

Attachment A

The Purchasing Division of Knox County Tennessee will receive sealed bids for the provision of **Custodial Services for Knox County Schools** as specified herein. Bids must be received by 2:00 p.m. on **May 18, 2011**. Late bids will be neither considered nor returned.

Please Deliver Bids to:

Bid Number 956

**Knox County Purchasing Division
Suite 100, 1000 North Central Street
Knoxville, Tennessee 37917**

The bid envelope must show the bid number, name and opening date.

SECTION I GENERAL TERMS AND CONDITIONS

- 1.1 **ADDITIONAL INFORMATION:** Knox County wants requests for additional information routed to Matt Myers, CPPO, CPPB, at 865/215-5750. Questions may be faxed to 865/215-55778 or emailed to matt.myers@knoxcounty.org. Information about the Knox County Purchasing Division may be obtained on the Internet at www.knoxcounty.org/purchasing.
- 1.2 **ACCEPTANCE:** Vendors shall hold their price firm and subject to acceptance by Knox County for a period of ninety (90) calendar days from the date of the bid opening, unless otherwise indicated in their bid. The time clock located in the Purchasing division shall be the official time of record.
- 1.3 **ALTERNATIVE BIDS:** Knox County will not accept alternate bids (those not equal to specifications). Bidders shall familiarize themselves with all conditions of this bid and make their own determination as to their company's ability to perform the services requested.
- 1.4 **AWARD:** Award will be made to the lowest responsive, responsible bidder(s) meeting specifications, who presents the product or service that is in the best interest of Knox County. Knox County reserves the right to award this bid on a location basis or an "all or none" basis whichever is in the best interest of the County. Knox County reserves the right to not make an award. The award criteria are listed in section 3.12.
- 1.5 **BID DELIVERY:** Knox County requires bidders, when hand delivering bids, to time date and stamp the envelope before depositing it in the bid box. Knox County shall not be responsible for lost or misdirected mail. Knox County shall also not be responsible for bids delivered to other addresses other than that listed at the top of this page. Additionally, Knox County shall not be responsible for late delivery from commercial carriers even if proof of pickup is sufficient for delivery by the bid opening time.
- 1.6 **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 peculiar 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. 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 a bid.
- 1.7 **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.
- 1.8 **DECLARATIVE STATEMENTS:** Any statement or words (i.e.: must, shall, will etc.) are declarative statements and the vendor must comply with the condition. Failure to comply with any such condition may result in the proposal/bid being non-responsive and disqualified.
- 1.9 **DISADVANTAGED BUSINESS 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.

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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:

Robert Minter, Supplier Diversity Coordinator
Knox County Purchasing Division
Telephone: 865.215.5756 Fax: 865.215.5778
E-Mail: robert.minter@knoxcounty.org

- 1.10 **DUPLICATE COPIES:** Knox County **requires** that bids being submitted by hand be submitted with one (1) marked original and two (2) exact copies. One (1) digital copy is also requested.
- 1.11 **ELECTRONICALLY SUBMIT RESPONSE:** Due to the nature of this bid, Knox County Purchasing Division **will not** be able to accept electronically submitted responses. A hard copy response must be submitted with one (1) marked original and two (2) exact copies.
- 1.12 **HOW TO DO BUSINESS:** On July 1, 2005 Knox County implemented a web-based purchasing software system, "Knox Purchasing On-Line". The purpose for migrating from our existing financial software application was to provide our clients (vendors, county departments and the citizens of Knox County) with a more enhanced and end-user friendly means of accessing our services. As a result of this implementation, the Purchasing Division is now able to offer 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/purchasing, register as a vendor in our new on-line purchasing system, "Knox Purchasing 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 Purchasing Division Representative listed in subsection 1.2 of this document.
- 1.13 **INSURANCE CHECKLIST:** Vendors and their insurance agents must sign the attached insurance requirement form and submit it with their bid. This serves as proof that the vendor can and will obtain and maintain the insurance required for this project. Upon notification of intent to award, the successful vendor shall be required to submit a Certificate of Insurance showing the specified coverage and naming Knox County Government as additional insured.
- 1.14 **MULTIPLE BIDS:** Knox County will consider multiple bids that meet specifications.
- 1.15 **NEW MATERIAL:** Unless specified otherwise in the bid package, the Vendor 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. Vendor submission of other than new materials may be cause for the rejection of the bid.
- 1.16 **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.
- 1.17 **PROCESSING TIME FOR PAYMENT:** Vendors are advised that a minimum of thirty days is required to process invoices for payment. Additional invoicing instructions may be found in Section 3.13.
- 1.18 **PROOF OF FINANCIAL AND BUSINESS CAPABILITY:** Bidders 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 bidder's ability.
- 1.19 **RECYCLING:** Knox County, in its continuing efforts to lessen the amount of landfill waste and to further recycling efforts, request that bids be sent electronically. Bids being submitted on paper shall:
 - 1.19.1 Be submitted on recycled paper
 - 1.19.2 Not include pages of unnecessary advertising

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- 1.19.3 Be made on both sides of each sheet of paper
- 1.20 **RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS:** It is the responsibility of the prospective bidder to review the entire Invitation for Bid packet and to notify the Purchasing Division if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received in the Purchasing Division no less than seventy-two hours prior to the time set for bid opening. These requirements also apply to specifications that are ambiguous.
- 1.21 **SIGNING OF BIDS:** When submitting your bid, **other than electronically**, in order to be considered all bids must be signed. Please sign the original in blue ink. 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 and/or services and the Vendors subsequent response.
- 1.22 **TAXES:** Knox County purchases are not subject to taxation. Tax exemption certificates will be provided upon request.
- 1.23 **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 2000et 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.
- 1.24 **USE OF BID FORMS:** Vendors are to complete the bid forms contained in the bid package. Failure to complete the bid forms may result in bid rejection.
- 1.25 **VENDOR REGISTRATION:** Prior to the opening of this bid, **ALL BIDDERS** must be registered with the Purchasing Division. A vendor application may be submitted online at www.knoxcounty.org/purchasing. Select the Vendor Registration link and complete the forms. Vendors must be registered with the Purchasing Division prior to submitting their bid.
- 1.26 **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 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:** 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 three years from the date of the final payment under this agreement for inspection by Knox 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 will be provided or used under this Contract, which have been manufactured or assembled by child labor.

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- 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 waste hauling services, and all instructions and prohibitive orders issued regarding this work and shall obtain all necessary permits. All licensing information must be submitted with the bid.
- 2.7 **CRIMINAL HISTORY RECORDS CHECK:** Any and all successful vendors, vendor employees, and any vendor sub-contractors and its employees must submit to a criminal history records check, at vendors expense, conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the employee to have contact with students or enter school grounds when students are present. Reference Tennessee Code Annotated Section 49-5-413. A copy of each background check must be given to the schools before an employee enters on to school grounds.
- 2.8 **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 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.
- 2.9 **GOVERNING LAW:** This Contract shall be governed by the laws of the State of Tennessee, 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 disputes, which arise hereunder.
- 2.10 **INCORPORATION:** All specifications, drawings, technical information, invitation to 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.
- 2.11 **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.
- 2.12 **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.
- 2.13 **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.
- 2.14 **LIMITATION 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 **NONDISCRIMINATION AND NON-CONFLICT STATEMENT:** Contractor agrees that no person on the grounds of handicap, age, race, color, religion, sex or national origin, 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.

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- 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) Item Description, (2) Invitation to Bid, (3) Bid, (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, right of set-off, refund, incidental, consequential and compensatory damages and reasonable attorneys 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.
- 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 bid and signature that 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 Purchasing Division.
- 2.21 **TERMINATION:** Knox County may terminate this agreement with or without cause at anytime. 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.
- 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. Return of merchandise not meeting warranties shall be at contractor's expense.

SECTION III SPECIAL TERMS AND CONDITIONS

- 3.1 **AWARD STATUS:** Knox County intends to issue an initial three-year (3) award. Upon the mutual agreement of each vendor, Knox County Schools and Knox County, the award may be extended for one (1) additional two (2) year term. This may result in a total of five (5) years.
- 3.2 **AWARD PROCESS:** Upon award, the resulting contract(s):
- 3.2.1 Will be drafted by the Knox County Purchasing Division.
 - 3.2.2 Will be reviewed and approved by KCS.
 - 3.2.3 Will be sent to the Knox County Law Department for approval.
 - 3.2.4 Will be forwarded to the KCS for inclusion on the agenda for the next regularly scheduled Board of Education meeting.
 - 3.2.5 Will be forwarded to the Knox County Commission for inclusion on the agenda for the next regularly scheduled meeting (if required).
 - 3.2.6 Will be sent to the Knox County Mayor for signature.
 - 3.2.7 Will be forwarded to the Knox County Purchasing Division for obtaining the signature of the Contractor(s).
 - 3.2.8 Be fully executed.
- 3.3 **BID EVALUATION:** In evaluating the bids, Knox County and KCS reserve 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.
- 3.4 **BID EXPENSES:** Expenses for developing the bids are entirely the responsibility of the bidder and shall not be chargeable in any manner to Knox County.
- 3.5 **CHANGES AFTER AWARD:** It is possible that after award, KCS might change its needs or requirements. KCS reserves the right to make such changes after consultation with the vendor. Should additional costs arise, KCS reserves the right to consider accepting these charges provided the vendor can document the increased costs.

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KCS 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.

3.6 **COMMUNICATIONS WITH THE CONTRACTOR:** Upon award, KCS will communicate extensively and continually with the Contractor. While information may occasionally be transmitted via telephone, it shall always be followed up with a fax or e-mail confirmation. Due to the volume of information that must be transmitted, it is essential that the Contractor have an efficient and properly functioning fax machine. Ideally, the Contractor will have e-mail capabilities.

3.7 **COMPLIANCE WITH ALL APPLICABLE REGULATIONS:** Vendor agrees and covenants that the company, its agents and employees will comply with all County, State and Federal 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 them.

3.8 **CONTRACT EXECUTION:** The award of this bid will result in a Contract between Knox County and the successful bidder(s). The Knox County Purchasing Division will draft this contract and no vendor forms, (i.e. Terms and Conditions, Service Agreements, or other standard Company forms, etc.) will be accepted as Contract documents or as Contract attachments.

3.9 **CONTACT PERSONNEL:** It shall be essential to the success of this contract to develop a good working relationship with the successful Contractor. It is imperative that the KCS account be handled efficiently and professionally. KCS should be assigned no more than two Contractor contacts to handle billing inquiries and service related issues. In the event one or both contacts leave the KCS account, the successful Contractor shall formally introduce the new contacts to KCS personnel. These contacts must be knowledgeable of KCSMO to avoid any interruption of service.

3.10 **CRIMINAL BACKGROUND CHECK:** The successful bidder(s) must submit background checks for every employee working on Knox County School property. When an employee is added or released from the workforce, the criminal background checks must be submitted to the KCS contact. All background checks will be kept confidential as determined by the Knox County Law Department. The cost of each background check is approximately \$29.00.

3.11 **ENTRANCE TO KNOX COUNTY SCHOOL SITES:** Only authorized employees of the successful Contractor(s) are allowed on the premises of KCS buildings. Contractor(s) employees are not to be accompanied in their work area by acquaintances, family members, assistants or any person unless said person is an authorized employee of the Contractor(s). All employees must wear a company uniform, or name badges identified with the Company name at all times.

3.12 **EVALUATION CRITERIA:**

Price

75 Points

Knox County reserves the right to ascertain whether or not bid prices are realistic and within the competitive range for each site.

Current Square Footage under Contract

15 Points

(Vendors must attach a list of current K-12 Educational contracts in place to Section VI. List District Name, number of square feet under contract, personal contact and phone number.)

Business Model

10 Points

Detail the business model to be deployed in fulfilling the services requested in this solicitation in Section VI.

3.13 **INVOICING:** Mail invoices to:

Knox County Schools Maintenance & Operations
900 East Fifth Avenue
Knoxville, TN 37917

THE INVOICE MUST SHOW:

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The purchase order number and an itemized listing of the charges.

(INVOICES, WHICH DO NOT SHOW THIS INFORMATION, ARE SUBJECT TO REJECTION.)

Submit one original invoice and one copy of it.

Invoices are to be original, uniquely pre-numbered and white.

Please note: Each department or division of Knox County Government and Knox County Schools are responsible for their own budget. Departments cannot charge or pay bills for another department.

Therefore, it is critical that your business have separate accounts for each department or division that desires to purchase from you. Do not credit our payments to anyone else's account.

- 3.14 **NEWS RELEASES BY CONTRACTORS:** As a matter of policy, KCS does not endorse the products or services of a contractor. News releases concerning any resultant contract from this solicitation will not be made by a contractor without the prior written approval of KCS.
- 3.15 **NO CONTACT POLICY:** After the date and time that the bidder receives this solicitation, any contact initiated by any bidder with any Knox County representative, other than the Purchasing Division representative listed herein, concerning this bid is **strictly prohibited**. Any such unauthorized contact may cause the disqualification of the bidder from this procurement transaction.
- 3.16 **OPEN BIDDING INTENDED:** It is the intent and purpose of Knox County that this Invitation for Bid promotes competition. It shall be the bidder's responsibility to advise the Purchasing Division, if any language, requirements, et cetera or any combination thereof, inadvertently restricts or limits this Invitation for Bids. Such notification must be submitted in writing and must be received by the Purchasing Division no later than ten (10) days prior to the bid closing date.
- 3.17 **OPEN RECORDS ACT:** Knox County is subject to the Tennessee Open Records Act 10-7-503 et seq. Bidders are cautioned that all documents submitted on behalf of this Invitation for Bid will be open to the public for viewing, inspection and copying. Knox County will comply with all legitimate requests.
- 3.18 **PAYMENT:** Knox County intends to pay for these services using either a Knox County issued purchase order or pay with a Knox County E-Commerce card (VISA). Bidders must indicate whether they will accept an E-Commerce card (VISA) at no cost to the County for payment.
- 3.19 **PRE-BID CONFERENCE:** There will be a **mandatory** pre-bid conference on **April 13, 2011** beginning promptly at **10:30 a.m.** local time. The pre-bid conference will be held at the Knox County Purchasing Division, 1000 N. Central Street, Knoxville, Tennessee 37917. Please review your copy of this specification and bring it with you. The pre-bid meeting is for informational purposes only. Only those vendors in attendance will be allowed to submit a response and be considered for award. Vendors are cautioned that nothing is legal or binding on Knox County unless stated in writing and made part of the solicitation. Official addenda must be issued from the Knox County Purchasing Division. See Section 3.26 for information regarding Site Visits.
- 3.20 **PRICING:** Vendors are to quote a firm fixed price for the services noted herein for the initial one (1) year term of the agreement. This price may not change during this term of the contract. However the vendor may request a price increase at each annual anniversary of the agreement. All price increase requests shall not exceed the Consumer Price Index (CPI) for all Urban Consumers in the South. However, no price increase shall exceed four (4) percent in any renewal period regardless if the CPI is more. A request for a price increase must be accompanied by proof of increased price to the vendor. Contractor(s) must submit proof to document any price increase. Knox County reserves the right to accept or reject the requested price increase. If the price increase is rejected the vendor may:
- 3.20.1 Continue with existing prices.
 - 3.20.2 Not accept the renewal offer.
 - 3.20.3 Request a lower price increase.
- 3.21 **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.

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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 services proposed.

- 3.22 **RECORDS:** Vendor will maintain records of items and quantities purchased by Knox County and make them available on request.
- 3.23 **REMOVAL OF VENDORS EMPLOYEES:** The successful vendor(s) agrees to utilize only experienced responsible and capable people in the performance of the work. KCS may require that the successful vendor(s) remove from the job covered by this contract, employees who endanger persons or property or whose continued employment under this contract is inconsistent with the interest of KCS. KCS will not arbitrarily request removal of persons but will have written documentation of concerns. Repeated refusal to adhere to this provision may result in termination as stated in the resulting contract.
- 3.24 **SAFETY:** The successful vendor will ensure that its employees observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to Knox County School property of any and all kinds.
- 3.24.1 All buildings, appurtenances and furnishings shall be protected by the vendor(s) from damage, which might be done or caused by work performed under this contract.
- 3.24.2 Such damages to the foregoing shall be repaired and/or replaced by approved methods so as to restore the damaged areas to their original condition at the expense of the Vendor.
- 3.24.3 Erect and maintain all barricades and traffic control devices. Use traffic control personnel if required for a particular project.
- 3.24.4 Vendors and their employees are required to wear safety goggles and hearing protection while operating any equipment.
- 3.24.5 It shall be the responsibility of all awarded vendors to properly instruct and train all their employees concerning all safety related issues and to be in full compliance with all OSHA regulations.
- 3.25 **SCHOOL SCHEDULE:** Attachment B is a complete school schedule for the year representing holidays, breaks, administrative days etc. This calendar is subject to change and should only be used as a guide to operations at each location. KCS will make every effort to supply a list of other activities associated with each school but cautions contractor that this schedule may be subject to change by the Principal or Student Support Organization (SSO).
- 3.26 **SITE VISITS:** At the conclusion of the pre-bid conference, interested vendors will be given a schedule for visits to the various school sites. Each school site will be walked so potential bidders will have opportunity to fully understand the scope of work to be completed and the requirements of KCS. The current dates are April 18, 2011 through May 4, 2011, unless completed earlier. Knox County will schedule transportation to area sites each day of the week starting at the Central Street address. Due to the time-away from work, only those times and dates scheduled will be allowed. Individuals will not be permitted to conduct site visits on their own. There will not be make-up visits.

Someone representing your firm must sign up and be present for the site visits. Site visits are **mandatory** to assure that each vendor understands the scope of work at each site. Due to time constraints there will only be one scheduled visit for each school site.

- 3.26.1 The Vendor is required to have visited the sites and shall have fully acquainted and familiarized themselves with conditions as they exist and the operations to be carried out. The Vendor shall make such investigations as they may see fit so that they may fully understand the facilities, difficulties and restrictions attending the execution of the work. Vendor shall also thoroughly examine and be familiar with the specifications.
- 3.26.2 The failure or omission of the Vendor to receive or examine or document, or any part of the specifications, or to visit the sites and acquaint themselves as to the nature and location of the work, the general and local conditions and all matters which may in any way affect performance shall not relieve the Vendor of any obligation to perform as specified herein.
- 3.26.3 Vendor understands the intent and purpose thereof and their obligations there under and that they will not make any claim for, or have any right to damages resulting from any misunderstanding or misinterpretation of this agreement, or because of any lack of information.

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- 3.27 **SUB-CONTRACTING:** Any sub-contracting must be approved, in advance by the Knox County Schools and Knox County. Knox County reserves the right to terminate the contract if subcontracting is done without prior written approval. Bidders are strongly encouraged to solicit minority owned and operated sub-contractors for this bid and during the duration of the award.
- 3.28 **TIMELINE:** A proposed timeline for this IFB has been established for informational purposes only. This timeline may be amended as necessary during the process.

Release Bid	March 25, 2011
Pre-bid Conference	April 13, 2011
Site Visits	April 18 – May 4, 2011 (extended to May 6 if necessary)
Question Deadline	May 10, 2011
Addenda Deadline	May 13, 2011
Bid Opening	May 20, 2011
BOE Approval	June 1, 2011
Commission Approval	June 27, 2011
Contract Execution	July 11, 2011

SECTION IV CONTRACTOR RESPONSIBILITIES

- 4.1 **CONTRACTOR'S REPRESENTATIVE:** A representative of the Contractor shall be listed in Section 6.5 to head the services requested by Knox County Schools. This person shall be available as deemed necessary by KCS for purposes of reporting problems, requesting schedule changes, etc. This individual shall be someone other than the job supervisor and he/she shall be the sole contact person for routine matters. On-site representatives shall check daily with principal.
- 4.2 **DAMAGE:** The Contractor shall be responsible for the repair/replacement to the satisfaction of the district representative of any damage to the facility caused by any employee of the Contractor.
- 4.3 **EQUIPMENT:** The procurement and maintenance of all equipment required for the successful execution of this contractual obligation shall be the Contractor's responsibility. The district will provide storage spaces, but not be responsible for losses which may be incurred due to the theft and/or vandalism. All equipment shall be maintained properly, and in clean condition. The Contractor shall be responsible for the acquisition of all chemicals and equipment necessary to fulfill all specifications stated herein. A listing of all chemicals and equipment which will be used by the successful contractor must be submitted for approval prior to initial service under the contract. All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. Material Safety Data Sheets will be maintained on each job site for all chemicals used in the cleaning processes, with copies given to district personnel and updated regularly.
- 4.4 **EQUIPMENT SURPLUS:** KCS has surplus equipment and supplies of the type and nature required to provide the services requested in this bid for sale. This equipment/supplies may be viewed at each school location, including the KCS Warehouse and include mop handles, buckets, floor machines etc. KCS will entertain reasonable offers for said equipment.
- 4.5 **EXPENDABLE SUPPLIES:** The Contractor will be responsible for providing all expendable supplies, i.e. toilet tissue, paper towels, hand soap, feminine hygiene products, trash liners etc. The selected service provider is responsible for providing sufficient consumables for approximately 56,000 students and 8,000 employees of the school system. Expendable supply substitutions must be pre-approved by KCS. Industry standards should indicate an estimate of supplies needed. A list of preferred supplies and cleaning chemicals is listed in Section 5.5. It is requested that the successful vendor use the existing soap/tissue/paper dispensers currently installed in each location.
- 4.6 **PERSONNEL:** All matters pertaining to the recruitment, screening, hiring, and retention shall be the exclusive responsibility of the contractor. These matters shall be done fully in compliance with existing statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour and any other stipulations germane to prudent personnel management.
- 4.6.1 Contractor shall offer KCS displaced employees an opportunity to interview and give priority hiring for positions required to fulfill responsibilities of this contract. Any prospective employee must meet the hiring requirements of the Contractor, including background checks and drug screening. Where displaced KCS employees are hired every effort shall be made to keep those employees at their present location for continuation of service.

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- 4.6.2 Only those personnel who have been properly trained shall be assigned duties under this contract. Employees must be at least eighteen (18) years of age.
- 4.6.3 The Contractor shall be responsible for the hiring, discharging, and disciplining of custodial personnel. The contractor's employee handling policies must be, in large part, compatible with the policies of KCS. As needed, rules and regulations governing work personnel conduct will undergo review and change as agreed upon.
- 4.6.4 Contractor shall assume liability for and shall indemnify and hold Harmless KCS and Knox County against and from any and all liabilities, obligations, penalties, actions, suits, claims, and costs arising out of the activities or actions of Contractor's employees relating to this contract.
- 4.6.5 All personnel shall be dressed in a manner authorized and agreed to by the contractor and KCS.
- 4.6.6 The personnel shall be neat and clean in appearance. Name tags shall be required and furnished by contractor and worn at all times.
- 4.6.7 No employee who has a police record other than minor traffic violations may be assigned duties under this contract. Contractor shall be responsible for the submission of a police clearance record before any employee begins work. All employees must undergo and pass a thorough background screening and check prior to employment with contractor. Background check shall be conducted by The Tennessee Bureau of Investigation and the Federal Bureau of Investigation.
- 4.6.8 Contractor will pay at least minimum wage rate.
- 4.6.9 Contractor will pay all taxes pertaining to his employees as required by law. Any employee whose work habits and/or conduct is deemed objectionable shall be removed from the work force upon request of the authorized KCS representative.

- 4.7 **PROGRAM RESPONSIBILITY:** The Contractor shall assume full responsibility for the custodial services program as defined herein on Date of Agreement.

- 4.8 **SAFETY TRAINING:** The Contractor shall be responsible for the training as necessary in the application of chemicals and the use of equipment to facilitate safe conditions for the employees and the district's students, staff, and faculty. The Contractor must also furnish all needed safety equipment and personal protective devices to ensure compliance with OSHA standards for any and all supplies/materials to be used in the performance of this contract. Contractor must have a training program specifically designed for School technicians, including training to meet all Local, State, and Federal guidelines. A copy of contractor's training programs and schedule shall be provided with this bid.

- 4.9 **SCHOOL SPONSERED ACTIVITIES:** All school sponsored activities including but not limited to PTO meeting, parent teacher conferences, open house, athletic practices/games, dances, musical performances etc. are part of the daily operation of the school and no additional charge shall be assessed.

- 4.10 **SECURITY:** The Contractor shall be responsible for training employees in Security requirements of KCS, and shall be responsible for the enforcement of the same. Additionally, each employee shall be informed of the following:
 - 4.10.1 The Contractor shall be responsible for safeguarding against loss, theft, or damage of all district property, materials, equipment, and accessories which might be exposed to the contractor's personnel.
 - 4.10.2 Guns, knives, or other dangerous weapons shall not be allowed on campus.
 - 4.10.3 Alcohol and drugs are prohibited on campus. It is the policy of KCS to maintain a workplace that is free from the effects of drug and alcohol abuse. To ensure that employees comply with this policy, KCS will pursue all reasonable and lawful means to enforce this policy. All employees are included under this policy. The policy includes, but is not limited to prohibiting any employee to sell, distribute, use, or possesses illegal controlled substances on or off duty.

This policy authorizes testing of an employee who has been involved in a critical incident, random testing of a safety sensitive employee and testing of an employee when there exists a reasonable suspicion that the employee has engaged or is engaging in prohibited conduct under this policy. Bidder attests that it operates a drug-free workplace program or other drug or alcohol testing program similar, but no less stringent than the policy of KCS.
 - 4.10.4 Tobacco use (smoking/chewing/etc.) is prohibited on campus.
 - 4.10.5 Keys, which may be distributed at the beginning of each work period, shall be returned to the appropriate supervisor at the end of each work period. Keys which will be required by the contractor and employees will be approved by the district and will be controlled by a person to be named after award of contract.

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In any event the Contractor shall be fully responsible for the security and appropriate use of the keys which may be issued. Additionally, the Contractor shall be fully responsible for the replacement of any keys that are lost and any additional cost such as core replacements resulting due to loss of keys.

- 4.10.6 Contractor's personnel shall not allow any unauthorized persons in school buildings (children, friends, or anyone else not authorized by the district).
- 4.11 **SPECIALITIES:** Contractor shall be available for community functions, banquets, or other rentals of school facilities, which will be considered an extra billing to the user organization. Contractor shall work with the building level principal for the cleaning of these activities but shall not invoice Knox County Schools.
- 4.12 **SUPERVISION:** All supervision as required for the execution of those contractual responsibilities assumed by the contractor shall be done by the contractor or his/her designated representative.
- 4.13 **UNSATISFACTORY SERVICE:** Vendor will have twenty-four hours from notification to correct any specific instances of unsatisfactory performance. If it is not corrected within the time specified, Knox County shall have immediate right to complete the work to its satisfaction and shall deduct its cost to cover incurred expenses from any balances due or to become due to the Vendor. Repeated instances of unsatisfactory performance will result in termination of contract.
- 4.14 **WAGE RATES:** Bidder's must provide the average wage rates, attached to Section VI, for each classification of employee to be used during the term of this agreement. Bidders must also submit sample employee benefits available to eligible employees.

SECTION V GENERAL CUSTODIAL GUIDELINES

- 5.1 **ADDITIONAL PORTABLES:** If a need arises to add additional portables during the school year, the Contractor will be required to maintain additional square footage.
- 5.2 **AFTER HOURS ALARM CALLS:** Successful vendor will assign employees to be on call from 4pm- 11pm on weekdays to receive after hour alarm calls from Knox County Schools Security. Successful vendor shall also assign employees to respond to alarm calls on a twenty-four (24) hour basis to cover weekends and holidays. These employees should be supervisor capacity and have access to all school locations. All after hour alarm calls shall be billed separately to Knox County School Maintenance and Operations at the per hour charge listed in Section 6.18.
- 5.3 **AFTER HOURS USE OF FACILITY:** Any Custodial services required for non school related/after hours use of facilities will be billed directly to the organization by the successful bidder at the stated per hour charge listed in Section 6.18. All after hour events shall be coordinated with the building level principal. Knox County Schools shall not be responsible for any payment for these services.
- 5.4 **ALARM:** KCSMO will provide 1 alarm code to head custodian assigned to each school. Additionally 1 code will be assigned to the 2nd shift leader to arm the building when leaving the school each night.
- 5.5 **APPROVED CHEMICALS AND SUPPLIES:**

Paper/Disposable Products

1. Canliners 24X24- Clear 8-10 Gallon Trash Bags
2. Canliners 38X58- Black 60 Gallon Trash Bags
3. Georgia Pacific Compact Coreless 1-Ply Toilet Tissue
4. Georgia Pacific Rolled Towels Towelmaster 2000
5. GO-JO Soft Care Antiseptic Skin Soap
6. Kelsan Deodorizer Free Rinsing Mild Abrasive Cleaner Cream Cleanser

Cleaning Chemicals

1. Annihilation Floor Stripper
2. Concrete® Medic Cleaner and Conditioner (Hardin Valley Academy only)
3. Crew RR Floor & Surface Cleaner (Disinfectant, toilets, water fountains etc.)
4. Johnson Shine-Up Lemon Scented (Furniture Polish)
5. Johnson's Glance (Windows)
6. Johnson's GP Forward (Floors)

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7. Johnson's Spit Fire (Flat surface, crayon and graffiti removal)
 8. Red Z Vomit Control
 9. Reflection II Finish, Wax
 10. Sani Guard Total Release Fogger
 11. Shelia Shine (water fountains)
 12. Diversity Carpet Soil Release (Carpet Cleaner)
- 5.6 **ATTACHMENT:** Attachment A to this solicitation is the current Knox County School buildings to be serviced under this agreement. This attachment lists current square footage of each facility totaling 9.658 million square feet. This attachment is given for informational purposes to illustrate the size and scope of the Knox County School district. This information may vary slightly and Knox County shall not be held responsible for any slight discrepancies.
- 5.7 **EMERGENCIES:** All emergency conditions shall be promptly reported to the after-hours service line (865-594-1229). Examples include but are not limited to: fire, flood, smoke, vandalism, theft, compromised building security issues and natural disasters that put the Knox County School building at risk.
- 5.7.1 During normal business hours, custodians shall report immediately to spills or other safety concerns in buildings. All safety concerns shall be reported to the building level Principal or their designee.
 - 5.7.2 After hours and weekend responses to emergencies shall not exceed two (2) hours from notification. Contractor is expected to have reasonable inventory of supplies and equipment (wet/dry vacuums, extractors, floor fans, extension cords, brooms, squeegees, etc.) placed at strategic locations to cover any emergency situations.
 - 5.7.3 The health and welfare of the students and staff are of the utmost concern. The principal, or their designee, shall have complete control to move students if the need arises, close a particular area of a school, or otherwise secure the building as the situation dictates. Contractor's employee shall assist the principal, or their designee, as directed.
- 5.8 **ENERGY MANAGEMENT:** KCS has an energy management program in place. All vendor employees will comply and assist with enforcement of the energy policy and procedures.
- 5.9 **EMERGENCY RESPONSE:** Provider will work closely with the school district to develop Emergency Response teams in reference to unpredicted events, storms and violent weather. Cleaning of interior debris will commence immediately after imminent danger for employees has passed and work can be performed. If this should fall on a non-scheduled work day (Saturday, Sunday or a holiday) price will be mutually agreed upon. This may occur after work has begun to ensure safety of the students and provider will work in good faith.
- 5.10 **HEAD CUSTODIAN:** KCSMO is requesting quotes for the successful vendor to staff a full time Head Custodian at each school beginning at 6:00 am. This position would be required to:
- Unlock all doors as designated by building level principal.
 - Disarm security system.
 - Check all building systems.
 - Prepare the school to receive children.
 - Assist the building level principal with any requested duties during the school day.
- 5.11 **KNOX COUNTY SCHOOL CUSTODIAN:** KCS is also requesting quotes for an employee of Knox County Schools to function as Head Custodian, as stated above, until contractor has employee(s) on premises. The KCS employee will report only to the building level Principal for assigned duties during their shift.
- 5.12 **TRAINING:** KCSMO will provide Asbestos Awareness, Energy Conservation and Storm Water Training to successful bidder employees assigned to KCS. New employees assigned to Knox County Schools shall complete the training within 60 days of hire.
- 5.13 **TRASH DISPOSAL:** The district shall furnish a container(s) for use by the Contractor in the removal of waste paper, trash, debris, etc. The Contractor shall use the recyclable containers on site for any and all materials that may be recycled as well. Separate containers are available. Contractor shall not use container for any other use but school waste and recyclables.

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5.14 CLASSROOM STANDARDS:

Daily

1. All windows and classroom doors are to remain closed and be locked nightly.
2. Any tape on walls will be removed.
3. Carpeted floors will be vacuumed.
4. Chalk/whiteboard trays will be wiped down.
5. Chalkboards/whiteboards will be maintained to meet the expectations of the instructional staff.
6. Cobwebs will be removed.
7. Dust and remove all smudges and fingerprints on glass surfaces.
8. Empty all trash receptacles.
9. Floor mouldings will be maintained in a dust free condition.
10. Pencil sharpeners will be emptied.
11. Spots and stains will be removed on flooring covering and walls.
12. The floor, including corners, will be free of all debris.
13. Vinyl and Terrazzo floors will be wet mopped and dusted.
14. Walk off mats will be cleaned daily and will be free from dirt and debris. Mats will be inspected and removed from service when tattered or torn causing trip or other type hazards.

Weekly

1. All flat surfaces will be dusted.
2. Bookshelves will be dusted.
3. Vinyl and Terrazzo floors will be burnished.
4. Window sills will be free of dust and debris.

As Needed

1. Additional sanitation during flu/cold season.
2. All broken or non-functioning hardware shall be reported to the Head Custodian.
3. All classroom furnishings will be free of graffiti, gum and dust.
4. Clean all exterior windows.
5. Clean all light fixtures, covers and globes (minimum of 2 times per year).
6. Maintain all vinyl/terrazzo finishes.
7. Remove and replace any damaged or unusable trash receptacles.
8. Replace all burned out light bulbs and tubes that are accessible with a 10' ladder. All other burned out light bulbs and tubes to be reported to head custodian.
9. Return vents and discharge vents will be dust free. Damaged or rusted vents will be reported to head custodian.
10. Sanitize the trash receptacles and replace the trash liners.
11. All exits shall be kept accessible and free of obstruction.
12. Spots and gum on all floor coverings will be removed upon discovery.
13. Teacher's desks will be dusted without disturbing instructional material.
14. Walls will be inspected for peeling and chipping when cleaned. Walls needing repair will be turned in to the Head custodian.
15. Windows will be free of fingerprints, smudges, tape, etc.

Summer

1. All carpeted floors will be shampooed.
2. All exterior windows will be cleaned.
3. All floors will be stripped and waxed with 3 coats.
4. Gum will be removed from under all furniture.
5. Window coverings will be removed, cleaned, and re-hung.

5.15 SCIENCE AND VOCATIONAL/TECHNICAL LABORATORY STANDARDS: In addition to all standards pertaining to Classroom Standards as shown in Section 5.14.

Daily

1. Bowls will be free of soap film.
2. Chemical lavatories will be free of debris and wiped down.

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3. Drains will be free of hair and soap deposits.
4. Fixtures will be cleaned and polished daily to remove water deposits.
5. Plumbing fixtures will be cleaned with the appropriate chemicals.

5.16 **CLINIC ROOM STANDARDS:** In addition to all standards pertaining to Classroom Standards as shown in Section 5.14.

Daily

1. All furniture and door hardware in contact with patients will be wiped down with the appropriate chemicals.

As Needed

1. During cold/flu season additional sanitation.

5.17 **CORRIDOR/ENTRANCE/COMMON AREA STANDARDS:**

Daily

1. All windows and doors are to remain closed and be locked nightly.
2. Any tape on walls will be removed.
3. Cobwebs will be removed.
4. Disarm/arm security alarm.
5. Drinking Fountains
 - a. Fountains will be free of water deposits, streaks, and dust.
 - b. The mouthpiece, basin, and exterior will be sanitized daily.
 - c. Report any problems to head custodian.
6. Dust and remove all smudges, fingerprints, and tape on glass surfaces.
7. Empty all trash receptacles, replace liners and sanitize as needed.
8. Floor mouldings will be maintained in a dust free condition.
9. Lock and unlock doors at appointed times.
10. Pick up dirt, trash, and leaves at entrances.
11. Spots and stains will be removed.
12. Sweep exterior stairways.
13. Sweep the outside entrance and ramps to the main sidewalk or driveway.
14. The floor, including corners, will be free of all debris.
15. Vinyl and Terrazzo floors will be dusted and wet mopped.
16. Carpet floors will be vacuumed.
17. Walk off mats will be cleaned daily and will be free from dirt and debris. Mats will be inspected and removed from service when tattered or torn causing trip or other type hazards.

As Needed

1. Additional sanitation during flu/cold season.
2. All broken or non-functioning hardware shall be reported to the Head custodian.
3. Clean all exterior windows.
4. Clean all light fixtures, covers and globes (minimum of 2 times per year).
5. Display cases to be dusted and wiped down.
6. Dust the tops of lockers.
7. Maintain all vinyl/terrazzo finishes.
8. Replace all burned out light bulbs and tubes that are accessible with a 10' ladder. All other burned out light bulbs and tubes to be reported to head custodian.
9. Return vents and discharge vents will be dust free. Damaged or rusted vents will be reported to head custodian.
10. Sanitize the trash receptacles and replace the trash liners.
11. Secondary exits shall be kept accessible and free of obstruction.
12. Spots and gum on all floor coverings will be removed upon discovery.
13. Trash receptacles that are broken or unsightly shall be removed from service and replaced.
14. Walls will be inspected for peeling and chipping when cleaned. Walls needing repair will be turned in to head custodian.
15. All surfaces on all chairs/benches will be wiped periodically. This includes the legs and underneath the seat.

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Weekly

1. All flat surfaces will be dusted.
2. Vinyl and Terrazzo floors will be burnished.
3. Window sills will be free of dust and debris.

Summer

1. All carpeted floors will be shampooed.
2. All floors will be stripped and waxed with 4 coats.
3. Gum will be removed from under all furniture.

- 5.18 **RESTROOM STANDARDS:** Restroom floors are **NOT** to be waxed! Any damage in restrooms must be reported to head custodian immediately.

Daily

1. All windows are to remain closed and be locked nightly.
2. Bowls will be free of soap film.
3. Broken or non-functioning hardware will be reported to head custodian.
4. Cobwebs will be removed.
5. Drains will be free of hair and soap deposits.
6. Fixtures will be cleaned and polished to remove water deposits.
7. Floors will be mopped with an appropriate chemical.
8. The entire restroom will be wiped down with an appropriate chemical.
9. The floor, including corners, will be free of all debris.
10. Sanitary receptacles will be emptied, sanitized and the liners changed.
11. Toilet/Urinal bowls will be cleaned using an appropriate chemical.
12. Toilets
 - a. Bowls will be free of water deposits.
 - b. Fixtures will be free of deposits to allow proper water circulation.
 - c. Fixtures will be cleaned and polished daily to remove water deposits.
 - d. The entire toilet (including base and both sides of seat) will be wiped down with the appropriate chemical.
 - e. Damaged toilet seats will be reported to the head custodian.
13. Urinals
 - a. Bowls will be free of water deposits.
 - b. Fixtures will be free of deposits to allow proper water circulation.
 - c. Fixtures will be cleaned and polished to remove water deposits.
 - d. The entire urinal will be wiped down with the appropriate chemical.
14. Trash receptacles will be emptied, sanitized and the liner replaced.
15. Walls/Accessories
 - a. Walls will be free of fingerprints, smudges, graffiti, etc.
 - b. Soap dispensers will be functional, filled and deposit free.
 - c. Paper towel holders will be full and maintained.
 - d. Toilet paper holders will be full and maintained.
 - e. Mirrors will be fingerprint and smudge free.
16. Windows to be kept free of fingerprints and smudges.

As Needed

1. All broken or non-functioning hardware will be reported to the head custodian.
2. Bathroom partitions to be washed.
3. Broken trash receptacles shall be removed from service and replaced.
4. Ceilings are to remain free of debris.
5. Floor drains will be flushed with the appropriate chemicals.
6. Floors will be scrubbed with an auto scrubber or low speed scrubber.
7. Light covers will be cleaned.
8. Remove any litter or debris.

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9. Replace all burned out light bulbs and tubes that are accessible with a 10' ladder. All other burned out light bulbs and tubes to be reported to head custodian.
10. Report damaged light covers to the head custodian.
11. Return vents and discharge vents will be dust free. Damaged or rusted vents will be reported to head custodian.
12. Sanitary napkin dispensers will be cleaned and refilled.
13. Walls will be washed in their entirety.

5.19 **GYMNASIUM STANDARDS:**

Daily

1. All flat surfaces will be dusted and free of graffiti.
2. All secondary exits will be clear and free of obstacles during occupancy.
3. All windows are to remain closed and be locked.
4. Carpeted floors will be vacuumed.
5. Chalk boards and trays will be maintained to meet the expectations of the instructional staff.
6. Cobwebs will be removed.
7. Doors will be cleaned and free of graffiti.
8. Dust and remove all smudges and fingerprints from glass surfaces.
9. Floor mouldings will be maintained in a dust free condition.
10. Floor, including corners, will be free of all debris.
11. Floors will be swept and dust mopped.
12. Gym floor finishes will be maintained in a safe condition at all times.
13. Pencil sharpeners will be emptied.
14. Wall coverings will be dust free.
15. Windows will be free of dust and debris.

Weekly

1. Bleachers
 - a. Will be free of debris, dust, graffiti and gum.
 - b. Bench seating will be cleaned.
 - c. Damaged or missing seats will be reported to the head custodian.
2. Clean and inspect the area beneath the bleachers, including hardware and rollers.
3. Floors will be damp mopped.

As Needed

1. Carpets will be shampooed in its entirety.
2. Exterior windows will be cleaned. (minimum of 1 time per year)
3. Various gym floors will be maintained according to manufacturers recommendation,
4. Light fixtures will be cleaned that are accessible with a 10' ladder.
5. Replace burned out light bulbs/tubes.

Summer

1. All carpeted floors will be shampooed.
2. All vinyl floors will be stripped and waxed with 4 coats.
3. Gum will be removed from under all furniture and bleachers.

5.20 **LOCKER ROOM STANDARDS:** In addition to all standards pertaining to Restroom Standards as shown in Section 5.18.

Daily

1. All plumbing fixtures to be cleaned.
2. All windows are to remain closed and be locked.
3. Bowls will be free of soap film.
4. Broken or non-functioning hardware will be reported to head custodian.
5. Cobwebs will be removed.
6. Drains will be free of hair and soap deposits.
7. Exterior and interior windows are to be free of fingerprints, smudges, tape.

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8. Fixtures will be cleaned and polished to remove water deposits.
9. Floor including corners, will be free of all debris.
10. Floors will be mopped at least once a day with an appropriate chemical.
11. The entire lavatory will be wiped down with an appropriate chemical.
12. Lockers
 - a. Will be free of dust and debris.
 - b. Will be free of graffiti.
13. Remove any litter or debris.
14. Sanitary receptacles to be emptied, sanitized, and the liners changed.

15. Showers
 - a. Fixtures will be cleaned and polished.
 - b. Floors will be mopped with appropriate chemicals.
16. Trash receptacles will be emptied, sanitized and the liner replaced.

As Needed

1. All broken or non-functioning hardware will be reported to the head custodian.
2. Bathroom partitions to be washed.
3. Benches will be free of graffiti and wiped down with the appropriate cleaner.
4. Broken trash receptacles shall be removed from service and replaced.
5. Floor drains will be flushed with the appropriate chemicals.
6. Floors will be scrubbed with an auto scrubber or low speed scrubber.
7. Light covers will be cleaned.
8. Replace burned out light bulbs/tubes.
9. Report damaged light covers to the head custodian.
10. Return vents and discharge vents will be dust free. Damaged or rusted vents will be reported to head custodian.
11. Sanitary napkin dispensers will be cleaned and refilled.
12. Shower Areas
 - a. Walls and floors will be free of mold and mildew.
 - b. Shower heads will be mildew free and operational.
13. Walls will be washed in their entirety.
14. During sport season every other Friday use foggers and extra sanitation methods.

Annual

1. Interior and exterior of lockers will be cleaned.
2. Exterior windows to be cleaned.

5.21 ADMINISTRATIVE OFFICE/ LIBRARY/ AUDITORIUM STANDARDS:

Daily

1. Administrative desks will be dusted without disturbing administrative materials.
2. All windows and doors are to remain closed and be locked nightly.
3. Any tape on walls will be removed.
4. Carpeted floors will be vacuumed.
5. Cobwebs will be removed.
6. Dust and remove all smudges and fingerprints from glass surfaces.
7. Empty all trash receptacles, replace liners and sanitize as needed.
8. Floor mouldings will be maintained in a dust free condition.
9. Handsets on telephones will be wiped down with the appropriate chemicals.
10. Pencil sharpeners will be emptied.
11. Spots and stains will be removed.
12. Spots and gum on all floor coverings will be removed upon discovery.
13. The floor, including corners, will be free of all debris
14. Vinyl and Terrazzo floors will be wet mopped and dusted.
15. Windows will be free of fingerprints, smudges, tape, et cetera.

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16. Window sills will be free of dust and debris.

Weekly

1. All flat surfaces will be dusted.
2. Bookshelves will be dusted.

As Needed

1. Additional sanitation during flu/cold season.
2. All broken or non-functioning hardware shall be reported to the head custodian.
3. Bookshelves/Counter Tops will be wiped down.
4. Carpets will be will be shampooed in its entirety.
5. Clean all light covers/globes (minimum of 2 times per year).
6. Maintain all vinyl/terrazzo finishes.
7. Remove and replace any damaged or unusable receptacles.
8. Replace all burned out light bulbs and tubes that are accessible with a 10' ladder. All other burned out light bulbs and tubes to be reported to head custodian.
9. Return vents and discharge vents will be dust free. Damaged or rusted vents will be reported to head custodian.
10. All exits shall be kept free of obstructions and accessible.
11. Vinyl and Terrazzo floors will be burnished.
12. Walls will be inspected for peeling and chipping when cleaned. Walls needing repair will be turned in to head custodian.

Summer

1. All carpeted floors will be shampooed.
2. All exterior windows will be cleaned.
3. All floors will be stripped and waxed with 4 coats.
4. Gum will be removed from under all furniture.
5. Window coverings will be removed, cleaned, and re-hung.

5.22 CAFETERIA STANDARDS:

Daily

1. Dust and remove all smudges, fingerprints and other debris.
2. Drinking Fountains
 - a. Fountains will be free of water deposits, streaks, and dust.
 - b. The mouthpiece, basin, and exterior will be sanitized.
 - c. Report any problems to head custodian.
3. Floor mouldings will be maintained in a dust free condition.
4. Remove cobwebs.
5. Spots, stains and gum on all floor coverings will be removed.
6. Table tops will be washed at the end of the breakfast and lunch period with appropriate chemicals.
7. The floor will be free of all debris including corners.
8. Trash receptacles to be emptied throughout the lunch period, liners replaced, and sanitized.
9. Vinyl and Terrazzo floors will be wet mopped and dusted.
10. Vinyl and Terrazzo floors will be burnished.
11. Wall coverings will be dust free.

As Needed

1. All folding tables will be inspected for defects (minimum of every quarter).
2. All surfaces on all chairs/benches will be wiped down. This includes the legs and underneath the seat.
3. Clean all light covers/globes (minimum of twice per year).
4. Light fixtures will be cleaned that are accessible with a 10' ladder. All other burned out light bulbs and tubes to be reported to head custodian.
5. Remove trash receptacles that are broken or unsightly.
6. Replace burned out light bulbs/tubes.
7. Report damaged light covers to the head custodian.

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8. Return vents and discharge vents will be dust free. Report damaged or rusted vents to the head custodian.
9. Vinyl and Terrazzo floors will be scrubbed.

Summer

1. All floors will be stripped and waxed with 4 coats.
2. Gum will be removed from underneath furniture.

5.23 **FACILITY EXTERIOR STANDARDS:** In addition to items below, all hazardous conditions are to be reported to head custodian.

1. All entrances and sidewalks to main buildings, exterior buildings and portables will be kept free of cobwebs and other debris.
2. Clean up all trash and debris around buildings.
3. During inclement weather all sidewalks, ramps will be snow and ice free and treated with appropriate chemical. (Note: chemical must not harm concrete surfaces around building.)
4. Exterior floor drains and storm drains will remain free of debris.
5. Report any graffiti to head custodian.
6. Report any hazardous conditions on school grounds, school buildings, playgrounds, parking lots, sports complexes etc to head custodian.
7. Report burned out exterior lighting to the head custodian.
8. Sweep the outside entrance and ramps to the main sidewalk or driveway.
9. Trash receptacles are to be emptied.
10. Windows will be cleaned as needed.

5.24 **SPORTS COMPLEX STANDARDS:** To follow all standards as listed under Restroom Standards in Section 5.18, Gymnasium in Section 5.19 and Locker Rooms Standards in Section 5.20.

5.25 **MAINTENANCE/STORAGE ROOM STANDARDS:**

Note: Storage is NOT permitted in the boiler, mechanical, electrical or elevator equipment rooms.

Daily

1. All chemical containers will be labeled in accordance with Federal, State and Local requirements.
2. Custodial cleaning equipment and supplies will be stored, and maintained in a clean, safe and functional state of repair.
3. Maintain unobstructed access to rooftop ladders.
4. Rooms will be maintained neat, clean and orderly.
5. Supplies will be stored appropriately and properly labeled.
6. The floor, including corners, will be free of debris.
7. Tools and spare parts will be stored in their proper location.
8. Trash receptacles will be emptied.
9. Used fluorescent lamps will be properly stored, undamaged, in cardboard boxes in a designated location within the facility and scheduled for pick-up by Knox County Schools Maintenance, Environmental Services Department.

As Needed

1. Clean vents and louvers
2. Remove cobwebs.
3. Replace burned out lamps.
4. Report burned out lamps to head custodian.

5.26 **GENERAL GUIDELINES**

1. All lighting will be turned off except those, which must be left on for cleaning in each specific area.
2. Building wide damages, water leaks, and vandalism to be reported immediately.
3. Fire extinguishers to be checked monthly and report faxed to KCSMO appropriate form.
4. Any emergency lighting not properly functioning to be reported to head custodian.
5. During inclement weather when school is not in session custodian to check boiler to confirm no frozen pipes.

Attachment A

6. Bonnet and truck mounted cleaning methods are not approved. Low moisture extraction equipment must be used for these services.

Attachment A

SECTION VI VENDOR INFORMATION AND PRICING

6.1 Vendor Name _____

6.2 Vendor Address _____

City _____ State _____ Zip _____

6.3 Telephone Number _____ Fax Number _____

6.4 Vendor Number As Assigned By the Knox County Purchasing Division _____

6.5 Contact Person _____

6.6 Authorizing Signature _____

6.7 Vendor's Knox County Business License Number _____
(If Applicable) *Attach A Copy Of The License.*

6.8 I Acknowledge the Receipt Of: (Please Write "Yes" If You Received One)

Addendum 1 _____ Addendum 2 _____ Addendum 3 _____ Addendum 4 _____

6.9 Will your company accept the Electronic Commerce Card (VISA) as payment?

Yes _____ No _____

6.10 Note any exceptions to the specifications that you take here. For instance, if you take exception to Section 3.1; then write 3.1 and explain how you differ from the specification. Use additional pages if necessary. Certain exceptions may be deemed non-responsive to the IFB and be just cause for rejection of bid.

6.11 Detail the business model to be deployed in fulfilling the services requested in this solicitation. (use additional sheets if necessary).

6.12 Number of Employees: _____

6.13 Years in this Business: _____

6.14 Total Number of Clients: _____

6.15 Total K-12 Square Footage under Contract: _____
(Vendors must attach a list of current K-12 Educational contracts in place. List District Name, number of square feet under contract, personal contact and phone number.)

6.16 List of Equipment: (use additional sheets if necessary) _____

Attachment A

- 6.17 **References:** References are requested to provide the evaluators with information about the previous work that you have done. Therefore it is important that you provide references that are relevant to this contract. As an example:

Firm: Acme School District
Address: 1234 Anywhere Street Knoxville, TN 12345 Contact: John Doe
Contact Phone: 865.555.5555
Contact Fax: 865.555.9999
Nature of Contract: Daily custodial services for 75,000 square foot middle school
Dollar Amount: \$2,000/month
Contract Start: May 2011
Contract End: April 2018

List below three (3) references with whom you have had service agreements of this nature and size within the past three years. Knox County shall not be used as a reference for this solicitation.

Reference #1

Name of Firm:	_____
Address:	_____
Contact Person:	_____
Contact Person telephone and fax numbers:	_____
Nature of contract:	_____
Square footage:	_____
Dollar amount: \$	_____ (over the life of the contract)
Contract start date:	_____ Contract end date: _____

Reference #2

Name of Firm:	_____
Address:	_____
Contact Person:	_____
Contact Person telephone and fax numbers:	_____
Nature of contract:	_____
Square footage:	_____
Dollar amount: \$	_____ (over the life of the contract)
Contract start date:	_____ Contract end date: _____

Reference #3

Name of Firm:	_____
Address:	_____
Contact Person:	_____
Contact Person telephone and fax numbers:	_____
Nature of contract:	_____
Square footage:	_____
Dollar amount: \$	_____ (over the life of the contract)
Contract start date:	_____ Contract end date: _____

Attachment A

Section 6.18 Pricing

School	Monthly Cost	Monthly Cost with KCS Employee per 5.11
A. L. Lotts Elementary		
Adrian Burnett Elementary		
Amherst Elementary		
Austin-East High		
Ball Camp Elementary		
Bearden Elementary		
Bearden High		
Bearden High Vocational Bldg		
Bearden Middle		
Beaumont Magnet Elementary		
Belle Morris Elementary		
Blue Grass Elementary		
Bonny Kate Elementary		
Brickey Elementary		
Byington/Solway Vocational		
Carter Elementary		
Carter High		
Carter Middle		
Cedar Bluff Elementary/Primary		
Cedar Bluff Middle		
Cedar Bluff Preschool		
Central High		
Chilhowee Elementary		
Christenberry Elementary		
Copper Ridge Elementary		
Corryton Elementary		
Dogwood Elementary		
Dr. Paul Kelley Volunteer Academy		
East Knox Elementary		
Eastport Ot/Pt		
Fair Garden		
Farragut High		
Farragut Hs Vocational Bldg		
Farragut Intermediate/Ms		
Farragut Primary		
Fort Sanders		
Fountain City Elementary		
Fulton High		
Gap Creek Elementary		
Gibbs Elementary		
Gibbs High		
Gibbs Hs Vocational (Old Gibbs Elem)		

Attachment A

School	Monthly Cost	Monthly Cost with KCS Employee per 5.11
Green Magnet Elementary		
Gresham Middle		
Halls Elementary		
Halls High		
Halls Middle		
Hardin Valley		
Hardin Valley Academy		
Historic Knoxville High School		
Holston Middle		
Inskip Elementary		
KAEC		
Karns Annex		
Karns Elementary		
Karns High		
Karns Middle		
L & N Stem Academy		
Lincoln Park		
Lonsdale Elementary		
Maintenance Buildings		
Maynard Elementary		
Mooreland Heights. Elementary		
Mount Olive Elementary		
New Hopewell Elementary		
North Knox Vocational		
Northwest Middle		
Norwood Elementary		
Pleasant Ridge Elementary		
Pond Gap Elementary		
Powell Elementary		
Powell High		
Powell Middle		
Richard Yoakley Center		
Ridgedale Elementary		
Ritta Elementary		
Rocky Hill Elementary		
Rule Building/ Security		
Sam E. Hill		
Sarah Moore Greene Elementary		
Sarah Simpson Center/PDTC		
Sequoyah Elementary		
Shannondale Elementary		
South Knox Elementary		
South-Doyle High - Main Bldg		
South-Doyle High – Young Campus		

Attachment A

School	Monthly Cost	Monthly Cost with KCS Employee per 5.11
South-Doyle Middle		
Spring Hill Elementary		
Sterchi Elementary		
Sunnyview Elementary		
Vine Middle		
Vine Ms Langley Bldg		
West Haven Elementary		
West High		
West Hills Elementary		
West Valley Middle		
West View Elementary		
Whittle Springs Middle		
Total Cost for School Locations		
Additional Charges	Per Hour Charge	
Cost per hour for extra work pursuant to Section 5.2		
Cost per hour for extra work pursuant to Section 5.3		

Attachment A

AFFIDAVIT OF COMPLIANCE
WITH
DRUG-FREE WORKPLACE REQUIREMENTS OF
TENNESSEE CODE ANNOTATED, § 50-9-113

(To be submitted with bid by construction contractor with 5 or more employees)

I, _____, president or other principal

Officer of _____, swear or affirm that the
Name of Company

Company has a drug-free workplace program that complies with Title 50, Chapter 9, Tennessee Code Annotated, 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, § 50-9-113.

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 A

AFFIDAVIT OF COMPLIANCE

WITH

TENNESSEE CRIMINAL HISTORY RECORDS CHECK

TENNESSEE CODE ANNOTATED, SECTION 49-5-413

(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: _____

**KNOX COUNTY PURCHASING DIVISION
INSURANCE CHECKLIST
BID NUMBER 956**

THE CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGES & ENDORSEMENTS WITH "YES" AND ITEMS 20 TO 25

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> <tr> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td></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"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<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"/>																																	
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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 PROFESSIONAL LIABILITY	\$1,000,000																																
NO	10.	ARCHITECTS & ENGINEERS ASBESTOS & REMOVAL LIABILITY MEDICAL MALPRACTICE MEDICAL PROFESSIONAL LIABILITY	\$1,000,000 PER OCCURRENCE/CLAIM \$2,000,000 PER OCCURRENCE/CLAIM \$1,000,000 PER OCCURRENCE/CLAIM \$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 _____.

Attachment A

25. THE CONTRACTOR AGREES TO SAVE, DEFEND, KEEP HARMLESS, INDEMNIFY AND PAY ON BEHALF OF THE COUNTY AND ALL OF ITS AGENTS AND EMPLOYEES (COLLECTIVELY THE COUNTY) FROM AND AGAINST ANY AND ALL CLAIMS, LOSS, DAMAGE, INJURY, COST (INCLUDING COURT COSTS AND ATTORNEY'S FEES), CHARGES, LIABILITY OR EXPOSURE, HOWEVER CAUSED, RESULTING FROM, ARISING OUT OF OR IN ANY WAY CONNECTED WITH THE CONTRACTOR'S PERFORMANCE OF THE AGREEMENT TERMS ON ITS OBLIGATIONS UNDER THE AGREEMENT.

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 A

Attachment A

ELEMENTARY SCHOOLS

School	Main Building Sq. Ft.	Number of Portables	Number of Portable Classrooms	Sq. Ft. of Portable	Total Square Footage
A.L. Lots Elementary	106,852	5	10	6,500	113,352
Adrian Burnett Elementary	60,565	5	11	8,455	69,020
Amherst Elementary	147,122	0	0	0	147,122
Ball Camp Elementary	82,507	0	0	0	82,507
Bearden Elementary	43,510	2	2	1,560	45,070
Beaumont Elementary	72,036	1	2	1,560	73,596
Belle Morris Elementary	51,616	2	5	3,770	55,386
Bluegrass Elementary	77,115	2	5	3,500	80,615
Bonny Kate Elementary	38,300	3	6	4,418	42,718
Brickey-McCloud	131,806	0	0	0	131,806
Carter Elementary	34,968	4	8	6,360	41,328
Cedar Bluff Pre-K	47,800	0	0	0	47,800
Cedar Bluff Elementary	137,000	0	0	1,456	138,456
Chilhowee Elementary	64,301	1	1	800	65,101
Christenberry Elementary	94,940	0	0	0	94,940
Copper Ridge Elementary	63,800	6	11	7,503	71,303
Corryton Elementary	15,296	5	10	7,167	22,463
Dogwood Elementary	125,080	0	0	0	125,080
East Knox County Elementary	78,000	1	2	1,560	79,560
Farragut Intermediate	95,000	6	11	9,663	104,663
Farragut Primary	107,000	4	8	5,548	112,548
Fountain City Elementary	47,405	2	4	3,780	51,185
Gap Creek Elementary	18,725	1	2	1,680	20,405
Gibbs Elementary	123,391	0	0	0	123,391

Attachment A

School	Main Building Sq. Ft.	Number of Portables	Number of Portable Classrooms	Sq. Ft. of Portable	Total Square Footage
Green Elementary	64,909	0	0	0	64,909
Halls Elementary	85,487	2	3	2,375	87,862
Hardin Valley Elementary	136,521	1	2	1,560	138,081
Inskip Elementary	64,256	6	13	10,176	74,432
Karns Elementary & Annex	242,900	0	0	0	242,900
Lonsdale Elementary	57,681	2	3	2,340	60,021
Maynard Elementary	36,340	0	0	0	36,340
Mooreland Heights	34,130	1	2	1,560	35,690
Mt. Olive Elementary	36,294	0	0	0	36,294
New Hopewell	30,409	1	4	3,190	33,599
Norwood Elementary	45,010	3	6	4,368	49,378
Pleasant Ridge Elementary	38,754	2	4	3,075	41,829
Pond Gap Elementary	30,379	4	8	4,480	34,859
Powell Elementary	89,768	7	12	9,100	98,868
Ritta Elementary	70,000	0	0	0	70,000
Rocky Hill Elementary	72,547	3	6	4,680	77,227
Sarah Moore Greene Elementary	125,000	1	2	1,430	126,430
Sequoyah Elementary	63,212	0	0	0	63,212
Shannondale Elementary	32,108	4	10	7,730	39,838
South Knox Elementary	36,932	0	0	0	36,932
Springhill Elementary	41,800	3	6	4,164	45,964
Sterchi Elementary	38,800	1	2	1,500	40,300
Sunnyview Elementary	40,739	2	9	8,325	49,064
West Haven Elementary	31,791	0	0	0	31,791
West Hills Elementary	85,473	2	4	3,540	89,013
West View Elementary	33,522	3	7	4,822	38,344
Total Elementary School					3,682,592

Attachment A

MIDDLE SCHOOLS

School	Main Building Sq. Ft.	Number of Portables	Number of Portable Classrooms	Sq. Ft. of Portable	Total Square Footage
Bearden Middle	163,647	0	0	0	163,647
Carter Middle	95,000	2	4	3240	98,240
Cedar Bluff Middle	82,400	1	2	1500	83,900
Farragut Middle	165,000	0	0	0	165,000
Gresham Middle	112,967	0	0	0	112,967
Halls Middle	140,000	2	4	3060	143,060
Holston Middle	194,363	0	0	0	194,363
Karns Middle	165,675	0	0	0	165,675
Northwest Middle	150,000	0	0	0	150,000
Powell Middle	151,898	0	0	0	151,898
South Doyle Middle	205,000	0	0	0	205,000
Vine Middle	112,000	0	0	0	112,000
West Valley Middle	187,920	0	0	0	187,920
Whittle Springs Middle	73,550	3	3	2280	75,830
Total Middle School					2,009,500

Attachment A

HIGH SCHOOLS

School	Main Building Sq. Ft.	Number of Portables	Number of Portable Classrooms	Sq. Ft. of Portable	Total Square Footage
Austin East High	267,394	1	1	1,575	268,969
Bearden High	251,576	7	8	5,882	257,458
Carter High	188,780	1	2	1,620	190,400
Central High	257,687	2	4	3,150	260,837
Farragut High	216,864	4	8	5,504	222,368
Fulton High	236,000	0	0	0	236,000
Gibbs High & Vocational	189,427	1	2	1,056	190,483
Hardin Valley Academy	257,581	0	0	0	257,581
Halls High (Including North Knox Vocational)	200,177	2	4	2,710	202,887
Karns High & Byington Solway	255,780	1	2	1,440	257,220
Powell High	225,300	4	7	5,920	231,220
South Doyle High	270,000	2	4	2,750	272,750
West High	276,770	0	0	0	276,770
Total High School					3,124,943

Attachment A

OTHER SITES

School	Main Building Sq. Ft.	Number of Portables	Number of Portable Classrooms	Sq. Ft. of Portable	Total Square Footage
Eastport	32,495	0	0	0	32,495
Fair Garden	47,047	0	0	0	47,047
Fort Sanders	48,351	0	0	0	48,351
General Services Building w/ annex ect.	74,592	0	0	0	74,592
Historic Knoxville High	116,292	0	0	0	116,292
KAEC	71,000	0	0	0	71,000
Lincoln Park	36,900	0	0	0	36,900
Oakwood Teacher Supply Depot	54,637	0	0	0	54,637
Richard Yoakley	31,844	1	2	1,560	33,404
Ridgedale Alternative Program	53,284	0	0	0	53,284
Sam E. Hill	39,326	0	0	0	39,326
Sarah Simpson Professional Develop Center	107,767	0	0	0	107,767
Total Other					715,095

Attachment A

Field Houses

AUSTIN EAST HIGH	FOOTBALL	11,700
BEARDEN HIGH	SOCCER	750
BEARDEN HIGH	BASEBALL	3,068
BEARDEN HIGH	FOOTBALL	10,792
CARTER HIGH		4,906
CENTRAL HIGH	FOOTBALL	10,000
FARRAGUT HIGH SCHOOL	BASEBALL	1,820
FARRAGUT HIGH SCHOOL	FOOTBALL	3,210
FARRAGUT HIGH SCHOOL	WEIGHT ROOM	7,000
GIBBS HIGH	FOOTBALL/BASEBALL	9,964
GRESHAM MIDDLE		2,925
HALLS HIGH	WRESTLING	6,720
HALLS HIGH	FOOTBALL	8,400
HARDIN VALLEY ACADEMY	BASEBALL	4,104
HARDIN VALLEY ACADEMY	FOOTBALL	8,208
POWELL HIGH	COMPLEX	12,928
SOUTH DOYLE HIGH	BASEBALL	2,173
SOUTH DOYLE HIGH	WRESTLING	3,124
SOUTH DOYLE HIGH	FOOTBALL	4,879
WEST HIGH	FOOTBALL	4,131
WEST HIGH	SOCCER	5,775
TOTAL FIELD HOUSE		126,577

Attachment A

Attachment B

School Calendar 2011-2012

August 8 (Monday) First Day for Teachers – In-service Day (In-School)

August 9 (Tuesday) Administrative Day (Teacher Work Day)

August 10 (Wednesday) System-wide Staff Development Day

August 11 (Thursday) In-service Day (In-School)

August 12 (Friday) Administrative Day (Teacher Work Day)

August 15 (Monday) First Day for Students (1/2 day for students)

September 5 (Monday) LABOR DAY – Holiday

September 19 (Monday) Constitution Day (Students In School)

September 23 (Friday) Staff Development Day – K-5 In-School/6-12 System-wide (Student Holiday)

October 12 (Wednesday) End First 9-week Grading Period

October 13-14 (Thursday & Friday) FALL BREAK

November 8 (Tuesday) Election Day (Students In School)

November 18 (Friday) Civic Education Day (Students In School)

November 23-25 (Wednesday-Friday) Thanksgiving Holidays

December 6-8 (Tuesday-Thursday) AYP/EOC Tests

December 9 (Friday) AYP/EOC Tests Make-up Day

December 22 (Thursday) End Second 9-week Grading Period (1/2 day for students)

December 23 – January 5 (10 days) WINTER HOLIDAYS

January 6 (Friday) Administrative Day – First Day for Teachers (Teacher Work Day)
(Student Holiday)

January 9 (Monday) First Day for Students

January 16 (Monday) Martin Luther King, Jr. Day – Holiday

February 20 (Monday) System-wide Staff Development Day (Student Holiday); President's Day

March 13 (Tuesday) End First 9-week Grading Period (Third 9-week Grading Period)

March 16 (Friday) In-service Day (In-School) – Student Holiday

March 19-23 (Monday-Friday) SPRING BREAK

April 6 (Friday) Good Friday – Holiday

April 9 (Monday) Holiday

April 16-20 (Monday-Friday) TCAP Testing Window

May 23 (Wednesday) Last Day for Students (1/2 day for students)

End Second 9-week Grading Period (Fourth 9-week Grading Period)

May 24 (Thursday) In-service Day (In-School)

May 25 (Friday) Administrative Day (Teacher Work Day) – Last Day for Teachers