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Request for Proposals

BULKY DEBRIS & SET OUT SERVICES

Solicitation Number	Q1822
Due Date	April 25, 2018
Due Time	11:00 a.m. EST
Deliver Responses to	Knoxville's Community Development Corporation Procurement Division 901 N. Broadway Knoxville, TN 37917  Note: Procurement is in a separate building behind the main office building.
Electronic Copies	Electronic copies are available on KCDC's webpage or by email at purchasinginfo@kcdc.org .
Responses may be emailed to KCDC	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Printed responses required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Solicitation Meeting	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Solicitation Meeting is Mandatory	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Solicitation Meeting Date	Not applicable
Solicitation Meeting Time	Not applicable
Solicitation Meeting Location	Not applicable
Questions About This Solicitation	Submit questions to purchasinginfo@kcdc.org .
	KCDC will not accept questions via telephone.

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



General Information

1. **Background and Intent**

- a. Knoxville's Community Development Corporation (KCDC) is the public housing and redevelopment agency for the City of Knoxville and for Knox County in Tennessee. KCDC's affordable housing property portfolio includes 20 sites with approximately 3,525 dwelling units. KCDC also oversees approximately 3,958 Section 8 Vouchers, 82 Moderate Rehabilitation units and 20 Redevelopment areas. Several of the properties have transformed to the Project Based Rental Assistance program (PBRA) and KCDC is the management company for those sites. The properties for which KCDC is the management company include Five Points 1, LP; Lonsdale Homes, LP; Northridge Crossing, LP and The Vista at Summit Hill, LP.
- b. KCDC is seeking proposals for a supplier to perform bulky debris and set out services as needed by KCDC. This solicitation is an attempt to combine what has been two separate bids: Bulky Debris Disposal and Set Out Services.
- c. In the past, the bulky debris service was performed by two KCDC employees with the employee traveling between the various KCDC sites each day, picking up bulky waste items and taking them to an approved landfill or other approved facility or diverting them to another acceptable usage. KCDC used the City of Knoxville's Solid Waste Management disposal site (with a cost of \$50.00 per ton) or the Riverside C&D Landfill (with a cost of \$25.00 per ton).
- d. KCDC needs to have a qualified supplier perform set out services as detailed herein. Set out services are necessary when tenants are evicted or when tenants leave the apartments without taking their belongings. Set Outs are directed by the court and carried out by the Knox County Sheriff's Department-Warrants Division. Items cannot be removed until the Sheriff's Office has given KCDC possession. This requires some coordination between the supplier and Sheriff's Department.

2. **Changes after Award**

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

3. **Codes and Ordinances**

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

4. **Contact Policy**

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

5. **Damage**

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

6. **Employees**

Supplier will:

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

7. **Entrance to Sites**

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

8. **Equipment**

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

9. **Evaluation**

All responses are subject to a determination of “responsive” and “responsible” prior to award. KCDC is the sole judge as to the supplier’s “responsiveness” and “responsibility.” KCDC reserves the right to request additional information to assist in the evaluation process. This includes references and business capacity information.

- a. KCDC will review all proposals and reserves the right to request necessary modifications, waive minor technicalities, reject all proposals, reject any proposal that does not meet mandatory requirement(s) or cancel this RFP, according to KCDC’s best interests.
- b. KCDC’s Evaluation Team may elect to interview one or more suppliers before making an award. Interviews may include an in-person examination of the proposed product. KCDC shall not reimburse the supplier for the costs associated with the interview process.
- c. KCDC’s Evaluation Team may elect to first rank proposals with a simple numeric score and then detail score only the top tier of proposals.
- d. KCDC evaluates responses on a weighted evaluation system. The categories and points assigned for each category are below.

FACTORS	MAXIMUM POINTS
Cost	70
Past Experience and References	10
Capabilities and Plan	20
Total Points Possible	100

10. **General Instructions**

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

11. **Insurance**

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

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

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

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

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

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

- b. *Automobile Liability Insurance:* including vehicles owned, hired and non-owned, with a combined single limit of not less than \$1,000,000 each occurrence. Such insurance shall include coverage for loading and unloading hazards.
- c. *Workers’ Compensation Insurance and Employers Liability Insurance:* with statutory limits as required by the State of Tennessee or other applicable laws.
- d. *Pollution Liability Insurance:* pollution liability coverage, providing defense and indemnity coverage for bodily injury, property damage and environmental investigation and clean-up costs for pollution conditions arising from the supplier’s operations. Limit of liability not less than \$1,000,000 each occurrence and \$2,000,000 annual aggregate. The policy shall include a minimum three (3) year Discovery (tail) reporting period, and a Retroactive Date that equals or precedes the effective date of this contract or the performance of work hereunder. Coverage may be provided on a per project basis.
- e. *Other Insurance Requirements:* Supplier shall:
 - 1. Upon award, furnish KCDC with original Certificates of Insurance and amendatory endorsements effecting coverage required by this section. Certificates of Insurance shall provide a minimum 30-day endeavor to notify KCDC of cancellation when available by supplier’s insurance. If the supplier receives a non-renewal or cancellation notice from an insurance carrier affording the required coverage, or receives notice that coverage no longer complies with the insurance requirements herein, supplier shall notify KCDC by email or fax within five (5) business days and provide a copy of the non-renewal for cancellation notice or written specifics as to which coverage is no longer in compliance.

The certificate holder address shall read:
Knoxville's Community Development Corporation
Attn: Contracting Officer
901 N. Broadway
Knoxville, TN 37917

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

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

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

6. Any deductibles and/or self-insured retentions greater than \$50,000 must be disclosed to and approved by KCDC prior to the commencement of services. Use of large deductibles and/or self-insured retentions will require proof of financial ability as determined by KCDC.
7. Provide a waiver of subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit contractor to enter into a pre-loss agreement to waive subrogation without an endorsement, the policy should be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This waiver of subrogation requirement shall not apply to any policy which includes a condition specifically prohibiting such an endorsement, or voids coverage should contractor enter into such an agreement on a pre-loss basis.
8. All policies must be written on an occurrence basis.

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

General Services: 7 calendar days Yes No
 Construction Services 15 calendar days Yes No

12. **Invoicing/Ordering**

- a. Until a purchase order is in place, **work is not to be performed** nor are goods to be delivered. KCDC does not have a legal obligation to pay for the work performed prior to the issuance of a purchase order.
- b. Suppliers must submit invoices within 90 days of the delivery of goods or services. KCDC may deny invoices submitted after the 90-day threshold. KCDC prefers invoices arrive within 10 days following the end of the month in which delivery of the goods or services occurred.
- c. KCDC’s purchases of goods are exempt from Tennessee sales and use tax pursuant to Tennessee Code Annotated 67-6-329(a) (4) and KCDC is generally exempt from the Federal Excise tax. Suppliers are subject to Tennessee sales and use tax on all materials and supplies used in the performance of a contract, whether such materials and supplies are purchased by the supplier, produced by the supplier, or provided to the supplier by KCDC, pursuant to Tennessee Code Annotated 67-6-209. The supplier will pay all taxes incurred in the performance of an awarded contract. Upon the placement of a purchase order or the award of a contract, KCDC will provide a State of Tennessee Sales Tax Exemption form to the supplier. KCDC will not pay taxes on invoices.
- d. KCDC pays by electronic transfer (ACH) only. KCDC does not issue checks. Suppliers will need to set up their access to KCDC’s Vendor Portal to track actual payments made.

13. **Length of Award**

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

14. **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.

15. **Price Structure**

- a. At the end of each twelve-month period, the awarded supplier may request a change to the percentage and/or specific item charged to KCDC for approval. The supplier must provide acceptable proof of their increased cost to the Procurement Division. Suppliers may lower prices at any time with or without notice. KCDC will decide whether to accept a price increase. If the price increase is accepted, the official file will be so noted. If the price increase is not accepted, the supplier may:
1. Continue with the existing pricing.
 2. Suggest an alternative price increase.
 3. Withdraw from the award.
- b. KCDC does not pay fuel surcharges.

16. **Questions**

Send questions to purchasinginfo@kcdc.org with "Bulky Debris & Set Out Services" in the subject line, at least five days prior to the due date. Telephone calls are not accepted.

17. **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 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 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.

18. **Safety and OSHA Guideline Compliance**

- a. The supplier is responsible for providing and placing barricades, tarps, plastic, flag tape and other safety/traffic control equipment to protect the public, surrounding areas, equipment and vehicles.

- b. Staff and the public safety is of prime concern to KCDC and all costs associated are the supplier's responsibility.
- 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 comply with all other OSHA and TOSHA safety standards that apply.

19. **Section 3 of the HUD Act of 1968**

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

- a. Recipients and suppliers must make a good faith effort to utilize Section 3 area residents as trainees and employees in connection with the project. Targeted recruitment and the selection of Section 3 area residents for available positions are two examples of good faith efforts to meet this requirement.
- b. Recipients and suppliers must make a good faith effort to award contracts to Section 3 business concerns for work in connection with the project. An example of a good faith effort to meet this requirement is the implementation of an affirmative action plan, which includes targets for the number and dollar value for awarding contracts to Section 3 business concerns.
- c. Recipients and suppliers must keep records and submit reports to HUD documenting the good faith efforts taken and the results of these actions. Examples of such documentation include letters to community organizations, employment development and business development centers, copies of solicitations for bids or proposals; and copies of affirmative action plans.
- d. How can businesses find Section 3 residents to work for them? This can be accomplished by recruiting in the neighborhood and public housing developments to tell about available training and job opportunities. Distributing flyers, posting signs, placing ads and contacting resident organizations and local community development and employment agencies to find potential workers are a few effective ways of getting jobs and people together.

- e. All contracts awarded are subject to Section 3 requirements. Supplier shall seek to fill any and all position that are needed and unfilled with residents of KCDC communities. For additional information, please go to <http://www.hud.gov/offices/fheo/section3/Section3.pdf>. The successful supplier will supply KCDC with job announcements for any position that must be filled as a result of the award of KCDC work. Additionally the successful supplier will supply the same job announcement to the Knoxville-Knox County Committee Action Committee's Workforce Connections group. These can be faxed to 544-5269.
- f. A Section 3 resident is one who lives within a public housing authority's site. It is also people who live in an area with a HUD assisted program and whose income is below HUD's low income requirements.
- g. A Section 3 business is one that:
 - 1. Is at least 51% owned by a Section 3 resident; or
 - 2. Employs Section 3 residents for at least 30% of its employee base; or
 - 3. Makes a commitment to sub contract at least 25% of the project's dollars to a Section 3 business.
- h. Upon award, the successful supplier will supply two documents to KCDC:
 - 1. A Section 3 Business determination (forms supplied by KCDC) if not already on file.
 - 2. A Section 3 Business plan for this work.

20. **Security**

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

21. **Site Examination**

- a. The supplier is encouraged to visit the sites and become fully acquainted and familiar with conditions as they exist and the operations to be carried out. The supplier shall make such investigations as they may see fit so that they may fully understand the facilities, difficulties and restrictions attending the execution of the work.

- b. The failure or omission of the supplier to receive or examine this document or any part of the specifications, or to visit the sites 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 thereof and their obligations thereunder and that they will not make any claim for, or have any right to damages resulting from any misunderstanding or misinterpretation of this 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 proposal.

22. **Subcontractors**

Subcontractors must:

- a. Be approved by KCDC prior to beginning work.
- b. Carry the insurance coverages as outlined herein.
- c. Not be on HUD's Debarment List.
- d. Not be changed without KCDC's permission.

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

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

Note that in the near future KCDC anticipates an electronic system replace the paper version. When this is operable, the supplier will upload the information each month into the electronic database and paper submissions will not be accepted.

- c. The minimum rates are:

Title	Hourly Rate	Fringe Benefit	Or a Total Wage of at Least
Carpenter	\$11.72	\$3.28	\$15.00
Concrete Finisher	\$10.01	\$0.00	\$10.01
Custodian	\$ 6.99	\$1.96	\$8.95
Electrician	\$11.72	\$3.28	\$15.00
Elevator Technician	\$11.72	\$3.28	\$15.00
Equipment Operator I	\$10.76	\$3.01	\$13.77
Equipment Operator II	\$11.72	\$3.28	\$15.00
Grounds Maintenance Specialist	\$ 7.62	\$2.13	\$9.75
Housing Craftsman I	\$10.76	\$3.01	\$13.77
Housing Craftsman II	\$11.72	\$3.28	\$15.00
HVAC Laborer	\$ 8.31	\$2.33	\$10.64
HVAC Technician	\$11.72	\$3.28	\$15.00
Laborer	\$ 7.62	\$2.13	\$9.75
Mower	\$ 7.62	\$2.13	\$9.75
Painter	\$10.76	\$3.01	\$13.77
Pest Control Technician	\$ 8.31	\$2.33	\$10.64
Plasterer	\$11.72	\$3.28	\$15.00
Plumber	\$11.72	\$3.28	\$15.00
Plumber's Assistant/Helper	\$ 9.87	\$2.76	\$12.63
Pressure Washer	\$ 8.31	\$2.33	\$10.64
Roofer	\$13.00	\$0.00	\$13.00
Skilled Laborer	\$ 8.31	\$2.33	\$10.64
Welder	\$11.72	\$3.28	\$15.00

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

24. **Work Hours**

Acceptable work hours are Monday through Friday from 7:30 a.m. until 4:00 p.m. Work on Saturdays, Sundays or holidays requires KCDC's advance approval.

Scope of Work

General Information Bulky Debris Disposal

25. **General**

The successful supplier will go to KCDC sites and pickup bulky debris waste items located near KCDC dumpsters or other specified locations. Typically, KCDC had two employees (but could have used 3-4 employees) making this route daily in a one-ton 3500 HD dump truck. When needed, the employee uses a Bobcat with grapple attachment to pick items up and deposit them in the dump bed. Then the employee takes the items to the appropriate landfill or other approved location.

26. **KCDC Sites**

This list shows the sites currently serviced. KCDC may add or delete sites as needs change.

Property	Address
Austin Homes	957 E. Hill Avenue
Autumn Landing	6331 Pleasant Ridge Road
Cagle Terrace	515 Renford Drive
Eastport Phase 1	317 McConnell
Eastport Phase 2	317 McConnell
Five Point Duplexes	Various Addresses: Office at 317 McConnell
Five Point Duplexes	Various Addresses: Office at 317 McConnell
Five Points Phase I	Various Addresses: Office at 317 McConnell
Five Points Phase II	Various Addresses: Office at 317 McConnell
Isabella Towers	1515 Isabella Circle
Lee Williams	317 McConnell
Lonsdale Homes	2020 Minnesota Avenue
Love Towers	1171 Armstrong Avenue
Mechanicsville I	Various Addresses: Office at 2020 Minnesota Avenue
Mechanicsville II	Various Addresses: Office at 2020 Minnesota Avenue
Montgomery Village	4530 Joe Lewis Road
Nature's Cove	2639 Bakertown Road
North Ridge Crossing	712 Breda Drive
Northgate Terrace	4301 Whittle Springs Road
Passport Homes (S8)	Various Addresses: Office at 1621 Jourolmon Avenue
Passport Homes LIPH	Various Addresses: Office at 1621 Jourolmon Avenue
Passport Residences	Various Addresses: Office at 1621 Jourolmon Avenue
Taylor Homes	317 McConnell
Valley Oaks	3504 Oak Branch Circle
Verandas	107 Flenniken Avenue
Vista	957 East Hill Avenue
Western Heights	1621 Jourolmon Avenue

KCDC will provide a site map with dumpster locations indicated to the awarded supplier.

27. **Daily Responsibilities**

Currently, the typical routine is a schedule to each site that determines which day or days of the week that supplier is required to clean up at each site. However site managers may request that additional services be performed.

- a. Visit each KCDC site and remove bulky waste items located near KCDC dumpsters. Typical items include appliances, furniture, gasoline tanks, tires, et cetera. The daily composition will vary.
- b. Deposit retrieved items into approved and licensed landfills. Other properly approved disposal methods (such as Knox County's tire facility at the Forks of the River Industrial Park, et cetera) may be used.

28. **On Request Services**

- a. "Set Out Follow Up"
On occasion KCDC evicts tenants. After their eviction notice expires, another contracted supplier will remove the belongings of the tenants. The belongings will be set on the nearest public street. Forty-eight hours later KCDC may call upon the firm awarded this contract to pick-up and legally dispose of any belongings remaining on the public street. Supplier will complete such pickups within four hours of notification.
- b. "Vacant/Abandoned Apartments"
On occasion KCDC will find that apartment tenants have vacated the unit without informing KCDC. The supplier will remove all items and debris from vacant units. KCDC will give the supplier a 48-hour notice. KCDC staff will bag up all debris and have bags/furniture moved to one central location in the apartment as for the vendor to remove and haul to the dump/landfill
- c. "Miscellaneous Construction Debris"
On occasion KCDC will request that supplier remove items such as but not limited to dirt, concrete, asphalt, limbs, wood, metal, et cetera.

29. **Precautions**

Furniture may have bedbugs, cockroaches, et cetera. Set outs may have dangerous or sharp instruments that need appropriate handling and disposal methods. Employees must have the required personal protection equipment.

General Information Set Out Services

30. **General**

Set out services are necessary when tenants are evicted or when tenants leave the apartments without taking their belongings. The supplier will:

- a. Remove the contents in the apartments (note that normally KCDC owns the refrigerator and the stove) that belong to the former resident. If the resident owns appliances (including refrigerators, stoves, washers, dryers, window air conditioners, et cetera) the supplier will remove them.
- b. Put the items removed on the closest public right of way area.
- c. Furnish all supplies (truck bags, boxes, et cetera) to fulfill the requirements of this solicitation. The cost for these supplies shall be built into the prices quoted herein.
- d. Be entitled to a set trip charge if the supplier's personnel leave the supplier's premises for a call to KCDC and an eviction does not occur. Should KCDC inform the supplier (prior to his/her personnel leaving their premises) that the call is canceled, there shall not be a trip charge.
- e. Handle items with care during the set out and not allow them to be thrown, dropped or pushed out of a truck onto the ground since the resident has 48 hours to retrieve their items.
- f. Some sites have bull pen areas and would like these items placed inside there before deferring to placement on the nearest street. This is for curb appeal purposes, as well as not to encourage the spread of bed bugs by neighboring residents dragging items back into other units.

31. **KCDC Will**

- a. Attempt to group set outs so that multiple evictions occur at approximately the same time. However, KCDC does not guarantee this will always occur.
- b. Schedule work at least two days in advance.
- c. Schedule the Sheriff's Department for the eviction and have the supplier coordinate timing.

THIS AND THE PREVIOUS PAGES DO NOT NEED TO BE RETURNED

Solicitation Document A Supplier's General Response

General Information about the Supplier

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

Addenda

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

Acknowledge reading the addenda that have been issued by checking below as appropriate:

None Addendum 1 Addendum 2 Addendum 3 Addendum 4 Addendum 5

Statistical Information (Check all the apply)

This business is at least 51% owned and operated by a woman	Yes <input type="checkbox"/> No <input type="checkbox"/>
This business qualifies as a small business by the State of Tennessee (Gross receipts of \$10,000,000 or less and employing less than 100 full time persons)	Yes <input type="checkbox"/> No <input type="checkbox"/>
This business qualifies as Section 3 business (as defined by HUD): It is at least 51% owned by a Section 3 resident (lives in Public Housing) or it employs Section 3 residents for at least 30% of its employee base; or it commits to sub contract at least 25% of the project's dollars to a Section 3 business.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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"/>	

Cooperative Procurement

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

Prompt Payment Discount

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

Mastercard Acceptance

Mastercard is accepted for payment without additional fees. Yes No

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

Exceptions to Specifications (Indicate the item number)

Pricing	
Bulky Debris: Weekly Cost	\$
Set Out Services: Hourly Rate per Employee	\$
Set Out Services: Showing up when services not needed	\$
Set Out Services: Trip Charge-if any	\$
Other:	\$

Solicitation Document B Supplier's Capabilities and Service Plan

Suppliers are to provide information that explains their ability to provide these services including items such as (but not limited to):

- Years in business
- Number of clients
- Number of staff
- Staff classifications (laborer, administrative, clerical, et cetera)
- Vehicles proposed for use
- Equipment proposed for use
- Number of workers planned
- Service Plan
- Training program
- Safety program

Solicitation Document C Supplier Experience

Suppliers will provide information about their experience with similar entities to show proven and demonstrated ability to execute the RFP requirements. The proposal must include at least **three** specific references of similar accounts. Present information in this format:

1. Name of the business serviced
2. Contact name
3. Address
4. Phone number
5. Email address
6. Amount of the contract
7. Description of the contract
8. Date the contract began
9. Date the contract ended (if applicable)

Suppliers: _____

Conflict of Interest:

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

Drug Free Workplace Requirements:

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

Eligibility:

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

General:

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

Iran Divestment Act:

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

Non-Collusion:

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

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

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

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