

**CITY OF KNOXVILLE
INVITATION TO BID
Printing Services for Waste and Resources Management**

Sealed bids, invited by the City of Knoxville, will be received by the Purchasing Agent of the City of Knoxville, in Room 667-674, City County Building; 400 Main Avenue; Knoxville, Tennessee, until **11:00:00 a.m. (Eastern Time) on February 11, 2020**, at which time they will be opened and publicly read aloud and a contract awarded as soon thereafter as practicable. The City of Knoxville intends to purchase a variety of printed items for the purpose of Waste and Resource Management Outreach and Education. Award shall be for “as needed” printing services for Waste and Resources Management under the Public Service Department and as detailed below. **Bid prices shall be inclusive of all charges, including shipping and delivery costs.** Prices shall be firm, fixed prices for the term of one (1) year with the option to renew for two (2) additional one-year optional extensions, upon mutual agreement. The City does not guarantee nor does it commit to the purchase of any specific quantity.

SPECIFICATION:

Waste and Resources Management’s Education and Outreach Materials

As needed printing services are for varying quantities of postcards, brochures, information cards, envelopes, magnets, and signs necessary to educate residents about waste and recycling services. Items are periodically ordered throughout the year.

Order Quantities – Materials will be ordered in various quantities from 1 to 30,000.

Materials – Various weights and types needed for different projects. Options shall be provided for 30% and 50% post-consumer recycled content.

Colors – All materials, except when otherwise indicated, will be four-color. Please refer to the attached .pdf files for examples of current materials.

Typeset Changes – The awarded vendor must apply typeset changes provided by Waste and Resources Management.

Proofs – Any changes require a .pdf proof emailed for approval.

Finish – Brochures require folding either in half or in thirds. The awarded vendor must confirm fold styles prior to printing the initial order.

Delivery Requirement – Printing and delivery shall occur within five (5) business days.

Additional Information/Requirements:

- Mailing – Most printed materials will be distributed or mailed by the City of Knoxville. One to three times a year, however, awarded vendor will bulk mail directly to residents,

typically in batches of 30,000. On the Bid Pricing sheet, please include any processing fees along with postage cost for this service on the line item labeled "Mailing only."

- Waste and Resources Management can provide map artwork in a combination of Adobe InDesign, Adobe Illustrator, and PDF formats.
- Awarded vendor's mistakes in printing shall be corrected and delivery made within 48 hours at no additional cost to the City.
- Awarded vendor shall be a Forest Stewardship Council certified printer.

NOTE: Bid submission pricing must include delivered price (shipping included). Delivery address is as follows:

City of Knoxville
Waste & Resources Management
400 W. Main St., Suite 520
Knoxville, TN 37902

BID SUBMISSION REQUIREMENTS

Bidders must furnish the following information in writing with their submission:

1. Bid Form showing bidder's name, address, quoted price, business license number, date of expiration of business license. A copy of the bidder's current business license may be submitted in lieu of providing the license expiration date.
2. **Bid Pricing Sheet**
3. Non-Collusion Affidavit
4. Iran Divestment Act Certification of Noninclusion
5. Diversity Business Enterprise (DBE) Program form
6. **2-3 Samples of similar past work**

GENERAL INFORMATION

1. Sealed bids will be received by the Purchasing Agent of the City of Knoxville in Room 667-674, City/County Building, 400 Main Avenue, Knoxville, Tennessee until **Tuesday, February 11, 2020, at 11:00:00 a.m.**, at which time they will be publicly opened and read aloud and the contract awarded as soon as practicable. **No bid will be received or accepted after the above-specified time for the opening of bids.** Bids that arrive late due to the fault of U. S. 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 bids shall remain unopened and will be returned to the submitting entity upon request.
2. The City of Knoxville reserves the right to reject any or all bids, to accept or reject any items thereon, to waive technicalities or informalities, to split orders if in the best interest of the City, to evaluate bids by various criteria, and to accept any bid which, in its opinion, may be for the best interest of the City.
3. Included in the Invitation to Bid is an affidavit in proof that the undersigned has not

entered into any collusion with any person in respect to this bid or any other bid. The Bidder will be required to execute and submit this affidavit with the sealed bid. Also included is the Diversity Business Program contracting packet. Submissions must indicate on the enclosed form whether or not the bidder intends to use subcontractors and/or suppliers from one of the defined groups. Bidders are advised that the City tracks use of such use, but it does not influence or affect evaluation or award.

4. Each bid must be submitted in a sealed envelope, addressed to the Purchasing Agent, City of Knoxville, Room 667-674, City/County Building, 400 Main Street, Knoxville, Tennessee, 37902. Each sealed envelope containing a bid must be plainly marked on the outside as: **“Printing Services for Waste and Resources Management.”**
5. **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.
6. **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.
7. All bids must be made on the Bid Form supplied with the contract documents, and no interlineations, excisions, or special conditions shall be made or included in the Bid Evaluation Sheet by the Bidder. **Any bid on which there is an alteration of or departure from the Bid Form may be considered irregular and may be rejected.** All bids must be signed in full by the Bidder or Bidders in their business name or style when submitted and must show his or their complete address.
8. No bidder may withdraw his bid for a period of 60 days after the actual date of the opening thereof.
9. Prior to submitting their bids, bidders 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.
10. **Bid submissions from un-registered bidders may be rejected.**

11. Payment for completed services delivered to and accepted by the City shall be at the contract price.
12. State make or brand on each item. If quoting on other than the make, model, or brand specified, the manufacturer's name and catalog number must be given, along with warranty information and detailed specifications. Because the City is committed to environmentally sound practices, brands are expected to be procured with environmental responsibility in mind.
13. Time of delivery is part of the consideration and must be stated in definite terms; time of delivery is guaranteed by the bidder and must be adhered to upon award. If time varies on different items, the bidder shall so state.
14. All quotations must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
15. Samples of items, when required, must be furnished free of expense to the City and if not called for within fifteen (15) days from the date of bid opening, same will be disposed of in a manner deemed to be in the best interest of the City. Items shipped as a result of an Agreement to purchase (Purchase Order) must match the sample provided with Vendor's bid submission. The City of Knoxville will be the sole judge as to whether or not the shipped items match said supplied sample, and the City's decision will be final. Should shipped items not, in the City's judgment, be as represented by the sample provided, Vendor shall pay the City in full for all costs associated with returning shipped items to the Vendor. No restocking fee or other fees will be assessed against the City of Knoxville.
16. Bidders shall verify bids before submission, as bids cannot be withdrawn or corrected after being opened. Bids will be evaluated by unit price.
17. If federal excise tax applies, show amount of same and deduct. Bear in mind that the City is exempt from Tennessee sales tax.
18. Prices are considered FOB Knoxville unless otherwise stated in the Invitation to Bid.
19. By execution and delivery of a bid submission, the bidder agrees that any additional terms and conditions, whether submitted to the City purposely or inadvertently, shall have no force or effect.
20. Bidders must comply with the President's Executive Orders No. 11246 and 11375 which prohibit discrimination in employment regarding race, color, religion, sex or national origin. Bidders must not maintain or provide for their employees any facilities that are segregated on the basis of race, color, religion or national origin. Bidders must also comply with Title VI of the Civil Rights Act of 1964, Copeland Anti-Kick Back Act, the Contract Work Hours and Safety Standard Act, Section 402 of the Vietnam Veterans Adjustment Act of 1974 and Section 503 of the Rehabilitation Act of 1973, all of which

are herein incorporated by reference.

21. All bidders must comply with Title VI of the Civil Rights Act of 1964, as codified in 42 U.S.C. 2000d. The successful bidder must follow Title VI guidelines in all areas including hiring practices, open facilities, insurance, and wages. The City of Knoxville reserves the right to review all compliance records by a contract compliance officer designated by the City.
22. No interpretation of the meaning of the plans, specifications, or other pre-bid documents will be made to any bidder orally. Each request for such interpretation should be in writing addressed to **Julie Smith Maxwell, Procurement Specialist** for the City of Knoxville, 400 Main Street, Room 667, Knoxville, TN 37902, or emailed to her at jmaxwell@knoxvilletn.gov. To be given consideration, such requests/questions must be received by **February 4, 2020**. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications which, if issued, will be posted 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 bidder to receive such addendum or interpretation shall not relieve such Bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the Contract Documents.
23. Attention of all bidders is directed to the set off provision contained in Article II, Section 24-33, entitled, "Debts owed by persons receiving payments other than salary", and Section 2-1049 entitled "Receipt of benefits from City contracts by council members, employees, and officers of the City" of the Code of the City of Knoxville.
24. Before a Purchase Order is issued, 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. Any Agreement to purchase resulting from this Invitation to Bid 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 Vendor from the Agreement shall lie in Knox County, Tennessee.
25. In compliance with Tennessee state law, bids must be accompanied by a certification attesting that, to the best of the bidder's knowledge, the bidder does not engage in investment activities in Iran. The Iran Divestment Act of 2014 Certification of Noninclusion form may be found in this solicitation document.
26. By acceptance and delivery of the Purchase Order resulting from the award of this Invitation to Bid, the Vendor agrees to the following:

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.

**CITY OF KNOXVILLE
BID FORM**

TO: Purchasing Agent
City of Knoxville
City/County Building
400 Main Street, Suite 667
Knoxville, TN 37902

Having carefully examined the specifications entitled **“Printing Services for Waste and Resources Management”** to open on **February 11, 2020, at 11:00:00 a.m.** and the other Contract Documents and addenda, and having familiarized ourselves with the existing conditions of the job, we hereby propose to furnish the supervision, labor, equipment, delivery, and services to do the work as specified for the following amounts:

Waste and Resources Management Education and Outreach Materials

Multiple orders of different materials in various quantities on an “as needed” basis. Prices shall be provided for the various items below, printed in four-color and including a bleed.

	Min. 30% Post Consumer Recycled Content	Min. 50% Post Consumer Recycled Content
	Price per order	Price per order
<u>Recycling Dos and Don'ts Postcard (6" x 9", Cover #80)</u>		
Order of 30,000 (Printing Only) =	\$ _____	\$ _____
Mailing Only of 30,000 =	\$ _____	\$ _____
<u>Recycling Dos and Don'ts Card (5.5" x 8.5", Cover #80)</u>		
Order of 3,000=	\$ _____	\$ _____
<u>Solid Waste Management Facility Brochure (4.25" x 11", after tri folded, Text #80)</u>		
Order of 1,500 =	\$ _____	\$ _____
Order of 3,000 =	\$ _____	\$ _____
Order of 5,000 =	\$ _____	\$ _____
<u>Household Hazardous Waste Facility Brochure (4.25" x 11", after folded, Text #80)</u>		
Order of 1,500 =	\$ _____	\$ _____
Order of 3,000 =	\$ _____	\$ _____
Order of 5,000 =	\$ _____	\$ _____

CITY OF KNOXVILLE

**BID FORM
PAGE 2 OF 3**

Latex Paint Card (4.25" x 11", Cover #80)

Order of 1,500 = \$ _____ \$ _____

Order of 3,000 = \$ _____ \$ _____

Order of 5,000 = \$ _____ \$ _____

Bulky Waste Bookmark (2" x 10", Cover #80)

Order of 500 = \$ _____ \$ _____

Order of 1,000 = \$ _____ \$ _____

Order of 2,000 = \$ _____ \$ _____

"Do Your Part with the Cart" envelopes (6" x 9", Text #60)

Order of 500 = \$ _____ \$ _____

Order of 1,000 = \$ _____ \$ _____

Order of 2,000 = \$ _____ \$ _____

"Do Your Part with the Cart" envelopes (4 1/8" x 9", Text #60)

Order of 500 = \$ _____ \$ _____

Order of 1,000 = \$ _____ \$ _____

Order of 2,000 = \$ _____ \$ _____

Recycling Calendars (4" x 8.75", Cover #80)

Order of 3,000 = \$ _____ \$ _____

Fridge Recycling Schedule Magnet (3" x 4") (without recycled content)

Order of 1,000 = \$ _____

Order of 2,000 = \$ _____

Order of 3,000 = \$ _____

Outdoor Recycling Stickers for Dumpsters (1.5' x 2') (without recycled content)

Order of 170= \$ _____

Outdoor Vinyl Banner for Two-Week Use with Grommets (3' x 10') (without recycled content)

Order of 1= \$ _____

CITY OF KNOXVILLE

**BID FORM
PAGE 3 OF 3**

Bidder guarantees delivery within _____ days after receipt of order.

Firm Name: _____

Official Address: _____

Business License Number: _____ Expiration Date: _____

(By)

(Name Typed)

Date: _____

(Title)

Email _____

Phone _____

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of _____

County of _____

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

- (1) He is owner, partner, officer, representative, or agent of _____, the Bidder that has submitted the attached Bid;
- (2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said Bid 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 Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached Bid or of any other Bidder, firm, or person to fix any overhead, profit, or cost element of the bid price or the bid price of any other Bidder, 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; and
- (5) The price or prices quoted in that attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

Signed: _____

Title: _____

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

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 credible 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 proposal 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 bidding, 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 bid/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)

(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: _____



The Transfer Station is conveniently located at the Solid Waste Management Facility off I-275, Baxter Ave Exit.

For further information, call 865-215-6700 or please visit: www.knoxvilletn.gov/SWMF



Visit knoxvilletn.gov/SWMF for more details



CITY OF KNOXVILLE

Transfer Station

at the
Solid Waste Management Facility



1033 Elm Street
Off I-275, Baxter Ave Exit
865-215-6700
knoxvilletn.gov/SWMF

ALL VISITORS MUST DRIVE ACROSS THE SCALE

ALL VISITORS MUST DRIVE ACROSS THE SCALE

Hours of Operation:

Mon, Tues, Thurs, Fri:	7:00 am – 4:00 pm
Wednesday:	7:00 am – 12 noon
Saturday:	8:00 am – 12 noon
Sunday:	Closed

Free for City Residents Day (8:00 am — 1:00 pm):

On the first Saturday of each month (excluding holiday weekends), ONLY City residents may visit the Solid Waste Management Facility. **No County residents or commercial businesses may use this facility on these days.** No shingles will be accepted on these days. City residents should expect long lines.

Fees:

Minimum fee of \$1. Cash, check, or credit card. No American Express.

- Garbage, Construction, & Demolition Debris – \$50 per ton
- Shingles or Shingles Combined with Other Waste – \$60 per ton.

Transfer Station Rules and Regulations

- **This is a non-smoking facility.**
- All vehicles are required to cross the scales and must be able to **unload in 30 minutes or less.**
- Residential, commercial trash, and construction materials may be brought to the Transfer Station.
- The City reserves the right to refuse any materials.
- All vehicles are required to separate recyclables, tires (limit of 4 per day), building materials, construction/demolition debris, and any other material as directed by the attendant and unload them in appropriate areas of the facility.
- No material may be removed from the SWMF.

Materials not accepted include:

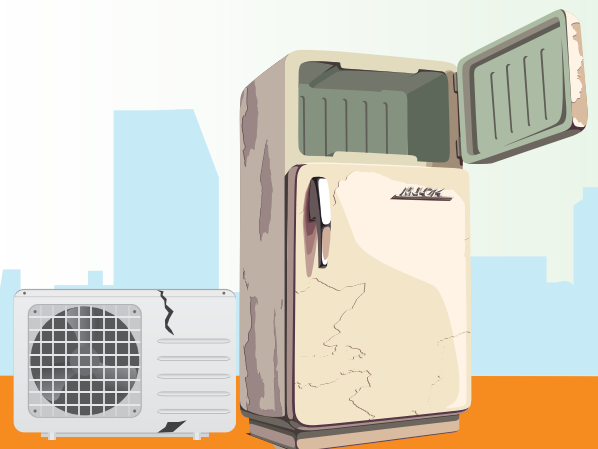
- Loose, blown insulation (bagged insulation is accepted).
- Asphalt
- Commercial hazardous waste
- Contaminated soil
- Dead animals
- Lighting ballasts*
- Hot ashes
- Medical waste **(including oxygen tanks)**
- Sludge
- Railroad ties over 3 ft. in length
- Large amounts of rock, brick, concrete, or dirt (limited to two wheelbarrows full per vehicle trip)
- Yard waste**

*For information on where to take lighting ballast, please call the Transfer Station at 865-215-6700.

**Yard waste that is brought to any of the three Living Earth Knoxville locations will be turned into mulch. For more information, call 865-927-7646.

The following common items can be disposed of at the transfer station at the regular tipping fee rate.

- Air Conditioners/ Heaters
- Refrigerators
- TVs



Household Hazardous Waste

Unacceptable Items:

- Latex paint (please see guide on website for how to properly dispose of latex paint)
- Ammunition, explosives, fireworks (contact law enforcement at 865-215-4010)
- Medical waste (needles can be put inside capped two-liter bottles and placed in your trash container)
- Compressed gas cylinders (**NO OXYGEN TANKS**)
- Radioactive waste (including smoke detectors - visit <https://www.jmac.com/Articles.asp?ID=350> for proper disposal)
- Unidentifiable materials
- Any household hazardous waste from out-of-county residents
- Industrial, commercial, or business-generated hazardous waste

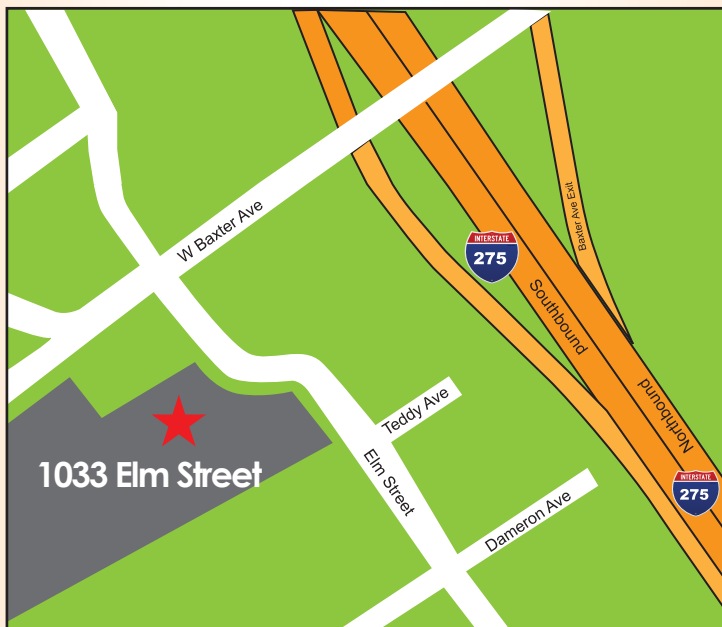
The following common items are not accepted as Household Hazardous Waste, but can be disposed of at the transfer station at the regular tipping fee rate.

- Air Conditioners/Heaters
- Refrigerators
- TVs

Specialty Recycling:

- Used motor oil
- Electronics
- Appliances*

*Appliances containing refrigerant, such as refrigerators and air conditioners, are subject to regular tipping fees.



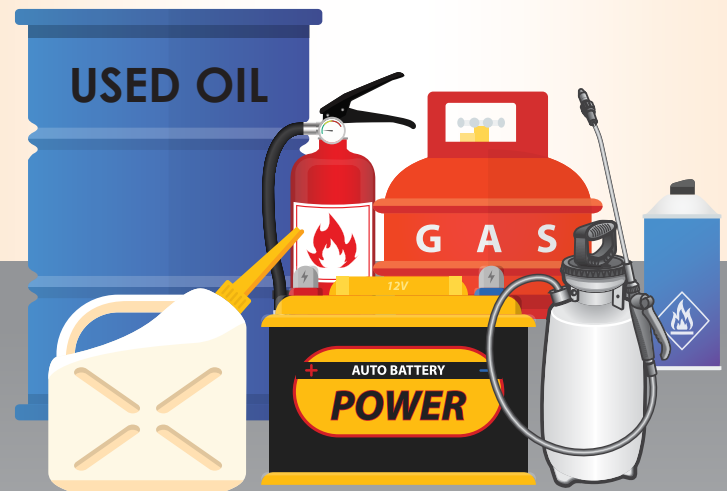
The Household Hazardous Waste Facility is conveniently located at the Solid Waste Management Facility off I- 275, Baxter Ave Exit.



CITY OF KNOXVILLE

Household Hazardous Waste Facility

at the
Solid Waste Management Facility



1033 Elm Street
Off I-275, Baxter Ave Exit
865-215-6700

It is FREE to dispose of approved Household Hazardous Waste.

knoxvilletn.gov/HHW

ALL VISITORS MUST DRIVE ACROSS THE SCALE

ALL VISITORS MUST DRIVE ACROSS THE SCALE

Hours of Operation:

Mon, Tues, Thurs, Fri:	7:00 am – 4:00 pm
Wednesday:	7:00 am – 12 noon
Saturday:	8:00 am – 12 noon
Sunday:	Closed

Free for City Residents Day:

On the first Saturday of each month (excluding holiday weekends), *ONLY City residents* may visit the Solid Waste Management Facility, which includes the HHW. **No County residents or commercial businesses may use this facility on these days.** City residents should expect long lines.

Household Hazardous Waste Facility (HHW)

Household hazardous waste is any material discarded from the home that may pose a health threat to humans or the environment if handled or disposed of improperly. It is anything labeled: toxic, poison, corrosive, reactive, flammable, combustible, or irritant.

Reduce Through Reuse

HHW materials that are still usable will be set aside for reuse. Residents who sign a waiver may pick up these materials free-of-charge.

- **There is no fee to drop hazardous materials at the Household Hazardous Waste Facility.**
- **Only City of Knoxville and Knox County RESIDENTS may use the HHW facility; only residential material will be accepted.**
- **Businesses, nonprofits, churches, and other non-residential entities must contract privately for any hazardous waste disposal.**
- **A maximum of 100 pounds or 10 gallons of HHW will be accepted per vehicle per day. Containers larger than 5 gallons will not be accepted.**

The Household Hazardous Waste Facility Accepts:

- Aerosol Cans
- Automotive Oil and Fuel (10 gal. limit/day)
- Additives
- Antifreeze
- Batteries - Lead Acid, Lithium, and Rechargeable (no alkaline)
- Bleach
- Brake Fluid
- Car Wax and Cleaners
- Carburetor and Fuel Injection Cleaners
- Caulk
- Computer Systems (Limit of 3/visit. Charges apply if over limit.)
- Cooking Grease
- Detergent
- Drain Openers
- Fire Extinguishers
- Flea Collars
- Fluorescent Tubes & Compact Fluorescent Light Bulbs
- Fungicides/Wood Preservatives
- Gasoline
- Grease and Rust Solvents
- Herbicides
- Household Cleaners
- Insect Repellant
- Insecticide
- Lighter Fluid
- Mercury Thermometers
- Mothballs
- Oven Cleaner
- Paint (Oil-based only. **No latex paint.** 10 gallon limit/day/container size)
- Paint Stripper and Removers
- Paint Thinner
- Pesticides
- Pet Spray and Dip
- Pool Chemicals
- Propane Cylinders
- Rat and Mouse Poison
- Shoe Polish
- Spot Remover
- Spray Paint Cans
- Stain
- Starter Fluids
- Toilet Bowl Cleaner
- Transmission Fluid
- Tub and Tile Cleaner
- Varnish
- Weed Killer
- Windshield Wiper Fluid



Visit knoxvilletn.gov/HHW for more details



How to Dispose of Latex Paint

Paints labeled as “latex paint” are not hazardous and can be thrown away with your regular household garbage **IF** it is completely dry – to the bottom of the can. If not completely dry, it can leak from a garbage truck and ruin vehicles and/or private property. Be sure your paint is **COMPLETELY** dry before including in your regular garbage.

Do NOT pour paint down a household or storm drain.



The Household Hazardous Waste Management Facility at the Transfer Station will no longer accept latex paint.

Any oil based paints and stains should be taken to the Household Hazardous Waste Facility.

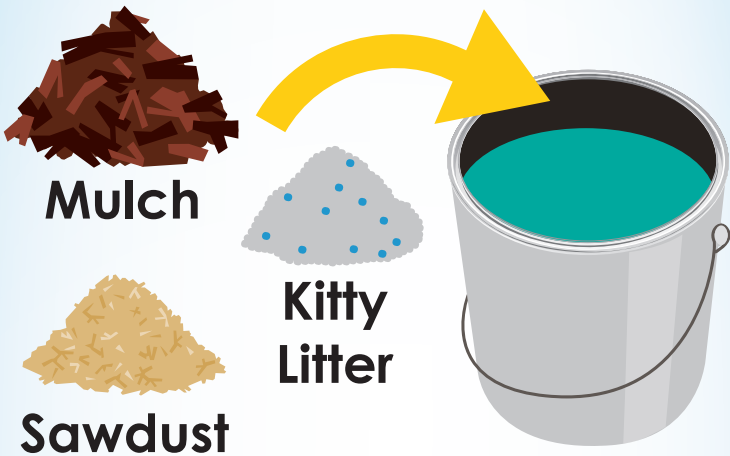
How to dry latex paint for disposal in household garbage?

- Removing the lid from the can and placing in a dry place will allow the paint to eventually dry out.
- After a few days, only the surface of the paint will be firm and dry to the touch - if you press harder you will notice the bottom is still liquid or gloppy paint.
- If you feel comfortable holding the can of paint upside down, then it is dry enough to throw away in your garbage.

More ➔

To expedite the latex paint drying process:

- A thin layer of paint will dry much faster. Pour paint into a secure container with a larger surface area than the paint can.
- Place container of paint outside on a sunny day to help speed up the drying process.
- Adding on absorbent such as kitty litter, wood chips, saw dust, mulch, etc. is another way to quickly dry the paint.



Getting rid of paint cans:

- When the paint is dry, double bag the container and any absorbing material and throw it out with the regular garbage.
- Only latex paint will dry. Oil based paint and stain have to be taken to the Household Hazardous Waste Management Facility located at 1033 Elm Street.
- If you take dried paint cans to a Knox County Convenience Center make sure you bring the paint cans without the lids, allow the operator to inspect them, then you can place them in the bulky brown compactor.
- If you have curbside garbage pick-up in the City of Knoxville, put the dried paint cans inside household garbage bags in the City issued garbage cart.



CITY OF KNOXVILLE

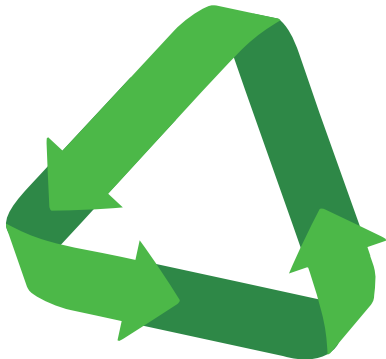
knoxvilletn.gov/hhw

Do Your Part with the Carts



CITY OF KNOXVILLE

Waste & Resources Management
400 Main St.
Knoxville, TN 37902



2020 Curbside Recycling Calendar

Do Your Part with the Carts




CITY OF KNOXVILLE

Thank you for participating in the City of Knoxville's Curbside Recycling Program!

Recycling is picked up every other week on A or B week, as indicated below. On your week and service day, please roll out your recycling cart to the curb for pickup.

JANUARY

Week	SU	M	TU	W	TH	F	SA
A				1	2	3	4
B	5	6	7	8	9	10	11
A	12	13	14	15	16	17	18
B	19	20	21	22	23	24	25
A	26	27	28	29	30	31	

FEBRUARY

Week	SU	M	TU	W	TH	F	SA
A							1
B	2	3	4	5	6	7	8
A	9	10	11	12	13	14	15
B	16	17	18	19	20	21	22
A	23	24	25	26	27	28	29

MARCH

Week	SU	M	TU	W	TH	F	SA
B	1	2	3	4	5	6	7
A	8	9	10	11	12	13	14
B	15	16	17	18	19	20	21
A	22	23	24	25	26	27	28
B	29	30	31				

APRIL

Week	SU	M	TU	W	TH	F	SA
B				1	2	3	4
A	5	6	7	8	9	10	11
B	12	13	14	15	16	17	18
A	19	20	21	22	23	24	25
B	26	27	28	29	30		

Please roll out your recycling cart no later than 7:00 am on your scheduled pickup day. To find out the day and/or week of your pickup, call 311 or 865-215-4311.

MAY

Week	SU	M	TU	W	TH	F	SA
B						1	2
A	3	4	5	6	7	8	9
B	10	11	12	13	14	15	16
A	17	18	19	20	21	22	23
B	24	25	26	27	28	29	30
A	31						

JUNE

Week	SU	M	TU	W	TH	F	SA
A		1	2	3	4	5	6
B	7	8	9	10	11	12	13
A	14	15	16	17	18	19	20
B	21	22	23	24	25	26	27
A	28	29	30				

JULY

Week	SU	M	TU	W	TH	F	SA
A				1	2	3	4
B	5	6	7	8	9	10	11
A	12	13	14	15	16	17	18
B	19	20	21	22	23	24	25
A	26	27	28	29	30	31	

AUGUST

Week	SU	M	TU	W	TH	F	SA
A							1
B	2	3	4	5	6	7	8
A	9	10	11	12	13	14	15
B	16	17	18	19	20	21	22
A	23	24	25	26	27	28	29
B	30	31					

SEPTEMBER

Week	SU	M	TU	W	TH	F	SA
B			1	2	3	4	5
A	6	7	8	9	10	11	12
B	13	14	15	16	17	18	19
A	20	21	22	23	24	25	26
B	27	28	29	30			

OCTOBER

Week	SU	M	TU	W	TH	F	SA
B					1	2	3
A	4	5	6	7	8	9	10
B	11	12	13	14	15	16	17
A	18	19	20	21	22	23	24
B	25	26	27	28	29	30	31

NOVEMBER

Week	SU	M	TU	W	TH	F	SA
A	1	2	3	4	5	6	7
B	8	9	10	11	12	13	14
A	15	16	17	18	19	20	21
B	22	23	24	25	26	27	28
A	29	30					

DECEMBER

Week	SU	M	TU	W	TH	F	SA
A			1	2	3	4	5
B	6	7	8	9	10	11	12
A	13	14	15	16	17	18	19
B	20	21	22	23	24	25	26
A	27	28	29	30	31		

A Week **B Week** **No Pickup**

For missed pickups or other concerns, please call 311 or 215-4311. For more recycling information, visit Knoxvilletn.gov/recycling



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Let's Recycle Right, Knoxville!



CITY OF KNOXVILLE

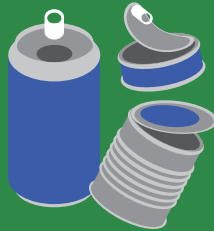
Review these easy tips to make sure your recycling gets a second life.

Learn more at knoxvilletn.gov/recycling



YES!
Include
in curbside
recycling:

CLEAN CANS



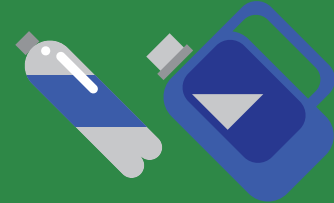
Aluminum & Steel Cans
empty & rinse

CLEAN PAPER/ CARDBOARD



Cereal Boxes, Newspaper,
Magazines, Mail,
Flattened Cardboard & Paper Tubes

CLEAN PLASTIC CONTAINERS



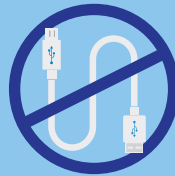
Single-Use Beverage, Kitchen,
Laundry, Bath Bottles & Containers
rinse & replace cap



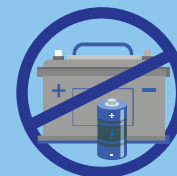
NO!
Do not include
in curbside
recycling:



No Plastic Bags
or Plastic Wrap



No Tanglers: Cords, Hoses,
Chains, String Lights



No Batteries
...and only recycle items that are on the YES list above.



No Glass



CITY OF KNOXVILLE
400 Main Street • Knoxville, TN • 37902

Did you know: 50% of Knoxville households participate in curbside recycling.

TIP: Please don't put plastic bags or plastic wraps in your curbside bin or in the containers at the recycling drop-off centers.

Most recycling facilities can handle predominately rigid (hard) materials that are easier to separate using machinery: aluminum cans, plastic containers and lids, metal cans, cardboard/paper, etc.

Technically, plastic bags and wraps can be recycled into new materials, however, they simply require a different collection system and processing equipment than our local curbside recycling programs or centers provide.

More than 20,000 retail locations across the country—such as large grocery chains, home improvement stores, Walmart, Target, etc.—provide collection bins for these plastic bags and wraps, usually in the storefront area near the main entrance.



TIP: Glass separated by color can still be recycled—but only at the City of Knoxville's Recycling Drop-off Centers.

NORTH: Behind shopping center at I-640 Plaza — 4440 Western Avenue

SOUTH: Goodwill Donation Drop-off — 225 W. Moody Avenue

EAST: Goodwill Donation Drop-off at Chilhowee Park — 210 Alice Street

WEST: Goodwill Donation Drop-off at Cedar Bluff — 341 Park Village Road

DOWNTOWN: Downtown Recycling Center — 227 Willow Avenue

The City of Knoxville drop-off centers are open 24/7.

For more information go to knoxvilletn.gov/dropoffcenters

865-215-4311

Knoxville Solid Waste Division

Learn more at:

knoxvilletn.gov/recycling

YES

- + PLASTIC BOTTLES
- + PLASTIC CUPS
- + MILK/BEVERAGE JUGS
- + PLASTIC DETERGENT CONTAINERS

NO

- PLASTIC BAGS/PLASTIC FILM
- STYROFOAM
- CHIPS/ CANDY WRAPPERS
- STRAWS
- MISCELLANEOUS PLASTICS NOT LISTED ABOVE

***Containers must be rinsed and clean. Replace lids onto containers.**

Questions?

Call 311 or 865-215-4311

knoxvilletn.gov/dropoffcenters



CLEAN PLASTIC CONTAINERS