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Invitation for Sealed Bids

VACANT APARTMENT REPAIR SERVICE Q1812

Solicitation Number	Q1812 (Autumn Landing) Q1810 (Nature's Cove)
Due Date	October 19, 2017
Due Time	11:00 a.m. eastern standard time
Deliver Responses to	Knoxville's Community Development Corporation Procurement Division 901 N. Broadway Knoxville, TN 37917  Procurement is a separate building behind the main building.
Electronic Copies	Electronic copies are available on KCDC's webpage or by email at purchasinginfo@kcdc.org .
May responses be emailed to KCDC	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Paper copies must also be provided, if the solicitation so indicates.
Solicitation Meeting	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Solicitation Meeting is Mandatory	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Solicitation Meeting Date	October 11, 2017
Solicitation Meeting Time	1:00 p.m.
Solicitation Meeting Location	The Board Room at KCDC's Main Office Complex at 901 N. Broadway in Knoxville, 37917. Enter the lobby and proceed up the stairs to the Board Room.
Questions About This Solicitation	Submit questions to purchasinginfo@kcdc.org
Award Results	KCDC posts both a summary of the quotes received and the award decision to its web page at: http://www.kcdc.org/procurement/

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



1. **BACKGROUND AND INTENT**

- a. Knoxville's Community Development Corporation (KCDC) is the public housing and redevelopment agency for the City of Knoxville and for Knox County in Tennessee. KCDC's affordable housing property portfolio includes 20 sites with approximately 3,525 dwelling units. KCDC also oversees approximately 3958 Section 8 Vouchers, 82 Moderate Rehabilitation units and 20 Redevelopment areas.
- b. KCDC wants a supplier to make vacant units ready for leasing to new occupants at its Montgomery Village complex, with its office located at 4530 Joe Lewis Road in Knoxville, Tennessee 37920, has 20 units awaiting "make ready" status for leasing to new occupants. KCDC's maintenance crews are currently working in these apartments and will continue to do so. Thus, the work may be completed in some apartments before the awarded supplier gets to them. KCDC will guarantee at least 18 apartments to the successful supplier.
- c. Generally, the selected supplier will inspect apartments and perform the agreed to services to quickly make the units ready for leasing. See the work performance details later in this document.
- d. Upon award, if the process is effective, KCDC may opt to extend this award to all of its sites on an as needed basis.

2. **CHANGES AFTER AWARD**

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

3. **CODES AND ORDINANCES**

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

4. **CONTACT POLICY**

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

5. **CONTACT PERSONNEL**

The supplier will not have more than two persons to handle billing inquiries and service related issues. In the event one or both contacts leave the KCDC account, the successful supplier will introduce the new contacts to KCDC personnel.

6. **DAMAGE**

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

7. **EMPLOYEES**

Supplier will:

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

8. **ENTRANCE TO SITES**

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

9. **EQUIPMENT**

Supplier shall provide all necessary equipment, materials, supplies, et cetera needed for the work. Include the cost for such equipment, materials and supplies in the price quoted.

10. **EVALUATION**

KCDC will evaluate this as a formal sealed bid and the award is to the "lowest and best." All responses are subject to a determination of "responsive" and "responsible" prior to award. KCDC is the sole judge as to supplier "responsiveness" and "responsibility." KCDC reserves the right to request additional information to assist in the evaluation process; this includes references and business capacity information.

11. **GENERAL INSTRUCTIONS**

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

12. **INSURANCE**

The contractor shall maintain, at contractor’s sole expense, on a primary and non-contributory basis, at all times during the life of the contract insurance coverages, limits, and endorsements described herein. All insurance must be underwritten by insurers with an A.M. Best rating of A:VI or better. Upon award, the contractor shall provide Certificate(s) of Insurance to KCDC evidencing said insurance coverages.

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

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

Such insurance shall contain or be endorsed to contain a provision that includes KCDC, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the 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.

The Additional Insured shall read “Knoxville’s Community Development Corporation (KCDC)”.

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

- b. *Automobile Liability Insurance:* including vehicles owned, hired, and non-owned, with a combined single limit of not less than \$1,000,000 each occurrence. Such insurance shall include coverage for loading and unloading hazards.
- c. *Workers’ Compensation Insurance and Employers Liability Insurance:* with statutory limits as required by the State of Tennessee or other applicable laws.

d. *Pollution Liability Insurance:* pollution liability coverage, providing defense and indemnity coverage for bodily injury, property damage, and environmental investigation and clean-up costs for pollution conditions arising from the contractor's operations. Limit of liability not less than \$1,000,000 each occurrence and \$2,000,000 annual aggregate. The policy shall include a minimum three (3) year Discovery (tail) reporting period, and a Retroactive Date that equals or precedes the effective date of this contract or the performance of work hereunder. Coverage may be provided on a per project basis.

e. *Other Insurance Requirements:* Contractor shall:

1. Upon award, furnish KCDC with original Certificates of Insurance and amendatory endorsements effecting coverage required by this section. Certificates of Insurance shall provide a minimum 30-day endeavor to notify KCDC of cancellation when available by contractor's insurance. If the contractor receives a non-renewal or cancellation notice from an insurance carrier affording the required coverage, or receives notice that coverage no longer complies with the insurance requirements herein, contractor shall notify KCDC by email or fax within five (5) business days and provide a copy of the non-renewal for cancellation notice or written specifics as to which coverage is no longer in compliance.
2. The certificate holder address shall read:
Knoxville's Community Development Corporation
Attn: Contracting Officer
901 N. Broadway
Knoxville, TN 37917
3. Provide certified copies of endorsements and policies if requested by KCDC in lieu of or in addition to Certificates of Insurance.
4. Replace certificates, policies, and endorsements for any such insurance expiring prior to completion of services.
5. Maintain such insurance from the time services commence until services are completed. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by KCDC as a material breach of contract.
6. Require all subcontractors to maintain during the term of the resulting contract commercial general liability insurance, automobile liability insurance, and workers' compensation/employers liability insurance (unless subcontractor's employees are covered by contractor's insurance) in the same manor and limits as specified for the contractor.

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

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

8. Provide a waiver of subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, the policy should be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This waiver of subrogation requirement shall not apply to any policy which includes a condition specifically prohibiting such an endorsement, or voids coverage should contractor enter into such an agreement on a pre-loss basis.

9. All policies must be written on an occurrence basis.

- f. Right to Revise or Reject: KCDC reserves the right, but not the obligation, to review or revise any insurance requirement, not limited to limits, coverages and endorsements based on insurance market conditions affecting the availability or affordability of coverage; or changes in the scope of work / specifications affecting the applicability of coverage.
- g. No Representation of Coverage Adequacy: The coverages, limits or endorsements required herein protect the primary interests of KCDC, and the contractor agrees in no way should these coverages, limits or endorsements required be relied upon when assessing the extent or determining appropriate types and limits of coverage to protect the contractor against any loss exposures, whether as a result of the project or otherwise.
- h. Once KCDC sends the successful supplier the notification of intent to award, the supplier is required to provide a Certificate(s) of Insurance evidencing coverage as required above within the timeline detailed noted below. Failure to comply within the set timeframe may constitute unresponsiveness and KCDC reserves the right, at its sole discretion, to reconsider the award.

KCDC has determined the following timeline applies to this solicitation:

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

13. **INVOICING**

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

- c. While suppliers may invoice monthly, suppliers are required to submit all invoices within 90 days following the delivery of the goods or services. KCDC may deny invoices submitted after the 90-day threshold.

14. **LICENSURE**

a. **General License Information**

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

b. **State Contractor License and Bid Openings**

All contractors must be properly licensed as required by the "Contractors Licensing Act of 1994" as mandated by the State of Tennessee. Contractors must have the necessary licensing classifications as required by the Rules of the Tennessee Board for Licensing Contractors. Any subsequent rulings by the State Licensing Board automatically revise these specifications-irrespective of the timing of the notice from the State and irrespective of the status of this solicitation.

- c. The State of Tennessee Contractor Licensing Board states that one of the following licenses is required for this work because the cost will exceed \$25,000. Any subsequent rulings by the State Licensing Board automatically revise these specifications-irrespective of the timing of the notice from the State and irrespective of the status of this solicitation.

Work in less than five units at a time:

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

Work in more than five units at a time:

- BC-B

Other Comments:

- Obtain permits for each unit separately (as appropriate)
- Obtain inspections as work progresses for any work hidden behind drywall
- Obtain a final certificate of occupancy for the unit as a whole when the work is completed

15. **LIQUIDATED DAMAGES**

Liquidated damages of \$100.00 per calendar day for each day beyond the scheduled completion date apply and are included in the award. However, KCDC will consider explanatory information if it provides a valid reason for delays in schedule.

16. **MATERIALS AND WORKMANSHIP**

All materials and equipment furnished shall be new and of high quality. Work shall be accurate, skilled and subject to approval of KCDC. All materials and equipment provided shall conform to regulations of enforcement bodies having jurisdiction.

17. **MEASUREMENTS AND DRAWINGS**

Complete responsibility for the final determination of dimensions lies with the supplier. The supplier shall verify all dimensions with the actual on-site conditions. Where the supplier's work is to join another trade, the supplier's shop drawings shall show actual dimensions and the method of joining the work of those trades.

18. **PERMITS**

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

19. **QUESTIONS**

Direct questions pertaining to this document to purchasinginfo@KCDC.org with "Interior Water Line Services" in the subject line, at least five days prior to the due date.

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

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

To the best of KCDC's knowledge RRP applies to this work: Yes No

Additional information is at:

1. HUD's website:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/training/rrp/rrp

2. State of Tennessee's website:

<http://www.state.tn.us/environment/swm/leadpaint/>

21. **REPRESENTATIONS**

By submitting a response, the supplier represents and warrants:

- a. That the supplier is financially solvent and that it is experienced in and competent to perform the type of work, and/or to furnish the personnel, plans, materials, supplies, or equipment to be performed or furnished by it; and

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

22. **RESPONSIBILITIES**

At no expense to KCDC, the supplier will:

- a. Provide quality control for all services provided.
- b. Provide competent supervision.
- c. Provide competent workers.
- d. Take precautions necessary to protect persons or property against injury and/or damage and be responsible for any such damage or injury that occurs because of their fault or negligence.
- e. Perform work without unnecessary interference with the activities of KCDC, residents, or suppliers.

23. **SAFETY**

- a. The supplier is responsible for providing and placing barricades, tarps, plastic, flag tape and other safety/traffic control equipment to protect the public, surrounding areas, equipment and vehicles.
- b. The safety of staff and the public is of prime concern to KCDC and all costs associated are the responsibility of the supplier.
- c. The supplier shall ensure that its employees exercise all necessary caution and discretion to avoid injury to persons or damage to property.
- d. The supplier will protect all buildings, appurtenances and furnishings from damage. The supplier shall, at his expenses, repair such damages (or replace the items) by approved methods to restore the damaged areas to their original condition.
- e. Supplier shall use caution signs as required by OSHA Regulation 1910.144 and 1910.145 at no cost to KCDC. Caution signs shall be on-site at commencement of contract.
- f. Supplier shall comply with all other OSHA and TOSHA safety standards that apply.

24. **SAFETY DATA SHEETS (SDS)**

Supplier will leave Safety Data Sheets (SDS) when installing covered items. Suppliers must be certain the manufacturer properly labels (including the appropriate hazardous material symbols) all products.

25. **SECTION 3 OF THE HUD ACT OF 1968**

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

- a. Recipients and suppliers must make a good faith effort to utilize Section 3 area residents as trainees and employees in connection with the project. Targeted recruitment and the selection of Section 3 area residents for available positions are two examples of good faith efforts to meet this requirement.
- b. Recipients and suppliers must make a good faith effort to award contracts to Section 3 business concerns for work in connection with the project. An example of a good faith effort to meet this requirement is the implementation of an affirmative action plan, which includes targets for the number and dollar value for awarding contracts to Section 3 business concerns.
- c. Recipients and suppliers must keep records and submit reports to HUD documenting the good faith efforts taken and the results of these actions. Examples of such documentation include letters to community organizations, employment development and business development centers, copies of solicitations for bids or proposals; and copies of affirmative action plans.
- d. How can businesses find Section 3 residents to work for them? This can be accomplished by recruiting in the neighborhood and public housing developments to tell about available training and job opportunities. Distributing flyers, posting signs, placing ads, and contacting resident organizations and local community development and employment agencies to find potential workers are a few effective ways of getting jobs and people together.
- e. All contracts awarded are subject to Section 3 requirements. Supplier shall seek to fill any and all position that are needed and unfilled with residents of KCDC communities. For additional information, please go to <http://www.hud.gov/offices/fneo/section3/Section3.pdf>. The successful supplier will supply KCDC with job announcements for any position that must be filled as a result of the award of KCDC work. Additionally the successful supplier will supply the same job announcement to the Knoxville-Knox County Committee Action Committee's Workforce Connections group. These can be faxed to 544-5269.
- f. A Section 3 resident is one who lives within a public housing authority's site. It is also people who live in an area with a HUD assisted program and whose income is below HUD's low income requirements.

- g. A Section 3 business is one that:
1. Is at least 51% owned by a Section 3 resident; or
 2. Employs Section 3 residents for at least 30% of its employee base; or
 3. Makes a commitment to sub contract at least 25% of the project's dollars to a Section 3 business.
- h. Upon award, the successful supplier will supply two documents to KCDC:
1. A Section 3 Business determination (forms supplied by KCDC) provided one is not already on file.
 2. A Section 3 Business plan for this work.

26. **SECURITY**

The successful supplier is responsible for providing (if necessary) any and all security to equipment, materials, personnel, tools and the site that are required for this job. KCDC is not responsible for damage or losses to equipment, materials, personnel, tools or the site.

27. **SITE EXAMINATION**

- a. Suppliers are required to visit the site and become fully acquainted and familiar with conditions, as they exist and the required operations. The supplier shall make such investigations as necessary so that they may fully understand the scope of the work and related facilities and possible complexities when executing the work.
- b. The failure or omission of the supplier to receive or examine the solicitation document or any part of the specifications, or to visit the site(s) and acquaint themselves as to the nature and location of the work, the general and local conditions and all matters which may in any way affect performance shall not relieve the supplier of any obligation to perform as specified herein. Supplier understands the intent and purpose hereof and its obligations hereunder and that it shall not make any claim for, or have any right to damages resulting from any misunderstanding or misinterpretation of the resulting agreement, or because of any lack of information.
- c. By submitting a response to this solicitation, each supplier is certifying that they have inspected the site and have read the solicitation and all appendices and addenda. The failure or omission of any supplier to receive or examine any form, instrument, or document shall in no way relieve the supplier from any obligation in respect to its bid.

28. **STORAGE**

Most KCDC sites have limited storage space for suppliers to access. Suppliers are responsible for the storage of materials and their security. If possible, KCDC will allow suppliers to use space but the safety and security of the items stored is solely the responsibility of the supplier.

29. **STORM WATER AND STREET ORDINANCES**

The Knox County's Storm Water and Street Ordinances apply to this solicitation. The successful supplier will comply with all aspects of the County's ordinances. Compliance includes but is not limited to:

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

30. **SUBCONTRACTORS**

Subcontractors must:

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

31. **TIME FOR COMPLETION**

The successful supplier has five calendar days to complete the work for each apartment.

32. **UTILITIES**

KCDC allows suppliers to use the utilities in unoccupied apartments.

33. **WAGE COMPLIANCE (DAVIS BACON REQUIREMENTS)**

- a. This work is federally funded and "prevailing wage" requirements apply. The successful supplier will submit certified payroll forms each month to document wages paid. These forms must be provided monthly and be approved before payment will be authorized.

- b. The minimum wage rates vary by the type of work being performed, not job titles assigned to your employees. If your employee predominately performs this work on the KCDC job, he or she must be paid at the rate below (or higher). If an additional classification is needed, contact the KCDC Procurement Division. The minimum wage rates are:

Title	Hourly Rate	Fringe Rate	Total Wage or Total Wage & Benefits
Carpenter/Glazier	\$11.72	\$3.28	\$15.00
Electrician	\$11.72	\$3.28	\$15.00
Laborer	\$7.62	\$2.13	\$9.75
Painter	\$10.76	\$3.01	\$13.77
Plasterer	\$11.72	\$3.28	\$15.00
Plumber	\$11.72	\$3.28	\$15.00
Skilled Worker	\$9.34	\$2.62	\$11.96
Unskilled Worker	\$7.72	\$2.16	\$9.88

- c. These requirements apply to all subcontractors that are used by the successful supplier.

34. **WORK HOURS**

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

Description of Work/Expectations

35. **GENERAL**

- a. KCDC plans to have the supplier inspect each vacant apartment with a checklist which has the agreed to prices for services. KCDC will then authorize work for each apartment or amend the suggested services as necessary.
- b. KCDC wants the supplier to work from KCDC's list of vacant apartments (longest on the list to shortest time on the list) until the funds run out.

Unit	Address	# BR's	Vacancy Date
5	1117 Cook Drive	2	8/28/17
10	1121 Cook Drive	2	8/21/17
19	1125 Cook Drive	2	9/4/17
76	1122 Cook Drive	2	8/18/17
84	1209 Daylily Drive	3	7/25/17
93	1201 Daylily Drive	2	9/26/17
119	1128 Daylily Drive	5	9/18/17
137	1140 Daylily Drive	2	9/15/17
143	1144 Daylily Drive	4	8/21/17
185	4608 Joe Lewis Road	5	7/25/17

Unit	Address	# BR's	Vacancy Date
191	4612 Joe Lewis Road	3	8/8/17
243	4505 Joe Lewis Road	4	7/27/17
250	4509 Joe Lewis Road	2	9/15/17
275	1409 Daylily Drive	3	10/3/17
298	1421 Daylily Drive	2	9/15/17
333	1505 Daylily Drive	3	8/23/17
375	1512 Daylily Drive	1	9/22/17
426	1416 Daylily Drive	1	7/25/17
429	1412 Daylily Drive	2	9/15/17
430	1412 Daylily Drive	2	7/25/17

- c. Generally, the supplier will inspect and determine if the items below are in acceptable/working condition. If not, restore the items to proper working/functional condition. KCDC staff members have already inspected some of the items and the list of work tasks is in Attachment A.

Appliances:

- Make sure that the oven rack is present
- Make sure that the refrigerator and stove gaskets are good
- Install new hood range vent if needed
- Clean the appliances (KCDC will replace appliances where necessary)

Carpentry:

- Inspect the cove base throughout the unit
- Replace/install cove base as needed throughout unit
- Inspect closet shelves
- Replace closet shelves as needed
- Inspect walls and ceilings for holes, cracks, and other defects
- Repair holes, cracks and defects in walls and ceilings as necessary
- Skim room walls where needed for re-painting
- Plaster wall/ceiling repairs as needed - tape, skim
- Inspect window screens
- Repair or replace damaged window screens
- Inspect doors (including ensuring doors properly close and latch/lock)
- Repair damaged doors
- Replace damaged doors that are not repairable
- Inspect the screen doors (do they latch and are they bolted)
- Repair damaged screen doors
- Replace damaged screen doors that are not repairable
- Inspect door closers
- Replace faulty door closers
- Inspect the painting around screen doors
- Paint any raw wood around the doors
- Inspect the weather stripping on doors

- Replace damaged weather stripping as needed
- Inspect for door stops behind every door
- If door stops are not installed or if they are damaged, install new
- Remove existing and install approved closet door knobs
- Inspect the “Addresso” light cover on the front and rear porches
- Repair the “Addresso” light cover on the front and rear porches as needed
- Replace the “Addresso” light cover on the front and rear porches as needed
- Inspect the additional light surface mounted under the front porch
- Inspect the kitchen cabinets
- Repair kitchen cabinets as needed
- Replace kitchen cabinets as needed
- Inspect kitchen countertops
- Repair kitchen countertop as needed
- Replace kitchen countertop as needed
- Remove curtain and shade brackets throughout the unit and then repair any damage
- Remove soap and toothbrush holders and repair walls
- Re-caulk the bathtub and surround with white silicone
- Inspect light fixtures
- Remount light fixtures if needed
- Replace light fixtures if needed
- Inspect flooring
- Remove and replace gapped or damaged floor tile
- Inspect all windows (including locks)
- Determine that a valid fire extinguisher is present
- Paint all walls with double coat of KCDC beige paint
- Paint unit and entry doors, stairs and handrails
- Use KILZ as appropriate

HVAC:

- Clean AC unit(s) and filters

Janitorial:

- Clean the entire unit
- Clean out all cabinets
- Strip and wax the floors (two coats)

Electrical:

- Inspect light bulbs and fixtures for proper working condition
- Replace light bulbs and fixtures as needed
- Inspect and test smoke alarms
- Replace smoke alarm batteries or smoke alarms as necessary
- When replacing smoke alarms or 9 volt batteries due to being inoperative install this type smoke alarm Kidde 120 Volt hardwired Smoke Alarm Ten Year Life Battery Backup Model i12010S (P/N 21010407-A) “or equal”

- Inspect all outlets/switch plates to determine that they are without cracks/breaks
- Replace damaged outlet/switch plates as needed
- Test all GFIs
- Replace GFI's that are not functional
- Check the breaker box for gaps
- Remediate breaker box gaps if needed
- Inspect the bath heaters and switches
- If the switches remain, remove bathroom heater/switch and install block-off plates to both
- Remove breakable plug/switch covers and install non-breakable ones

Plumbing:

- Clean the toilet(s)/tubs
- Ensure that the toilet flushes properly and does not leak
- Repair/replace damaged or non-functional toilets
- Ensure the tub(s) and sink(s) drain
- If not, restore proper drainage
- Determine if the tub needs re-glazed and if so notify maintenance (KCDC's contracted vendor for such repairs will be contacted)
- Determine if the water heater has a cover
- If not, install one
- Install new kitchen faucets if needed

36. LIGHTING

- Whenever fixtures are "bad," the supplier will install new LED fixtures
- Install all bathroom light fixtures with sealed LED fixtures
- Convert all other light fixtures with a LED bulb/tube
- Supplier will provide and install LED Light fixtures from the make and model on KCDC's standard:

SE Lighting
Bradley Aiken
730-6650
809-6820
brad@seretro.com

37. PAINTING

- | | | |
|------------------------|------------------------------|-------------------|
| • Ceilings: | Color: White | Sheen: Flat |
| • All Walls and Doors: | Color: See paint specs below | Sheen: Semi-gloss |
| • Baseboards: | Color: White | Sheen: Semi-gloss |
| • Exterior Doors: | Color: As existing | Sheen: Semi-gloss |
| • Acceptable Paint: | Sherwin Williams or PPG | |

Paint specifications are as follows:

- Sherwin-Williams
- KCDC SG Beige Custom Color Match
- Sher-Color Order #2311-0114547
- Interior, latex semi-gloss

38. **WARRANTY**

The supplier will provide one-year warranty on the labor and parts from date of the installation.

40. **PRODUCT SPECIFICATIONS**

Match the existing quality level-go back with “like” materials.










The kitchen cabinets will be Contractor’s Choice All Plywood or better.

Countertops will be Standard Laminate (no acid resistance) edge profile, standard particle-board core (no backer sheet).

All materials do not have to be the same but they must be the same through an apartment.

THIS AND THE PREVIOUS PAGES DO NOT NEED TO BE RETURNED

Vacant Apartment Repair Service Q1812
Solicitation Document A General Information

Sign Your Name to the Right of the Arrow 	
Your signature indicates that you have read and agree to "KCDC's General Instructions to Suppliers" on www.kcdc.org .	
Printed Name and Title 	
Company Name 	
Street Address 	
City/State/Zip 	
Contact Person (Please Print Clearly) 	
Telephone Number 	
Cell Number 	
Supplier's e-mail address 	

Addenda

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

Acknowledge addenda have been issued by checking below as appropriate:

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

Statistical Information

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

Asian/Pacific <input type="checkbox"/>	Black <input type="checkbox"/>	Hasidic Jew <input type="checkbox"/>	Hispanic <input type="checkbox"/>	Native Americans <input type="checkbox"/>	White <input type="checkbox"/>
--	--------------------------------	--------------------------------------	-----------------------------------	---	--------------------------------

As defined on KCDC's webpage (see the "General Instructions to Suppliers"), this business qualifies as:

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

Prompt Payment Discount

A discount of _____% is offered if payment is made within 30 days

Mastercard Acceptance

Mastercard is accepted for payment without additional fees. Yes No

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

Vacant Apartment Repair Service Q1812
Solicitation Document B Costs Offered

Supplier: _____

Part I General Cost Offered	
Appliances	
Make sure that the oven rack is present	\$
Make sure that the refrigerator and stove gaskets are good	\$
Install new hood range vent if needed	\$
Clean the appliances (KCDC will replace appliances where necessary)	\$
Carpentry	
Inspect the cove base throughout the unit	\$
Replace/install cove base as needed throughout unit	\$
Inspect closet shelves	\$
Replace closet shelves as needed	\$
Inspect walls and ceilings for holes, cracks and other defects	\$
Repair holes, cracks and defects in walls and ceilings as necessary	\$
Skim room walls where needed for re-painting	\$
Plaster wall/ceiling repairs as needed - tape, skim	\$
Inspect window screens	\$
Repair or replace damaged window screens	\$
Inspect doors (including ensuring doors properly close and latch/lock)	\$
Repair damaged doors	\$
Replace damaged doors that are not repairable	\$
Inspect the screen doors (do they latch and are they bolted)	\$
Repair damaged screen doors	\$
Replace damaged screen doors that are not repairable	\$
Inspect door closers	\$
Replace faulty door closers	\$
Inspect the painting around screen doors	\$
Paint any raw wood around the doors	\$
Inspect the weather stripping on doors	\$
Replace damaged weather stripping as needed	\$
Inspect for door stops behind every door	\$
If door stops are not installed or if they are damaged, install new	\$
Remove existing and install approved closet door knobs	\$
Inspect the "Addresso" light cover on the front and rear porches	\$
Repair the "Addresso" light cover on the front and rear porches	\$
Replace the "Addresso" light cover on the front and rear porches	\$
Inspect the additional light surface mounted under the front porch	\$

Vacant Apartment Repair Service Q1812
Solicitation Document B Costs Offered-continued

Supplier: _____

Inspect the kitchen cabinets	\$
Repair kitchen cabinets as needed	\$
Replace kitchen cabinets as needed	\$
Inspect kitchen countertops	\$
Repair/replace kitchen countertop as needed	\$
Repair kitchen countertop as needed	\$
Replace kitchen countertop as needed	\$
Remove curtain and shade brackets throughout the unit/repair damages	\$
Remove the soap and toothbrush holders and repair walls	\$
Re-caulk tub and surround with white silicone	\$
Inspect light fixtures	\$
Remount light fixtures if needed	\$
Replace light fixtures if needed	\$
Inspect flooring	\$
Remove and replace gapped or damaged floor tile	\$
Inspect all windows (locks)	\$
Change the mailbox lock	\$
Determine that a valid fire extinguisher is present	\$
Paint all walls with double coat of KCDC beige paint (specs to be given)	\$
Paint unit and entry doors, stairs and handrails	\$
Use KILZ as appropriate	\$
Electrical	
Inspect light bulbs and fixtures for proper working condition	\$
Replace light bulbs and fixtures as needed	\$
Inspect and test smoke alarms	\$
Replace smoke alarm batteries or smoke alarms as necessary	\$
Inspect all outlet/switch plates to determine there are no cracks/breaks	\$
Replace damaged outlet/switch plates as needed	\$
Test all GFIs	\$
Replace GFI's that are not functional	\$
Check the breaker box for gaps	\$
Remediate breaker box gaps if needed	\$
Inspect the bath heaters and switches	\$
Bathroom the heater/switch and install block-off plates to both	\$
Remove breakable plug/switch covers and install non-breakable ones	\$
HVAC	
Clean AC unit(s) and filters	\$

Vacant Apartment Repair Service Q1812
Solicitation Document B Costs Offered-continued

Supplier: _____

Janitorial	
Clean the entire unit	\$
Clean out all cabinets	\$
Strip and wax the floors	\$
Plumbing	
Clean the toilet(s)/tubs	\$
Ensure that the toilet flushes properly and does not leak	\$
Repair/replace damaged or non-functional toilets	\$
Ensure the tub(s) and sink(s) drain	\$
If not, restore proper drainage	\$
Determine if the water heater has a cover	\$
If not, install one	\$
Install new kitchen faucets if needed	\$
Part II Apartment Specific Pricing	
Apartment 19	\$
Apartment 38	\$
Apartment 39	\$
Apartment 89	\$
Apartment 90	\$
Apartment 212	\$
Apartment 234	\$
Apartment 249	\$
Apartment 284	\$
Apartment 288	\$
Apartment 342	\$
Apartment 352	\$
Apartment 356	\$
Apartment 411	\$

Supplier: _____

Conflict of Interest:

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

Drug Free Workplace Requirements:

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

Eligibility:

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

General:

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

9. Iran Divestment Act:

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

Non-Collusion:

10. Neither the said supplier nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded conspired, connived or agreed, directly or indirectly, with any other responder, supplier, or person to submit a collusive or sham offer in connection with the award or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such award or agreement, or collusion or communication or conference with any other supplier, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other supplier, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against KCDC or any person interested in the proposed award or agreement.
11. The price or prices quoted in the attached offer are fair, proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the supplier or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

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

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

Vacant Apartment Repair Service Q1812
Solicitation Document D Insurance Agreement

Supplier: _____

Insurance Agreement:

1. I have read, understand and will comply with the insurance requirements listed earlier in this document.
2. I have or upon award will obtain the described insurances within 15 calendar days of notification.
3. I understand that my failure to supply the certificate(s) of insurance within the allotted calendar days is grounds for forfeiture of my award without notice by KCDC.
4. I understand that complying with the insurance requirements is entirely my responsibility and that KCDC does not have to provide any assistance though if it does, the assistance does not obligate additional assistance or extend the deadline.
5. I understand that if I use subcontractors, it is entirely my responsibility to have satisfactory insurance certificates from them within the stated number of calendar days. Failure to do so is grounds for forfeiture of my award without notice by KCDC.

The undersigned certifies that their submittal is in full compliance with the listed insurance requirements and that insurance certificates will be supplied as directed and within the timeline allotted.

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

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

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1. Certificate of Independent Price Determination

(a) The bidder certifies that--

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

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

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

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

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

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

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

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

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

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

[] [Contracting Officer check if following paragraph is applicable]

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

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

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

2. Contingent Fee Representation and Agreement

(a) Definitions. As used in this provision:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Organizational Conflicts of Interest Certification

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

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

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

5. Bidder's Certification of Eligibility

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

- (1) Be awarded contracts by any agency of the United States Government, HUD, or the State in which this contract is to be performed; or,
- (2) Participate in HUD programs pursuant to 24 CFR Part 24.

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

6. Minimum Bid Acceptance Period

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

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

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

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

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

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

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

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

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

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

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

(Check the block applicable to you)

- Black Americans
- Asian Pacific Americans
- Hispanic Americans
- Asian Indian Americans
- Native Americans
- Hasidic Jewish Americans

9. Certification of Eligibility Under the Davis-Bacon Act

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

(a) By the submission of this bid, the bidder certifies that neither it nor any person or firm who has an interest in the bidder's firm is a person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(b) No part of the contract resulting from this solicitation shall be subcontracted to any person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(c) The penalty for making false statements is prescribed in the U. S. Criminal Code, 18 U.S.C. 1001.

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

(a) The bidder's attention is called to the clause entitled **Equal Employment Opportunity** of the General Conditions of the Contract for Construction.

(b) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(c) By the submission of this bid, the bidder certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The bidder agrees that a breach of this certification is a violation of the Equal Employment Opportunity clause in the contract.

(d) The bidder further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) prior to entering into subcontracts which exceed \$10,000 and are not exempt from the requirements of the Equal Employment Opportunity clause, it will:

- (1) Obtain identical certifications from the proposed subcontractors;
- (2) Retain the certifications in its files; and
- (3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

Notice to Prospective Subcontractors of Requirement for Certifications of Nonsegregated Facilities

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

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

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

The bidder certifies that:

(a) *Any facility to be used in the performance of this contract [] is, [] is not listed on the Environmental Protection Agency List of Violating Facilities:*

(b) The bidder will immediately notify the PHA/IHA Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the bidder proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and,

(c) The bidder will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

12. Bidder's Signature

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

(Signature and Date) _____

(Typed or Printed Name) _____

(Title) _____

(Company Name) _____

(Company Address) _____



If a bid reaches or exceeds **\$25,000**, state law requires certain bidder license information be on the front of your envelope. As a condition of holding your license, you are to know these requirements.


KCDC provides the following page, the envelope cover sheet, as a courtesy. **You** are ultimately responsible for providing the correct information that is required to be on the front of your envelope. Failure to supply such information as is required by the State of Tennessee will invalidate your bid.

For more information go to: <http://tn.gov/regboards/suppliers/FAQ.shtml>

Attach the following page, when properly completed, to the front of your bid envelope.

Do not put it inside the envelope.

Vacant Apartment Repair Service Q1812
Solicitation Document G Envelope Coversheet

Bid Due Date/Time	10-19-17 at 11:00 a.m.		
Bidder's/Firm's Name			
State of Tennessee Supplier's License Holder Name			
State of Tennessee Supplier's License Number			
Pertinent State of Tennessee Supplier's License Classification			
State of Tennessee Supplier's License Expiration Date			
Subcontractors to be used on this project (If subcontract work is not required, write "none required")			
Electrical Subcontractor Name on the State of Tennessee's Supplier's License		State of Tennessee Supplier License Number	
State of Tennessee Supplier License Classification(s)		Expiration Date of State Supplier's	
HVAC Subcontractor Name on the State of Tennessee's Supplier's License		State of Tennessee Supplier License Number	
State of Tennessee Supplier License Classification(s)		Expiration Date of State Supplier's	
Masonry Subcontractor Name on the State of Tennessee's Contractor's License	None Required	State of Tennessee Contractor License Number	None Required
State of Tennessee Contractor License Classification(s)	None Required	Expiration Date of State Contractor's	None Required
Plumbing Subcontractor Name on the State of Tennessee's Supplier's License		State of Tennessee Supplier License Number	
State of Tennessee Supplier License Classification(s)		Expiration Date of State Supplier's License	

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