

The Procurement Division of Knox County, Tennessee will receive sealed proposals for the provision of **Unarmed Security Guard Services** as specified herein. Proposals must be received by **2:00 p.m. on August 18, 2021**. Late proposals will neither be considered nor returned.

**Deliver Proposals To:**

**Proposal Number 3072  
Knox County Procurement Division  
Suite 100  
1000 North Central Street  
Knoxville, Tennessee 37917**

**The Proposal Envelope must show the Proposal Number, Proposal Name & Proposal Closing Date.**

**SECTION I PROPOSAL PREPARATION AND SUBMISSION**

- 1.1 **ADDITIONAL INFORMATION:** Knox County wants requests for additional information routed to Heather Whitehead, CPPB, at 865.215.5751. Questions may be faxed to 865.215.5778 or emailed to [heather.whitehead@knoxcounty.org](mailto:heather.whitehead@knoxcounty.org). Information about the Knox County Procurement Division and current solicitations 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 proposal closing, unless otherwise indicated in their proposal.
  - 1.3 **ALTERNATIVE PROPOSALS:** Knox County will not accept alternate proposals (those not equal to specifications) unless authorized by the Request for Proposals.
  - 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 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 proposer(s) meeting specifications and presenting the product(s) and/or service(s) that is in the best interest of Knox County. Knox County reserves the right to award this proposal on an all-or-none basis, schedule basis or by multiple award. Knox County reserves the right to not award this proposal. Award will be made in accordance with the evaluation criteria specified herein.
  - 1.6 **BUSINESS OUTREACH PROGRAM:** Knox County has established a Business Outreach 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 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 Business Outreach Program, please contact:

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

- 1.7 **CLOSURES:** 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.
- 1.8 **CONFLICT OF INTEREST:** Vendors must have read and comply with the "Non-Conflict of Interest" statement provided in the vendor registration process prior to the closing of this solicitation. Knox County's Non-Conflict of Interest Policy is available for review at [https://www.knoxcounty.org/purchasing/conflict\\_policy.php](https://www.knoxcounty.org/purchasing/conflict_policy.php).
- 1.9 **COOPERATIVE PURCHASING:** Proposers must indicate whether or not it is permissible for other governments in Tennessee to purchase these items or services at the same price. Indicate any additional delivery charges or minimum orders for purchases by other entities as applicable.
- 1.10 **COPIES:** Knox County requires that proposals be submitted as one (1) marked as original and two (2) exact copies. **Proposers must submit with their written response an exact electronic version of their proposal in a single file on a CD-ROM or flash drive format.**
- 1.11 **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 may result in the proposal being considered non-responsive and disqualified.
- 1.12 **ELECTRONIC TRANSMISSION OF PROPOSALS:** Knox County's Procurement Division will not accept electronically transmitted proposals. Facsimile and email submission is strictly prohibited. Due to the nature of the information requested, all submissions shall be in written format.
- 1.13 **HOW TO DO BUSINESS:** Knox County utilizes a web-based Procurement software system, "Knox Procurement On-Line." 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 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, "Knox Procurement On-Line," 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.
- 1.14 **INCURRED COSTS:** Knox County will not be responsible for any costs incurred by the proposer in the preparation of their proposal.
- 1.15 **MULTIPLE PROPOSALS:** Knox County will consider multiple proposals that meet specifications.
- 1.16 **NON-COLLUSION:** Proposers, by submitting a signed proposal, certify that the accompanying proposal 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.
- 1.17 **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 proposal response if the vendor will accept Knox County's Credit Card (VISA) as a form of payment. Proposers are prohibited to charge Knox County any type of merchant fee from their financial institution to accept this type of payment.

**1.18 POSSESSION OF WEAPONS:** All vendors, 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.

**1.19 PROCESSING TIME FOR PAYMENT:** Vendors are advised that a minimum of thirty (30) days is required to process invoices for payment.

**1.20 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.

**1.21 PROPOSAL DELIVERY:** Knox County requires proposers, when hand delivering proposals, 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 proposals delivered to addresses other than the delivery address 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.**

**1.22 RECYCLING:** Knox County, in its continuing efforts to lessen the amount of landfill waste and to further recycling efforts, requests that proposals 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.

**1.23 RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS:** It is the responsibility of the prospective proposer to review the entire Request for Proposals (RFP) packet and to notify the Procurement Division if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or proposing procedures must be received in the Procurement Division by **4:30 p.m. local time on August 4, 2021**. These requirements also apply to specifications that are ambiguous.

**1.24 SIGNING OF PROPOSALS:** In order to be considered, all proposals must be signed. Please sign the original in blue ink. By signing the proposal document, the vendor acknowledges and accepts the terms and conditions stated in the proposal document.

**1.25 TAXES:** Knox County purchases are not subject to taxation. Tax exemption certificates will be provided upon request.

**1.26 TITLE VI OF THE 1964 CIVIL RIGHTS ACT AND TITLE IX OF THE EDUCATIONAL AMENDMENT OF 1972:** "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. It is the policy of Knox County Government that all its services and activities be administered in conformance with the requirements of Title VI and Title IX.

**1.27 USE OF PROPOSAL FORMS:** Vendors must complete the proposal forms contained in the proposal package. Failure to complete the proposal forms may result in proposal rejection.

**1.28 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.

- 1.29 **VENDOR REGISTRATION:** Prior to the closing of this proposal, **ALL PROPOSERS** must be registered with the Procurement Division. Please register on-line at our website at [www.knoxcounty.org/procurement](http://www.knoxcounty.org/procurement) and click on "Online Vendor Registration." Vendors must be registered with the Procurement Division *prior* to submitting their proposal. Knox County shall not be responsible for technical difficulties experienced by vendors trying to register electronically less than twenty-four (24) hours prior to the proposal closing time.
- 1.30 **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 sub-contract 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:** Vendor 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 three (3) 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 Vendor'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 solicitation.
- 2.8 **GOVERNING LAW:** The laws of the State of Tennessee shall govern this Contract, and all obligations of the parties are performable in Knox County, Tennessee. The Chancery Court and/or the Circuit Court of Knox County, Tennessee, shall have exclusive and concurrent jurisdiction of any dispute which arises hereunder.
- 2.9 **INCORPORATION:** All specifications, drawings, technical information, Request for Proposals, Proposal, 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 RFP response, 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 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 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 that 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.
- 2.16 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) Contract, (2) Request for Proposals, (3) Contractor's Response, (4) Award, (5) Special Terms and Conditions, (6) General Terms and Conditions, (7) Specifications, (8) Drawings.
- 2.17 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.
- 2.18 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.
- 2.19 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.
- 2.20 TAX COMPLIANCE:** Pursuant to Resolution R-07-1-903 passed by the Commission of Knox County, Tennessee, Contractor hereby acknowledges, by submission of its proposal 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.

- 2.21 **TERMINATION:** County may terminate this agreement with or without cause at any time upon thirty (30) calendar days written notice. In the event of termination by either party, fees due for services satisfactorily performed or goods accepted prior to the termination date shall be paid.

### SECTION III SPECIAL TERMS AND CONDITIONS

- 3.1 **INTENT:** The intent of this solicitation is to obtain a qualified firm to provide Unarmed Security Guard Services at the Knox County Public Library as desired by Knox County. Knox County intends to make a Best Value Award. Best Value means more than low bid. It includes the initial cost, service quality and other factors detailed herein.
- 3.2 **ACCEPTANCE:** Vendors are advised that the payment of an invoice does not necessarily constitute as an acceptance of services that are provided. Acceptance requires a specific written action by Knox County so stating.
- 3.3 **ADDITIONS OR DELETIONS:** Knox County reserves the right to add services as the need arises or to delete services that have become obsolete in demand. If services are to be added, Knox County and the Contractor will arrive at a mutually agreed price. Any additions or deletions must be approved in writing by Knox County Procurement prior to any changes in service.
- 3.4 **AGENCY CONTACTS:** The Contractor will be given a list of key personnel directly associated with the services to be performed for contact information. Only the Knox County Procurement Division will have the authority to make changes during the term of this agreement and in compliance with any resulting Contract.
- 3.5 **AWARD LENGTH:** The length of this Contract will be one (1) year with the option to renew upon mutual consent of both parties. The term agreement may be renewed for an additional four (4) years, one (1) year at a time, for a possible total of five (5) years. Knox County reserves the right to purchase these products and/or services 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.
- 3.6 **CHANGES AFTER AWARD:** It is possible that after award, Knox County might change its needs or requirements. Knox County reserves the right to make such changes after consultation with the vendor. Should additional costs arise, Knox County reserves the right to consider accepting these charges provided the vendor can document the increased costs. Knox County also reserves the right to accept proposed service changes from the vendor if they will lower the cost to Knox County and/or provide improved service.
- 3.7 **COMMUNICATIONS:** The successful execution of this Contract will require extensive communication between all involved parties. While information may be transmitted via telephone, it should always be followed up with a fax transmission or email. It is essential that the Contractor have an efficient and properly working fax machine as well as email capabilities. The Contractor will be required to submit a list of individuals, along with direct phone numbers, cell phone numbers, fax numbers and email addresses for the agency's contacts. These individuals must be familiar with the Knox County Contract and have authority to make adjustments as requested by Knox County.
- 3.8 **COMPLIANCE WITH ALL APPLICABLE REGULATIONS:** Vendor agrees and covenants that the company, its agents and employees will comply with all City, County, State and Federal codes, laws, rules and regulations applicable to the business to be conducted under this contract. If the vendor performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, the vendor shall bear all costs arising from such work.
- 3.9 **CONTRACT EXECUTION:** The award of this proposal may result in a Contract between Knox County and the successful Vendor(s). The Contract may require Knox County Commission approval. The successful Vendor(s) may be required to be present at the County Commission meeting(s) to answer questions relating to the service to be performed. Adequate notification will be given by Knox County Procurement Division if the awarded vendor(s) will need to attend meetings. There shall be no cost to Knox County for attendance of the Vendor(s).
- Knox County will draft the Contract. A sample contract and Business Associate Agreement are attached for review. If a Contractor's Master Agreements, Service Agreements, Terms and Conditions or other contract agreements are submitted, they may not be accepted.
- 3.10 **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.

**3.11 CONTRACTOR DUTIES:** At the Contractor's own expense, the Contractor shall:

**3.11.1** Provide competent supervision;

**3.11.2** Provide competent personnel;

**3.11.3** Take precautions necessary to protect persons or property against injury or damage and be responsible for any such damage or injury that occurs as a result of their fault or negligence.

**3.12 EVALUATION CRITERIA:** This proposal will be evaluated using the following criteria:

- Capability of Contractor 40 points
  - Hiring & Screening Procedures
  - Qualifications & Training Procedures
  - Staffing Resources
  - Administrative Support
- Experience 30 points
  - Years of Experience + Past Projects
  - References
- Cost 30 points

**3.13 EVALUATION REVIEW:** Knox County reserves the right to use all pertinent information that might affect the County's judgment as to the appropriateness of an award to the best evaluated Vendor(s). This information may be appended to the proposal evaluation process results. Information on a service provider from reliable sources, and not within the service provider's proposal, 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 proposal closing. The purpose of such discussions/interviews is to provide clarification and/or additional information to make an award that is in the best interest of Knox County.

**3.14 EXCEPTIONS TO SPECIFICATIONS:** Vendors taking exception to any part or section of these specifications shall indicate such exceptions on their submittal. A failure to indicate any exception(s) shall be interpreted as the Vendor's intent to fully comply with the specifications as written. Conditional or qualified offers are subject to rejection in whole or in part. Any exceptions shall be included in Tab IX of the submittal. Do not strike through or in any other way alter the RFP. Exceptions listed within other sections of the submittal shall not be reviewed or considered.

**3.15 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.

**3.16 IDENTIFICATION:** Employees of the Contractor must have proper photo identification displayed at all times while on property belonging to Knox County.

**3.17 INSURANCE:** The successful Vendor(s) must carry the insurance as indicated on the Insurance Checklist Attachment hereto, along with any State required insurance. As proof of the Vendor's willingness to obtain and maintain the insurance, the Vendor must complete, sign and have its insurance agent sign the attachment and submit it with the proposal. Upon the Notification of Intent to Award, the successful vendor will be required to submit a Certificate of Insurance (COI) including any corresponding endorsement page(s) with the specified coverage and listing Knox County as an additional insured. It shall be the successful vendor's responsibility to keep a current COI and endorsement page(s) on file with Knox County Procurement for as long as the contract is in effect.

**3.18 INTERPRETATION:** No oral interpretation will be made to any vendor regarding the meaning of specifications or the Scope of Work. All questions are to be submitted in writing via email and will be answered in the form of an addendum to the solicitation by the Knox County Procurement Division, if applicable.

**3.19 INVOICE DETAIL:** Knox County is requesting monthly invoices to 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.

- The invoice must show the amount due to the Contractor by Knox County;
- The invoice must show a summary of completed work to include charges for claims, software related charges, credentialing, etc.;
- Invoices are to be original and uniquely pre-numbered;
- Invoices which do not show this information are subject to rejection.

**3.20 INVOICING PROCEDURES:** Knox County requests that invoices be easy to read and understand. Invoices are to be submitted monthly and be original and uniquely pre-numbered. Each participating agency to this Contract may be required to use different invoicing information and procedures. This information and procedures shall be provided to the contractor(s) prior to Contract execution. There shall be no additional charge for this information and these procedures to be included.

Each invoice shall include a summary of service(s) provided and shall list the associated unit price. Supporting documentation shall be included with invoices as applicable. Invoices without this information will be returned to the Contractor for correction.

Invoices shall be sent to the billing address indicated 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 the successful Contractor's invoices specify the correct department. Do not credit payments to another department's account. Invoices must be submitted in triplicate and must match the corresponding Purchase Order number. Bidders are hereby notified that invoices may take up to thirty (30) days to process payment. There shall be no component billing. Mail invoices for the Knox County Public Library to:

Attention: Scott Johnson  
Knox County Public Library  
500 W. Church Avenue  
Knoxville, TN 37902

**3.21 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 variance found on the invoice will result in rejection of that invoice. Rejected invoices will be returned to the Contractor(s) for correction. Repeated variations may result in termination.

**3.22 MINIMUM QUALIFICATION EXPECTATIONS:**

**3.22.1** Respondent must address all submittal requirements as defined in Section V.

**3.22.2** Respondent shall have a minimum of three (3) years of experience providing Unarmed Security Guard Services and the experience and capabilities to carry out the work contemplated and equipment and personnel available for the work.



**3.22.3** A Knox County business license is not required of any Respondent or proposed sub-contractor or sub-consultant who does not have a permanent office in Knox County. For more information, contact the Knox County Clerk's office at (865) 215-2392.

**3.23** **ORAL PRESENTATION/INTERVIEW:** Knox County reserves the right to request oral presentations and/or interviews during the initial evaluation phase. The County also reserves the right to complete the initial evaluation phase and then request oral presentations and/or interviews from all proposers or the highest rated proposers. In this case, the evaluations may be revised based on additional information received during presentations.

**3.24** **NEGOTIATION:** Knox County may select a successful proposer on the basis of initial offers received without discussions. Therefore, each proposal shall contain the proposer's best terms from a cost or price and service standpoint. Knox County reserves the right to enter into Contract negotiations, including, but not limited to, rates and term, with the highest-rated proposer.

If Knox County and the selected proposer cannot negotiate a successful agreement, Knox County may terminate said negotiations and begin negotiations with the next highest-rated proposer. Knox County retains the right to negotiate with multiple proposers simultaneously. This process will continue until an agreement has been reached or all proposers have been rejected. No proposer shall have any rights against Knox County arising from such negotiations.

**3.25** **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.

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

**3.27** **OFFER WITHDRAWAL:** No proposal can be withdrawn after it is filed unless the proposer makes a request in writing to the Knox County Procurement Division prior to the time set for the closing of proposals or unless the County fails to accept within ninety (90) Business Days after the date fixed for the closing the RFP.

**3.28** **PRICING:** The proposer(s) warrants that the unit price stated shall remain firm for a period of thirty-six (36) months from the first day of the Contract period. If the Contractor's price is increased after the first contract period, 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 contractor may:

- Continue with the existing prices;
- Request a lower price increase;
- Not accept the renewal offer.

If a price increase is approved by Knox County, the approval notification will be done in writing and the Contractor will be notified of the new price schedule and effective date of increase. This documentation will become part of the proposal file. No approvals will be authorized verbally.

**3.29** **PROPOSAL EVALUATION:** In evaluation of submitted proposals, Knox County reserves the right to use any or all of the ideas from the proposals submitted without limitation and to accept any part or the entire successful proposal in selecting an operation which is judged to be in the best interest of Knox County. All material submitted becomes property of Knox County.

**3.30** **PROPOSAL FORMAT:** This solicitation is in the Request for Proposals (RFP) format. As the specified date and time, each proposer's name will be publicly read aloud. No further information will be given at that time. Evaluation of the proposals will proceed as expeditiously as possible and successful, as well as unsuccessful, notification will be given.

- 3.31 PROPOSER OBLIGATION:** Proposers shall become fully acquainted with conditions relating to the scope of the work detailed in this RFP. Failure to become acquainted with the existing conditions shall in no way absolve the proposer of any obligations with respect to this RFP or the Contract.
- 3.32 PUBLIC RECORDS ACT:** Knox County is subject to the Tennessee Open Records Act 10-7-503 et seq. Proposers are cautioned that all documents submitted on behalf of this Request for Proposals shall be open to the public for viewing and inspection.
- 3.33 QUANTITIES:** Knox County does not guarantee any quantity of services will be utilized under this solicitation. Services will be utilized on an as needed basis.
- 3.34 REFERENCES:** The vendor must provide three (3) references relating to work of a similar scope completed within the last five (5) years. Include the name of the agency or institution, point of contact with a current email address, and the nature and size of the Contract. If provided with inaccurate information, Knox County will not attempt to obtain correct contact information and references will be scored accordingly. Do not list Knox County Government or the Knox County Public Library as a reference. References shall be submitted on Attachment B of this RFP.
- 3.35 REJECTION OF PROPOSALS:** Knox County reserves the right to reject any and all proposals received as a result of this request and to waive any informality, technical defect or clerical error in any proposal, as the interests of Knox County may require. Non-acceptance of any proposal will be devoid of any criticism of the proposal and of any implication that the proposal is deficient in any manner. Non-acceptance of any proposal shall be construed as meaning simply that the County does not deem the proposal acceptable or that another proposal was deemed more advantageous to Knox County for the particular services proposed.
- 3.36 REMOVAL OF CONTRACTOR'S EMPLOYEES:** Contractor agrees to utilize only experienced, responsible and capable people in the performance of the work. Knox County may require that the Contractor remove from the job covered by this Contract, including employees who endanger persons or property or whose continued employment under this Contract is inconsistent with the interest of Knox County.
- 3.37 SUBMIT QUESTIONS:** Prospective proposers may submit questions concerning this solicitation until **August 4, 2021 at 4:30 p.m. local time.** Submit questions as noted in Section 1.1.
- 3.38 TENNESSEE REGISTRATION:** The successful proposer must meet any applicable State of Tennessee registration requirements.
- 3.39 TIMESHEETS:** Security guards will sign-in/sign-out on a time sheet at the beginning/end of each shift. Time sheets will be approved by Lawson McGhee Library/East Tennessee History Center supervisory personnel with a signature at the end of each week. Copies of time sheets will be submitted with each invoice. Failure to sign-in will negate the County's responsibility to pay the corresponding invoice.
- 3.40 UNAUTHORIZED USE OF PROPERTY:** Any use of the telephone by the vendor's personnel must be for business purposes only. No personal calls are allowed while on duty. The Contractor's personnel shall not use any computer, copier or other equipment or supplies except with written permission from Knox County Library System supervisory staff.

## SECTION IV SCOPE OF SERVICES

- 4.1 **SCOPE OF WORK:** Knox County is seeking a Contractor(s) to provide Unarmed Security Guard Services for the Lawson McGhee Library (LML) and the East Tennessee History Center (ETHC). The Lawson McGhee Library and East Tennessee History Center, hereafter referred to as the County, are seeking to partner with a security provider, hereafter referred to as the Contractor, to enforce Library Rules of Conduct and security related policies, as well as to protect the public, staff, volunteers and property at these sites.

An Unarmed Security Guard refers to a security guard who, while engaged in the service of any Contract resulting from this RFP, at no times wears, carries, possesses or has access to a firearm or any likeness of a firearm which may create the impression that the guard is armed. While on premise, the security staff will be under the supervision of each facility's manager.

### 4.2 **BACKGROUND INFORMATION:**

#### **Lawson McGhee Library (LML)**

500 W. Church Avenue, Knoxville, Tennessee

The facility is a four (4) level, seventy thousand (70,000) square foot building with one (1) public entrance. Approximately one thousand (1,000) people a day use the facility. On average, the LML currently utilizes two (2) unarmed guards at the facility.

#### **East Tennessee History Center (ETHC)**

601 South Gay Street, Knoxville, Tennessee

The facility is a five (5) level, one hundred and five thousand (105,000) square foot building with one (1) public entrance. On average, the ETHC currently utilizes two (2) unarmed guards at the facility with one (1) approved substitute.

Note: Parking will not be provided by either the Lawson McGhee Library or the East Tennessee History Center for security guards.

Below are the Knox County Library System's Rules of Conduct.

### **RULES OF CONDUCT**

1. For the safety and comfort of everyone using the library, the following behaviors are prohibited:
2. Any behavior that is disruptive to library use
3. Eating
4. Consumption of alcoholic beverages; drinking nonalcoholic beverages from screw top bottles is permitted.
5. Misuse of restrooms
6. Leaving children under 10 unsupervised or ignoring their disruptive behaviors
7. Violating Public Computer Use Policy
8. Having more than 2 bags measuring a total of 12"x15"x24"
9. Inappropriate clothing
10. Smoking or other uses of tobacco including e-cigarettes
11. Offensive personal hygiene
12. Leaving personal belongings unattended
13. Soliciting library patrons or staff for money, items, or services
14. Loitering
15. Bringing in animals, other than service animals, without prior permission
16. Leaving unsupervised children under 18 on library premises after closing time

Anyone disregarding these regulations is subject to removal from library premises and/or restriction of library privileges.

- 4.3 CONTRACTOR RESPONSIBILITIES:** Proposers must provide a narrative description of their proposed work plan for providing Unarmed Security Guard Services. The Vendor's response should detail how they will provide Unarmed Security Guard Services to the County. The Contractor shall:
- 4.3.1** Supply information regarding their demonstrated experience providing Unarmed Security Guard Services and ability to meet the detailed requirements.
  - 4.3.2** Ensure that professional reference checks will be conducted by the Contractor on all individuals utilized by the Contractor for the execution of any service provided to Knox County arising from this RFP.
  - 4.3.3** Ensure that individuals providing service to Knox County maintain any applicable certifications and receive on-going training as necessary during the term of this service.
  - 4.3.4** Perform quarterly checks on any service provided to Knox County arising from this RFP to include face-to-face meetings with library staff if necessary.
- 4.4 GUARD DUTIES:** The following are the minimum responsibilities of the Security Guard at each location.
- 4.4.1 Lawson McGhee Library**
- Maintain a highly visible security presence at the facility
  - Display proper photo identification badge while on LML property
  - Unlock the staff entrance according to the schedule to be provided by the library manager
  - Unlock the public entrance according to the daily hours of operation schedule
  - Regularly patrol all public areas of LML including:
    - 1<sup>ST</sup> and 2<sup>ND</sup> Floors
    - 3<sup>RD</sup> Floor Classroom and Administrative Offices
    - Public Restrooms
    - Front porch and outdoor LML property, particularly the area adjacent to the John Duncan Federal Building
  - Handle security related emergencies and security issues reported by staff and public
    - Maintain familiarity with the facility's emergency response and evacuation plans
    - In the event of an emergency or an evacuation, enact procedures as defined by the facility's plan
  - Promptly respond to calls to remove unruly patrons and visitors
  - Enforce Library Rules of Conduct to ensure the safety of the public, staff and property
  - Provide security for authorized special events at the Lawson McGhee Library as required
  - Investigate any accidents occurring at the facility
  - Maintain an activity log and submit log to facility manager daily, preferably online
  - Investigate any accidents occurring at the facility
  - Submit incident reports to facility manager as necessary
  - Maintain familiarity with the exact location and proper use of emergency equipment
  - Maintain familiarity with means by which to summon emergency personnel
  - Lock and secure the building and elevators at closing time
  - Perform other duties as required
- 4.4.2 East Tennessee History Center**
- Maintain a highly visible security presence at the facility
  - Display proper photo identification badge while on ETHC property
  - Unlock the staff entrance according to the schedule to be provided by the facility manager
  - Unlock the public entrance according to the daily hours of operation schedule
  - Regularly patrol all public-access areas of ETHC
  - Verify security of all restricted access areas and exits of the facility
  - Handle security related emergencies and security issues reported by staff and public
    - Maintain familiarity with the facility's emergency response and evacuation plans
    - In the event of an emergency or an evacuation, enact procedures as defined by the facility's plan
  - Promptly respond to calls to remove unruly patrons and visitors
  - Enforce Library Rules of Conduct to ensure the safety of the public, staff and property
  - Provide security for authorized special events at the East Tennessee History Center as required
  - Maintain an activity log and submit log to facility manager daily, preferably online
  - Investigate any accidents occurring at the facility
  - Submit incident reports to facility manager as necessary
  - Maintain familiarity with the exact location and proper use of emergency equipment
  - Maintain familiarity with means by which to summon emergency personnel
  - Lock and secure the building and elevators at closing time
  - Perform other duties as required

**4.5** **GUARD QUALIFICATIONS:** The following are the minimum qualifications for security staff at both the Lawson McGhee Library and the East Tennessee History Center. Contractor must include copies of resumes, licenses and certifications for all individuals who may provide services related to this RFP.

- 4.5.1** Contractor's employees assigned to a Contract resulting from this RFP must be licensed as an unarmed security guard by the State of Tennessee, have a valid Red Cross First Aid Certification and a CPR training certificate.
- 4.5.2** Contractor's employees assigned to a Contract resulting from this RFP must have extensive training and prior experience with security practices and have the ability to engage with the public in a manner that reflects the County's expected level of service, values and rules of conduct.
- 4.5.3** Security staff shall have adequate training in dealing with persons with mental illness, substance abuse issues and homelessness.
- 4.5.4** Security staff shall be familiar with security and crime issues relating to the downtown Knoxville area.
- 4.5.5** Security staff shall be knowledgeable regarding the availability and policies of local shelters and area public aid services.

**4.6** **HOURS:** The following are each facility's standard operating hours which are the typical hours that an Unarmed Security Guard will be needed at each facility. Unarmed Security Guard Services will not be required if the Library System is closed. Unarmed Security Guard Services utilized during the hours noted below will be billed at the Regular Business Hours Fixed Hourly Rate. Special events requiring extended hours will be submitted to the Contractor in the form of a monthly calendar prior to the start of each month.

Lawson McGhee Library

Monday – Thursday	8:30 AM – 8:30 PM
Friday	8:30 AM – 6:00 PM
Saturday	9:30 AM – 5:30 PM
Sunday	12:30 AM – 5:30 PM

East Tennessee History Center

Monday – Tuesday	7:15 AM – 8:45 PM
Wednesday - Friday	7:15 AM – 5:45 PM
Saturday	8:30 AM – 5:30 PM
Sunday	12:30 AM – 5:30 PM

Note: In order to support continuity of service, it is Knox County's preference that as few guards as practicable service this agreement. Knox County would like for the individuals assigned to its facilities to be familiar with the staff, visitors and buildings.

**4.7** **UNIFORMS/EQUIPMENT:** Guards shall be dressed in a manner which clearly identifies them as a security guard. Contractor shall provide each guard with all clothing and equipment necessary to perform the tasks described herein. This may include, but is not be limited to, appropriate seasonal outer garments, flashlights, safety shoes, reflective vests, two-way radios and cell phones. Guards shall bear a symbol, badge, emblem or insignia clearly identifying the wearer as a security guard. Contractors must provide their guards with a photo identification badge.

## SECTION V PROPOSAL FORMAT

Proposers are to use the following format for the preparation and submission of their proposals. Failure to follow this format may be just cause for rejection of proposals. Cost of preparation of proposals is the sole responsibility of the proposer.

### TAB I PROPOSER INFORMATION

Company Name, Address, and Telephone/Fax numbers  
Primary Contact Person's Name, Email Address and Telephone Number(s)  
Proposers Vendor Number as assigned by Knox County  
Tennessee Secretary of State Control Number (if applicable)  
State of Tennessee Certificate of Authority (if entity is located outside of Tennessee)  
Employer Identification Number (EIN)  
Acknowledgement of any addenda issued by Knox County Procurement  
Will you allow Cooperative Purchasing as detailed in Section 1.9?  
Will you accept Electronic Commerce Cards as payments as detailed in Section 1.17?

### TAB II SIGNED LETTER AUTHORIZING SUBMISSION OF THE PROPOSAL

Letter must be signed by the principal of the company. Please sign the original in blue ink.

### TAB III CAPABILITY OF CONTRACTOR

#### HIRING & SCREENING:

- ❖ Contractor is to clearly define the recruitment and screening processes by which guards are hired, including the medium through which the Contractor advertises and any of the organization's minimum hiring requirements.
- ❖ Detail the process by which the Contractor conducts professional reference checks.
- ❖ Outline any other policies/procedures that support the Contractor's ability to provide Unarmed Security Guard Services.

#### QUALIFICATIONS & TRAINING:

- ❖ Detail the licenses and certifications held by each personnel member performing guard duties.
- ❖ Describe the Contractor's policy toward the maintenance of licenses and certifications.
- ❖ Detail the organization's onboarding training procedures that support the guard staff's ability to perform the outlined mandatory duties.
- ❖ Detail the Contractor's policies and practices toward on-going training.
- ❖ Outline any other qualifications and/or training policies that support the Contractor's ability to provide Unarmed Security Guard Services.

#### STAFFING:

- ❖ Detail the organization's guard staffing resources. By location, state the total number of guards available to perform the services detailed herein and the number of guards that will be utilized during a standard hour week, taking into account Knox County's desire to have regular guards who are familiar LML/ETHC assigned to its facilities. Provide a sample weekly schedule for each location.
- ❖ Describe the Contractor's staffing policy towards employee absences.
- ❖ Describe the Contractor's staffing policy toward special events.

#### ADMINISTRATIVE SUPPORT:

- ❖ Specifically identify the individual(s) who will be responsible for submitting monthly invoicing. Include a sample invoice.
- ❖ Identify any additional staff members who will be associated with the management of Knox County's account; specifically identify those individuals who will be available to work with Knox County facility managers to resolve any issues that may arise during the course of this service.

**TAB IV**

**EXPERIENCE**

**YEARS OF EXPERIENCE:**

- ❖ Vendors are to indicate their number of years of experience providing services of a similar nature to those requested in this RFP.

**OTHER PROJECTS:**

- ❖ Vendors are to supply specific information regarding their demonstrated experience in rendering the services requested in this RFP. Vendors are to detail three (3) past or current projects rendering services similar to those requested in this solicitation.

**REFERENCES:**

- ❖ Vendors are to complete References per Attachment B and include in Tab X of the proposal response. Do not use the Knox County Library System or any other Knox County Government entity as a reference.

**TAB V**

**PROPOSED COST**

Please detail the costs of the services outlined in this proposal in the format provided in Attachment A. Cost of services shall be quoted as a regular fixed hourly rate as well as a fixed overtime hourly rate for services performed outside of the regular operating hours of the Lawson McGhee Library and the East Tennessee History Center.

**NOTE: This tab shall only be included in the original document and the exact electronic version. This tab is to be submitted under separate cover from the other parts of the vendor's proposal. This tab will be reviewed after the other sections of the vendor's proposal have been reviewed and scored.**

**TAB VII**

**CERTIFICATIONS/LICENSES**

Provide copies of all certifications/licenses required to perform the work detailed herein.

**TAB VIII**

**OTHER INFORMATION**

Proposers may include any other information deemed pertinent to this solicitation.

**TAB IX**

**EXCEPTIONS**

Please note any and all exceptions taken to any part this Request for Proposals. If none are taken, please clearly state so. Do not mark through or otherwise alter the language of this RFP in your response.

**TAB X**

**ATTACHMENTS**

- References (Attachment B)
- Insurance Checklist (Attachment C)
- Iran Divestment Act (Attachment D)
- Knox County Business Tax License for Organization (if applicable)

**Note: Failure to include requested information may result in the proposer being disqualified.**

**ATTACHMENT A  
KNOX COUNTY PROCUREMENT DIVISION  
COST  
REQUEST FOR PROPOSALS NUMBER 3072**

	<b>LAWSON MCGHEE LIBRARY</b>	<b>EAST TENNESSEE HISTORY CENTER</b>
<b>REGULAR FIXED HOURLY RATE</b>	<b>\$</b>	<b>\$</b>
<b>OVERTIME FIXED HOURLY RATE</b>	<b>\$</b>	<b>\$</b>



**ATTACHMENT B  
KNOX COUNTY PROCUREMENT DIVISION  
REFERENCES  
REQUEST FOR PROPOSALS NUMBER 3072**

**Vendor:** \_\_\_\_\_

Proposers shall submit a list of three (3) projects of similar size which have been in service during the last five (5) years. Each vendor is responsible for obtaining approval to submit and confirming the contact information provided for each reference. Knox County will not be responsible for gathering additional information for references that are incomplete or incorrect. Reference checks will be sent via email only. Reference Forms that cannot be delivered with the contact information listed, not returned prior to the deadline listed on the form, or not returned at all will be scored accordingly. Do not use the Knox County Public Library or Knox County Government as a reference.

Name of Firm: _____	
Contact Person: _____	Phone Number: _____
Email Address: _____	
Nature of Contract: _____	
Services Provided: _____	
Dollar amount: \$ _____ (over life of contract)	
Contract start date: _____	Contract end date: _____

Name of Firm: _____	
Contact Person: _____	Phone Number: _____
Email Address: _____	
Nature of Contract: _____	
Services Provided: _____	
Dollar amount: \$ _____ (over life of contract)	
Contract start date: _____	Contract end date: _____

Name of Firm: _____	
Contact Person: _____	Phone Number: _____
Email Address: _____	
Nature of Contract: _____	
Services Provided: _____	
Dollar amount: \$ _____ (over life of contract)	
Contract start date: _____	Contract end date: _____

**ATTACHMENT C  
KNOX COUNTY PROCUREMENT DIVISION  
INSURANCE CHECKLIST  
REQUEST FOR PROPOSALS NUMBER 3072**

**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 style="width: 20px; text-align: center;">X</td> <td style="width: 100px;">ANY AUTO-SYMBOL (1)</td> <td style="width: 20px;"></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	X	ANY AUTO-SYMBOL (1)														<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">COMBINE SINGLE LIMIT (Per-Accident)</td> <td style="width: 30%;">\$1,000,000</td> </tr> <tr> <td>BODY INJURY (Per-Person)</td> <td></td> </tr> <tr> <td>BODY INJURY (Per-Accident)</td> <td></td> </tr> <tr> <td>PROPERTY DAMAGE (Per-Accident)</td> <td></td> </tr> </table>	COMBINE SINGLE LIMIT (Per-Accident)	\$1,000,000	BODY INJURY (Per-Person)		BODY INJURY (Per-Accident)		PROPERTY DAMAGE (Per-Accident)												
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YES	4.	COMMERCIAL GENERAL LIABILITY <table border="1" style="margin-left: 20px;"> <tr> <td style="width: 100px;">CLAIM MADE</td> <td style="width: 20px; text-align: center;">X</td> <td style="width: 20px;"></td> <td style="width: 20px;">OCC</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="text-align: center;">GEN'L AGGREGATE LIMITS APPLIES PER</td> </tr> <tr> <td>POLICY</td> <td style="text-align: center;">X</td> <td>PROJECT</td> <td>LO</td> </tr> </table>	CLAIM MADE	X		OCC									GEN'L AGGREGATE LIMITS APPLIES PER				POLICY	X	PROJECT	LO	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;"></td> <td style="width: 30%; text-align: center;">LIMITS</td> </tr> <tr> <td>EACH OCCURRENCE</td> <td style="text-align: center;">\$ 1,000,000</td> </tr> <tr> <td>FIRE LEGAL LIABILITY</td> <td style="text-align: center;">\$ 100,000</td> </tr> <tr> <td>MED EXP (Per person)</td> <td style="text-align: center;">\$ 5,000</td> </tr> <tr> <td>PERSONAL &amp; ADV INJURY</td> <td style="text-align: center;">\$ 1,000,000</td> </tr> <tr> <td>GENERAL AGGREGATE</td> <td style="text-align: center;">\$ 2,000,000</td> </tr> <tr> <td>PRODUCTS-COMPLETED OPERATIONS/AGGREGATE</td> <td style="text-align: center;">\$ 2,000,000</td> </tr> </table>		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
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PRODUCTS-COMPLETED OPERATIONS/AGGREGATE	\$ 2,000,000																																				
NO	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																																		
NO	7.	CONTRACTUAL LIABILITY (MUST BE SHOWN ON CERTIFICATE)	\$1,000,000 CSL BI/PD EACH OCCURRENCE \$1,000,000 ANNUAL AGGREGATE																																		
NO	8.	XCU COVERAGE	NOT TO BE EXCLUDED																																		
YES	9.	UMBRELLA LIABILITY COVERAGE	\$5,000,000																																		
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NO NO NO NO	10.	<table border="1" style="margin-left: 20px;"> <tr> <td style="width: 20px;"></td> <td style="width: 100px;">ARCHITECTS &amp; ENGINEERS</td> </tr> <tr> <td></td> <td>ASBESTOS &amp; REMOVAL LIABILITY</td> </tr> <tr> <td></td> <td>MEDICAL MALPRACTICE</td> </tr> <tr> <td></td> <td>MEDICAL PROFESSIONAL LIABILITY</td> </tr> </table>		ARCHITECTS & ENGINEERS		ASBESTOS & REMOVAL LIABILITY		MEDICAL MALPRACTICE		MEDICAL PROFESSIONAL LIABILITY	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">\$1,000,000 PER OCCURRENCE/CLAIM</td> <td style="width: 30%;"></td> </tr> <tr> <td>\$2,000,000 PER OCCURRENCE/CLAIM</td> <td></td> </tr> <tr> <td>\$1,000,000 PER OCCURRENCE/CLAIM</td> <td></td> </tr> <tr> <td>\$1,000,000 PER OCCURRENCE/CLAIM</td> <td></td> </tr> </table>	\$1,000,000 PER OCCURRENCE/CLAIM		\$2,000,000 PER OCCURRENCE/CLAIM		\$1,000,000 PER OCCURRENCE/CLAIM		\$1,000,000 PER OCCURRENCE/CLAIM																			
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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-VII 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 insured on all policies except Workers' Compensation and Auto. Endorsement Page(s) shall be submitted with each COI for the duration of the Contract term.

23. Certificate of Insurance shall show the RFP number and title.

24. Other insurance required \_\_\_\_\_.

Insurance Agent's Statement and certification: I have reviewed the above requirements with the Proposer named below and have advised the Proposer of required coverage.

Agency Name: \_\_\_\_\_ Authorizing Signature: \_\_\_\_\_

Proposer's Statement and Certification: If awarded the Contract, I will comply with the Contract insurance requirements.

Proposer's Name: \_\_\_\_\_ Authorizing Signature: \_\_\_\_\_

**ATTACHMENT D  
KNOX COUNTY PROCUREMENT DIVISION  
IRAN DIVESTMENT ACT  
REQUEST FOR PROPOSALS NUMBER 3072**

By submission of a response to RFP #3072, 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 on the list created pursuant to Tennessee Code Annotated § 12-12-106.

Authorizing Signature: \_\_\_\_\_  
(sign in blue ink)

Title: \_\_\_\_\_ Date: \_\_\_\_\_