



## **CITY OF MEMPHIS**

### **REQUEST FOR QUALIFICATION (RFQ)**

**221752-2**

**Grass Mitigation Services**

**Solid Waste Division**

**Date Issued: 21 JUNE 2024**

**Proposal Submission Deadline**

**24 JULY 2024**

**NO LATER THAN 12:00 PM CT**

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**IN ACCORDANCE WITH ORDINANCE #5366 COMMONLY REFERRED TO AS THE SMALL BUSINESS ENTERPRISE PROGRAM (SBE) DESIGNED TO PROMOTE THE ECONOMIC WELFARE OF THE SMALL BUSINESSES LOCATED WITHIN THE CITY OF MEMPHIS THIS SOLICITATION HAS BEEN DESIGNATED AS A SHELTERED MARKET PROCUREMENT OPPORTUNITY, WHICH WILL ONLY BE OPEN FOR COMPETITION BY AND BETWEEN SBE COMPANIES. ONLY VENDORS CERTIFIED AND APPROVED BY THE CITY OF MEMPHIS AS A SMALL BUSINESS ENTERPRISE MAY BID ON THIS PROJECT. COPIES OF THE ORDINANCE ARE POSTED ON THE CITY OF MEMPHIS WEBSITE ([WWW.MEMPHISTN.GOV](http://WWW.MEMPHISTN.GOV)).**

### **Summary of Request**

The City of Memphis, through the Division of Solid Waste, is seeking qualified grass mitigation contractor(s) to mow lots at our three Solid Waste Installations as needed by the City, including emergency grass cutting where necessary. At the present time, the City of Memphis desires to solicit certified licensed grass contractor(s).

The intention of this solicitation is to provide City of Memphis with an expedited means of procuring supplies and/or services as well as maintenance for various divisions at the lowest possible cost. This contract is for the convenience of the City of Memphis and is a “Non-Exclusive” use of this contract. The City of Memphis does not guarantee any usage.

The City intends to select an unspecified number of contractors and enter into one-year (1) contractual agreement upon date of execution (date contract signed by the Mayor) with two (2) one (1) year option period based upon performance, need and/or funding availability to be agreed upon by both parties.

The City of Memphis reserves the right to (a) accept or reject any and/or all submissions of proposals; (b) to waive irregularities, informalities, and technicalities; and (c) to accept any alternative submission of proposals presented which, in its opinion, would best serve the interests of the City. The City shall be the sole judge of the proposals, and the resulting negotiated agreement that is in its best interest, and its decision shall be final.

The City also reserves the right to make such investigation as it deems necessary to determine the ability of any submitting entity to perform the work or service requested. Information the City deems necessary to make this determination shall be provided by the submitting entity. Such information may include, but is not limited to, current financial statements by an independent CPA, verification of availability of equipment and personnel, and past performance records.

If any addenda are issued to this Request for Proposals, the Purchasing Division will post them to the City's website at <https://www.memphistn.gov/business/rfps-rfqs/>. Submitting organizations are strongly encouraged to view this website often to see if addenda are posted. Failure of any proposer to receive such addendum or interpretation shall not relieve such Proposer from any obligation under his proposal as submitted. All addenda so issued shall become part of the Contract Documents.

# Specifications

## Request for Statements of Qualifications For

The successful bidder will provide routine lawncare services including mowing, mulching, removing leaves, removing grass clipping, debris, and chemical treatments such as pre-emergent and fertilizing, etc. for our three (3) Solid Waste Installations.

### 1. Scope of Work:

- a. **Term of Contract:** One (1) years contract with two (2) additional one (1) year extension option periods.
- b. **Turf:** All grass will be cut bi-monthly April 1 thru Oct 31 and as needed Nov 1 thru March 31 to always maintain a height between 2.5 inches and 3.0 inches.
- c. All turf on properties will be chemically treated throughout the year to maintain a weed free environment and to promote healthy turf. Chemical treatments will include a minimum of two (2) pre-emergent and three (3) fertilizer applications. All litter not in trash receptacles will be picked up during every service trip.
- d. **Beds and Non Grass Areas:** After initiative mulching, all areas shall be mulched twice during the year. Mulch will be installed January 1 Thru March 31 and reinstalled throughout the year as needed if displaced due to major rain or wind events. Mulch will be maintained to a depth of 2 inches. All beds and non-grass areas will be weeded as needed throughout the contract period to keep them weed and debris free.
- e. Mulch will be provided as needed for all three installations.
- f. **Ground Cover:** All ground cover will be kept maintained throughout the contract period. All ground cover that requires being trimmed back will be trimmed back in early spring/fall depending on what is best for that groundcover. All other ground cover will be pruned, trimmed and edged to maintain its shape, keeping them off walkways, curbs and trees. Removal of grass clippings is required. Fertilizer will be applied twice per year.
- g. **Shrubs:** All will be maintained throughout the contract period. Shrubs will be kept pruned of dead wood and new growth to maintain a manicured look and appearance. Fertilizer will be applied twice annually. Fungicides and pesticides will be applied as needed throughout the contract period.
- h. **Leaves:** Leaves will be raked and bagged as needed throughout the year. This will include all areas of the property including turf, beds, under trees and all hard surfaces.
- i. **Hardscapes:** All walkways, patios, sidewalks, and parking areas will be mechanically blown each service visit during the contract period, to maintain a debris free appearance. All hardscape areas will be treated as needed with herbicides to maintain a weed free appearance. Pressure washing these areas will be required twice a year or as needed.

- j. Fence lines will also be free of debris, grass and weeds.
- k. **Equipment:** Yards shall be cut with commercial lawnmowers, push mowers, brush cutters, tractor with a bush hog and/or whatever equipment necessary to properly cut grass according to the City's standards. Line trimmers and hand blades might be necessary in hard to reach areas such as steep slopes, utility poles, sidewalk areas, and some borders. Chain saws might be necessary to cut and clear fence lines.

**2. General Conditions:**

- a. Contractors must have the capacity to provide all labor and equipment in order to perform grass mitigation services to all assigned properties within three (3) to five (5) calendar days.
- b. Must be able to mobilize a crew within 24 hours for emergencies and mobilize a crew within 72 for non-emergencies.

**Equipment Recommended:**

Contractors are required to have in their possession and to have proof of ownership through title record or other approved forms the following equipment:

- 1. Two commercial type lawnmowers.
- 2. Manual tool - two blowers, two hand blades, two commercial line trimmers, two chainsaws, trash bags and other equipment that may be needed to perform task.

**c. Compliance with Laws:**

All work must be done in strict compliance with the laws of Memphis, Shelby County, Tennessee. The contractors must obtain and retain current contract registration throughout the life of the contract.

**d. Public Safety:**

- 1. Contractor must maintain all necessary safety precautions during mitigation including:
- 2. Contractor must check and confirm that no persons have gained access to the structure and property.
- 3. Contractor must make every effort to prevent damages to parked or passing vehicles, pedestrians, or adjacent homes and properties due to projectiles from the operation of mowers, bush hogs, etc.
- 4. This list is not meant to be exhaustive. Any unsafe or potentially unsafe situation must be discussed with the City and addressed immediately.

**e. Environmental Compliance:**

Please be advised that in accordance with City Ordinance 4538, it is unlawful for any

person to improperly dispose of, any contaminant into the storm water system. This ordinance prohibits the placing of debris in the street curb, street inlets or open ditches. This includes collected lawn clippings, leaves or branches.

**f. Site Visits/Locations:**

Site Visits are required prior to submission to understand each site's needs. Please note locations can be added or removed as needed.

The Solid Waste Division is requesting Grass Mitigation Services at locations that include, but not limited to the following sites:

Bellevue Installation  
1514 N. Bellevue Blvd.  
Memphis, TN 38107

Farrisview Installation  
3207 Farrisview Blvd.  
Memphis, TN 38118

Scott Installation  
289 Scott St.  
Memphis, TN 38112

Schedule Site Visit: [SolidWasteProjects@memphistn.gov](mailto:SolidWasteProjects@memphistn.gov)

Each installation consists of an office building, possible additional buildings/parcels, parking areas, possible GS Shop, and Solid Waste Transfer Station at the address or on a contiguous property. It is advantageous for respondent to familiarize themselves fully with all locations listed above. The submission of qualifications will be construed as indication that the respondent is thoroughly familiar with the services to be provided at each installation.

The City reserves the right to add or delete service locations as deemed necessary.

See Exhibit 8 – Site Maps

**3. Specifications:**

- a. Contractor shall remove litter and debris before cutting and take said debris to curbside (large items or a large amount of trash). Contractor must separate tires from bagged trash and miscellaneous debris. Contractor shall contact Grounds Services after placing it on curbside for location of pickup.
- b. Contractor shall cut grass (over 12" tall), hedges, clearing of fence lines. Sidewalks and driveways shall be cleared of grass and/or shrubbery to permit clear pedestrian and vehicular passage. All clippings shall be blown, swept or raked from streets, curbs, gutters, sidewalks, and adjoining properties.
- c. The contractor shall be available to do the work when requested by the Division. Other work done shall not interfere with work agreed to herein. Weather permitting, the contractor shall complete the work scheduled by the Division within five (5) working

days, and shall report progress of said work on a daily basis.

- d. It shall be the duty of the contractor to adequately communicate with the City personnel. Contractor will occasionally be required to update the vendor information such as crews, number of employees, equipment inventory, or other information as requested.
- e. The City shall pay the contractor only for actual time spent cutting and/or cleaning with the minimum charge being 1 hour. Travel time to and from the job and breakdown time shall not be included. Contractor is required to get pre-approval for any mitigation time that is two (2) hours or greater. If pre-approval is not granted, your invoice hours are subject to be reduced at the discretion of Management.
- f. The contractor shall be available to do the work when requested by the Division. Other work done shall not interfere with work agreed to herein. Weather permitting, the contractor shall complete the work scheduled by the Division within five (5) working days, and shall report progress of said work on a daily basis.

**Over 2 Hour Approval Process:**

- Request should be submitted via email to the Solid Waste designee for that installation for review and approval.
  - Request should include the task number, photos, address, parcel ID, and how many hours requested to complete the job.
  - Solid Waste staff has the right to conduct a site visit to determine the appropriate number of hours for the job. Staff will consider terrain, parcel size, type and height of overgrowth, debris and refuse, and the need for any special equipment.
1. Payment shall be made within 30 calendar days of job completion being received and verified by Solid Waste personnel. Verification shall include matching the jobs with an existing service request, checking proper billing and invoicing rates, and visual inspection of work to determine the level of performance. Work determined to be below the standards set by the Division shall be rejected and the job sent back to the contractor to correct. Upon notification, the contractor has twenty-four (24) hours to re-cut a parcel or correct identified issues.
  2. The City of Memphis shall not be liable for any injuries to persons including contractor's employees, nor damages to private vehicles, nor damages to contractor's machinery and equipment, nor damages to the property cut or adjoining properties, nor damages and injuries to vehicles and their occupants, nor injury to residents or pedestrians, nor be liable for damage to properties the contractor mows, such as ornamental shrubbery, flowers, damaged sidewalk, etc. Damage claims must be efficiently processed and legally satisfied by the contractor.
  3. **Accident Prevention:** Precaution shall be exercised at all times for the protection of persons (including employees) and property. The safety provisions of applicable laws, building and construction codes shall be observed. Machinery, equipment and other hazards shall be guarded or eliminated in accordance with the safety provisions of the Manual of Accident Prevention in Construction published by the Association of

General Contractors of America to the extent that such provisions are in contravention of State or local laws and ordinances.

4. Standard Personal Protective Equipment (PPE) Requirements. Division contractors are required to abide by the minimum Division's PPE requirements listed below:
  - a) High Visibility Safety Vests or Shirts- Vests/Shirts will be ISEA/ANSI rated and have the contractor's name visible.
  - b) Eye Protection/Safety glasses- prescription or non- prescription, over-glasses, and goggles will be ANSI 287.1-1989 approved.
  - c) Gloves
5. The City reserves the right to audit the records of the contractor. The contractor shall make and keep as the same accrue, full and complete records and books of accounts of revenue and income, and costs and expenses that specifically relate to performance under this contract. Records and books of accounts, together with any or all other memoranda pertaining thereto that may be kept, maintained or possessed by the contractor, shall be open to examination during regular business hours, by the City or its representatives for the purposes of inspection, auditing, verifying, or copying the same, or making extracts there from. The contractor shall make and keep said records and books of accounts in accordance with generally accepted accounting principles.
6. All aspects of the work assignment and review of work performed shall be at the sole discretion of the Solid Waste Division. This process may be modified as necessary by the Solid Waste Division as deemed necessary.

#### **4. Contractor Performance Reviews and Ratings:**

The Administrator shall develop a Contractor performance evaluation report. Contractor performance will be rated based on quality and quantity of work, meeting service level agreement in contract, declined jobs, and completed jobs. This report shall be used to periodically review and rate the Contractor's performance under the terms of the contract with performance ratings as follows:

<b>Excellent</b>	Far exceeds requirements
<b>Good</b>	Exceeds requirements
<b>Fair</b>	Meets requirements
<b>Poor</b>	Does not meet all requirements and contractor is subject to penalty provisions under the contract.
<b>Non-compliance</b>	Either continued poor performance after notice or a performance level that does not meet a significant portion of the requirements. This rating makes the Contractor subject to the default or cancellation for cause provisions of the contract.

The report shall also list all discrepancies found during the review period. The Contractor shall be provided with a copy of the report, and may respond in writing if contractor takes exception to the report or wishes to comment on the report. Contractor performance reviews and subsequent reports will be used in determining the suitability of contract extension.



## **5. Duration:**

The term of this agreement shall remain in effect for the entire period unless otherwise abbreviated upon mutual agreement of the parties, and following execution of an appropriate documentation evidencing the modification. The City may extend this Agreement for additional two (2) one-year periods, renewable on an annual basis, under the same terms and conditions. The City shall serve notice of the time extensions in writing to the Contractors at least thirty (30) calendar days prior to the expiration of the original term of this Agreement, or any renewal term, in order for such extension to be effective.

## **6. Compensation:**

CONTRACTOR shall be paid by the job performed. The total amount per lot assigned shall be decided by Solid Waste staff upon a review and walk through of the area to be cut. The total amount established by the City shall be reflective of any additional work required that is outside the normal process. Contractor agrees to accept such payment as full compensation for services to be performed under this agreement.

## **7. Invoices:**

- a. Before and after pictures are to be taken using a contractor supplied device. The before and after pictures should be taken from the same views. If there is a building or structure on the parcel, the picture should show as much as possible of the building. There should be before and after photos showing the front, back, and sides of the parcel. If the location has no building, choose a landmark to show in the before and after photos. Large tracts of land should several before and after photos from all angles of the parcels.
- b. Upon receipt of each job, the City shall pay the amount shown unless there are some discrepancies. If discrepancies occur, the Contractor will be contacted by the City and notified of the problem. Adjustment and/or credit requests by the City are expected to be followed.
- c. All completed jobs for payment are subject to verification and approval by the City. Jobs submitted with no pictures; pictures that are not clear or cannot be identified; and pictures with no date/time indication may result in no payment. After approval, the City shall, within thirty (30) calendar days, submit to the Contractor the amount shown to be due and payable.
- d. Upon the close of the contract period, the Contractor shall have thirty (30) days from the end date of this agreement to submit a payment request to the City, any requests received after this period will not be honored.

Contractors would be required to create invoices for completed jobs and submit them to Solid Waste Invoices 125 N. Main Rm 628, Memphis, TN 38103 via email for payment.  
[SolidWasteInvoices@memphistn.gov](mailto:SolidWasteInvoices@memphistn.gov).

## **CONTRACTORS PROPOSAL**

**SHALL BE DISQUALIFIED FROM THIS RFQ PROCESS IF THE CONTRACTOR FAIL TO CONFORM TO THE RFQ INSTRUCTIONS IN THIS SECTION.**

<b>Sections and Topics</b>
Section 1 – Cover Letter
Section 2 – Non-Collusion Affidavit
Section 3 – Criminal and Civil Proceedings Disclosure
Section 4 – Pricing
Section 5 – Relevant Experience

### **Principal Contact and Information Requests**

**All correspondence regarding this RFQ and the Initiative should be limited to the Purchasing Agent Kristie Hardy at [kristie.hardy@memphistn.gov](mailto:kristie.hardy@memphistn.gov) and his/her authorized representative Frances Brooks at [frances.brooks@memphistn.gov](mailto:frances.brooks@memphistn.gov).**

The contract shall not, under any circumstances, contact any City personnel (including senior City management or City employees with whom the contractor has an existing business or personal relationship) to discuss this RFP without the Purchasing Agent's prior written consent. Utmost discretion is expected of the contractor and all other RFQ recipients. Any recipient attempting to circumvent this process will risk elimination from further participation in the bidding process.

### **Schedule of Activities**

**In no event shall the deadline for submission of the proposal be changed except by written modification by the City of Memphis Purchasing Department.**

<b>Activity</b>	<b>Date</b>
Publish RFP	<b>21 June 2024</b>
Proposer Questions Deadline	<b>July 5, 2024</b>
City Response to Questions	<b>July 12, 2024</b>
Proposal Submission Deadline	<b>July 24, 2024</b>

### **Submission of Qualification Statements**

Qualification Statements must be received by the City no later than 12:00 noon CT on **July 20, 2024**. To be responsive, Qualification Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein. Qualification Statements must be signed and acknowledged by the Respondent.

### **Number of copies to be Submitted**

Respondents must submit one (1) signed original (clearly marked as such) and three (2) copies of their proposal of which must be unbound (for photocopying purposes), delivered according to the below delivery options. **Proposals forwarded by facsimile or e-mail will not be accepted.**

#### **USPS (or other common carrier)**

**City of Memphis  
Purchasing Department, Room 368  
125 N. Main Street  
Memphis, TN 38103**

#### **Hand Delivery**

**City of Memphis  
Main Lobby – Bid Drop Box  
125 N. Main Street  
Memphis, TN 38103**

The label should identify the contents as:

**Your company name & address.**

**RFQ Title, RFQ #.**

**PROPOSALS SUBMITTED AFTER THE DEADLINE OR WHICH STATE THAT INFORMATION WILL BE PROVIDED ‘AT A LATER DATE’, OR WHICH ARE OTHERWISE INCOMPLETE OR FAIL TO COMPLY WITH THE REQUIREMENTS SET FORTH IN THIS RFQ WILL BE DISQUALIFIED FROM PARTICIPATION IN THIS RFQ PROCESS.**

Proposals may not be amended after the submission deadline.

Notwithstanding any legends on the proposal or any other statements to the contrary, all materials submitted in connection with proposer’s response to this RFQ will become the property of the city and may be returned only at the City’s option.

**ALL RESPONSES MUST BE TYPED AND SEALED -NO HANDWRITTEN APPLICATIONS WILL BE ACCEPTED.**

## **General**

The City's objective in soliciting Qualification Statements is to enable it to select Respondents that will provide quality, effective, and professional services to the City of Memphis in a timely manner. The City will consider Qualification Statements only from contractors that, in the City's sole judgment, have demonstrated the capability and willingness to provide services to the City in the manner described in this RFQ.

## **Evaluation Criteria**

Qualification statements will be evaluated by the City on the basis of what is most advantageous for the City of Memphis. See Exhibit Six (6).

## **Selection of Qualified Contractors**

Each Qualification Statement must satisfy the objectives and requirements detailed in this RFQ. The City will select the most advantageous Qualification Statements based on all of the evaluation factors set forth in this RFQ. The City will make the award/s that are in the best interest of the City. Successful Respondents shall be determined by an evaluation of the total content of the Qualification Statement submitted. The City reserves the right to:

1. Select all or none of the Qualification Statements.
2. Award a contract to one (1) or more for the requested services at any time within the qualification period.
3. Select less than the desired number of Contractors based on qualifications.

## **Initial Questions Submission/Final Questions Submission**

The Contractor may submit an initial set of questions based on its review of this RFQ, by adhering to the format template provided in Exhibit Seven (7) and submitted as an attached WORD document or as part of the body of an email (**no pdf documents**) and sending it via email by 5:00 pm on the date listed under Schedule of Activities above.

Questions received after the time and date listed above will not be answered. This email should be sent to the individual(s) listed in under Principal Contacts and Information Requests, with the subject heading: "Your company's name – RFQ #XXXXXX - RFQ Name – Questions". The City will post the responses to the questions on the City's web site on or before the date listed in under Schedule of Activities.

To ensure fair and consistent distribution of information, no individual answers will be given. The only official answer or position of the City will be the one posted via the City's website. Any questions or concerns not submitted by the stated time and date will be deemed waived.

## **Submission Requirements**

All applicants must include with their proposals the following:

- 1) Licenses**
- 2) Certificates**

## **Contractor's Qualification Form Requirements:**

The Respondent shall, as part of its Qualification Statement, provide the following information:

### **1) Professional Information**

Please provide a brief discussion of your firm's Grass Mitigation Services Contractor experience in Tennessee. Respondents must have a minimum of two (2) or more years of experience in in this type of work.

Briefly discuss your firm's capabilities, experience, and qualifications to perform the required services.

### **2) Staffing**

Respondents should identify the staff that will directly work with City staff, and those who will provide relevant backup expertise. The role and qualification for all direct staff should also be provided.

### **3) Qualification**

Qualification information should include educational background, any licenses and certifications to work in the City of Memphis and by the State of Tennessee. Levels of experience should be specific for the service requested.

### **3) Prior experience and references**

Please provide at least three client references in writing (on their letter head) signed and dated by the President or Vice President, Operations Manager or authorized representative to include municipalities of comparable size and/or complexity as the City of Memphis.

## **GENERAL GUIDELINES FOR RESPONSE PREPARATION**

**Response Format:** The format in which responses are to be submitted is included in this RFQ. Responses that do not conform to this format will be declared non-responsive and will not be considered for an award from the City.

**Addendums to RFQ:** The City reserves the right to re-issue or change any portion of this RFQ, in its sole discretion. Any revisions to the solicitation will be made only by an addendum issued by the City, which will be posted on the City's website ([www.memphistn.gov](http://www.memphistn.gov)).

**Withdrawing RFQ:** The City reserves the right to withdraw this solicitation at any time prior to making an award based on this solicitation.

**Preparation and Presentation Costs:** The Respondent shall bear the total costs for any and all appearances and the costs associated with preparing the response or responding to the RFQ. **The City shall not, in any event, be liable for any expenses incurred by Respondents in the preparation and/or submission of the responses. Responses shall not include any such expenses as part of the proposed budget.**

**Ambiguity, Conflict, or other Errors in the RFQ:** If a Respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFQ, it shall immediately notify the City, in writing via fax or e-mail, of such error and request modification or clarification of the document. The Respondent shall include the RFQ number, page number and the applicable paragraph title. The City will issue/post any revisions to the RFQ on the City's website ([www.memphistn.gov](http://www.memphistn.gov)). The Respondent is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the solicitation prior to submitting the response or any ambiguity, conflict, discrepancy, etc. shall be waived.

**Withdrawing a Response:** At any time prior to the scheduled deadline for receipt of responses, the Respondent may withdraw its response by submitting a written request from the authorized representative whose name and signature appears on the response. A written request to withdraw the response must be submitted in writing to: Office of the City of Memphis Purchasing Agent, Room 354, City Hall, 125 North Main, Memphis, TN 38103.

**Acceptance/Rejection of Responses:** The City reserves the right to accept or reject, in whole or in part, any or all responses submitted. The City shall reject the response of any Respondent that is determined to be non-responsive.

**Informalities/Minor Irregularities:** The City reserves the right to waive minor irregularities or informalities in a Respondent's response when the City determines that it will be in City's best interest to do so. Any such waiver shall not modify any remaining RFQ specifications or excuse the Respondent from full compliance with the RFQ specifications and other contract requirements if the Respondent is awarded the contract.

**Respondent indebted to the City:** No contract will be awarded to any or all organization/s which, in the City's sole discretion, is in arrears to the City of Memphis upon any debt or contract, or which is a defaulter as surety or otherwise under any obligations to the City of Memphis, or which has failed to perform faithfully on any previous contract with the City of Memphis.

**Validity of Responses:** All responses shall be valid for a period of 120 days from the opening date of the responses.

**Compliance with the RFQ:** The submission of a response shall be taken as **prima facie** evidence that the Respondent has familiarized itself with the contents of the RFQ and with these terms and conditions, in particular. The failure or omission by the Respondent to receive or examine this RFQ shall in no way relieve the Respondent of any obligation with respect to its submission or of any term or condition of this RFQ and may result in disqualification. In order to be deemed responsive, Respondents must provide responses to address all items in the RFQ.

**Lengthy Responses:** The City discourages overly lengthy and costly responses; however, in order for the City to evaluate responses fairly and completely, Respondents should follow the format set out herein and provide all information requested. Responses shall be as thorough and detailed as possible, but prepared simply providing a straightforward, concise description of the Offeror's capabilities to provide the services and satisfy the requirements of the RFQ. Emphasis should be placed on completeness and clarity of content.

**Local Preference:** This procurement may be subject to the requirements of Ordinance No. 5114 which establishes a local preference for local businesses located within the City of Memphis. A copy of the Memphis and Shelby County Tennessee Business Tax Receipt shall accompany the bid for consideration of this ordinance.

**Contract Award:** The City may fund all or any part of a response, and the City will only accept responses for the services requested. The response submitted in response to this solicitation is not a legally binding document; however, the contract, which will be based on information provided in the response, becomes legally binding once all parties have signed it. Any contract resulting from this RFQ shall be subject to the City of Memphis General Terms and Conditions set forth in this solicitation. The successful Contractors shall be required to execute the contracts originated by the City of Memphis and satisfy all contract requirements as specified by the City (See General Conditions of Contract included herein). Any contract awards and amounts pursuant to this solicitation are subject to the availability and appropriation of funds.

**Insurance:** Insurance requirements are listed as Exhibit B of the attached Sample Contract.

**Business License:** Pursuant to the City of Memphis Charter, Article 71, Section 777 et seq., it is unlawful to operate a business within the limits of the city of Memphis without possessing a Memphis and Shelby County business license, excepting non-profit organizations that qualify as tax exempt under Sec. 501(c)(3) of the Internal Revenue Code. Upon award notification and prior to the City entering into a contract with the vendor, the successful vendor, whose principal business address is located within the limits of the city of Memphis, will be required to submit, along with the required insurance and other required documentation, a copy of (1) the tax-exempt ruling or determination letter from the Internal Revenue Services; or (2) its current Memphis and Shelby County Business Tax Receipt/License.

## EXHIBITS

### EXHIBIT 1 – CITY OF MEMPHIS SAMPLE CONTRACT

#### **CITY OF MEMPHIS STANDARD CONTRACT FOR GOODS AND / OR SERVICES**

**PARTIES TO THE AGREEMENT.** This Agreement is made and entered as of the date of execution by and between **[@CONTRACTOR NAME@]** ("Contractor") and the City of Memphis, a municipal corporation of the State of Tennessee ("City").

#### **WITNESSETH**

**WHEREAS,** City, by and through its Division of **[@DIVISION NAME@]** has the need for **[@SERVICES / GOODS TO BE PROVIDED@]**; and

**WHEREAS,** Contractor has the knowledge and expertise to provide such goods/services; and

**WHEREAS,** the parties desire to enter into an agreement setting forth the terms and conditions under which Contractor shall provide said goods/services;

**NOW THEREFORE,** for and in consideration of the mutual promises and covenants contained herein and for other good and valuable consideration, the parties hereby agree as follows:

#### **PAYMENT TERMS AND CONDITIONS**

**DESCRIPTION OF GOODS / SCOPE OF SERVICES.** The goods / services to be provided in connection with this Agreement will include, but not be limited to, those items listed, if applicable, in the Request for Quote (RFQ)/Request for Proposal (RFP) and Contractor's response thereto, which are incorporated herein by reference and, if applicable, Exhibit **[@EXHIBIT IDENTIFICATION@]**, attached hereto and incorporated herein as if stated verbatim. Said goods / services shall be provided in accordance with the applicable terms and conditions set forth, if applicable, in City solicitation, and it is understood and agreed among the parties that in the event of a variance between the terms and conditions of this Agreement and any amendment hereto and the terms and conditions contained, if applicable either in the solicitation document or the response thereto, the order of precedence shall be as follows: (1) This Agreement; (2) Contractor's response, if applicable; (3) City's solicitation, if applicable.

**TERM.** This Agreement shall not be binding upon the parties until it has been signed first by Contractor and then by the authorized representatives of City in accordance with applicable ordinances, laws and regulations.

The Initial Term of this Agreement shall commence beginning **[@CONTRACT BEGIN DATE@]** and shall end on the earlier of **[@CONTRACT END DATE@]** or until all goods/services herein have been provided to City ("Initial Term"), subject to the



availability and appropriation of funds to finance the same and the successful operation of the program.

City shall have the option to extend the Initial Term for **[@NO. OF OPTION PERIODS@]** additional **[@LENGTH OF OPTION PERIOD@]** period(s) (the "Option Periods"), subject to the appropriation of funds by the Memphis City Council and mutual agreement of the parties, evidenced in writing. The Initial Term and the exercised Option Periods are collectively referred to hereinafter as the "Term."

Eligible costs authorized by City and incurred after the Initial Term begins, but prior to the execution of this Agreement, shall be paid under this Agreement.

**INVOICES.** Contractor shall submit original invoices, or copies of original invoices certified as such by Contractor, on Contractor's letterhead and in form and substance acceptable by City and with all necessary supporting documentation, to City. Contractor shall invoice in duplicate, if requested. The invoice shall describe the goods (the items sold) or services provided, list the price per unit, reflect any applicable terms of payment, and show the contract number to which it relates. Unless the contract number is shown on the invoice, it may be returned to Contractor. Invoices shall be submitted to: **[@DIVISION NAME@]**, **[@INVOICE ADDRESS@]**; Memphis, Tennessee **[@ZIP CODE - INVOICE@]**; Attn: **[@CITY CONTACT/REPRESENTATIVE@]**.

**COMPENSATION.** Unless City has good faith and reasonable objections to Contractor's invoice(s), City shall compensate Contractor, based on invoices submitted by Contractor in accordance with the terms of this Agreement, the sum total **[@CHOOSE NOT TO EXCEED OR ESTIMATED TO BE@]** **[\$[@CONTRACT AMOUNT@]** (the "Fee") per year during the Initial Term of the Agreement, which shall include all reimbursable expenses/cost. City shall use its best efforts to remit payment based on Contractor's invoice within thirty (30) days after receipt of accurate invoice and approval by City. City is not obligated to pay, and may withhold from payment, any amounts City has in dispute with Contractor based on Contractor's non-performance/delivery, unsatisfactory performance/delivery or negligent performance/delivery of any services or goods hereunder.

City reserves the right to review all Charges billed and incurred on a monthly basis.

**COMPENSATION FOR CORRECTIONS.** No compensation shall be due or payable to Contractor pursuant to this Agreement for any of the goods delivered or services performed by Contractor to correct goods delivered or services performed, when such corrections are required as a direct result of negligence by Contractor to properly fulfill any of its obligations herein.

**TRAVEL EXPENSES.** Where travel expenses are otherwise allowed and payable herein, such travel expenses shall be in accordance with City's Travel Policy and Procedures, as may be amended from time to time. This includes advance written travel authorization, submission of travel claims, documentation requirements, and reimbursement rates. No travel advances will be made by City.

**TAX PAYMENTS.** City of Memphis is exempt from federal excise, state and local taxes on all purchases and upon request will issue tax exemption certificates to Contractor.

Contractor shall be solely responsible and liable for any taxes and business license fees assessed or imposed by any government having jurisdiction over the services and/or goods to be provided herein.

**PAYMENT DOES NOT IMPLY ACCEPTANCE OF GOOD/SERVICE.** The payment of an invoice shall not prejudice City's right to object to or question any invoice or matter in relation thereto. Such payment by City shall neither be construed as acceptance of the good/service nor as final approval of any of the costs invoiced therein, and City's payment shall not relieve Contractor from its obligation to replace or correct any good/service that do not conform to this Agreement, even if the unsatisfactory character of such good/service may have been apparent or detected at the time such payment was made. Good/service, data or components that do not conform to the requirements of this Agreement shall be rejected by City and replaced by Contractor, without delay or additional cost to City.

If Contractor receives payment from City for good/service or reimbursement(s) that is later disallowed or rejected by City (or another governmental entity on the basis of audit or monitoring), Contractor shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset the amount disallowed from any payment due to Contractor under this Agreement or any other agreement.

**FINAL CONTRACT INVOICE.** Contractor shall submit to City a final contract invoice within 45 calendar days from the termination date of the Agreement, for any goods/services provided pursuant to this Agreement. Contractor further acknowledges and agrees City will not be responsible for any Contractor invoices, pertaining to this Agreement, submitted to City after the final contract invoice. Contractor shall close out its accounting records at the end of the Agreement period in such a manner that reimbursable expenditures and revenue collections, related to this Agreement, are NOT carried forward.

## **GENERAL TERMS AND CONDITIONS**

**AMENDMENT.** This Agreement may be modified or amended only by a written amendment executed by all parties hereto and approved by the appropriate City officials in accordance with applicable laws and regulations.

**ASSIGNMENT, SUBCONTRACTING, or TRANSFER.** Contractor shall not subcontract, assign, delegate or transfer all or part of its rights, responsibilities, or interest under this Agreement without the prior written consent of City. Any purported assignment, transfer, or delegation in violation of this Section shall be voidable by City. No subcontracting, assignment, delegation or transfer shall relieve Contractor from performance of its duties hereunder; neither shall City be responsible for the fulfillment of Contractor's obligations to its transferors or subcontractors. Upon request of City, the subcontracting, assigning, delegating or transferring party shall provide all documents evidencing the transfer. At any time, City may, in its sole discretion, revoke its prior approval of a subcontractor and direct Contractor to replace such subcontractor or perform the services that were being performed by such Contractor itself if City finds in its reasonable judgment that (i) such subcontractor's performance is materially deficient or otherwise unacceptable to City; (ii) good faith doubts exist concerning the subcontractor's ability to render future performance because of changes in the subcontractor's ownership, management, financial condition, or otherwise; or (iii) there have been one (1) or more

material misrepresentations by or concerning the subcontractor. City reserves the right to terminate the Agreement if Contractor, in whole or in part, is acquired by another entity during the term of this Agreement. In the event Contractor is allowed to sublet any part of the Agreement, Contractor shall be as fully responsible to City for the acts and omissions of the subcontractor and the subcontractor's employees, as Contractor is responsible for the acts and omissions of Contractor's own employees.

**ASSIGNS.** See **SUCCESSORS**.

**AUDITS.** See **RECORDS**.

**BOYCOTT OF ISRAEL.** In connection with Tennessee Code Annotated Section 12-4-119, Contractor certifies that it is not currently engaged in nor will it engage in a boycott of Israel. For this purpose, a "boycott of Israel" shall mean engaging in refusals to deal, terminating business activities, or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken (i) in compliance with, or adherence to, calls for a boycott of Israel, or (ii) in a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis, and is not based on a valid business reason. This provision is not applicable to contracts with a value less than \$250,000 or to companies with less than 10 employees.

**CITY FACILITIES.** Except to the extent otherwise approved by City in its sole discretion, Contractor shall use any and all items provided by City for the sole and exclusive purpose of providing the services or for delivery of goods described in this Agreement. Use of City facilities by Contractor does not constitute a leasehold interest in favor of Contractor or Contractor's customers.

Contractor shall use any and all items provided by City in an efficient manner. To the extent that Contractor utilizes such items provided by City in any manner that unnecessarily increases facility costs or other costs incurred by City, City reserves the right to set-off the excess costs of such practices. Contractor shall be responsible for any damage to any and all item(s) provided by City resulting from the abuse, misuse, or neglect of Contractor, its employees and subcontractors or other failure to comply with its obligations respecting such items provided by City.

Contractor, its employees and agents shall keep any and all items provided by City in good order, not commit or permit waste or damage to such items, and not use such items for any unlawful purpose. Contractor shall act and comply with City's standard policies and procedures as made available to Contractor regarding access to and use of such City-provided items, including procedures for the physical security of City facilities.

Contractor shall permit City and its agents and representatives to enter into those portions of City facilities occupied by Contractor staff at any time to perform facilities-related services.

Contractor shall not make any improvements or changes involving structural, mechanical

or electrical alterations to City facilities without City's prior written approval. Any improvements to City facilities will become the property of City.

When City facilities are no longer required for performance of the services described in Exhibit “[@EXHIBIT IDENTIFICATION@]”, Contractor shall return such facilities to City in substantially the same condition as when Contractor began use of such facilities, subject to reasonable wear and tear.

**CITY LIABILITY.** City shall have no liability except as specifically provided in this Agreement. City, by execution of this Agreement, assumes no liability for damages caused to persons or property by reason of Contractor providing goods or services herein or for injury to any employee, agent or subcontractor of the Contractor performing under this Agreement.

**CITY'S RIGHT TO WITHHOLD CERTAIN AMOUNTS AND MAKE APPLICATION THEREOF.** If evidence is produced before the final settlement of all or any balances that Contractor has failed to pay subcontractors, laborers employed on its work, or failed to pay for materials used therein, or if City has reason to suspect the same, City may withhold such balances and upon evidence satisfactory to City as to the amount due for such goods, labor, and materials, City, acting as the agent of Contractor, may settle and pay for the same and charge the amounts to Contractor and deduct the same from the said balance or balances.

**COMPANY'S/CONTRACTOR'S PERSONNEL.** (This paragraph/section is applicable only to purchase of services contracts). Contractor certifies that it presently has adequate qualified personnel to perform all services required under this Agreement and that all services performed under this Agreement shall be supervised by Contractor. Contractor will make its personnel aware of and cause them to comply with City's policies that have been made known to Contractor while performing pursuant to this Agreement. Contractor further certifies that all of its employees assigned to perform any services hereunder shall have such knowledge and experience as required to perform the duties assigned to them. Any employee of Contractor who, in the opinion of City, is incompetent, whose conduct becomes detrimental to the services, or whom City deems to be unsatisfactory for any reason, shall immediately be removed from association with the services hereunder per City's request. Upon such request, Contractor shall use all reasonable efforts to promptly replace such employee(s) with substitute employee(s) having appropriate skills and training. Contractor is responsible for the acts or omissions of its personnel under or relating to this Agreement.

Contractor shall be solely liable and responsible for providing all employee compensation and benefits to, or on behalf of, all persons performing services pursuant to this Agreement. City shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, health, welfare and disability benefits, federal and local taxes, or other compensation, benefits or taxes for any personnel provided on behalf of Contractor. In addition, Contractor shall be solely liable and responsible for any and all workers' compensation benefits to any person as a result of injuries arising from or connected with any services performed by or on behalf of Contractor pursuant to this Agreement.

**CONFIDENTIALITY.** Subject to the open records laws of the State of Tennessee, while

performing under this Agreement, the parties may gain access to proprietary and/or confidential information that, if disclosed to third parties, may be damaging to each other. The parties agree not to disclose such information to third parties and shall take all reasonable steps to prevent unauthorized access to any of each other's confidential and proprietary information. Such information shall include, but shall not be limited to, materials considered to be confidential information as a matter of law (*e.g.*, personnel records), and shall also include (i) all materials in any form developed or created by each party related to funding and financial and business information; (ii) all information owned, possessed or used by a party, which is communicated to, learned, developed or otherwise acquired by that party in the performance of this Agreement; (iii) the terms, conditions and pricing contained herein; and (iv) any other information that has been advised by a party is confidential, privileged or proprietary. Confidential information, as used in this Agreement, shall not include (i) information in a party's possession prior to disclosure; (ii) information generally available to the public or that becomes available to the public through a source other than a party under this Agreement, or (iii) information that was rightfully obtained by a party from a third party who is under no obligation of confidentiality to either party to this Agreement with respect to such information. Each party agrees that it will accept and hold confidential information obtained from each other in confidence at all times during and after termination of this Agreement. A party shall neither use nor disclose such information, except as provided in this Agreement or as required by law, without the prior written permission of affected party.

Subject to the open record laws of the State of Tennessee, each party acknowledges and agrees that a breach of this section may cause the affected party irreparable injury and damage; therefore, each party expressly agrees that the affected party shall be entitled to seek injunctive or other equitable relief in any court of competent jurisdiction to prevent or otherwise restrain a breach of this Agreement. Each party agrees that it will disclose confidential information only to those employees who have a right and need to know, and shall require its employees, agents, and subcontractors to comply with the requirements of this provision and the requirements of the provisions herein titled "Public Statements" and "Rights in Data."

**CONFLICT OF INTEREST.** Neither party shall engage in any conduct or activity in the performance of this Agreement that constitutes a conflict of interest under applicable federal, state or local laws, rules and regulations. Contractor covenants that it has no public or private interest, and shall not acquire any interest, directly or indirectly, which would conflict in any manner with the performance required under this Agreement, and Contractor covenants that no gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by Contractor or any agent or representative of Contractor, to any officer, official, agent or employee of City, in an effort to secure the Agreement or favorable treatment with respect to any determinations concerning the performance of the Agreement. Contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of City as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to Contractor in connection with anything contemplated or performed relative to this Agreement. For breach or violation of this provision, City shall have the right to recover or withhold the full amount of such gratuities.

**COUNTERPARTS.** This Agreement may be signed in multiple counterparts and/or counterpart signature pages, each of which shall be deemed an original, and all of which

when taken together shall constitute one and the same instrument.

**COVENANT AGAINST CONTINGENT FEES.** Contractor warrants that it has not employed or retained any company or person other than a *bona fide* employee working solely for Contractor, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a *bona fide* employee working solely for Contractor any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this provision/warranty, City shall have the right to recover the full amount of such fee, commission, percentage, brokerage fee, gift, or other consideration.

**DEBARRED OR SUSPENDED ENTITIES.** By signing this Agreement, Contractor certifies that it is not presently listed by any federal agency as debarred, suspended, or proposed for debarment from any federal contract activity. If during the term of this Agreement this information changes, Contractor shall notify City without delay. Such notice shall contain all relevant particulars of any debarment, suspension, or proposed debarment.

**DESCRIPTION OF GOODS / SCOPE OF SERVICES.** See **SCOPE OF SERVICES**.

**DISPUTE RESOLUTION.** In the event of any dispute, controversy, or claim arising out of or relating to this Agreement or the breach thereof, the parties agree that they shall first use their best efforts in an attempt to settle the dispute through negotiations involving themselves or their representatives as they each deem appropriate. Any dispute concerning a question of fact in connection with this Agreement between Contractor and City shall be referred in successive order for resolution, first to City's Purchasing Agent, second to City's Chief Legal Officer/City Attorney, and thirdly to the Mayor of the City of Memphis, whose decision regarding City's position as to the same shall be final.

**DRAFTER.** This Agreement is the result of arm's-length negotiations between the parties and shall be construed to have been drafted by all parties such that any ambiguities in this Agreement shall not be construed against either party.

**DUE DILIGENCE AND NON-RELIANCE.** Contractor represents, warrants and covenants that it has had opportunity to conduct, and has conducted, due diligence with respect to this Agreement, and all other items and conditions it deems necessary to conclude this Agreement, and Contractor represents, warrants and covenants that it has not relied upon any written or oral statement of City or its employees, directors, officers, consultants, attorneys or any elected or appointed officials in executing this Agreement.

**EMPLOYMENT OF CITY WORKERS.** Contractor shall not engage, on a full-time, part-time or any other basis during the term of this Agreement, any professional or technical personnel who are or have been at any time during the term of this Agreement in the employment of City.

**EMPLOYMENT OF ILLEGAL IMMIGRANTS.** Contractor hereby certifies to comply with all applicable federal and state laws prohibiting the employment of individuals not legally authorized to work in the United States. Contractor shall not knowingly (i) utilize the services of illegal immigrants; or (ii) utilize the services of any subcontractor who will utilize the services of illegal immigrants in the performance of the contract. In the event

Contractor fails to comply with any and all local, state and federal laws prohibiting the employment of individuals not legally authorized to work in the United States, this Agreement may be canceled, terminated or suspended in whole or in part by City, and Contractor may be prohibited from contracting to supply goods and/or services to City for a period of one (1) year from the date of discovery of the usage of illegal immigrant services in the performance of a contract with City.

**ENTIRE AGREEMENT.** This Agreement, together with all exhibits, attachments, and addendums hereto (if applicable), constitutes the full and final understanding of the parties with respect to the subject matter hereof and supersedes and replaces any and all prior or contemporaneous agreements or understandings, whether written or oral, express or implied, between the parties with respect to the subject matter of the Agreement.

**FORCE MAJEURE.** Neither City nor Contractor shall be deemed in default hereunder, nor shall either be responsible for any delay, interruption, or cessation in the performance of its obligations under this Agreement where such failure of performance is the result of any *force majeure* event, including, but not limited to, acts of God, riots, wars, strikes, epidemics, acts, governmental authorities or acts of nature or other similar cause beyond its control. Both shall put forward its best efforts to mitigate any delay, interruption, or cessation in the performance of its obligations under this Agreement related to said *force majeure* event.

**GENERAL COMPLIANCE WITH LAWS.** If required, Contractor certifies that it is qualified or will take steps necessary to qualify to do business in the State of Tennessee and that it will take such action as, from time to time, may be necessary to remain so qualified and shall obtain, at its own expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Agreement. Such permits and licenses will be made available to City upon request.

Contractor is assumed to be familiar with and agrees that at all times it will observe and comply with all applicable federal, state, and local laws, ordinances, and regulations in any manner affecting this Agreement. The preceding shall include, but is not limited to, compliance with all Equal Employment Opportunity laws, the Fair Labor Standards Act, Occupational Safety and Health Administration (OSHA) requirements, and the Americans with Disabilities Act (ADA). Contractor shall promptly notify City of any conflict discovered between the Agreement and any applicable laws, rules, regulations, and/or permits and licenses, and await resolution of the conflict.

**GOVERNING LAW.** The terms and conditions of this Agreement shall be construed in accordance with and governed by the laws of the State of Tennessee. All actions, whether sounding in contract or in tort, relating to the validity, construction, interpretation and enforcement of this Agreement shall be instituted and litigated in the courts of the State of Tennessee, located in Shelby County, Tennessee, without regard to conflicts of laws principles. In accordance herewith, the parties to this Agreement submit to the jurisdiction of the courts of the State of Tennessee located in Shelby County, Tennessee.

**HEADINGS.** Titles, articles, and/or section headings to the provisions herein are for reference purposes only and will be disregarded completely in the interpretation and validity of this Agreement or any of its terms.

**HOLD HARMLESS.** See **INDEMNIFICATION.**

**INCORPORATION OF “WHEREAS” CLAUSES.** The foregoing “WHEREAS” clauses are hereby incorporated into this Agreement and made a part hereof.

**INDEMNIFICATION.** Contractor shall indemnify, defend, save and hold harmless City and its officers, agents and employees from and against any and all claims, losses, demands, suits, actions, penalties, damages (consequential or otherwise), settlements, costs, expenses, or other liabilities of any kind and character, including without limitation attorney fees and litigation expenses, arising out of or in connection with the performance of this Agreement by Contractor, its employees, subcontractors, or agents or the breach of this Agreement by Contractor, its employees, subcontractors or agents. This obligation shall survive the expiration or termination of this Agreement. Neither Contractor nor any employees of Contractor shall be liable under this section for damages arising out of injury or damage to persons or property directly caused by the negligence of City or any of its officers, agents, or employees.

Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Contractor shall in no way limit Contractor's responsibility to indemnify, defend, save and hold harmless City or its elected or appointed officials, officers, employees, agents, assigns, and instrumentalities as herein required.

City reserves the right to appoint its own counsel regarding any matter defended hereunder. Contractor acknowledges that City has no obligation to provide legal counsel or defense to Contractor, its employees or subcontractors in the event that a suit, claim or action of any character is brought by any person not a party to this Agreement against Contractor as a result of or relating to obligations under this Agreement. City shall have no obligation for the payment of any judgments, or the settlement of any claims asserted against Contractor or its subcontractors or employees as a result of or relating to Contractor's obligations hereunder.

Contractor shall immediately notify City c/o Chief Legal Officer/City Attorney; 125 North Main Street, Room 336; Memphis, TN 38103, of any claim or suit made or filed against Contractor or its subcontractors regarding any matter resulting from or relating to Contractor's obligations under this Agreement and agrees to cooperate, assist, and consult with City in the defense or investigation thereof.

**INDEPENDENT CONTRACTORS.** Nothing in this Agreement shall be deemed or construed to represent that Contractor, or any of Contractor's employees or agents, are the agents, representatives, or employees of City. Contractor acknowledges that it is an independent contractor over the details and means for performing this Agreement. Anything in this Agreement which may appear to give City the right to direct Contractor as to the details of the performance of its obligations hereunder or to exercise a measure of control over Contractor is solely for purposes of compliance with local, state and federal regulations and means Contractor will follow the desires of City only as to the intended results of the scope of this Agreement.

It is further expressly agreed and understood by Contractor that neither it nor its employees or agents shall hold themselves out contrary to the terms of this paragraph, and City shall not be liable for any representation, act or omission of Contractor contrary to the provisions



hereof.

**INSURANCE.** See insurance requirements attached hereto as Exhibit **[@EXHIBIT IDENTIFICATION FOR INSURANCE@]** and incorporated herein as if stated verbatim within the Agreement.

**JURISDICTION AND VENUE.** See **GOVERNING LAW**.

**MINORITY, WOMEN, AND/OR SMALL BUSINESS ENTERPRISE(S) CONTRACTING.** Contractor shall take affirmative action to ensure that small, minority-owned and women-owned businesses which have been certified by City are utilized when possible as sources of supplies, equipment, construction and services.

**MODIFICATION.** See **AMENDMENT**.

**MONITORING RIGHTS.** See **RECORDS**.

**NONDISCRIMINATION.** Contractor hereby agrees to abide by, to take affirmative action to ensure that, and to comply with Title VI and Title VII of the Civil Rights Act of 1964 and all other federal, state or local laws prohibiting discrimination, which provide in whole or in part, that no person 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 Contractor's employment practices on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, state or statutory law. Contractor shall, upon request, show proof of such nondiscrimination, and shall post in conspicuous places available to all employees and applicants notices of nondiscrimination. In the event Contractor fails to comply with City's nondiscrimination policy and any and all other laws prohibiting discrimination, this Agreement may be canceled, terminated or suspended in whole or in part by City.

City reserves the right to investigate any claims of illegal discrimination by Contractor and in the event a finding of discrimination is made and upon written notification thereof, Contractor shall take all necessary steps to cure and rectify such action to the reasonable satisfaction of City. Contractor's failure or refusal to do so shall be cause for termination of this Agreement in accordance with the terms of this Agreement.

Any other agreement which relates to this Agreement to which Contractor is a party, including without limitation, Contractor's agreements with its subcontractors, shall specifically contain a provision to this effect.

**NOTICES.** All notices, approvals, and other communications required or permitted to be given hereunder shall be written and hand-delivered with signed receipt; delivered by a nationally recognized overnight courier; or mailed *via* certified U.S. mail, postage prepaid and return receipt requested. All notices shall be deemed received and effectively given as follows: (i) if by hand-delivery, on the date of delivery; (ii); if by delivery *via* U.S. mail, on the date of receipt appearing on a return receipt card; or (iii) if by overnight courier, on the date receipt is confirmed by such courier service. All notices must be addressed to the respective party at the following addresses or to such other person or address as either party may designate in writing and deliver as provided herein:

To City:  
City of Memphis [ @DIVISION NAME@ ]  
[ @ADDRESS - NOTICES@ ]  
Memphis, TN [ @ZIP CODE - NOTICES@ ]  
Attn: [ @CITY CONTACT/REPRESENTATIVE@ ]

With copy, if requested,  
to:  
Chief Legal Officer/City Attorney  
125 N. Main Street, Room 336  
Memphis, TN 38103

To CONTRACTOR:  
[ @CONTRACTOR NAME@ ]  
[ @CONTRACTOR ADDRESS@ ]  
[ @CONTRACTOR CITY@ ], [ @CONTRACTOR STATE@ ] [ @CONTRACTOR ZIP  
CODE@ ]  
Attn: [ @CONTRACTOR REPRESENTATIVE@ ]

Contractor shall advise City as to any changes to the notice party and address as identified above.

**NUMBER AND GENDER.** Unless the context requires otherwise, (i) use of a specific gender imports the other gender(s); and (ii) use of the singular imports the plural and *vice versa*.

**OBLIGATIONS EXTENDED BEYOND PERIOD OF PERFORMANCE.** See **SURVIVAL.**

**ORGANIZATION STATUS AND AUTHORITY.** Contractor represents and warrants that it is a corporation, limited liability company, partnership, or other entity duly organized, validly existing and in good standing under the laws of the State of Tennessee; it has the power and authority to own its properties and assets and is duly qualified to carry on its business in every jurisdiction wherein such qualification is necessary.

The execution, delivery and performance of this Agreement by Contractor has been duly authorized by all requisite action and will not violate any provision of law, any order of any court or other agency of government, the organizational documents of Contractor, any provision of any indenture, agreement or other instrument to which Contractor is a party, or by which Contractor's respective properties or assets are bound, in conflict with, result in a breach of, or constitute (with due notice or lapse of time or both) a default under any such indenture, agreement or other instrument, or result in the creation or imposition of any lien, charge or encumbrance of any nature whatsoever upon any of the properties or assets.

Each person executing this Agreement represents that he/she is lawfully authorized to sign the Agreement on behalf of the party he/she represents and execution of the Agreement was duly and regularly authorized by the party's governing body.

**PARTIES IN INTEREST.** See **SUCCESSORS.**

**PATENT INDEMNIFICATION.** Contractor warrants that any goods/services furnished hereunder do not infringe or violate any patent, trademark, copyright, trade secret, or any other proprietary right of any third party; that it shall defend all suits that may arise with respect thereto; and that it shall indemnify, defend, save and hold harmless City, its officials, employees, agents, successors and assigns, from and against all liabilities, suits, claims, damages, costs or expenses, including without limitation attorney and expert witness fees, for or by reason of any actual or alleged claim the goods/services purchased by City hereunder infringe any patent, copyright, or are a violation of trade secret disclosure laws, whether by reason of Contractor's purchase or otherwise. This indemnification obligation shall survive the expiration or termination of this Agreement.

**PENALTIES AND LIQUIDATED DAMAGES.** Contractor recognizes that various losses, penalties (including service level penalties), and/or liquidated damages may be assessed against City for certain failures to perform. In any such case where City's failure to perform is due to some negligent act, omission, or failure to perform on Contractor's part, Contractor agrees to pay or reimburse City for such assessments and City may deduct same from any Contractor's invoices as applicable. In any such case where Contractor is assessed penalties, such penalties will not exceed the corresponding amount for which City is penalized due to Contractor's negligent act, omission, or failure to perform.

**PRECEDENCE.** In the event of any inconsistency between the terms or provisions expressed in this Agreement, and any term or provision in any of the other contract documents, the order of precedence shall be as follows: (1) this Agreement, including all Exhibits, except that all general terms and conditions contained in the main body of this Agreement shall control over any conflicting general terms and conditions contained in any Exhibit hereto; (2) Contractor's response, if applicable; (3) City's solicitation, if applicable.

**PUBLIC RECORDS.** Notwithstanding anything to the contrary contained herein or within any other document supplied to City by Contractor, Contractor understands and acknowledges that City is a governmental entity subject to the State of Tennessee Public Records Act, and any reports, data or other information supplied to City regarding goods supplied or services performed hereunder may be subject to disclosure as a public record in accordance with the laws of the State of Tennessee.

**PUBLIC STATEMENTS.** Contractor shall not make any announcement, release any information, or authorize or participate in any interview concerning this Agreement and the goods and/or services required herein, without obtaining prior written consent from City. Contractor shall require its employees, agents, and subcontractors to comply with the requirements of this provision. This provision shall survive the expiration or termination of this Agreement.

**RECORDS.** Contractor shall make and keep as the same legally enforceable, full and complete books, documents, accounting records and other evidence, that specifically relate to this Agreement, in accordance with generally accepted accounting principles. Contractor shall retain such records, and shall make same available to City, upon reasonable request, during the term of this Agreement, and for a minimum period of seven (7) full years after completion of the contract obligations or from the date of final payment under this Agreement, whichever is later. In the event any litigation, claim or audit is instituted prior

to the expiration of the required retention period, such records shall be retained until such litigation, claim or audit finding has been resolved.

Contractor's activities conducted pursuant to this Agreement shall be subject to monitoring and evaluation by City, the state, the federal government or their duly appointed agents or employees. Upon reasonable notice, Contractor shall permit City, any other governmental entity, any agency participating in the funding of this Agreement, or any of their duly authorized representatives, to enter Contractor's offices, during regular business hours, to interview employees and to inspect and/or copy said records and books of accounts together with any and all documents pertaining hereto that may be kept, maintained or possessed by Contractor. Reviews may also be accomplished at meetings that are arranged at mutually agreeable times and places.

**RELATIONSHIP OF PARTIES.** This Agreement does not and shall not be construed to create a partnership or joint venture between the parties hereto. Contractor is performing its obligations hereunder as an independent contractor and not as City's agent or employee. Contractor will not hold itself out contrary to the terms of this paragraph and City will not become liable for any representation, act, or omission of Contractor contrary to the provisions hereof.

**REMEDIES CUMULATIVE.** All remedies available to City herein are cumulative and shall be in addition to all other rights and remedies provided by law. The termination, expiration, or suspension of this Agreement shall not limit City from pursuing other remedies available at law or in equity.

**REPORTS.** Upon request, Contractor shall prepare and submit reports of its activities, funded under this Agreement, to the originating department of City. The reports shall include an itemization of the use of City's funds, inclusive of specific services delivered by Contractor. Any such reports provided to City shall be prepared with the understanding that City may make such reports available to the public.

In addition, Contractor shall submit and, as necessary, update subcontractor information (including but not limited to payments thereto), for **any and all subcontractors** used on City project(s) via the purchase of goods or services, in City's compliance tracking software, B2GNow. City shall have the right to withhold future disbursement of funds under this Agreement and any future agreements until the requirements of this provision have been met.

**RIGHTS IN DATA / SOFTWARE.** Contractor agrees that all reports, studies, plans, models, drawings, specifications, and any other information or data of any type relating to its activities under this Agreement, whether or not the same is accepted or rejected by City, shall remain the property of City and shall not be used or published by Contractor or any other party without the express prior consent of City. Software development, if any, specifically developed as part of this Agreement shall be the intellectual property of City. Contractor recognizes that said data including software development, if any, specifically developed as part of this Agreement shall be the intellectual property of City and is the exclusive property of City and that City reserves the right to use, market, license, or sell it to others.

Contractor shall obtain assurances similar to those contained in this subsection from

persons, contractors and subcontractors retained by Contractor. Contractor acknowledges and agrees that a breach by Contractor of the provisions of this section will cause City irreparable injury and damage. Contractor, therefore, expressly agrees that City shall be entitled to injunctive or other equitable relief in any court of competent jurisdiction to prevent or otherwise restrain a breach of this Agreement.

**SERVICE MARKS.** Contractor agrees that it shall not, without City's prior written consent, use the name, service mark or trademarks of City.

**SEVERABILITY.** If any terms or provisions of this Agreement are held to be unlawful, invalid or unenforceable under any present or future laws, such provision shall be fully severable; and this Agreement shall then be construed and enforced as if such unlawful, invalid or unenforceable provision had not been a part hereof. The remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by such unlawful, invalid or unenforceable provision or by its severance herefrom. Furthermore, in lieu of such unlawful, invalid, or unenforceable provision, there shall be added as a part of this Agreement, upon good-faith negotiation by the parties, a provision as similar in terms to such unlawful, invalid or unenforceable provision as may be possible, and still be legal, valid and enforceable. Parties acknowledge that some Agreement provisions may be inapplicable to the scope of work or goods that are germane to this Agreement. Parties waive no rights or remedies where the provisions are applicable.

**SHIPMENTS.** (This paragraph/section is applicable only to purchase of goods contracts). Substitutions will not be accepted, unless otherwise specified herein. Partial shipments may be allowed unless otherwise stated in writing by City, however, full shipment of all items ordered hereunder must be completed by the date specified in this Agreement or this Agreement will be subject to cancellation by City. Contractor shall not ship excess quantities without City's prior written approval.

**STANDARD OF PERFORMANCE.** All services by Contractor shall be performed in compliance with the specified requirements, in a manner satisfactory to City, and in accordance with the generally-accepted business practices and procedures of City and pursuant to the governing rules, practices and regulations of the industry for the type of work performed under this Agreement.

**SUBCONTRACTING.** See **ASSIGNMENT**.

**SUBJECT TO FUNDING.** This Agreement is subject to availability and annual appropriation of funds by the Memphis City Council. In the event sufficient funds for this Agreement are not available or appropriated by the Memphis City Council for any of its fiscal period during the term hereof, then City shall immediately terminate this Agreement upon written notice to Contractor. In the event of such termination, Contractor shall be entitled to receive just and equitable compensation for any satisfactory work performed up to the termination date. Such termination by City shall not be deemed a breach of contract by City, and Contractor shall have no right to any actual, general, specific, incidental, consequential, or any other damages whatsoever of any description or amount that have not been earned as of the date of termination.

**SUCCESSORS.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, legal representatives, successors and assigns.

**SURVIVAL.** The parties hereto acknowledge that provisions that require or contemplate performance or observance after expiration or termination of this Agreement shall survive the expiration or termination of this Agreement and continue in full force and effect.

**TERMINATION:** Termination of this Agreement with or without cause.

1. It shall be cause for the immediate termination of this Agreement if, after its execution, City determines that either:
  - a. Contractor or any of its principals, partners or corporate officers, if a corporation, including the corporation itself, has pleaded *nolo contendere*, or has pleaded or been found guilty of a criminal violation, whether state or federal, involving, but not limited to, governmental sales or purchases, including but not limited to the rigging of bids, price fixing, misappropriation of government funds, or any other collusive and illegal activity pertaining to bidding and governmental contracting; or
  - b. Contractor subcontracted, assigned, delegated, or transferred its rights, obligations or interests, voluntarily or involuntarily, under this Agreement without City's consent or approval; or
  - c. Contractor has filed for bankruptcy, has been adjudicated bankrupt, become insolvent or made an assignment for the benefit of creditors, or a receiver or similar officer is appointed to take charge of all or part of Contractor's assets.
2. City may cancel/terminate this Agreement, in whole or in part, upon providing written notice to Contractor of City's intention to terminate the Agreement as a result of Contractor's failure to provide the goods and/or services specified under this Agreement or in violation(s) of any of the terms herein, and Contractor has failed to cure such breach within ten (10) calendar days of such notice. City may reject the goods and/or services and cancel this Agreement for any goods/services rendered or to be rendered hereunder. At its option, City may return the rejected portion of such goods to Contractor at its expense or hold the same for such disposal as Contractor shall indicate. In the event of any such rejection/termination, City shall, at City's option, have the right to obtain like goods and/or services elsewhere or to take over the work and prosecute the same to completion, both at Contractor's expense; and in such event, City may take possession of and utilize in completing the work, such materials, appliances, etc. as may be on the site of the work and necessary therefore. Contractor shall be liable to City for any loss, damage, or additional cost incurred thereby, including but not limited to any difference between the cost for procuring such like services and the price specified herein, attorneys' fees and court costs.
3. Notwithstanding the foregoing or any section herein to the contrary, Contractor shall not be relieved of liability to City for damages sustained by City by virtue of any breach of the Agreement by Contractor, and City may withhold any payments

to Contractor, for the purpose of setoff, until such time as the exact amount of damages due City from Contractor is determined.

4. City may, in its sole discretion, suspend and/or terminate this Agreement for convenience upon giving thirty (30) calendar days' prior written notice to Contractor. In the event a purported termination for cause by City is in error, then such termination may, at City's sole discretion, be deemed to be a termination for convenience under this section. In the event of such termination, Contractor shall be entitled to receive just and equitable compensation, as determined by City, for any satisfactory authorized work performed in accordance with the Agreement up to the termination date; but in no event shall City be liable to Contractor for expenses incurred after the termination date.
5. Contractor shall deliver to City all hard copy and electronic files maintained on behalf of City within thirty (30) calendar days of termination of this Agreement. Upon reasonable request, City reserves the right to obtain such information prior to the termination of this Agreement.
6. All goods accepted by City or services completed by Contractor prior to the termination date shall be documented and all tangible work documents shall be transferred to City prior to payment for services rendered, and shall become the sole property of City. Such termination by City shall not be deemed a breach of contract by City, and Contractor shall not be compensated for any anticipatory profits, or other damages of any description, that have not been earned as of the date of termination.

**TERMINATION OF PRIOR AGREEMENTS.** See **ENTIRE AGREEMENT**.

**THIRD PARTY BENEFICIARY:** This Agreement is entered into solely between, and may be enforced only by, City and Contractor. Unless otherwise specified herein, this Agreement shall not be deemed to create any rights in third parties, including suppliers or customers of either party.

**TITLE & RISK.** (This paragraph/section is applicable only to purchase of goods contracts). The title and risk of loss of any goods hereunder shall not pass to City until City actually receives and takes possession of the goods at the point or points of delivery. Contractor shall assume all liability and responsibility for delivery of such goods in good condition to City.

**TRANSFER.** See **ASSIGNMENT**.

**TRANSPORTATION CHARGES/F.O.B. DELIVERY.** (This paragraph/section is applicable only to purchase of goods contracts). All pricing is F.O.B. destination, in which Contractor shall be responsible for freight, transportation costs, and all incidental charges, unless delivery terms are specified otherwise in the bid and agreed to by City. In the event shipping other than F.O.B destination is allowed by City, City agrees to reimburse Contractor for transportation costs in the amount specified in Contractor's bid, or actual costs, whichever is lower, provided City shall have the right to designate what method of transportation shall be used to ship the goods.

**WAIVER OF CONTRACTUAL RIGHT.** No term or provision of this Agreement, or of any document executed pursuant hereto, shall be held to be waived, modified or deleted unless in writing and executed by the parties hereto; provided that any such waiver shall not be identified as a waiver of any succeeding breach hereto or of any other provision herein contained. No delay or failure of either to enforce any right or provision of this Agreement or in any document executed pursuant hereto shall operate as a waiver, limitation, or relinquishment of that party(s) right to subsequently enforce and compel strict compliance with such provision and/or any other provision herein or in any document related hereto. Parties acknowledge that some Agreement provisions may be inapplicable to the scope of work or goods that are germane to this Agreement. Parties waive no rights or remedies where the provisions are applicable.

No consent or waiver, express or implied, by either party to or of any breach or default by the other in the performance of any of its obligations shall be deemed or construed to be a consent or waiver to or of any other breach or default by such party. Failure on the part of either party to complain of any act or failure to act of the other party or to declare the other party in default, irrespective of how long such failure continues, shall not constitute a waiver of the rights of such party.

The enforcement by any party of any right or remedy it may have under this Agreement or applicable law shall not be deemed an election of remedies or otherwise prevent such party from enforcement of one or more other remedies at any time.

**WARRANTY.** Contractor warrants to City that all goods/services shall be free from defects in design and faulty or improper materials and/or workmanship, shall be in strict compliance with the terms of this Agreement and shall be fit and sufficient for the purpose intended or shall have met the particular specification of the solicitation or the accepted Contractor response relating to this Agreement. This warranty shall be effective for a period of not less than one year from the date of acceptance by City of such goods and/or services as satisfactorily complete, and shall be in addition to all other warranties, express, implied or statutory. The warranty shall survive the termination or expiration of this Agreement.

**END OF DOCUMENT - SIGNATURE PAGE NEXT**

**Remainder of Page Left Intentionally Blank**



IN WITNESS WHEREOF, the parties, by and through their duly authorized representatives, have executed this Agreement.

**CITY OF MEMPHIS**

**[@CONTRACTOR NAME@]**

By: \_\_\_\_\_  
Jim Strickland, Mayor

By: \_\_\_\_\_

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

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

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

Approved as to Form:  
\_\_\_\_\_

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

By: \_\_\_\_\_  
Chief Legal Officer/City Attorney

Attest:

By: \_\_\_\_\_  
Comptroller

## **ADDENDUM**

**ADDENDUM.** The following Addendum to the Agreement is by and between City and Contractor. If not otherwise defined herein, defined terms shall have the meaning as set forth in the Agreement, which is specifically referenced and incorporated herein. In the event of any discrepancy between other provisions of the Agreement and this Addendum, the terms of this Addendum shall govern.

**The parties agree that the following provisions shall be added to or amend the Agreement as follows:**

**(IF NO ADDENDUM THIS PAGE SHOULD BE DELETED/REMOVED)**

## **EXHIBIT B**

### **INSURANCE REQUIREMENTS:**

The Company shall not commence any work under this contract until it has obtained and caused its subcontractors to procure and keep in force all insurance required. The Company shall require all subcontractors to carry insurance as outlined below, in case they are not protected by the policies carried by the Company. The Company is required to provide copies of the insurance policies upon request. The Company shall furnish the Division to which services or materials are being provided under this contract a Certificate of Insurance and/or each policy attested by a duly authorized representative of the insurance carrier evidencing that the insurance required hereunder is in effect. All insurance companies must be acceptable to the City of Memphis and licensed in the state of Tennessee with a Best Insurance Rating of A and Class VII or better and authorized to do business in the state where the work is performed.

If any of the Insurance Requirements are non-renewed at the expiration dates, payment to the company may be withheld until those requirements have been met, or at the option of the City. The City may pay the renewal premiums and withhold such payments from any monies due the Company.

**Certificate Holder:** City of Memphis  
Attn: Risk Management  
170 N. Main St., 5<sup>th</sup> Floor  
Memphis, TN. 38103

**Each certificate or policy shall require and state in writing the following clauses:**

“The City of Memphis, its officials, agents, employees and representatives shall be named as additional insured on General Liability and Auto Liability policies.” The additional insured endorsements shall be attached to the Certificate of Insurance and the Certificate of Insurance shall also state: “The additional insured endorsement is attached to the Certificate of Insurance.”

**Company shall provide notice to the City within three (3) business days following receipt of any notice of cancellation or material change in Company’s insurance policy from Company’s insurer. Such notice shall be provided to City by registered mail, to the following addresses:**

City of Memphis  
Attn: Purchasing Agent  
125 North Main, Room 354  
Memphis, TN 38103

## **WORKERS COMPENSATION:**

**Option I:** The Company shall maintain in force Workers' Compensation coverage in accordance with the Statutory Requirements and Minimum Limits of the State of Tennessee and shall require all subcontractors to do likewise.

Employer's Liability	\$100,000	Each Accident
	\$500,000	Disease-Policy Limit
	\$100,000	Disease-Each Employee

**Option II:** Company has submitted the Workers' Compensation letter to the City of Memphis affirming they have fewer than five (5) employees and acknowledge they are financially responsible for any and all of their employees on the job injuries. Company further affirms that should they employ five (5) or more employees in the future, Company will notify the City and provide a certificate of insurance confirming the required Workers' Compensation coverage as required by law.

## **AUTOMOBILE LIABILITY:**

**Option I:** Covering owned, non-owned, and hired vehicles with Minimum Limits of:

\$1,000,000      Each Occurrence – Combined Single Limits

**COI will have owned, non-owned, and hired checked or "ANY" checked. City of Memphis named as Additional Insured.**

**Option II:** Covering non-owned, and hired vehicles with Minimum Limits of:

\$1,000,000      Each Occurrence – Combined Single Limits

**COI will have non-owned and hired checked. City of Memphis named as Additional Insured.**

## **COMMERCIAL GENERAL LIABILITY:**

Commercial General Liability Insurance, including Premises and Operations, Contractual Liability, Independent Contractor's Liability, and Broad Form Property Damage Liability Coverage with Minimum Limits of:

\$2,000,000	General Aggregate
\$2,000,000	Products-Completed Operations
\$1,000,000	Personal and Advertising Injury
\$1,000,000	Each Occurrence (Bodily Injury & Property Damage)
\$ 50,000	Fire Damage any One Fire
\$ 5,000	Medical Expense any One Person

**UMBRELLA / EXCESS LIABILITY with Minimum Limits of:**

\$2,000,000 Each Occurrence / \$2,000,000 Aggregate

**ENVIRONMENTAL / POLLUTION LIABILITY with Minimum Limits of:**

\$1,000,000 Each Claim / \$2,000,000 Aggregate

**PROPERTY INSURANCE:**

The Company shall be responsible for maintaining any and all property insurance on their own equipment and shall require all subcontractors to do likewise. The Company shall require all sub-contractors to carry insurance as outlined above, in case they are not protected by the policies carried by the Company.

The Company is required to provide copies of the insurance policies upon request.

## EXHIBIT 2 – CRIMINAL AND CIVIL PROCEEDINGS DISCLOSURE

### PROPOSING FIRM'S DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS

Describe all ongoing and past civil and criminal proceedings within the last 10 years. Indicate the status of current proceeding and the outcome of closed or completed actions. Also, describe, if any, how the outcome of actions impacted company business operations. Attach additional pages if necessary.

Note: If no civil and criminal proceedings within the last 10 years, indicate here and return this attachment with your proposal.

### EXHIBIT 3 – NON-COLLUSION AFFIDAVIT

The Proposer, by its officers and its agents or representatives present at the time of filing this Proposal, being duly sworn on their oaths say, that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other Proposer, or with any officer of the Owner or Owner's representative whereby such affiant or affiants or either of them has paid or is to pay such other Proposer or officer any sum of money, or has given or is to give to such other Proposer or officer anything of value whatever, or such affiant or affiants or either of them has not directly or indirectly, entered into any arrangement or agreement with any other free competition into the letting of the contract sought for by the attached prices that no inducement of any form or character other than that which appears on the face of the Proposal will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the Proposal or awarding of the Contract, nor has this Proposer any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the Contractor sought by this Proposal. Please print and sign your name and date in the appropriate place.

Submitted By:

Firm Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

#### SIGNATURES

If PROPOSER is:

A. An Individual

By

\_\_\_\_\_

(SEAL)

(Individual's Name)

Doing business as

\_\_\_\_\_

Business Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

**B. A Partnership**

**By**

\_\_\_\_\_

(SEAL)

(Firm Name)

\_\_\_\_\_

\_\_\_\_\_

(General Partner)

**Business Address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**C. A Corporation**

**By**

\_\_\_\_\_

(SEAL)

(Corporation Name)

\_\_\_\_\_

(State of Incorporation)

**By**

\_\_\_\_\_

(Name of Person Authorized to Sign)

**Title**

\_\_\_\_\_

**Attest**

\_\_\_\_\_

(Secretary)



**COVER SHEET**  
**Contractor Application Package**

Contractor Name

Contractor Address

Contractor's Telephone Number and Email Address

Authorized Representative

## EXHIBIT 5 – PRICING FORM

Contract Cost Analysis	YR1	OPT YR1	OPT YR2	Total Cost
	Cost	Cost	Cost	
BELLEVUE				
Lawncare				
Mulching				
Leaves				
Hardscapes				
Chemical Treatments				
FARRISVIEW				
Lawncare				
Mulching				
Leaves				
Hardscapes				
Chemical Treatments				
SCOTT				
Lawncare				
Mulching				
Leaves				
Hardscapes				
Chemical Treatments				
Total:				

**Authorized Representative, submits this Proposed Pricing Form:**

Print Name & Title	
Signature and Date	

## EXHIBIT 6 – EVALUATION CRITERIA

See below for evaluation criteria and associated point value.

<b>Evaluation Category</b>	<b>Questions/Areas of Evaluation within Categories</b>	<b>Total Possible Points per Question</b>	<b>Total Possible Points</b>
<b>Company Reviews and References</b>			10
	2 Customer references for similar work (2 points per positive reference)	4	
	2 Examples of local experience for similar work (2 points per example)	4	
	List of verifiable clients or references that have engaged the vendor in similar work (1 point for each, with a maximum of 2)	2	
<b>Ability to Execute, Assessment Methodology and Workplan</b>			35
	Overall plan of execution and methodology	10	
	Timeframe for Implementation	5	
	Number of employees assigned to implementation	5	
	Daily/Weekly work hours for employees	5	
	Overtime availability	5	

	On-Site options/availability	5	
<b>Company's Employee Skills, Experience and Certification</b>			25
	Employee industry certifications	5	
	Employee experience	5	
	Skill level of employees assigned to implementation	10	
	Number of qualified employees assigned to implementation	5	
<b>Cost/Pricing</b>	Vendor provides a cost-effective and competitive pricing methodology		30
	Hour Estimate/Flat Fee is competitive	10	
	Hourly cost is competitive	10	
	Overtime cost is competitive	10	
			100

**EXHIBIT 7 – QUESTIONS FROM THE VENDOR**

RFQ Section	QUESTION

**EXHIBIT 8 – SITE MAPS**

**Bellevue**



**Scott**



**Farrisview**

