

The Procurement Division of Knox County, Tennessee will receive sealed bids for the provision of **Cafeteria Chemicals and Towels** as specified herein. Bids must be received by **2:00 p.m. on April 25, 2024**. Late bids will neither be considered nor returned.

**Deliver Bids To:**

**Bid Number 3551  
Knox County Procurement Division  
Suite 100  
1000 North Central Street  
Knoxville, Tennessee 37917**

**The Bid Envelope must show the Company Name, Bid Number, Bid Name & Bid Opening Date.**

**SECTION I GENERAL TERMS AND CONDITIONS**

- 1.1 ADDITIONAL INFORMATION:** Knox County wants requests for additional information routed to Susan Colella, Buyer, at 865-215-5769. Questions may be emailed to [susan.colella@knoxcounty.org](mailto:susan.colella@knoxcounty.org). If you have not heard from the Buyer in a reasonable amount of time, please call for further assistance. Information about the Knox County Procurement Division and current bids may be obtained on the internet at [www.knoxcounty.org/Procurement](http://www.knoxcounty.org/Procurement).
- 1.2 ACCEPTANCE:** Vendors shall hold their price firm and subject to acceptance by Knox County for a period of ninety (90) business days from the date of the bid opening, unless otherwise indicated in their bid.
- 1.3 ALTERNATIVE BIDS:** Knox County will not accept alternate bids (those not equal to specifications) unless authorized by the Invitation for Bid (IFB).
- 1.4 AUDIT HOTLINE:** Knox County has established an Audit Hotline to report potential fraud and waste. To report potential fraud, waste or abuse, please call or 1-866-858-4443 (toll-free). You can also file a report online by accessing <http://www.knoxcounty.org/hotline/index.php>.
- Vendors are hereby cautioned that this Audit Hotline does not replace the Award Protest Procedures found in Section VI, Item M of the Knox County Procurement Regulations.**
- 1.5 AWARD:** Award will be made to the most responsive, responsible bidder meeting specifications which presents the product or service that is in the best interest of Knox County. Knox County reserves the right to award this bid on an all-or-none basis, line-item basis or schedule basis. Knox County reserves the right to make a multiple award. Knox County also reserves the right to not award this bid. The evaluation criteria are listed herein.
- 1.6 BID DELIVERY:** Knox County requires respondents, when hand delivering submittals, to time and date stamp the envelope before depositing it in the bid box. Knox County will not be responsible for any lost or misdirected mail sent by common carrier, nor will Knox County be responsible for submittals delivered to addresses or suites other than the delivery address and suite specified at the top of this solicitation. The time clock in the Procurement Division shall serve as the official record of time.
- Solicitations must be in a sealed envelope/box prior to entering the Procurement Division office. Procurement Division personnel are not allowed to see the submittal nor assist in placing documents in an envelope/box. Additionally, the Procurement Division is not responsible for providing materials (e.g. envelopes, boxes, tape) for submittals.**
- 1.7 BIDS REQUESTED ON BRANDS OR EQUAL:** Unit price bids are requested on products that equal or exceed the quality and performance of the brands and model numbers listed. References to brand names, trade names, model numbers or other descriptions particular to specific brand products are made to establish a required level of quality and functional capabilities and are not intended to exclude other products of that level. Comparable products of other manufacturers will be considered if proof of comparability is contained in the bid. Equal does not mean the manufacturing process, but rather that the item will perform in the manner needed by Knox County.

It shall be the responsibility of the bidders, including bidders whose product is referenced; to furnish with the bid such specifications, catalog pages, brochures or other data as will provide an adequate basis for determining the quality and functional capabilities of the product offered. Failure to provide this data may be considered valid justification for rejection of bid.

- 1.8 BUSINESS OUTREACH PROGRAM:** Knox County has established a Disadvantaged Business Program which has the responsibility of increasing opportunity for small, minority and women owned businesses. This is being accomplished through community education programs, policy edification, active recruitment of interested businesses and process re-engineering.

Knox County is committed to ensuring full and equitable participation for all disadvantaged businesses. Knox County welcomes submittals from those disadvantaged businesses that have an interest in providing goods and/or services listed herein. In addition, Knox County strongly encourages the inclusion of disadvantaged businesses by non-disadvantaged Contractors who may wish to partner or subcontract portions of this agreement in order to accomplish the successful delivery of goods and/or services.

If you are a disadvantaged business and would like additional information about our Disadvantaged Business Program, please contact:

Diane Woods, CPPB, Business Outreach Administrator  
Knox County Procurement  
Telephone: 865.215.5760  
Fax: 865.215.5778  
E-Mail: [diane.woods@knoxcounty.org](mailto:diane.woods@knoxcounty.org)

- 1.9 CONFLICT OF INTEREST:** Vendors must have read and complied with the "Non-Conflict of Interest" statement provided in the vendor registration process prior to the opening of this solicitation.
- 1.10 COPIES:** Knox County requires that bids be submitted as one (1) marked original and one (1) exact copy. No copies are needed with an electronic bid response.
- 1.11 DELIVERY:** Vendors must state the delivery time in their bids. Vendors are to include all destination and delivery charges in their price. Knox County requires that vendors deliver all products "free on board" destination.
- 1.12 DECLARATIVE STATEMENTS:** Any statement or words (e.g.: must, shall, will) are declarative statements and the vendor must comply with the condition. Failure to comply with any such condition will result in the bid being considered non-responsive and disqualified.
- 1.13 DESCRIPTIVE LITERATURE:** Vendors, if bidding other than specified, must clearly identify the manufacturer and the specifications, to which they are submitting. Vendors must also provide descriptive literature with their bid.
- 1.14 ELECTRONIC TRANSMISSION OF BIDS:** Knox County's Procurement Division will accept, and strongly encourages, electronically transmitted bids through the County's On-Line Procurement System. Facsimile and email submissions are strictly prohibited.
- 1.15 HOW TO DO BUSINESS:** Knox County utilizes a web-based Procurement software system, "KnoxBuys". The system provides our clients (vendors, county departments and the citizens of Knox County) with a more enhanced and end-user friendly means of accessing our services. The system allows for on-line vendor registration and maintenance, electronic receipt of purchase orders, on-line retrieval and submittal of quotes, bids and proposals for our vendor-clients and on-line requisitioning and receiving for our county departments. In order for the County to maximize its investment and minimize the cost associated with office operations we need your help. When doing business with Knox County we are urging you to please go to our website at [www.knoxcounty.org/procurement](http://www.knoxcounty.org/procurement), register as a vendor in our on-line Procurement system, "KnoxBuys," if you have not done so and whenever possible to conduct your business with the County through this site. If you have any questions, please contact the Procurement Division Representative listed in Section 1.1 of this document.
- 1.16 INCURRED COSTS:** Knox County will not be responsible for any costs incurred by the bidder in the preparation of their bid.

- 1.17 **MULTIPLE BIDS:** Knox County will consider multiple bids that meet specifications.
- 1.18 **NON-COLLUSION:** Bidders, by submitting a signed bid, certify that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States law.
- 1.19 **PAYMENT METHOD:** Knox County utilizes two (2) methods of placing order for products and/or services. The first is the use of Purchase Orders. These Purchase Orders will be issued from the Knox County Procurement Division via the method selected by the vendor during registration. The Purchase Order will detail the quantity, specific item(s) and the contracted price for each item.
- The second method is the use of the Knox County Credit Card (Visa). Orders placed with the card will list the same information as the Purchase Order. Vendors will be given the card information and approval to process the transaction by the requesting department. Vendors must indicate in their bid response if the vendor will accept Knox County's Credit Card (VISA) as a form of payment. Bidders are prohibited to charge Knox County any type of merchant fee from their financial institution to accept this type of payment.
- 1.20 **POSSESSION OF WEAPONS:** All vendors and their employees and their agents are prohibited from possessing any weapons on Knox County property without prior written consent from the County. In the case of a vendor whose Contract requires possession of firearms or other weapons to successfully complete their Contract, vendor must provide personnel who are bonded to bear said weaponry.
- 1.21 **PROCESSING TIME FOR PAYMENT:** Vendors are advised that a minimum of thirty (30) days is required to process invoices for payment.
- 1.22 **PROOF OF FINANCIAL AND BUSINESS CAPABILITY:** Vendors must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. Knox County will make the final determination as to the vendor's ability.
- 1.23 **RECYCLING:** Knox County, in its continuing efforts to lessen the amount of landfill waste and to further recycling efforts, request that bids being submitted on paper shall:
- Be submitted on recycled paper.
  - Not include pages of unnecessary advertising.
  - Be made on both sides of each sheet of paper.
- 1.24 **RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS:** It is the responsibility of the prospective bidder to review the entire IFB (Invitation for Bid) packet and to notify the Procurement Division if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or questions regarding the specifications or bidding procedures must be received in the Procurement Division by **4:00 PM Local Time on April 11, 2024**. These requirements also apply to specifications that are ambiguous.
- 1.25 **SIGNING OF BIDS:** **In order to be considered, all bids must be signed. Please sign the original in blue ink.** By signing the bid document, the vendor acknowledges and accepts the terms and conditions stated in the bid document. When submitting electronically, the submission of the bid constitutes the acceptance of all terms and conditions and will legally bind the vendor to the County's request for goods/services and the vendor's subsequent response.
- 1.26 **TAXES:** Knox County purchases are not subject to taxation. Tax exemption certificates will be provided upon request.
- 1.27 **TITLE VI OF THE 1964 CIVIL RIGHTS ACT:** "Nondiscrimination in Federally Assisted Programs"—"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." 42 U.S.C. Section 2000 et seq. It is the policy of Knox County Government that all its services and activities be administered in conformance with the requirements of Title VI.

- 1.28 UNFORESEEN CIRCUMSTANCES:** During periods of closure due to unforeseen circumstances in Knox County or closures at the direction of the Knox County Mayor, the Procurement Division will enact the following procedures in regard to solicitations and closures:
- If the Mayor closes the administrative offices prior to the time set for solicitation opening of any business day, all solicitations due that same day will be moved to the next operational business day.
  - Other unforeseen circumstances shall be at the sole discretion of the Procurement Director.
  - Knox County shall not be liable for any commercial carrier's decision regarding deliveries during any unforeseen circumstances.
- 1.29 USE OF BID FORMS:** Vendors must complete the bid forms contained in the bid package. Failure to complete the bid forms may result in bid rejection.
- 1.30 VENDOR DEFAULT:** Knox County reserves the right, in case of vendor default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby. Should vendor default be due to a failure to perform or because of a request for a price increase, Knox County reserves the right to remove the vendor from the County's bidder's list for twenty-four (24) months.
- 1.31 VENDOR REGISTRATION:** Prior to the opening of this bid, **ALL BIDDERS** must be registered with the Procurement Division. A vendor application may be submitted online at [www.knoxcounty.org/procurement](http://www.knoxcounty.org/procurement). Select the On-Line Vendor Registration link and complete the forms. Vendors must be registered with the Procurement Division **prior** to submitting their bid. Knox County shall not be responsible for technical difficulties experienced by vendors trying to register less than twenty-four (24) hours prior to the bid opening time.
- 1.32 WAIVING OF INFORMALITIES:** Knox County reserves the right to waive minor informalities or technicalities when it is in the best interest of Knox County.

## **SECTION II OBLIGATIONS, RIGHTS AND REMEDIES**

**These terms and conditions shall be part of the Contract. Knox County reserves the right to negotiate other terms and conditions it deems appropriate and necessary under the circumstances to protect the public's trust.**

- 2.1 ALTERATIONS OR AMENDMENTS:** No alterations, amendments, changes, modifications, or additions to this Contract shall be binding on Knox County without the prior written approval of the County.
- 2.2 APPROPRIATION:** In the event no funds are appropriated by Knox County for the goods or services in any fiscal year, or insufficient funds exist to purchase the goods or services, then the Contract shall expire upon the expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.
- 2.3 ASSIGNMENT:** Contractor shall not assign or subcontract this agreement, its obligations, or rights hereunder to any party, company, partnership, incorporation, or person without the prior written specific consent of Knox County.
- 2.4 BOOKS AND RECORDS:** Contractor shall maintain all books, documents, accounting records and other evidence pertaining to the goods and services provided under this Contract and make such materials available at its offices at all reasonable times during the Contract period and for five (5) years from the date of the final payment under this agreement for inspection by County or by any other governmental entity or agency participating in the funding of this agreement, or any authorized agents thereof; copies of said records to be furnished if requested. Such records shall not include those books, documents and accounting records that represent the Contractor's costs of manufacturing, acquiring, or delivering the products and services governed by this agreement.
- 2.5 CHILD LABOR:** Contractor agrees that no products or services will be provided or performed under this Contract that have been manufactured or assembled by child labor.
- 2.6 COMPLIANCE WITH ALL LAWS:** Contractor is assumed to be familiar with and agrees to observe and comply with all Federal, State, and local laws, statutes, ordinances, and regulations in any manner affecting the provision of goods and/or services, and all instructions and prohibitive orders issued regarding this work and shall obtain all necessary permits.

- 2.7 DEFAULT:** If Contractor fails to perform or comply with any provision of this Contract or the terms or conditions of any documents referenced and made a part hereof, Knox County may terminate this Contract, in whole or in part, and may consider such failure or noncompliance a breach of Contract. Knox County expressly retains all its rights and remedies provided by law in case of such breach; and no action by Knox County shall constitute a waiver of any such rights or remedies. In the event of termination for default, Knox County reserves the right to purchase its requirements elsewhere, with or without competitive bidding.
- 2.8 GOVERNING LAW; VENUE:** This agreement shall be exclusively construed, governed, and controlled by the Laws of the State of Tennessee without regard to principles of law, including conflicts of law, of any other jurisdiction, territory, country, and/or province. Any dispute arising out of or relating to this agreement shall exclusively be brought in the Chancery Court or the Circuit Court of Knox County, Tennessee. Each party consents to personal jurisdiction thereto and waives any defenses based on personal jurisdiction, venue, and inconvenient forum.
- 2.9 INCORPORATION:** All specifications, drawings, technical information, Invitation for Bid, Bid, Award and similar items referred to or attached or which are the basis for this Contract are deemed incorporated by reference as if set out fully herein.
- 2.10 INDEMNIFICATION—HOLD HARMLESS:** Contractor shall indemnify, defend, save and hold harmless Knox County, its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by Contractor, its subcontractors, suppliers, agents, or employees or due to any negligent act or occurrence or any omission or commission of Contractor, its subcontractors, suppliers, agents or employees.
- 2.11 INDEPENDENT CONTRACTOR:** Contractor shall acknowledge that it and its employees serve as independent contractors and that Knox County shall not be responsible for any payment, insurance or incurred liability.
- 2.12 INSPECTION AND ACCEPTANCE:** Warranty periods shall not commence until Knox County inspects and formally accepts the goods and/or services. The terms, conditions and timing of acceptance shall be determined by Knox County. Knox County reserves the right to reject any or all items or services not in conformance with applicable specifications, and Contractor assumes the costs associated with such nonconformance. Acceptance of goods or services does not constitute a waiver of latent or hidden defects or defects not readily detectable by a reasonable person under the circumstances.
- 2.13 IRAN DIVESTMENT ACT:** By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tennessee Code Annotated § 12-12-106.
- 2.14 LIMITATIONS OF LIABILITY:** In no event shall Knox County be liable for any indirect, incidental, consequential, special, or exemplary damages or lost profits, even if Knox County has been advised of the possibility of such damages.
- 2.15 NO BOYCOTT OF ISRAEL:** Pursuant to Tennessee Code Annotated Title 12, Chapter 4, Part 1, by submission of a response to this solicitation, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel.
- 2.16 NON-DISCRIMINATION AND NON-CONFLICT STATEMENT:** Contractor agrees that no person on the grounds of handicap, age, race, color, religion, sex, national origin, or any individual trait or characteristic found to be an illegal consideration shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement or in the employment practices of Vendor. Contractor shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination.

Contractor covenants that it complies with the Fair Wage and Hour Laws, the National Labor Relations Act, and other federal and state employment laws as applicable. Contractor covenants that it does not engage in any illegal employment practices.

Contractor covenants that it has no public or private interest and shall not acquire directly or indirectly any interest, which would conflict in any manner with the provision of its goods or performance of its services. Contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of Knox County as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to Contractor in connection with any goods provided or work contemplated or performed relative to the agreement.

- 2.17 **ORDER OF PRECEDENCE:** In the event of inconsistent or conflicting provision of this Contract and referenced documents, the following descending order of precedence shall prevail: (1) Item Description, (2) Invitation for Bid, (3) Bid, (4) Award, (5) Special Terms and Conditions, (6) General Terms and Conditions, (7) Specifications, (8) Drawings.
- 2.18 **REMEDIES:** Knox County shall have all rights and remedies afforded under the U.C.C. and Tennessee law in Contract and in tort, including but not limited to rejection of goods, rescission, and right of set-off, refund, incidental, consequential, and compensatory damages and reasonable attorney's fees.
- 2.19 **RIGHT TO INSPECT:** Knox County reserves the right to make periodic inspections of the manner and means the service is performed or the goods are supplied and warehoused.
- 2.20 **SEVERABILITY:** If any provision of this Contract is declared illegal, void or unenforceable, the remaining provisions shall not be affected but shall remain in force and in effect.
- 2.21 **TAX COMPLIANCE:** Pursuant to Resolution R-07-1-903 passed by the Commission of Knox County, Tennessee, Contractor hereby acknowledges, by submission of its bid or proposal and signature, it is current in its respective Federal, State, County, and City taxes of whatever kind or nature, and is not delinquent in any way. Delinquent status must be disclosed or risk debarment by the Knox County Procurement Division.
- 2.22 **WARRANTY:** Contractor warrants to Knox County that all items delivered and all services rendered shall conform to the specifications, drawings, bid and/or other descriptions furnished and/or incorporated by reference, and will be fit for the particular purpose purchased of merchantable quality, good workmanship, and free from defects. Contractor extends to Knox County all warranties allowed under the U.C.C. Contractor shall provide copies of warranties to the County upon request. Return of merchandise not meeting warranties shall be at Contractor's expense.

### SECTION III SPECIAL TERMS AND CONDITIONS

- 3.1 **INTENT:** The intent of these specifications is to set forth and convey to prospective bidders the general type, character, and quality of cafeteria chemicals, towels, linens and mats as desired by Knox County and Knox County Schools. However, if awarded, any Knox County Department may purchase from the award. Award will be based on Best Value. Best Value means more than low cost. It includes the initial cost, service quality and other factors detailed herein.
- 3.2 **ACCEPTANCE:** Bidders are advised that the payment of an invoice does not necessarily constitute as an acceptance of services that are provided. Acceptance may require a specific written action by Knox County so stating.
- 3.3 **ACCOUNT SET-UP:** The successful Vendor(s) will be required to set up separate accounts for each site/branch and any other departments that may use this Term Contract. A list of all sites with the associated agency has been provided, please see Attachment F. The successful Contractor(s) will be required to invoice, as well as post payment, to the proper agency. Invoicing and account information for Knox County Schools Nutrition Department is as follows:
  - 3.3.1 Knox County Schools Nutrition Department  
Attention: Brett Foster  
Post Office Box 2188  
Knoxville, TN 37901  
E-Mail: [brett.foster@knoxschools.org](mailto:brett.foster@knoxschools.org)

- 3.4 ADDITIONS OR DELETIONS OF GOODS/SERVICES:** Knox County reserves the right to add or delete goods or services as the need arises. If items are to be added, Knox County and the Contractor will arrive at a mutually agreed price.
- 3.5 AUTHORIZED DEALER/RESELLER:** Bidders **must** submit, upon request, signed written factory documentation that they are authorized dealers/resellers for the products they are bidding. If bidder is the manufacturer of the product they are bidding, a signed statement stating that fact **must** be included with their bid. Failure to comply with this request may be just cause for rejection of their bid. This may require multiple statements with your bid.
- 3.6 AWARD LENGTH:** Knox County intends to issue this Contract for one (1) year with the option to renew upon mutual consent of both parties. The term agreement may be renewed for four (4) one-year periods, one (1) year at a time, for a total of five (5) years. Knox County reserves the right to purchase these services/goods from other sources if the need arises. Knox County reserves the right to revoke the award if a pattern of unavailability arises with the vendor.
- 3.7 BACKGROUND CHECKS:** A Knox County Sheriff's Office background check may be a requirement for all employees of the vendor's staff providing services to Knox County. Certain felony convictions will prohibit individuals from servicing this department. The successful Contractor will be required to submit a list of all employees that will be servicing the Knox County account. This list must be kept current and include the full name, current address, social security number, valid driver's license number and phone number of each employee. All associated costs for the background checks will be the responsibility of Knox County. Personal information will be kept confidential.
- 3.8 BID EVALUATION:** In evaluating the bids, Knox County reserves the right to use any or all of the ideas from the bids submitted without limitation and to accept any part or all of the successful bid in selecting an operation which is judged to be in the best interest of the Knox County. All material submitted becomes the property of Knox County.
- 3.9 BIDDER OBLIGATION:** Each bidder shall become fully acquainted with conditions relating to the scope and restrictions attending the execution of the work under this IFB. The failure or omission of a bidder to become acquainted with existing conditions shall no way relieve the bidder of any obligations with respect to this IFB or to the Contract.
- 3.10 CERTIFICATE REGARDING DEBARMENT:** Attached is a Debarment Certification. All vendors must complete the form and submit it with their bid response. Vendors that do not submit the certificate will not be considered.
- 3.11 CERTIFICATE OF RESTRICTIONS ON LOBBYING:** Attached is a Certificate of Restrictions on Lobbying. All vendors must complete the form and submit it with their bid response. Vendors that do not submit the certificate will not be considered.
- 3.12 CHANGES AFTER AWARD:** It is possible after award that Knox County may change its needs or requirements. Knox County reserves the right to make such changes after consultation with the Contractor(s). Should additional costs arise, Knox County reserves the right to consider accepting these charges provided the Contractor(s) can document the increased costs. Knox County also reserves the right to accept proposed service changes from the Contractor(s) if they will lower the cost to Knox County and/or provide improved service.
- 3.13 CODE OF CONDUCT:** The following conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by Knox County School Food and Nutrition Program Funds.
- 3.13.1** No employees, officer or agent of Knox County or the School Nutrition Program shall participate in selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent would be involved.
- 3.13.2** Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for this award:
- a) The employee, officer or agent
  - b) Any member of his/her immediate family
  - c) His or her partner
  - d) An organization employs or is about to employ one of the above

- 3.13.3 Knox County School Nutrition employees, officers or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from Contractors, potential Contractors or parties to sub-agreements.
- 3.13.4 The purchase of any food or service from a Contractor for individual use is prohibited using school bid prices.
- 3.13.5 The removal of any food, supplies or equipment for individual use is prohibited.
- 3.13.6 The outside sale of such items as used oil, empty cans and the like will be sold by contract according to the School Board policy and the outside agency.
- 3.13.7 Failure of any Knox County School Nutrition employee to abide by the above could result in a suspension or dismissal. Interpretation of the code will be administered by the Knox County Procurement Division. The Knox County Procurement Division will not be responsible for any other explanation or interpretation which anyone presumes to make on behalf of the schools.
- 3.13.8 Failure of a Contractor's agent to abide by these rules or facilitate a school employee the opportunity to not abide by these rules by actively participating in a breach of one or more of the rules hereby established may result in termination of the Contract.

3.14 **COMMUNICATIONS WITH THE CONTRACTOR:** Upon award, Knox County will communicate extensively and continually with the Contractor. While information may occasionally be transmitted via telephone, it should always be followed up with an email confirmation. Due to the volume of information that must be transmitted, it is essential that the Contractor have email capabilities.

3.15 **CONTACT PERSONNEL:** Essential to the success of this Contract is the development of a good working relationship between the Vendor and Knox County. It is imperative that the Knox County account be handled efficiently and professionally. Knox County should be assigned no more than two (2) Vendor contacts to handle billing inquiries and service-related issues. In the event one or both contacts leave the Knox County account, the Vendor shall formally introduce the new contacts to Knox County personnel. These contacts must be knowledgeable of the County's account to avoid an interruption of service.

3.16 **CONTRACT RENEGOTIATION:** Knox County reserves the right to negotiate other terms and conditions it deems appropriate and necessary under the circumstances to protect public trust. Further, Knox County and Knox County Schools encourage the vendor to submit value changes in order that the Knox County Schools may avail itself of technological advances or cost economies in the subject of the contract, as they may occur during the contract or contract option periods.

3.17 **CONTRACTOR'S RESPONSIBILITIES:** At their own expense, the Contractor(s) shall:

- 3.17.1 Provide qualified supervision.
- 3.17.2 Provide qualified workers.
- 3.17.3 Perform work without unnecessarily interfering with Knox County activities or other Contractor(s).

3.18 **DETAILED SUBMITTAL:** Bidders, upon request, may need to submit a detailed sheet listing the specification of the item(s) priced.

3.19 **DISCONTINUED ITEMS:** The successful vendor shall notify the Knox County Procurement Division of any items that have become discontinued and recommend an appropriate substitution. Knox County will be the sole judge of if the substitution is appropriate. Contractor must notify the participating agencies and the Knox County Procurement Division of anticipated shortages, changes in pack size or discontinuance of any item.

3.20 **EQUAL EMPLOYMENT OPPORTUNITY:** All contracts awarded in excess of \$10,000.00 by grantees and their contractors or subcontractors shall comply with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and supplemented under the Department of Labor Regulations 41 CFR, Part 60.

3.21 **EVALUATION CRITERIA:** This bid will be evaluated using the following criteria:

<b>Price</b>	<b>100 Points</b>
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3.22 **EVALUATION REVIEW:** Knox County reserves the right to use all pertinent information (also learned from sources other than disclosed in the bid process) that might affect the County's judgment as to the appropriateness of an award to the best evaluated bidder. This information may be appended to the bid evaluation process results.



Information on a service provider from reliable sources, and not within the service provider's bid, may also be noted and made part of the evaluation file. Knox County shall have sole responsibility for determining a reliable source. Knox County reserves the right to conduct written and/or oral discussions/interviews after the bid opening. The purpose of such discussions/interviews is to provide clarification and/or additional information to make an award which is in the best interest of Knox County.

- 3.23 EXPIRATION DATES:** The expiration date for any item must be no less than six (6) months from the date the order is received by the County.
- 3.24 GRATUITIES AND KICKBACKS:** It shall be a breach of ethical standards for any person or company to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim, or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore. It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this Contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from being a contractor or subcontractor under Knox County contracts.
- 3.25 INCLUSION:** Inclusion of Vendor's bid form or provision of samples when requested does not necessarily constitute an offer to buy.
- 3.26 INTERPRETATION:** No oral interpretation will be made to any bidder regarding the meaning of specifications. All questions are to be submitted in writing or electronically (email) and will be answered in the form of an amendment to the solicitation by the Knox County Procurement Division.
- 3.27 INVOICE DETAIL:** Knox County is requesting invoices show the following detail to help expedite review and payment. The Contractor(s) may be required to modify invoicing procedures to show the detail. All potential Contractors are hereby cautioned that Knox County will only pay from original invoices and not facsimiles or copies. Invoices which do not adhere to these details may be returned to the Contractor for correction.
- 3.27.1** The invoice must show the amount due to the Contractor by Knox County.
- 3.27.2** The invoice must show the purchase order number.
- 3.27.3** The invoice must show an itemized detailed service/material count, including: type of service(s)/item(s), quantity by type(s) of service(s)/item(s), the associated unit price for the service(s)/item(s), percent discount applied, final cost to Knox County, delivery location (address to be included), date the item/service was rendered, and the Contract number, as applicable.
- 3.27.4** Invoices are to be original and uniquely pre-numbered.
- 3.27.5** Invoices which do not show this information are subject to rejection.
- 3.28 INVOICE REVIEW:** Knox County shall review all invoices for adherence to the terms and conditions of the Contract. Variations from the Contract and Contract pricing are strictly prohibited. Any variations found on the invoice will result in the rejection of that invoice. Rejected invoices will be returned to the Contractor for correction. If a discount for prompt payment is offered, the timeline does not commence until Knox County receives the invoice.
- 3.29 INVOICING PROCEDURES:** Knox County requests that invoices be easy to read and understand. Invoices are to be original and uniquely pre-numbered. Each participating agency, to this Contract, may require different invoicing information and procedures. This information and procedures shall be provided to the successful Contractor(s) prior to Contract execution. There shall be no additional charges for this information and procedures to be included. Invoices shall be sent to the "Billing" address printed on the Purchase Order. Each department or division of Knox County is responsible for its own budget. Departments cannot charge or pay bills for another department. Therefore, it is critical that your business invoices specify the department that desired to purchase from you.

Do not credit payments to any other department's account. Invoices must be submitted in triplicate and must match the corresponding Purchase Order number. There shall be no component billing.

**3.30 MOST FAVORABLE PRICING:** Contractor agrees to guarantee that Knox County will receive the lowest price offered by your company for similar services and products. If at any time during the Contract period your company offers a lower price to another customer and prior notification of said price reduction is not properly communicated to Knox County, upon discovery Knox County reserves the right to take any or all of the following actions:

**3.30.1** Cancel the Contract, if it is currently in effect.

**3.30.2** Determine the amount that the participating agency was overcharged and submit a request for payment from the Contractor for that amount.

**3.31 NEW MATERIAL:** Unless specified otherwise in the bid package, Contractor(s) must provide new supplies. New, as used in this clause, means previously unused materials. Material includes but is not limited to, raw material, parts, items, components, and end products. Bidder submission of anything other than new materials may be cause for the rejection of the bid.

**3.32 NEWS RELEASES BY VENDORS:** As a matter of policy, Knox County does not endorse the services of a Contractor. A Contractor will not make news releases concerning any resultant Contract from this solicitation without the prior written approval of Knox County.

**3.33 NO CONTACT POLICY:** After the date and time that the vendor receives this solicitation, any contact initiated by any bidder with any Knox County representative, other than the Procurement Division representative listed herein, concerning this Invitation for Bids, is strictly prohibited. Any such unauthorized contact may cause the disqualification of the bidder from this procurement transaction.

**3.34 OFFER WITHDRAWAL:** No bid can be withdrawn after it is filed unless the bidder makes a request in writing to the Knox County Procurement Division prior to the time set for the opening of bids or unless the County fails to accept within ninety (90) business days after the date fixed for opening the Invitation for Bid.

**3.35 PENALTIES FOR FAILURE TO PERFORM:** Any one or combination of penalties for failure to perform may be used:

- Payment for items bought from other sources
- Termination of Contract
- Suspension from future business
- Legal action and civil penalties
- Criminal action

**3.36 PRICING:** The Contractor(s) warrants that the unit price stated for all items shall remain firm for a period of twelve (12) months from the first day of the Contract period. If the Contractor's price is increased after the initial year, Knox County must be given a written notice to consider.

Such a request shall include as a minimum, (1) the cause for the adjustment; (2) the amount of the change requested with documentation to support the requested adjustment. Price increases will only be considered at the renewal period(s). If the price increase is rejected the vendor may:

**3.36.1** Continue with the existing prices.

**3.36.2** Request a lower price increase.

**3.36.3** Not accept the renewal offer.

Contractor(s) must submit proof of price increase. If a price increase is approved by Knox County Procurement and the requesting department the approval notification will be done in writing and the Contractor(s) will be notified of the new price schedule and the effective date of the increase. This documentation will become part of the bid file. No approvals will be authorized verbally.

- 3.37 PUBLIC RECORDS ACT:** Knox County is subject to the Tennessee Public Records Act 10-7-503 et seq. Bidders are cautioned that all documents submitted on behalf of this Invitation for Bids shall be open to the public for viewing and inspection and Knox County will comply with all legitimate requests.
- 3.38 QUANTITIES SHOWN:** The quantities shown in this IFB represent the best estimates that Knox County requires to support their current program. The quantities to be purchased may vary depending upon internal changes. Knox County does not assume or accept responsibility to purchase the total quantities listed. Knox County reserves the right to purchase more or less of specified amounts. Quantities shown shall not be construed to represent any amount which Knox County shall be obligated to purchase under this Contract or relieve the vendor of his/her obligation to fill all orders placed by the County. Quantities shown will be used for evaluation purposes.
- 3.39 RECORDS:** Contractor(s) will maintain records of services provided to Knox County and make them available upon request by any of the respective participating agencies. The successful Contractor(s) shall only disclose the records of the requesting agency and not disclose other agency information.
- 3.40 REGULATION COMPLIANCE:** The Knox County Schools Food and Nutrition Department policy is in firm support of the provisions of the Equal Opportunity Act of 1975. The Knox County Schools Food and Nutrition Department, therefore, must be assured by the successful vendor in this bid that the institution is an equal opportunity employer according to the provisions of the Act. All Contracts over \$100,000.00 will require compliance with the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Any violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Vendors must comply with mandatory standards and policies related to energy efficiency which are contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL94-165). Positive efforts will be made to involve minority and small businesses.

A Certificate of Restrictions against Lobbying as well as a Debarment/Suspension Certificate must be signed for all Contracts over \$100,000.00.

- 3.41 REJECTION OF BIDS:** Knox County reserves the right to reject any and all bids received as a result of this request and to waive any informality, technical defect or clerical error in any bid, as the interests of the County may require. Non-acceptance of any bid will be devoid of any criticism of the bid and of any implication that the bid is deficient in any manner. Non-acceptance of any bid shall be construed as meaning simply that the County does not deem the bid to be acceptable or that another bid was deemed to be more advantageous to Knox County for the particular goods/services proposed.
- 3.42 RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT:** If the Federal bid award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
- 3.43 SAFETY DATA SHEETS:** As part of our efforts to comply with the OSHA Hazardous Chemical Communication Law (1910.1200), **each vendor must furnish**, along **with** their bid, the most current Label and Safety Data Sheets (SDS) for all chemical and/or fertilizer product that they are bidding. If, however, the material is non-hazardous, then a letter or statement should accompany the bid indicating the same.

The successful vendor(s) will be required to keep Knox County current in all SDS Sheets throughout the term of this Contract. The successful vendor(s) will also promptly notify Knox County when new SDS Sheets are applicable and forward to Knox County immediately. Any change in formula of a particular product must be communicated to Knox County and upon the first shipment of the new formula a SDS Sheet must be sent. Failure to comply with this section shall be just cause for rejection of bids.

- 3.44 **SUBMIT QUESTIONS:** All questions regarding this bid must be submitted in writing to Susan Colella, no later than 4:00 pm Local Time on **April 11, 2024**. Questions must be email to [susan.colella@knoxcounty.org](mailto:susan.colella@knoxcounty.org).
- 3.45 **SUBSTITUTIONS:** Any substitutions must be approved by Knox County or their designee prior to delivery. Delivery of a substituted item without prior notification is at the Contractor's risk and refusal to accept the substituted item will be at the Contractor's expense.
- 3.46 **TERMINATION OF CONTRACT:** Termination for Convenience Knox County may terminate this Contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by Knox County. Knox County Procurement shall give the vendor sixty (60) days written notice before the effective termination date. The vendor shall be entitled to receive compensation for authorized service completed as of the termination date, but in no event shall Knox County Schools be liable to the vendor for compensation for any service which has not been rendered. Upon such termination, the vendor shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

Termination for Cause If the vendor fails to properly perform its obligations under this contract in a timely or proper manner, or if the vendor violates any terms of this contract, Knox County shall have the right to terminate the contract and withhold payments in excess of fair compensation for completed services.

- A. Knox County Procurement will provide notification of termination for cause in writing. This notice will (1) specify in reasonable detail the nature of the breach; (2) provide the vendor with an opportunity to cure, which must be requested in writing no less than ten (10) days from the date of the Termination Notice, and (3) shall specify the effective date of the termination in the event the vendor fails to correct the breach. The vendor must present Knox County Procurement with a written request detailing the efforts it will take to resolve the problem and the time period for such resolution. This opportunity to "cure" shall not apply to circumstances in which the vendor intentionally withholds its services or otherwise refuses to perform. Knox County will not consider a request to cure Contract performance where there have been repeated problems with respect to identical or similar issues, or if a cure period would cause a delay that would impair the effectiveness of the participating school's operation. In circumstances where an opportunity to cure is not available termination will be effective immediately.
- B. Notwithstanding the foregoing the vendor shall not be relieved of liability to the participating schools for damages sustained by virtue of any breach of the Contract by the vendor.

School District Breach In the event of a breach of Contract of Knox County Schools, the vendor shall notify the Knox County Procurement Division in writing within 30 days of any breach. Said notice shall contain a description of the breach. Failure by the vendor to provide said written notice shall operate as an absolute waiver by the vendor of the participating school's breach. In no event shall any breach on the part of Knox County Schools excuse the vendor from full performance under this Contract. In the event of breach by Knox County Schools, the vendor may avail itself of any remedy at law in the forum with appropriate jurisdiction, provided, however failure by the vendor to give Knox County Schools written notice and opportunity to cure as described herein operated as a waiver of Schools breach. Failure by the vendor to file a claim before the appropriate forum in Tennessee with jurisdiction to hear such a claim within one (1) year of the written notice of breach shall operate as a waiver of said claim in its entirety. It is agreed by the parties that this provision establishes a contractual period of limitations for any claim brought by the vendor.

3.47 **USDA ASSURANCE STATEMENT:** The vendor hereby agrees that it will comply with:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);

- vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

## **SECTION IV SPECIFICATIONS**

### **4.1 VENDOR REQUIREMENTS, CHEMICALS:**

- Awarded vendor must install and maintain dispensing equipment necessary for controlled dispensing of products.
- Billing will be by weekly usage. Schools will be charged based on the product dispensing tracker.
- Product Information and Safety Data Sheets must be submitted for consideration for all products recommended as part of this solicitation. Proper documentation, including Safety Data Sheets, must accompany each product delivery supplied under this contract. All product containers and packaging must be properly labeled as per OSHA regulations. Individual products must be labeled, identifying the product name, manufacturer, hazards warnings and product storage requirements.
- Pre-labeled spray bottles and sanitizing buckets must be provided and color-coded. Awarded vendor must provide a colored instruction poster for instruction on where and how to use each chemical.
- Test strips to measure chemical sanitizer strength must be provided. Containers for sanitizing thermometers between use must be provided.
- Each school site must be serviced weekly. Vendor representative must inspect all dispensing equipment to ensure proper function of dispensers and concentrations of chemicals. Vendor representative must provide, install, maintain, and provide onsite training regarding product dispensers. Vendor representative must complete the following service checklist weekly:
  - Inspect unit visually. Check water hose connection for leaks. Tighten joints if leaks or drips are evident.
  - Check pick-up tubes to ensure chemical is primed. Add product or replace foot valve if tubing is not primed with chemical.
  - Confirm wall chart and SDS are present and in good condition. Replace if damaged/missing.
  - Confirm all labels are in good condition. Replace if damaged/missing.
  - Unlock docking station and refill each reservoir. (Note how many units are added.)
  - Confirm trigger spray bottles are present and in good condition. Make sure correct product is in labeled bottle. Replace damaged or worn labels and dispose of product and refill if wrong product is in bottle.
  - Inspect the cleanliness of the facility and note any problems.
  - Document any important issues and review activity with cafeteria manager.

- Product dispensers must:
  - Be secured to the wall off the floor.
  - Have locking capability for safety and reduction of potential waste.
  - Be labeled to track chemical usage by week.
  - Be refillable and reusable.
  - Be completely installed and operational prior to the beginning of the school year.

**4.2 VENDOR REQUIREMENTS, TOWEL/LINEN/MAT SERVICE:**

- Awarded vendor must, at each location once per week, pick up all soiled specified items and deliver previously cleaned and thoroughly dried items.
- Awarded vendor must provide first time use towels each week to all school sites. For all other items, awarded vendor must replace any specified items with new as needed due to normal wear and tear at no charge to the District.
- Billing will be based on the inventory (par level) left at each school site. Schools will not be charged for “inventory” of both clean and soiled items. Vendor representative will adjust orders weekly according to each school site’s needs. If schools are closed for inclement weather, illness, or a similar reason for 3+ days in a billing week, the school will not be billed for that week. Additionally, schools will not be billed for weeks school is not in session based on the district calendar.

**4.3 SCHEDULING OF WORK:** The contractor will be required to schedule the installation and maintenance of dispensers, as well as pickup and delivery of the towels, linens, and mats, with the designated Knox County Schools Nutrition representative. This is to ensure that there is minimal interruption to the daily operations of the School Nutrition staff. A list of all Knox County Schools’ locations to be serviced, as well as kitchen manager information, is included as an attachment at the end of this document.

**Note: Bidders need not return pages 1 – 14 with their response.**

**SECTION IV VENDOR INFORMATION FOR INVITATION FOR BID 3551**

***Bidders are welcome to attach additional documentation to fully address any required responses. Please clearly reference any attachments to the appropriate subsection.***

5.1 Vendor: \_\_\_\_\_

5.2 Vendor number as assigned by Knox County: \_\_\_\_\_

5.3 Street Address: \_\_\_\_\_  
City State Zip

5.4 Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

5.5 Vendor's email address: \_\_\_\_\_

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

Authorizing Signature \_\_\_\_\_  
*Sign Original in Blue Ink*

5.7 Pursuant to Tennessee Code of Annotated Title 12, Chapter 4, Part 1, by submission of a response to this solicitation, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not currently engaged in, and will not for the duration of the contract engage in a boycott of Israel.

Authorizing Signature: \_\_\_\_\_  
*Sign Original in Blue Ink*

5.8 Vendor's Knox County Business License Number (if applicable): \_\_\_\_\_  
*Attach a Copy of the License*

5.9 Have you included the correct number of copies as per Section 1.10? \_\_\_\_\_ Yes \_\_\_\_\_ No

5.10 Did you complete and return Attachment A (Pricing)? \_\_\_\_\_ Yes \_\_\_\_\_ No

5.11 Have you included the specification sheets for all items if other than brand name? \_\_\_\_\_ Yes \_\_\_\_\_ No

5.12 Have you included all the Safety Data Sheets? \_\_\_\_\_ Yes \_\_\_\_\_ No

5.13 Have you signed and included the Debarment Certificate? \_\_\_\_\_ Yes \_\_\_\_\_ No

5.14 Have you signed and included the Certification regarding Lobbying Form? \_\_\_\_\_ Yes \_\_\_\_\_ No

5.15 Have you signed and included the Criminal History Records Check Affidavit? \_\_\_\_\_ Yes \_\_\_\_\_ No

5.16 Is your company in full compliance with Section 2.21, Tax Compliance? \_\_\_\_\_ Yes \_\_\_\_\_ No

5.17 Have you included the signed insurance checklist/current certificate of insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No

5.19 I acknowledge the receipt of: (please write "yes" if you received one)  
Addendum 1 \_\_\_\_\_ Addendum 2 \_\_\_\_\_ Addendum 3 \_\_\_\_\_ Addendum 4 \_\_\_\_\_

**5.20** Do you accept the terms and conditions of the bid? \_\_\_Yes \_\_\_No \_\_\_Yes, with exception

If you do not fully accept the terms and conditions, please note the exceptions below:

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**ATTACHMENT A  
KNOX COUNTY PROCUREMENT DIVISION  
PRICING  
INVITATION FOR BID NUMBER 3551**

Vendor Name: \_\_\_\_\_

**Note: Bidders must clearly note any alternates bid or deviations from the specified brand or unit of measure.**

**6.1 CHEMICALS:** For \* items, please list how many racks can be cleaned per gallon. If submitting electronically, please attach the pricing pages with your response.

Item	Item and Description	Unit of Measure	Brand Requested Or Equal	Brand Bid	Racks Cleaned Per Gallon	Cost Per Unit of Measure	Estimated Usage Per Year	Total Extended Cost to Knox County
6.1.1	Dish Machine Detergent	Gallon, Concentrated*	Microtech 5325242				2,100	
6.1.2	Rinse Additive	Gallon, Concentrated*	Microtech 5325998				1,100	
6.1.3	Dish Machine Sanitizer	Gallon, Concentrated*	Microtech 5341373				90	
6.1.4	Delimer	Gallon	Microtech 5512283				650	
6.1.5	Sink Sanitizer	RTU Gallon	Signet 5519207				220,000	
6.1.6	Hard Surface Sanitizer	RTU Gallon	Signet 5519354				23,000	
6.1.7	Manual/Sink Detergent	RTU Gallon	Signet 95519493				365,000	
6.1.8	Heavy Duty Floor Cleaner/Degreaser	RTU Gallon	Signet 95517949				960	
6.1.9	Bio Based Floor Cleaner/Deodorizer	RTU Gallon	Signet 95539531				15,000	
6.1.10	Industrial Floor Cleaner/Degreaser	RTU Gallon	Signet 95693993				36,000	
6.1.11	Neutral Floor Cleaner	RTU Gallon	Signet 95569044				800	
6.1.12	Glass/Multi-Surface Cleaner	RTU Gallon	Signet 95517666				100	
6.1.13	Hand Soap Service	Per Dispenser/Week	Rubbermaid RHG 8019				350	
6.1.14	Cleaning Chemical Dispenser	Per Dispenser/Week	Vendor Choice				250	
	<b>Total</b>							

ATTACHMENT A CONTINUED  
 KNOX COUNTY PROCUREMENT DIVISION  
 PRICING  
 INVITATION FOR BID NUMBER 3551

6.2 TOWELS/LINENS/MATS

Item	Item and Description	Unit of Measure	Brand Bid	Cost Per Unit of Measure	Estimated Usage Per Year	Total Extended Cost to Knox County
6.2.1	Terry Towel, 17x20, White	Per Towel			60,000	
6.2.2	Glass Towel, 15x26, White	Per Towel			60,000	
6.2.3	Grill/Baker Pad, 10x11	Per Grill/Baker Pad			52,000	
6.2.4	Kitchen Apron, 100% Spun Polyester, Waist Tie	Per Apron			8,000	
6.2.5	Wet Mop Head, 100% Cotton, Double Stitched, Looped-End Fibers 24 oz, Antimicrobial	Per Mop Head			2,400	
6.2.6	Wet Mop Handle	Per Handle			2,400	
6.2.7	Kitchen Mat, 2x3, Anti-Fatigue, NFSI Certified	Per Mat			1,200	
6.2.8	Kitchen Mat, 3x5, NFSI Certified	Per Mat			1,800	
6.2.9	Kitchen Mat, 2x3, Spring Step, NFSI Certified	Per Mat			1,800	
	<b>Total</b>					

Auto Loss/Replacement Fee (list out by item, if needed): \$ \_\_\_\_\_



**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

*The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 CFR §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.*

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided.*

***(Read instructions on page two before completing certification.)***

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
SIGNATURE	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

### *Instructions for Certification*

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant must provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 CFR Parts 180 and 417. You may contact the Department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it may not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the General Services Administration's System for Award Management Exclusions database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



**ATTACHMENT D  
AFFIDAVIT OF COMPLIANCE WITH  
TENNESSEE CRIMINAL HISTORY RECORDS CHECK  
TENNESSEE CODE ANNOTATED, § 49-5-413  
INVITATION FOR BID 3551**

(To be submitted with bid by contractor)

I, \_\_\_\_\_, president or other principal

Officer of \_\_\_\_\_, swear or affirm that the

Name of Company

Company is in compliance with Public Chapter 587 of 2007, codified at Tennessee Code Annotated § 49-5-413, in effect at the time of this bid submission at least to the extent required of governmental entities. I further swear or affirm that the company is in compliance with Tennessee Code Annotated, § 49-5-413.

\_\_\_\_\_  
President or Principal Officer

For: \_\_\_\_\_  
Name of Company

STATE OF TENNESSEE}  
COUNTY OF \_\_\_\_\_ }

Subscribed and sworn before me by \_\_\_\_\_,

President or principal officer of \_\_\_\_\_,

On this \_\_\_\_\_ day of \_\_\_\_\_ 2\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

**ATTACHMENT E  
KNOX COUNTY PROCUREMENT DIVISION  
INSURANCE CHECKLIST  
INVITATION FOR BID 3551**

THE CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGES & ENDORSEMENTS WITH "YES" AND ITEMS 20 TO 24

REQUIRED	NUMBER	TYPE OF COVERAGE	COVERAGE LIMITS																
YES	1.	WORKERS COMPENSATION	STATUTORY LIMITS OF TENNESSEE																
YES	2.	EMPLOYERS LIABILITY	\$100,000 PER ACCIDENT \$100,000 PER DISEASE \$500,000 DISEASE POLICY LIMIT																
YES	3.	AUTOMOBILE LIABILITY <table border="1" style="margin-left: 20px;"> <tr> <td><input checked="" type="checkbox"/></td> <td>ANY AUTO-SYMBOL (1)</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> </table>	<input checked="" type="checkbox"/>	ANY AUTO-SYMBOL (1)			<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>				COMBINE SINGLE LIMIT (Per -Accident) \$ 1,000,000 BODY INJURY (Per -Person) BODY INJURY (Per-Accident) PROPERTY DAMAGE (Per-Accident)
<input checked="" type="checkbox"/>	ANY AUTO-SYMBOL (1)																		
<input type="checkbox"/>																			
<input type="checkbox"/>																			
<input type="checkbox"/>																			
YES	4.	COMMERCIAL GENERAL LIABILITY <table border="1" style="margin-left: 20px;"> <tr> <td><input type="checkbox"/></td> <td>CLAIM MADE</td> <td><input checked="" type="checkbox"/></td> <td>OCCUR</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </table>	<input type="checkbox"/>	CLAIM MADE	<input checked="" type="checkbox"/>	OCCUR	<input type="checkbox"/>		<input type="checkbox"/>		LIMITS EACH OCCURRENCE \$1,000,000 FIRE LEGAL LIABILITY \$100,000 MED EXP (Per person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS-COMPLETED OPERATIONS/ AGGREGATE \$2,000,000								
<input type="checkbox"/>	CLAIM MADE	<input checked="" type="checkbox"/>	OCCUR																
<input type="checkbox"/>		<input type="checkbox"/>																	
YES	5.	PREMISES/OPERATIONS	\$1,000,000 CSL BI/PD EACH OCCURRENCE \$2,000,000 ANNUAL AGGREGATE																
YES	6.	INDEPENDENT CONTRACTOR	\$1,000,000 CSL BI/PD EACH OCCURRENCE \$1,000,000 ANNUAL AGGREGATE																
YES	7.	CONTRACTUAL LIABILITY (MUST BE SHOWN ON CERTIFICATE)	\$1,000,000 CSL BI/PD EACH OCCURRENCE \$1,000,000 ANNUAL AGGREGATE																
YES	8.	XCU COVERAGE	NOT TO BE EXCLUDED																
YES	9.	UMBRELLA LIABILITY COVERAGE	\$1,000,000																
		PROFESSIONAL LIABILITY																	
NO	10.	ARCHITECTS & ENGINEERS	\$1,000,000 PER OCCURRENCE/CLAIM																
NO		ASBESTOS & REMOVAL LIABILITY	\$2,000,000 PER OCCURRENCE/CLAIM																
NO		MEDICAL MALPRACTICE	\$1,000,000 PER OCCURRENCE/CLAIM																
NO		MEDICAL PROFESSIONAL LIABILITY	\$1,000,000 PER OCCURRENCE/CLAIM																
NO	11.	MISCELLANEOUS E & O	\$500,000 PER OCCURRENCE/CLAIM																
NO	12.	MOTOR CARRIER ACT ENDORSEMENT	\$1,000,000 BI/PD EACH OCCURRENCE UNINSURED MOTORIST (MCS-90)																
NO	13.	MOTOR CARGO INSURANCE																	
NO	14.	GARAGE LIABILITY	\$1,000,000 BODILY INJURY, PROPERTY DAMAGE PER OCCURRENCE																
NO	15.	GARAGEKEEPER'S LIABILITY	\$500,000 COMPREHENSIVE; \$500,000 COLLISION																
NO	16.	INLAND MARINE BAILEE'S INSURANCE	\$																
NO	17.	DISHONESTY BOND	\$																
NO	18.	BUILDERS RISK	PROVIDE COVERAGE IN THE FULL AMOUNT OF THE CONTRACT UNLESS PROVIDED BY OWNER.																
NO	19.	USL&H	FEDERAL STATUTORY LIMITS																

20. CARRIER RATING SHALL BE BEST'S RATING OF A-V OR BETTER OR ITS EQUIVALENT.
21. NOTICE OF CANCELLATION, NON-RENEWABLE OR MATERIAL CHANGES IN COVERAGE SHALL BE PROVIDED TO COUNTY AT LEAST 30 DAYS PRIOR TO ACTION. THE WORDS "ENDEAVOR TO" AND "BUT FAILURE TO" (TO END OF SENTENCE) ARE TO BE ELIMINATED FROM THE NOTICE OF CANCELLATION PROVISION ON STANDARD ACCORD CERTIFICATES.
22. THE COUNTY SHALL BE NAMED AS AN ADDITIONAL NAMED INSURED ON ALL POLICIES EXCEPT WORKERS' COMPENSATION AND AUTO.
23. CERTIFICATE OF INSURANCE SHALL SHOW THE BID NUMBER AND TITLE.

24. OTHER INSURANCE REQUIRED \_\_\_\_\_  
**INSURANCE AGENT'S STATEMENT AND CERTIFICATION:** I HAVE REVIEWED THE ABOVE REQUIREMENTS WITH THE BIDDER NAMED  
BELOW AND HAVE ADVISED THE BIDDER OF REQUIRED COVERAGE NOT PROVIDED THROUGH THIS AGENCY.

AGENCY NAME: \_\_\_\_\_ AUTHORIZING SIGNATURE: \_\_\_\_\_

**BIDDER'S STATEMENT AND CERTIFICATION:** IF AWARDED THE CONTRACT, I WILL COMPLY WITH THE CONTRACT INSURANCE  
REQUIREMENTS.

BIDDER NAME: \_\_\_\_\_ AUTHORIZING SIGNATURE: \_\_\_\_\_



**ATTACHMENT F**  
**BILLING ADDRESSES FOR PARTICIPATING SCHOOLS**  
**INVITATION FOR BID 3551**

<b>School</b>	<b>Address</b>	<b>Manager</b>	<b>Phone Number</b>
A.L. Lotts Elementary School	9320 Westland Drive Knoxville, TN 37922	George-Anna Goodin	865.539.8611
Adrian Burnett Elementary	4521 Brown Gap Road Knoxville, TN 37918	Kristan McNeil	865.689.1474
Amherst Elementary School	5101 Schaad Road Knoxville, TN 37931	LaDonna Reed	865.560.7001
Austin-East Magnet High School	2800 Martin Luther King Jr. Ave Knoxville , TN 37914	Teresa Hensley	865.594.3792
Ball Camp Elementary School	9801 Middlebrook Pike Knoxville, TN 37919	Lisa Huffman	865.539.7888
Bearden Elementary School	5717 Kingston Pike Knoxville, TN 37919	Misty Newhouse	865.909.9000
Bearden High School	8352 Kingston Pike Knoxville, TN 37919	Kristy Powell	865.539.7800
Bearden Middle School	1000 Francis Road Knoxville, TN 37909	Brian McFalls	865.539.7839
Beaumont Elementary	1211 Beaumont Avenue Knoxville, TN 37921	Cassandra Gilbreath	865.594.1272
Belle Morris Elementary	2308 Washington Pike Knoxville, TN 37917	Tina Dinges	865.594.1277
Blue Grass Elementary School	8901 Bluegrass Road Knoxville, TN 37922	Becky Key	865.539.7864
Bonny Kate Elementary School	7608 Martin Mill Pike Knoxville, TN 37920	Debra Blevins	865.579.2108
Brickey-McCloud Elementary School	1810 Dry Gap Pike Knoxville, TN 37918	Annette Hendricks	865.689.1499
Career Magnet Academy	7171 Strawberry Plains Pike Knoxville, TN 37914	N/A	865.622.3800
Carter Elementary School	8455 Strawberry Plains Pike Knoxville, TN 37871	Amanda Brown	865.933.4172
Carter High School	210 N. Carter School Road Strawberry Plains, TN 37871	Christie Brewer	865.933.3434
Carter Middle School	204 North Carter School Road Strawberry Plains, TN 37871	Beth Lively	865.933.3426
Cedar Bluff Elementary School	705 N. Cedar Bluff Road Knoxville, TN 37923	Valerie Johnson	865.539.7721
Cedar Bluff Middle School	707 N. Cedar Bluff Road Knoxville, TN 37923	Dana Green	865.539.7891
Central High School	5321 Jacksboro Pike Knoxville, TN 37918	Jennifer De la Torre	865.689.1400
Chilhowee Intermediate	5005 Asheville Highway Knoxville, TN 37914	Tiffany Hensley	865.594.1285

Christenberry Elementary School	927 Oglewood Avenue Knoxville, TN 37917	Lakeisha Smith	865.594.8500
Copper Ridge Elementary School	2502 E. Brushy Valley Road Powell, TN 37849	Jennifer Dyess	865.938.7002
Corryton Elementary School	7200 Corryton Road Corryton, TN 37721	Cheryl Brock	865.687.4573
Dogwood Elementary School	705 Tipton Avenue Knoxville, TN 37920	Stacy Reynolds	865.579.5677
East Knox County Elementary School	9315 Rutledge Pike Mascot, TN 37806	Julie Bailey	865.933.3493
Fair Garden Family Community Center	400 Fern Street Knoxville, TN 37914	Tracie Breeden	865.594.1320
Farragut High School	11237 Kingston Pike Knoxville, TN 37922	Brittney Harper	865.966.9775
Farragut Intermediate School	208 West End Ave Knoxville, TN 37922	Michelle Willis	865.966.6703
Farragut Middle School	200 West End Ave Knoxville, TN 37934	Michelle Willis	865.966.9756
Farragut Primary School	509 N. Campbell Station Rd. Knoxville, TN 37934	Melanie Mohr	865.966.5848
Fountain City Elementary	2910 Montbelle Drive Knoxville, TN 37918	Della Haun	865.689.1445
Fulton High School	2509 N. Broadway Knoxville, TN 37917	Joyce Turner	865.594.1240
Gap Creek Elementary School	1920 Kimberlin Heights Rd. Knoxville, TN 37920	Lori Rudder	865.577.4860
Gibbs Elementary School	7715 Tazewell Pike Corryton, TN 37721	Samantha Young	865.689.1497
Gibbs High School	7628 Tazewell Pike Corryton, TN 37721	Melissa Hargis	865.689.9130
Gibbs Middle School	7625 Tazewell Pike Corryton, TN 37721	Tami Benziger	865.689.1712
Green Magnet Academy	801 Town View Drive Knoxville, TN 37915	Marsha Parks	865.594.1324
Gresham Middle School	500 Gresham Road Knoxville, TN 37918	Tina Dyer	865.689.1430
Halls Elementary School	7502 Andersonville Pike Knoxville, TN 37938	Tiffany Barnett	865.922.7445
Halls High School	4321 E. Emory Road Knoxville, TN 37938	Dawn Freeman	865.922.7757
Halls Middle School	4317 E. Emory Road Knoxville, TN 37938	Marsh Day	865.922.7494
Hardin Valley Academy	11345 Hardin Valley Road Knoxville, TN 37932	Ashley Massengill	865.690.9690
Hardin Valley Elementary School	11445 Hardin Valley Road Knoxville, TN 37932	Linda Haar	865.470.2088
Hardin Valley Middle School	2280 Steele Road Knoxville, TN 37932	Pam Clabough	865.539.7827
Holston Middle School	600 Chilhowee Drive Knoxville, TN 37924	Jamel Fletcher	865.594.1300

Inskip Elementary School	4701 High School Road Knoxville, TN 37912	Deborah Cantonwine	865.689.1450
Karns Elementary School	8108 Beaver Ridge Road Knoxville, TN 37931	Wilma Dunaway	865.539.7767
Karns High School	2710 Byington Solway Road Knoxville, TN 37931	Cynthia Cline	865.539.8670
Karns Middle School	2925 Gray Hendrix Road Knoxville, TN 37931	Cheri Trott	865.539.1746
Knoxville Adaptive Education Center	5719 Kingston Pike Knoxville, TN 37919	Jamie Fomby	865.909- 9020
Lonsdale Elementary School	1317 Louisiana Avenue Knoxville, TN 37921	Krista Cleveland	865.594.1330
Maynard Elementary School	737 College Street Knoxville, TN 37921	Joey McMillan	865.594.1333
Mill Creek Elementary School	10521 Coward Mill Road Knoxville, TN 37931	Judy Hubbard	865.539.5500
Mooreland Heights Elementary School	5315 Magazine Road Knoxville, TN 37920	Joy Witt	865.579.2105
Mount Olive Elementary School	2507 Maryville Pike Knoxville, TN 37920	Dianna Smithers	865.579.2170
New Hopewell Elementary School	757 Kimberlin Heights Road Knoxville, TN 37920	Lisa Crisp	865.579.2194
Northshore Elementary School	1889 Thunderhead Road Knoxville, TN 37922	Tonya Sunayama	865.670.4104
Northwest Middle School	5301 Pleasant Ridge Road Knoxville, TN 37912	Tamara Kirkpatrick	865.594.1345
Norwood Elementary School	1909 Merchant Drive Knoxville, TN 37912	Victoria Greene	865.689.1460
Pleasant Ridge Elementary School	3013 Walnoaks Road Knoxville, TN 37921	Jemma Torres	865.594.1354
Pond Gap Elementary School	1401 Hollywood Drive Knoxville, TN 37909	Tammy Collins	865.909.9040
Powell Elementary School	1711 Spring Street Knoxville, TN 37849	Danyel Rhode	865.938.2048
Powell High School	2136 W. Emory Road Powell, TN 37849	Shannon Hall	865.938.2171
Powell Middle School	3329 West Emory Road Knoxville, TN 37849	Teresa Shoffner	865.938.9008
Richard Yoakley School	4415 Washington Pike Knoxville, TN 37917	Kim Glass	865.594.3790
Ridgedale Alternative School	4600 Ridgedale Road Knoxville, TN 37921	Laconnah Grant	865.909.9099
Ritta Elementary School	6228 Washington Pike Knoxville, TN 37918	Tonya Lynn	865.689.1496
Rocky Hill Elementary School	1200 Morrell Road Knoxville, TN 37919	Angie Miller	865.538.7844

Sarah Moore Green Magnet Technology Academy	3001 Brooks Road Knoxville, TN 37919	Debbie Nelson	865.594.1328
Sequoyah Elementary School	942 Southgate Road Knoxville, TN 37919	Kathy Bennet	865.594.1360
Shannondale Elementary School	5316 Shannondale Road Knoxville, TN 37918	Linda Clark	865.689.1465
South Knoxville Elementary School	801 Sevier Avenue Knoxville, TN 37920	Jo Brooks	865.579.2100
South-Doyle High School	2020 Tipton Station Road Knoxville, TN 37920	Alexis Householder	865.577.4475
South-Doyle Middle School	3900 Decatur Road Knoxville, TN 37920	Lori Roman	865.579.2133
Spring Hill Elementary School	4711 Mildred Drive Knoxville, TN 37914	Hollie Kattawar	865.594.1365
STEM School	401 Henley St Knoxville Tn. 37902	Kelsie Kropff	865.329.8440
Sterchi Elementary School	900 Oaklett Drive Knoxville, TN 37912	Sara Ault	865.689.1470
Sunnyview Primary School	412 Bagwell Lane Knoxville, TN 37924	Fran Harbin	865.594.1173
Vine Middle Magnet Performing Arts And Science Academy	1807 Martin Luther King, Jr. Ave Knoxville, TN 37915	Nur Hacker	865.594.4465
West Haven Elementary School	3620 Sisk Road Knoxville, TN 37921	Tracy Fuqua	865.594.4467
West High School	3300 Sutherland Avenue Knoxville, TN 37919	Amanda Marcotte	865.594.4477
West Hills Elementary School	409 Vanosdale Road Knoxville, TN 37909	Kim Rucker	865.539.7850
West View Elementary School	1714 Mingle Avenue Knoxville, TN 37921	Candi Boucher	865.594.4471
West Valley Middle School	9118 George Williams Road Knoxville, TN 37922	Heather Graves	865.539.5145
Whittle Springs Middle School	2700 White Oak Lane Knoxville, TN 37917	Stephanie Day	865.594.4474
Fort Sanders Educational Development Center	501 S. 21 <sup>st</sup> Street Knoxville, TN 37916	Constant Ramsey	865.594.5035