reviewed the contract and proof of coverage has been provided. Should the certificate of insurance refer to specific coverage wording or endorsements(s), proof of such policy wording or endorsement(s) will be required.
 - Replace certificates, policies, and endorsements for any such insurance expiring prior to completion of services.
 - 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 the City as a material breach of contract.
 - If Contractor cannot procure insurance through an insurer having an A.M. Best rating of A-VIII, Contractor may, in the alternative, place such insurance with insurer licensed to do business in Tennessee and having A.M. Best Company ratings of no less than A. Modification of this standard may be considered upon appeal to the City Law Director.

- Require all subcontractors to maintain during the term of the Agreement Commercial General Liability insurance, Business Automobile Liability insurance, and Workers' Compensation/Employer's Liability insurance (unless subcontractor's employees are covered by Contractor's insurance) in the same manner as specified for Contractor. Contractor shall furnish subcontractors' certificates of insurance to the City without expense immediately upon request.
- Large Deductibles; Self-Insured Retentions. Any deductibles and/or self-insured retentions greater than \$50,000 must be disclosed to and approved by the City of Knoxville prior to the commencement of services. Use of large deductibles and/or self-insured retentions may require proof of financial ability as determined by the City.
- Waiver of Subrogation Required. The insurer shall agree to waive all rights of subrogation against the City, its officers, officials, and employees for losses arising from work performed by Contractor for the City. Proof of waiver of subrogation up to and including copies of endorsements and/or policy wording will be required.
- Occurrence Basis Requirement. All general liability policies must be written on an occurrence basis, unless the Risk Manager determines that a claims made basis is reasonable in the specific circumstance. Use of policies written on a claims made basis must be approved by the City. Risk Manager and retroactive dates and/or continuation dates must be provided to the City prior to commencement of any work performed. Professional Liability and Environmental Liability (Pollution Coverage) are most commonly written on a claims made basis and are generally acceptable in that form.

6.9 Ethical Standards. Attention of all firms is directed to the following provisions contained in the Code of the City of Knoxville: Chapter 24, Article II, Section 24-33 entitled "Debts owed by persons receiving payments other than Salary;" Chapter 2, Article VIII, Division 11. the Contractor hereby takes notice of and affirms that it is not in violation of, or has not participated, and will not participate, in the violation of any of the following ethical standards prescribed by the Knoxville City Code:

A. Section 2-1048. Conflict of Interest.

It shall be unlawful for any employee of the city to participate, directly or indirectly, through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing or otherwise, in any proceeding or application, request for ruling or other determination, claim or controversy or other matter pertaining to any contract or subcontract and any solicitation or proposal therefore, where to the employee's knowledge there is a financial interest possessed by:

- (1) the employee or the employee's immediate family;
- (2) A business other than a public agency in which the employee or member of the employee's immediate family serves as an officer, director, trustee, partner or employee; or
- (3) Any person or business with whom the employee or a member of the employee's immediate family is negotiating or has an arrangement concerning

prospective employment.

B. Section 2-1049. Receipt of Benefits from City Contracts by Council Members, Employees and Officers of the City.

It shall be unlawful for any member of council, member of the board of education, officer or employee of the city to have or hold any interest in the profits or emoluments of any contract, job, work or service, either by himself or by another, directly or indirectly. Any such contract for a job, work or service for the city in which any member of council, member of the board of education, officer or employee has or holds any such interest is void.

C. Section 2-1050. Gratuities and Kickbacks Prohibited.

It is unlawful for any person to offer, give or agree to give to any person, while a city employee, or for any person, while a city employee, to solicit, demand, accept or agree to accept from another person, anything of a pecuniary value for or because of:

- (1) An official action taken, or to be taken, or which could be taken;
- (2) A legal duty performed, or to be performed, or which could be performed; or
- (3) A legal duty violated, or to be violated, or which could be violated by such person while a city employee.

Anything of nominal value shall be presumed not to constitute a gratuity under this section.

Kickbacks. It is unlawful for any payment, gratuity, or benefit to be made by or on behalf of a subcontractor or any person associated therewith as an inducement for the award of a subcontract or order.

D. Section 2-1051. Covenant Relating to Contingent Fees.

(a) **Representation of Contractor.** Every person, before being awarded a contract in excess of ten thousand dollars (\$10,000.00) with the city, shall represent that no other person has been retained to solicit or secure the contract with the city upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for bona fide employees or bona fide established commercial, selling agencies maintained by the person so representing for the purpose of securing business.

(b) **Intentional Violation Unlawful.** The intentional violation of the representation specified in subsection (a) of this section is unlawful.

E. Section 2-1052. Restrictions on Employment of Present and Former City Employees.

Contemporaneous employment prohibited. It shall be unlawful for any city employee to become or be, while such employee, an employee of any party contracting with the particular department or agency in which the person is employed.

For violations of the ethical standards outlined in the Knoxville City Code, the City has the following remedies:

- (1) Oral or written warnings or reprimands;
- (2) Cancellation of transactions; and

- (3) Suspension or debarment from being a Contractor or subcontractor under city or city-funded contracts.

The value of anything transferred in violation of these ethical standards shall be recoverable by the City from such person. All procedures under this section shall be in accord with due process requirements, included but not limited to a right to notice and hearing prior to imposition of any cancellation, suspension or debarment from being a Contractor or subcontractor under a city contract.

6.10 Firms must comply with the President's Executive Order No. 11246 and 11375 which prohibit discrimination in employment regarding race, color, religion, sex or national origin. Firms must also comply with Title VI of the Civil Rights Act of 1964, Copeland Anti-Kick Back Act, the Contract Work Hours and Safety Standards Act, Section 402 of the Vietnam Veterans Adjustment Act of 1974, Section 503 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, all of which are herein incorporated by reference.

6.11 Firms shall give consideration to the inclusion of minority firms or individuals in this project, and shall advise the city in this proposal of their efforts to do so.

6.12 Firms shall give consideration to the use of environmentally sustainable best practices, and shall advise the city in this submittal of qualifications of their efforts to do so.

6.13 Federal, State, and Local Requirements. Each submitting entity is responsible for full compliance with all laws, rules and regulations which may be applicable.

6.14 Licenses. Before a contract is signed by the City, the submitting entity, if selected, **must** provide the City Purchasing Division with a copy of its valid business license **or** with an affidavit explaining why it is exempt from the business licensure requirements of the city or county in which it is headquartered. If a contract is signed, the contractor's business license shall be kept current throughout the duration of the contract, and the contractor shall inform the City of changes in its business name or location. The contractor must be a licensed professional as required by the state of Tennessee, see T.C.A. Sections 62-2-101 et. seq., for any services in this contract requiring such licensure.

6.15 Funding. The City's performance and obligation to pay under this contract is subject to funding contingent upon an annual appropriation.

6.16 Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Tennessee and its conflict of laws provisions. Venue for any action arising between the City and the Contractor from the Agreement shall lie in Knox County, Tennessee.

6.17 Subcontracts to the Agreement. Contractor shall not enter into a subcontract for any of the services performed under this Agreement without obtaining the prior written approval of the City.

6.18 Amendments. This Agreement may be modified only by a written amendment or

addendum that has been executed and approved by the appropriate officials shown on the signature page of the Agreement.

6.19 Captions. The captions appearing in the Agreement are for convenience only and are not a part of the Agreement; they do not in any way limit or amplify the provisions of the Agreement.

6.20 Severability. If any provision of the Agreement is determined to be unenforceable or invalid, such determination shall not affect the validity of the other provisions contained in the Agreement. Failure to enforce any provision of the Agreement does not affect the rights of the parties to enforce such provision in another circumstance, nor does it affect the rights of the parties to enforce any other provision of this Agreement at any time.

6.21 No Benefit for Third Parties. The services to be performed by the Contractor pursuant to the Agreement with the City are intended solely for the benefit of the City, and no benefit is conferred hereby, nor is any contractual relationship established herewith, upon or with any person or entity not a party to the Agreement. No such person or entity shall be entitled to rely on the Contractor's performance of its services hereunder, and no right to assert a claim against the City or the Contractor, its officers, employees, agents, or contractors shall accrue to the Contractor or to any subcontractors, independently retained professional consultant, supplier, fabricator, manufacturer, lender, tenant, insurer, surety, or any other third party as a result of this Agreement or the performance or non-performance of the Contractor's services hereunder.

6.22 Non-Reliance of Parties. Parties explicitly agree that they have not relied upon any earlier or outside representations other than what has been included in the Agreement. Furthermore, neither party has been induced to enter into this Agreement by anything other than the specific written terms set forth herein.

6.23 Force Majeure. Neither party shall be liable to the other for any delay or failure to perform any of the services or obligations set forth in this Agreement due to causes beyond its reasonable control, and performance times shall be considered extended for a period of time equivalent to the time lost because of such delay plus a reasonable period of time to allow the parties to recommence performance of their respective obligations hereunder. Should a circumstance of force majeure last more than ninety (90) days, either party may by written notice to the other terminate this Agreement. The term "force majeure" as used herein shall mean the following: acts of God; strikes, lockouts or other industrial disturbances; acts of public enemies; orders or restraints of any kind of the government of the United States or of the State or any of their departments, agencies or officials, or any civil or military authority; insurrections, riots, landslides, earthquakes, fires, storms, tornadoes, droughts, floods, explosions, breakage or accident to machinery, transmission pipes or canals; or any other cause or event not reasonably within the control of either party.

6.24 EEO/AA. The City of Knoxville is an EE/AA/Title VI/Section 504/ADA/ADEA Employer.

6.25 By submitting a proposal, the submitting entity agrees to all terms and conditions established in this RFP, including its contract requirements.

VII. Instructions to Submitting Entities

All submissions of proposals shall comply with the following instructions. These instructions ensure that (1) submissions contain the information and documents required by the City RFP and (2) the submissions have a degree of uniformity to facilitate evaluation.

7.1 General

Submission forms and RFP documentation may be obtained on or after August 13, 2020, at no charge from:

City of Knoxville Purchasing Division
City/County Building
400 Main Street, Room 667
Knoxville, Tennessee 37902

between 8:30 a.m. and 4:30 p.m. (Eastern Time), Monday through Friday or by calling 865/215-2070. Forms and RFP information are also available on the City web site at www.knoxvilletn.gov/purchasing where it can be read or printed using Adobe Acrobat Reader software.

7.2 Submission Information

Proposals shall be submitted to the City either through online submission or hard copy, in accordance with the following procedures:

Electronic Submission Procedures. Electronic submissions may be submitted online through the City's Procurement website. **DO NOT EMAIL YOUR SUBMISSION.** All proposers/bidders must register as a vendor in order to submit an electronic file.

Step One: Register as a City of Knoxville vendor

(Vendors are encouraged to complete this step **now** to ensure seamless submission process prior to deadline.)

To register as a vendor:

Visit the website at www.knoxvilletn.gov/purchasing

Click the "Vendor Registration" tab; then "Click here to register as a City of Knoxville Vendor"

Follow the prompts to complete online registration.

Note: You will be asked for a PIN. This PIN will be emailed to you and may have been sent to your spam or junk folder.

DO NOT WAIT UNTIL SUBMISSION DEADLINE TO REGISTER AS A VENDOR. The electronic submission link will be disabled at 11:00:00 a.m. Eastern time. Vendors will not have the ability to submit any electronic files once the deadline has passed.

Step Two:

Submit all materials electronically as one (1) file to City's Procurement website PRIOR to

11:00:00 a.m. (Eastern Time) on **September 3, 2020.**

To submit electronic file:

Visit the procurement website at www.knoxvilletn.gov/bids

Click “RFP- Uniform Purchase for Knoxville Fire Department”

Click “Submit Bid” (red button located at top of screen)

Follow the prompts to upload and submit electronic file.

Submit only one (1) submission file (see notes below if you must submit additional files)

Files **MUST** be named as the firm’s name followed by the title of the project.

Example: ABC Company-Uniform Purchase Fire RFP.pdf

Should you need to merge multiple documents into one PDF, please utilize Google to download a free software intended for merging pdf documents

NOTE THAT ONLINE SUBMISSIONS WILL STILL REQUIRE SAMPLES MAILED TO CITY OF KNOXVILLE PURCHASING DEPARTMENT. SAMPLES AS NOTED WITHIN THIS DOCUMENT ARE REQUIRED PRIOR TO SUBMISSION DEADLINE.

Hard Copy Submission Procedures: Proposals shall include ONE (1) hard copy (mark as **the original**) and one electronic copy of the proposal (.pdf format on CD or USB drive only—**mark the storage device with the company name**); the electronic version shall be an exact duplicate of the original, and the electronic version will be the official document exhibited in the contract. **Electronic submissions must be included with the sealed submissions; do not email your submission.**

IMPORTANT NOTE: A minimum of one of the hard copy submitted proposals **must** bear an original signature, signed in ink (duplicated signatures substituted for original ink signatures may result in rejection of the proposals). This document is the official, original submission; the required copies may have copied signatures. The signature must be entered above the typed or printed name and title of the signer. All proposals must be signed by an officer of the company authorized to bind the firm to a contract.

Proposals will be received until 11:00:00 a.m. (Eastern Time) on **September 3, 2020.** Each hard copy proposal must be submitted in a sealed envelope addressed to:

City of Knoxville Purchasing Division

City/County Building

400 Main Street, Room 667

Knoxville, TN 37902

IMPORTANT NOTE: Each mailing envelope or carton containing a proposal or multiple copies of the proposal must be sealed and plainly marked on the outside “Uniform Purchase for Knoxville Fire Department.” Proposers are reminded that the Purchasing Division receives many bids and proposals for any number of solicitations; **unlabeled submissions are extremely difficult to match to their appropriate solicitations and therefore may be rejected.**

Any proposals received after the time and date on the cover sheet will not be considered. It shall be the sole responsibility of the submitting entity to have the proposal delivered to the City of Knoxville Purchasing Division on or before that date.

Late proposals will not be considered. Proposals that arrive late due to the fault of United States Postal Service, United Parcel Service, DHL, FEDEX, any delivery/courier service, or any other carrier of any sort are still considered late and shall not be accepted by the City. Such proposals shall remain unopened and will be returned to the submitting entity upon request.

7.3 Format

The City is committed to reducing waste. Submissions of qualifications must be typed on 8.5 x 11 inch wide white paper, printed on both sides. DO NOT BIND the document; instead, staple or binder clip the submission together and place in a sealed envelope (see Paragraph 7.2). Pages must be consecutively numbered. A table of contents must be included in the proposal immediately after the title page, and each of the following numbered sections must be tabbed.

Proposals shall be structured as follows. Numbered items listed below should have a numbered tab page:

1. Title Page
2. Table of Contents
3. Submission Forms:
 - A. Form S-1
 - B. Non-Collusion Affidavit
 - C. No Contact/No Advocacy Affidavit
 - D. Drug Free Workplace Affidavit
 - E. Iran Divestment Act Certification of Noninclusion
 - F. Diversity Business Enterprise Program
4. Body of Proposal: Information which addresses the scope of service provided and the evaluation criteria listed below.

NOTE: All required submission forms may be found in this solicitation document.

7.4 Evaluation of Proposals

All qualified submissions received by the deadline will be analyzed by the Evaluation Committee according to the criteria outlined in these specifications. Failure to comply with the provisions of the RFP may cause any proposal to be ineligible for evaluation. Each submittal of proposals will be initially analyzed and judged according to the evaluation criteria below. The maximum score is 100 points.

The City reserves full discretion to determine the capability of proposing entities. Proposers, if asked, will provide, in a timely manner, any and all information that the City deems necessary to make such a decision. In addition to materials provided in the written responses to this RFP, the Committee may request additional material, information, references, a site visit, or a live test demonstration from the submitting entity or others.

The Evaluation Committee may or may not decide to interview any or all proposing entities at a time and date determined by the City in order to address questions and more fully ascertain how

the solution to this project satisfies the evaluation criteria. Firms and/or teams responding to this Request for Proposals shall be available for interviews with the Evaluation Committee. Discussions may be conducted with responsible submitting entities for purposes of clarification to assure full understanding of and conformance to the RFP requirements. Selection shall be based on the firms' qualifications applicable to the scope and nature of the services to be performed per this request for proposals. Determination of firms' qualifications shall be based on their written responses to this Request for Proposals and information presented to the Evaluation Committee during oral interviews, if any.

In addition to materials provided in the written responses to this Request for Proposals, the Committee may request additional material, information, or references from the submitting entity or others.

Provided it is in the best interest of the City of Knoxville, the firm or team determined to be the most responsive to the City of Knoxville, taking into consideration the evaluation factors set forth in this Request for Proposals, will be selected to begin contract negotiations. The firm or team selected will be notified at the earliest practical date and invited to submit more comprehensive information if necessary. If no satisfactory agreement can be reached with the "most responsive firm," the City may elect to negotiate with the next best and most responsive firm or team.

VIII. Evaluation Criteria

An evaluation team, composed of representatives of the City, will evaluate proposals on a variety of quantitative and qualitative criteria. Upon receipt of proposals, the City will review to determine whether the proposal is acceptable or non-acceptable based on the criteria outlined below.

The criteria and the associated weights upon which the evaluation of the proposals will be based include, but are not limited to, the following:

- 1. Cost – 30 points:** List all costs to include screen-printing and embroidery. Note if any restocking or return fees are imposed for returned items.
- 2. Garments – 30 points:** Describe quality, selection, and availability. Evaluation of sample provided.
- 3. Vendor Services – 20 points:** Provide details on **return policy**, implementation and ongoing support and service; training of website, etc. List functional capabilities, flexibility, and interface of website.
- 4. Availability of Inventory/Fitting – 20 points:** Provide details regarding location address, hours of operation, etc. Provide details for fitting/refitting if no storefront is available. Provide details regarding availability of items proposed and inventory kept on hand.

Submission Forms

CITY OF KNOXVILLE
REQUEST FOR PROPOSALS
Uniform Purchase
for Knoxville Fire Department

Submission Form S-1

**Proposals to be Received by 11:00:00 a.m., Eastern Time; September 3, 2020
in Room 667-674, City/County Building; Knoxville, Tennessee.**

IMPORTANT: Proposals shall include one (1) hard copy (one original **marked the original**) and one electronic copy of the proposal (.pdf format on CD or USB drive only—**mark the storage device with the company name**); the electronic version shall be an exact duplicate of the original, and the electronic version will be the official document exhibited in the contract. **Electronic submissions must be included with the sealed submissions; do not email your submission.**

Please complete the following:

Legal Name of Proposer: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Contact Person: _____

Email Address: _____

DUNS #: _____

Signature: _____

Name and Title of Signer: _____

Note: Failure to use these response sheets may disqualify your submission.

NON-COLLUSION AFFIDAVIT

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

- (1) He/She is the _____ of _____, the firm that has submitted the attached Proposal;
- (2) He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said firm nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other vendor, firm or person to submit collusive or sham proposal in connection with the contract or agreement for which the attached Proposal has been submitted or to refrain from making a proposal in connection with such contract or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the proposal price or the proposal price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of Knoxville or any person interested in the proposed contract or agreement; and
- (5) The proposal of service outlined in the Proposal is fair and proper and is not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties including this affiant.

(Signed): _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20__.

NOTARY PUBLIC

My Commission expires _____

No Contact/No Advocacy Affidavit

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

(1) He/She is the owner, partner, officer, representative, or agent of _____
_____, the Proposer that has submitted the attached Proposal;

(2) The Proposer _____ swears or affirms that he/she will abide by the following “No Contact” and “No Advocacy” clauses:

a) **NO CONTACT POLICY:** After the posting of this solicitation to the Purchasing Division's website, any contact initiated by any proposer with any City of Knoxville representative concerning this proposal is strictly prohibited, unless such contact is made with the Assistant Purchasing Agent (Penny Owens) or the listed Point of Contact (Julie Maxwell). Any unauthorized contact may cause the disqualification of the proposer from this procurement transaction.

b) **NO ADVOCATING POLICY:** To ensure the integrity of the review and evaluation process, companies and/or individuals submitting proposals for any part of this project, as well as those persons and/or companies representing such proposers, may not lobby or advocate to the City of Knoxville staff including, but not limited to, members of City Council, Office of the Mayor, Knoxville Fire Department, or any other City staff.

Any company and/or individual who does not comply with the above stated “No Contact” and “No Advocating” policies may be subject to having their proposal rejected from consideration.

Signed: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 2_____.

My commission expires: _____

DRUG-FREE WORKPLACE AFFIDAVIT

State of _____

County of _____

_____, being duly sworn, deposes, and says that:

- (1) He/She is a principal officer of _____, the firm that has submitted the attached Proposal, his or her title being _____ of the firm; and
- (2) He/She has personal knowledge of the policies of the above-named firm with respect to the maintenance of a drug-free workplace; and
- (3) He/She certifies that all provisions and requirements of the Tennessee Drug-Free Workplace Program, as established by Tenn. Code Ann. §§ 50-9-101 et. seq., have been met and implemented.

(Signed)

(Title)

Subscribed and sworn to before me this ____ day of _____, 20__.

Title _____

My Commission expires _____

IRAN DIVESTMENT ACT

Certification of Noninclusion

NOTICE: Pursuant to the Iran Divestment Act, Tenn. Code Ann. § 12-12-106 requires the State of Tennessee Chief Procurement Officer to publish, using creditable information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in § 12-12-105. Inclusion on this list makes a person ineligible to contract with the state of Tennessee; if a person ceases its engagement in investment activities in Iran, it may be removed from the list. A list of entities ineligible to contract in the State of Tennessee Department of General Services or any political subdivision of the State may be found here:

[https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List_of_persons_pursuant_to Tenn. Code Ann. 12-12-106 Iran Divestment Act updated 7.7.17.pdf](https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-information-library/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_7.7.17.pdf)

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

Vendor Name (Printed)	Address
By (Authorized Signature)	Date Executed
Printed Name and Title of Person Signing	

NOTARY PUBLIC:

Subscribed and sworn to before me this _____ day of _____, 2_____.

My commission expires: _____

DIVERSITY BUSINESS ENTERPRISE (DBE) PROGRAM

The City of Knoxville strongly encourages prime contractors to employ diverse businesses in the fulfillment of contracts/projects for the City of Knoxville.

The City of Knoxville's Fiscal Year 2020 goal is to conduct 4.82% of its business with minority-owned businesses, 10.73% of its business with woman-owned businesses, and 33.94% with small businesses.

While the City cannot engage (pursuant to state law) in preferential proposalding practices, the City does **strongly encourage** prime contractors to seek out and hire diverse businesses in order to help the City meet its goals as stated above. As such, the City encourages prime contractors to seek out and consider competitive sub-proposals and quotations from diverse businesses.

For DBE tracking purposes, the City requests that prime contractors who are proposalding, proposing, or submitting statements of qualifications record whether or not they plan to employ DBE's as sub-contractors or consultants. With that in mind, please fill out, sign and submit (with your proposal/proposal) the following sub-contractor/ consultant statement.

CITY OF KNOXVILLE DIVERSITY BUSINESS DEFINITIONS

Diversity Business Enterprise (DBE's) are minority-owned (MOB), women-owned (WOB), service-disabled veteran-owned (SDVO), and small businesses (SB), who are impeded from normal entry into the economic mainstream because of past practices of discrimination based on race or ethnic background. These persons must own at least 51% of the entity and operate or control the business on a daily basis.

Minority: A person who is a citizen or lawful admitted permanent resident of the United States and who is a member of one (1) of the following groups:

- a. African American, persons having origins in any of the Black racial groups of Africa;
- b. Hispanic American, persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race;
- c. Native American, persons who have origin in any of the original peoples of North America ;
- d. Asian American, person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

Minority-owned business (MOB) is a continuing, independent, for profit business that performs a commercially useful function, and is at least fifty-one percent (51%) owned and controlled by one (1) or more minority individuals.

Woman-owned business (WOB) is a continuing, independent, for profit business that performs a commercially useful function, and is at least fifty-one percent (51%) owned and controlled by one (1) or more women.

Service Disabled Veteran-owned business (SDOV) is a continuing, independent, for profit business that performs a commercially useful function, owned by any person who served honorably on active duty in the armed forces of the United States with at least a twenty percent (20%) disability that is service connected. Meaning such disability was incurred or aggravated in the line of duty in the active military, naval or air service, and is at least fifty-one percent (51%) owned and controlled by one (1) or more service disabled veteran.

Small Business (SB) is a continuing, independent, for profit business which performs a commercially useful function and has total gross receipts of not more than ten million dollars (\$10,000,000) average over a three-year period or employs no more than ninety-nine (99) persons on a full-time basis.

Subcontractor/Consultant Statement
(TO BE SUBMITTED IN THE BID/PROPOSAL ENVELOPE)

We _____ do certify that on the
(Bidder/Proposer Company Name)

_____ do certify that on the
(Project Name)

\$ _____
(Amount of Bid)

Please select one:

Option A: Intent to subcontract using Diverse Businesses

A Diversity business will be employed as subcontractor(s), vendor(s), supplier(s), or professional service(s). The estimated **dollar value** of the amount that we plan to pay is:

\$ _____.
Estimated Amount of Subcontracted Service

Diversity Business Enterprise Utilization			
Description of Work/Project	Amount	Diverse Classification (MOB, WOB, SB, SDOV)	Name of Diverse Business

Option B: Intent to perform work “without” using Diverse Businesses

We hereby certify that it is our intent to perform 100 % of the work required for the contract, work will be completed without subcontracting, or we plan to subcontract with non-Diverse companies.

DATE: _____ COMPANY NAME: _____

SUBMITTED BY: _____ TITLE: _____
(Authorized Representative)

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

TELEPHONE NO: _____











YOUR DESIGN PRINT APPROVAL

Please PROOF READ and double check SPELLING and spacing.

Attached you will find a digital representation of your order. Size, Color, and Location may vary based on computer monitors. While we have an excellent level of quality and care, we encourage extra pieces be ordered to ensure acceptable quantities. Reprints still follow our minimum standards (24 shirts) and may involve a separate process to address issues less than the minimum. Standard print sizes: Left chest 3.5 x 3.5 / Full Front 11x12 / Full Back 12x12 / Yoke 3". Please Specify if different sizing is required.

Customer:

File location: Knoxville Fire / Knoxville Fire Opt1

Shirt: Navy



Order	Color	Mesh	Pres
Base	<input type="text"/>	<input type="text"/>	<input type="text"/>
white	<input type="text"/>	<input type="text"/>	<input type="text"/>
red	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
Light gold	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Left Chest

Base	<input type="text"/>	<input type="text"/>	<input type="text"/>
white	<input type="text"/>	<input type="text"/>	<input type="text"/>

Full Back