



**CITY OF MEMPHIS**

**REQUEST FOR PROPOSAL**

**#81751**

**Facility Disaster Cleanup and Restoration Services**

**Date Issued: 25 October 2022**

**Proposal Submission Deadline: 30 November 2022**

## CONTENTS

1. OVERVIEW .....	4
1.1 GENERAL CONDITIONS .....	4
1.2 OBJECTIVE.....	5
1.3 CONTRACT AWARD AND TERM .....	5
1.4 DEFINITIONS .....	6
2. SCOPE OF SERVICES .....	7
2.1 FACILITY DISASTER CLEAN UP AND RESTORATION SERVICES .....	7
2.2 BIDDER/CONTRACTOR QUALITIFICATION REQUIREMENTS.....	11
2.3 INSURANCE REQUIREMENTS.....	11
2.4 VEHICLES/EQUIPMENT .....	11
2.5 HOLIDAYS.....	12
2.6 CONTRACTOR OFFICE AND COMMUNICATIONS .....	133
2.7 COMPLAINTS AND PROGRESS REPORTS .....	13
2.8 PAYMENT .....	14
2.9 CHRONIC FAILURE TO PERFORM .....	14
3. PROPOSAL RESPONSE.....	15
3.1 COVER LETTER .....	15
3.2 NON-COLLUSION AFFIDAVIT .....	15
3.3 PRICING .....	15
3.4 RELEVANT EXPERIENCE .....	16
4. INSTRUCTIONS ON RFP PROCESS .....	17
4.1 USE OF INFORMATION .....	17
4.2 PRINCIPAL CONTACT AND INFORMATION REQUESTS .....	17
4.3 SCHEDULE OF ACTIVITIES .....	17
4.4 PRE-SUBMITTAL CONFERENCE.....	18
4.5 INITIAL QUESTIONS SUBMISSION, FINAL QUESTIONS SUBMISSION .....	18

4.6	PROPOSAL SUBMISSIONS.....	19
4.7	FINALIST SELECTIONS (OPTIONAL) .....	21
4.8	RECIPIENT PRESENTATIONS (OPTIONAL) .....	21
4.9	CONTRACT AWARD .....	22
4.10	PROTESTS .....	22
4.11	MODIFICATION OR TERMINATION OF RFP PROCESS .....	22
4.12	SUPPLEMENTAL INFORMATION.....	22
4.13	NO REPRESENTATIONS OR WARRANTIES .....	23
4.14	PROPOSAL PREPARATION COSTS .....	23
5.	EVALUATION MODEL .....	24
5.1	QUALIFYING PROPOSALS .....	24
5.2	EVALUATION OF QUALIFYING PROPOSALS .....	24
6.	RFP TERMS AND CONDITIONS .....	25
	EXHIBITS.....	28
	EXHIBIT 1 – PROPOSER QUESTIONS TEMPLATE .....	28
	EXHIBIT 2 – PRICE FORMS.....	29
	EXHIBIT 3 –LIST OF VEHICLES AND EQUIPMENT.....	34
	EXHIBIT 4 – QUALIFICATIONS .....	36
	EXHIBIT 5 – BUSINESS REFERENCES.....	38
	EXHIBIT 6 – NON COLLUSION AFFIDAVIT.....	40
	EXHIBIT 7 – CITY OF MEMPHIS SERVICE AGREEMENT SAMPLE CONTRACT .....	43

## 1. OVERVIEW

### 1.1 GENERAL CONDITIONS

The following data is intended to form the basis for submission of proposals to Facility Disaster Cleanup and Restoration for the City of Memphis (City) in the event of a disaster and/or emergency. This material contains general conditions for the procurement process, the scope of service requested, contract requirements, instructions for submissions of proposals, and submission forms that must be included in the proposal. The RFP should be read in its entirety before preparing the proposal. All materials submitted pursuant to this RFP shall become the property of the City of Memphis.

To the extent permitted by law, all documents pertaining to this Request for Proposals shall be kept confidential, to the extent necessary for review, until the proposal evaluation is complete. No information about any submission of proposals shall be released until the process is complete, except to the members of the Evaluation Committee established by the City and other appropriate designated City staff. All information provided shall be considered by the Evaluation Committee in making a recommendation to enter into an agreement with the selected consultant.

Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the RFP shall be made in accordance with the requirements listed in Section 4.5 Initial Questions Submission, Final Questions Submission. The City of Memphis is not responsible for oral interpretations given by any City employee, representative, or others. The issuance of written addenda is the only official method whereby interpretation, clarification, or additional information can be given. Any questions or concerns not submitted by the stated time and date will be deemed waived.

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-rfqqs/>. 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.

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.

## 1.2 OBJECTIVE

The objective of this RFP is to receive proposals for Facility Disaster Cleanup and Restoration Services for the City of Memphis (City). It is essential that City Facilities be open and accessible during or as soon as possible after a major disaster and/or emergency to continue to provide services and be responsive to the needs the public. The contractor will be responsible for the immediate response to requests by City, on an “as needed” basis, in emergency situations and/or natural or man-made disasters, such as, but not limited to water/fire/smoke damage, vandalism cleanup, biohazard cleanup, sewage decontamination, deodorization, and mold remediation. The contractor will be responsible for services such as water extraction, drying of structure and contents, debris removal, etc. At the discretion of the City, the contractor may be responsible for any structural repair, construction, and finishing. Restoration work includes anything that is necessary to restore the facility back to a functional, safe state to enable employees to return to the facility/space to work and allow safe access to the facility by the public where applicable. Finishing work includes interior design such as: paint, carpeting, etc. that is cosmetic. The contractor must be able to manage and staff multiple losses at multiple City locations simultaneously in order to provide immediate response to the City’s request and begin providing materials and services immediately.

This contract will be awarded to qualified vendors with experience and capacity to provide the Facility Disaster Cleanup and Restoration as per the specifications.

Work shall consist of the materials and services as per the specifications.

The scope shall include the supplier providing all supervision, project management, materials, equipment, and labor necessary to satisfactorily perform the services accordance with specifications and contract.

Materials and services shall be provided in compliance with all applicable City, State, and Federal laws, ordinances, and regulations.

## 1.3 CONTRACT AWARD AND TERM

1. This contract shall not be binding upon the parties until it has been signed first by the contractor and then by the authorized representatives of the City in accordance with applicable ordinances, laws, and regulations.
2. Bids will be evaluated based on bidder qualifications, experience, unit pricing, vehicle and equipment inventory, and bid most beneficial to the City. When preparing bids, bidders are instructed and required to complete the bid form required in this RFP.
3. This contract may be awarded to one or multiple vendors.
4. This contract may be assigned a minority/women business participation goal.
5. The base contract term is three (3) years commencing upon execution.
6. The contract is subject to appropriation of funds by the Memphis City Council.
7. The contractor will not implement services until a notice to proceed (which may be given verbally or in writing) is received from the Director of General Services (Director) or his authorized designee.
8. At the discretion of the Director or his authorized designee, a pre-execution of services meeting

may be scheduled prior to issuing a notice to proceed.

#### 1.4 DEFINITIONS

The following terms, used in the bid and contract, shall have the following meaning:

**Proposers/Bidders** refers to companies providing proposals to this RFP.

**City** refers to the City of Memphis and/or the Director of General Services or his authorized designee.

**Contractor** refers specifically to the successful bidder selected under the terms of this bid and resulting contract to perform services in accordance with the specifications.

**Director** means the City of Memphis Director of General or his authorized designee.

**Division** means the City of Memphis General Services Division.

**Emergency** means any event that may result in delay or interruption of services. This may include but is not limited to seasonal storms (winter, summer, etc.), floods, disasters (natural or man-made). Emergency events may be declared by the President, Governor, Mayor, or Director.

**City Facilities** refers to facilities owned and operated by the City of Memphis.

**Cleanup** refers to all materials, services, project management, labor, equipment, fuel, and other necessities required for the removal/transportation/disposal of debris from the City facility.

**Restoration Services** refers to all materials, services, project management, labor, equipment, fuel, and other necessities required to restore the facility back to a functional, safe state to enable employees to return to the facility/space to work and allow safe access to the facility by the public where applicable.

## 2. SCOPE OF SERVICES

### 2.1 FACILITY DISASTER CLEANUP AND RESTORATION SERVICES

1. The contractor shall furnish all supervision, labor, equipment, fuel, material, supplies, and other necessities.
2. The contractor shall submit a list of all subcontractors to the City.
3. The contract shall have the capability to make requests by the City for Facility Disaster Cleanup and Restoration Services in the event of an emergency/disaster as determined by the City, as described as per this RFP, a priority to promptly clean up and restore facilities to allow the City to promptly provide services to the public and safely allow access to the facility by City employees and the public where applicable.
4. Upon issuance of a notice to proceed, the contractor shall provide a work plan showing where operations will begin and the general methodology to be used for cleanup and/or restoration services. The plan will be updated daily and provided to the City.
5. **The contractor shall not enter onto private property during the performance of this contract without authorization from the Director or designee.**
6. The contractor shall conduct the work so as not to interfere with disaster response and recovery activities of federal, state, and local governments or agencies, or of any public utilities.
7. Hazardous waste shall be collected, transported, and disposed in compliance with applicable laws, regulations, and ordinances.
8. The Director may require the contractor to work seven (7) days a week / 24 (24) hours a day to provide services to restore the facility to safe, clean, accessible operating condition as approved by the City. The contractor may be required to work on its or the City's designated holidays.
9. The City may request the contractor to assist in disaster response outside the scope of this request at a service rate that is mutually agreed upon by the parties.
10. All service and materials shall be provided in a safe manner in accordance with federal, state, and local laws.
11. The contractor shall be responsible for control of pedestrian and vehicular traffic in the service location. The contractor shall provide all flag persons, signs, equipment, and other devices necessary to meet federal, state, and local requirements.
12. The contractor will not close any streets without prior approval of the City.
13. The City may engage in monitoring services to document project progression, material inspection, and other inspections to verify proper methods, materials, and prompt progression to completion of the project. The Contractor's failure to cooperate fully with the designated monitor may result in termination of the notice to proceed.
14. Invoices for work completed shall be submitted within twenty-four (24) hours and submitted electronically to the Director or his authorized designee. City's payment terms: Net 30 days.
15. Travel costs shall be excluded from pricing submitted by the Proposer.
16. Response time:
  - a) Upon receipt of notification for services, the contractor shall respond to the Director or his approved designee within one (1) hour of the initial notification. The response must be by phone and an email/written confirmation as well. A proper assessment, determined at the discretion of the City, must be completed by the contractor. After hours calls must be forwarded

to a contractor staff employee's cell phone or 24/7 dedicated toll-free line. The person answering the phone must be trained and capable of obtaining all information needed to properly assess the existing loss information from the City. The one (1) hour response time requirement begins when the City makes the initial contact with the contractor's office, staff employee's phone (cell or other), or 24/7 dedicated toll-free line.

(b) Within three (3) hours of the initial notification from the City, the contractor shall be on site with qualified personnel to determine the scope of work involved with the project. The contractor should have a management team which must be comprised of one (1) project manager and three (3) trained support technicians. They must be ready to start work immediately upon arrival at the loss/damaged location or facility.

(c) Within 24 hours (24) hours of the contractor arriving on site, the contractor(s) shall provide an initial scope of work and projected cost to the Director or his designee. The site must be visited to take exact measurements and examine the premises to become familiar with any problems or unusual circumstances. No allowances will be made by the City for errors in quotations due to the contractor not visiting the site prior to submitting their projected price. Contractor shall be responsible for their own measurements.

17. The City reserves the right to call upon and utilize multiple awarded contractors simultaneously on the same project or facility as directed by the Director, so the services are rendered seamlessly and efficiently to allow the facility to be restored as soon as possible.
18. Within five (5) calendar days of the contractor arriving on site, the contractor shall provide an estimated scope of work using the software proposed by the successful bidder and approved by the Director or his authorized designee.
19. If actual on-site services are determined by the contractor to require a change in scope of work, budget, or time, the contractor shall contact the Director or his authorized designee immediately upon such determination to receive approval to proceed with the change of work.
20. Upon completion of a job, the contractor shall invoice the requesting agency and/or adjuster within twenty-four (24) hours days of completion. The invoice shall be submitted electronically to the Director or his designee. The City will review and sign off on all completed clean up restorations services/materials and approve the invoice before payment is authorized.

21. Contractor License Requirements:

a) A contractor's license must be held by the contractor and provided when submitting a response to this RFP.

b) The "Prime" (general) contractor and subcontractors (subcontractors must provide proof of licensure if requested by the City) must have this license prior to bidding on the solicitation, offering a price, negotiating, performing work or contracting.

c) Reciprocal agreements do NOT allow using another state's license in Tennessee.

d) Contractor's license must have an "Unlimited" monetary limit and a "BC" classification.

e) A contractor's license is obtained as a Sole Proprietor, Corporation, Partnership or LLC, and issued in the exact name of the entity listed on the financial statement. Must bid and operate in the exact name listed on the license.



f) A contractor's license is required for all projects, even if a local permit is not required for inspections. Contractor must hold a local permit and licensing as required.

g) The contractor is required to have proof of current certification and training for water restoration and mold remediation by the Institute of Inspection Cleaning and Restoration Certification (IICRC) training council. All water mitigation work shall abide by the most current IICRC S500 guidelines for water restoration and the most current IICRC S520 guidelines for mold remediation.

h.) Finishing work will be completed after restoration work at the discretion of the City. Not all jobs will require finishing work. The City will decide on a per-job basis if finishing work will be required.

i.) Contractor shall attend meetings with the City as requested by the Director to discuss the status of this contract and/or projects.

## 22.) Transition Plan:

(a) Upon expiration or termination of the contract, contractor shall provide detailed procedures to enable the contract to transition to the City or by another or other contractor(s) at no additional cost to the City. Contractor shall work with the City under the Director's supervision or his designee, prior to the expiration or termination of the Contract, to ensure the orderly transfer and efficient transition from current contractor to the City's or other contractor(s) management. Contractor shall provide full disclosure to the City about the equipment, software, services, or materials required to perform the services for the City and shall transfer any and all records, files and logs to the City regarding work performed for the City during the contract period.

(b) Any incomplete projects that are ongoing at the time of the new contract award will be completed by the current contractor. Any services requested after the new contract start date will begin and be completed by the new contractor(s).

(c) If the City has entered into or enters into agreements with other contractors for additional work related to services rendered under the Contract, Contractor must cooperate fully with such other contractors. Contractor shall not commit any act which will interfere with the performance of work by any other contractor.

23.) Right to bid: The City reserves the right and to bid and award any projects for services for related these Facility Disaster Cleanup and Restoration Services as required by all laws, regulations, and ordinances.

24.) The contractor shall not be compensated or reimbursed for travel time, travel expenses, meals, or lodging.

25.) The contractor must bid and perform contract services through the management of the corporate office to maintain consistently in work quality.

26.) Equipment:

(a) In order to provide services in a time effective manner in the event of a disaster/emergency, the contractor must own a minimum of one million dollars (\$1,000,000) of restoration equipment within the State of Tennessee that will be used in the performance of this contract. Examples of equipment that may be required are drying equipment, air scrubbers, foggers, moisture meters, etc.

(b) All equipment intended to be used in the performance of this contract must be stored within the State of Tennessee throughout the duration of the contract. The contractor shall include an inventory list of this equipment with bid. The listing shall include the type of equipment and description, name of the manufacturer, current value, and office location of the equipment. The contractor must submit and updated list of this inventory to the City on an annual basis while the contract is in place.

27.) Commercial Cleaning

The following services are required by qualified and licensed contractors to provide but not limited to the following services:

- Vandalism Remediation
- Odor Removal
- Biohazard
- Ceilings, Walls, Floors
- Carpet and Upholstery
- Air duct and HVAC
- Trauma and Crime Scene

28.) Water Damage

The following services are required by qualified and licensed contractors to provide but not limited to the following services:

- Water Removal and/or Water Extraction
- Drying and Dehumidification
- Cleaning and Repairing
- Restoration Services

29.) Fire Damage and Restoration

The following services are required by qualified and licensed contractors to provide but not limited to the following services:

- Inspection and Fire Damage Assessment
- Immediate Board-Up and Roof-Tarp Service
- Water Removal and Drying (if water damage is present)
- Removal of Smoke and Soot from All Surfaces
- Cleaning and Sanitizing
- Restoration

30.) Inspection and Mold Damage Assessment

- Mold Containment
- Air Filtration
- Removing Mold and Mold-Infested Materials
- Cleaning Contents and Belongings

## - Restoration

### 31.) Catastrophic Storm and Major Event Response (man-made or natural disaster)

All qualified labor, materials, and equipment required to provide required cleanup and restoration services, and other services as requested by the City in the event of said emergency, by qualified and licensed contractors to provide but not limited to the following services within this RFP.

### 32.) Commercial Cleanup

Commercial Cleanup Services may be required under the contract for the contractor to provide materials, services, project management, labor, equipment, fuel, and other necessities required for the removal/transportation/disposal of debris from the City facility or facilities as approved by the City.

### 33.) Restoration and Finishing Services

Restoration work includes all materials and services that are necessary to restore the facility back to a functional, safe state to enable employees to return to the facility/space to work and allow safe access to the facility by the public where applicable. Finishing work includes interior design such as: paint, carpeting, etc. that is cosmetic. The contractor must be able to manage and staff multiple losses at multiple City locations simultaneously in order to provide immediate response to the City's request and begin providing materials and services immediately.

## 2.2 BIDDER/CONTRACTOR QUALIFICATION REQUIREMENTS

1. Bidders shall submit on the form provided herein with their bid a list of vehicles and equipment to be used for the execution of services. The list shall include what vehicles and equipment that are on hand or will be acquired. Vehicles should be listed by the number, type (e.g., grapples, wheel loaders, dump body trucks, trailers, etc.), year, make, model, and size.
2. Proposers shall submit with their bid a list of three (3) references from commercial and/or government agencies (government agencies preferred), including names, phone numbers, and email, where the proposers have provided facility disaster cleanup and restoration services including a description of the services provided.
3. The successful bidder must provide evidence of adequate workman's compensation and all required liability and property insurance prior to entering into a contract (See EXHIBIT 4) with the City.
4. The Proposer shall provide with bid any SBE, MBE, WBE, or DBE or other EBO certification.

## 2.3 INSURANCE REQUIREMENTS

Insurance requirements for this project are listed at the end of the sample contract (See EXHIBIT 4).

## 2.4 VEHICLES/EQUIPMENT

1. The contractor shall make available all vehicles, equipment, staff and other necessities available for service within three (3) hours of the City's notice to proceed. A listing of available

equipment, vehicles, staff, and other necessities shall be supplied upon request by the City. Failure to provide said vehicle, equipment, staff and other necessities within this period may result in a notice of rescission of the contract.

2. All materials, services, equipment, and vehicles must comply with all applicable federal, state, and local laws. Any vehicle, equipment, and material used must be commercial-grade to provide safe and rapid services as determined acceptable by the City and in accordance with all laws, ordinances, and regulations.
3. In the event of accident or mechanical failure which may delay service, the contractor will immediately notify the City with a plan of action to complete services. The contractor will be required to provide any specialized equipment required to provide safe and efficient collection and transport. In the event such specialized equipment becomes inoperable, the contractor shall take action to make necessary repairs in an expeditious manner. The contractor shall notify the City of inoperability or “down time” of equipment which would exceed one (1) working day and shall notify the City of its plan to handle service locations until equipment returns to service (e.g., rental, locating elsewhere, etc.). Failure to comply with the one (1) working day requirement or failure to timely return equipment to service, shall, at the discretion of the City, be subject to a penalty including reassignment of service location to another contractor or contract termination.

## 2.5 HOLIDAYS

The following is a list of holidays observed by the City for informational purposes. This list does not imply that services will not be required on the dates listed in the event an emergency/disaster. In the event of an emergency/disaster as determined by the City, the contractor will be required to respond immediately regardless of City or contractor’s holiday or working hours.

<b><u>HOLIDAY</u></b>	<b><u>DATE</u></b>
New Year’s Day	January 1
Martin Luther King Jr. Birthday	Third Monday in January
Presidents’ Day	Third Monday in February
Martin Luther King Jr. Memorial Day	April 4
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans’ Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Friday immediately following Thanksgiving Day
Christmas Eve	December 24
Christmas Day	December 25

## 2.6 CONTRACTOR OFFICE AND COMMUNICATIONS

1. Competent supervision is always required for contractor personnel and equipment. This supervision is required to always maintain telecommunication and email communication ability with field personnel.
2. The contractor shall provide the City a list of all names of company contacts pertinent to this contract by name, title, mobile phone number, office number and email address. The City must always have access to supervisors during work hours, typically by mobile phone, email, and text message. If contacted by the City during work hours, the contractor is expected to respond to confirm receipt of the email or call within thirty (30) minutes of the call, email, or text message from the City.
3. The contractor (owner and/or manager of operations, or equivalent representative) will meet in person, or by other means as determined acceptable by the City, with the City as needed throughout the term of the contract to discuss service status and execution.
4. The contractor shall regularly submit a report to the City, timeframe as determined by the City, during term of the contract. Each report shall contain, at a minimum, the contractor's name, date, equipment/vehicle number, service location, timeframe toward completion, and expected completion date and any other information as required by the City. Discrepancies between the report and the corresponding invoices/reports must be reconciled within twenty-four (24) hours prior to invoicing.

## 2.7 COMPLAINTS AND PROGRESS REPORTS

1. Notwithstanding any other provisions in the contract, the contractor shall furnish sufficient personnel, equipment, vehicles, and/or necessary additional hours of overtime (including Saturdays, Sundays and/or holidays) to provide satisfactory services under the contract. Should the contractor refuse or fail to comply with requirements or obligations after receipt of a written or verbal directive by the City, the City may terminate the contractor's right to proceed with work, in whole or part.
2. The contractor will respond to all reported service issues promptly with verification to the City of remedial/corrective actions taken by the contractor. The contractor will provide reports as defined by the City related to Facility Disaster Cleanup and Restoration or other related services as defined by the City.
3. Failure to maintain an acceptable level of service may require the City to assume services or to reassign the services to another contractor. The City will withhold payment for any services or response time by the contractor deemed unacceptable that must be assumed by City personnel or using City vehicles/equipment. If an acceptable resolution is not reached, this may be grounds to terminate the contract.
4. The City will pay for processing and/or disposal of all solid waste transported by the services in this contract.
5. Labor disputes – including strikes or slowdowns will not be tolerated by the City. Any service disruption as the result of labor disputes will result in the aforementioned penalties up to possible reassignment of the service location or termination of the contract.

## 2.8 PAYMENT

1. The contractor shall provide all flag persons, signs, equipment, and other devices necessary to meet federal, state, and local requirements. The traffic control personnel and equipment shall be included in the bid per unit pricing of this contract.
2. The contractor will be responsible for all repairs structures or facilities that are damaged during operations including, but not limited to, mailboxes, signs, utilities, gas meters, and fire hydrants.
3. Contractors shall submit a pricing for services typically needed for disaster response outside the scope of this request. Nothing herein shall require the City to utilize the services of the contractor to perform the services stated herein, or to prevent the City from contracting with other parties to perform all or a portion of such disaster work.

## 2.9 CHRONIC FAILURE TO PERFORM

In the event the City determines, at its sole discretion, the Contractor has failed to provide services in accordance with this contract, the City shall provide written notice to the contractor identifying Chronic Failure to Perform. The Contractor shall have five (5) calendar days following receipt of the Chronic Failure to Perform notice to remedy the performance deficiencies. In the event the City determines that such action has not adequately addressed said deficiencies, the City, to assure efficient and effective services are provided at its discretion, may immediately assume collection, reassign the service location to another contractor, or terminate the contract.

### 3. PROPOSAL RESPONSE

This Section describes the contents of Proposer’s Proposal and provides an outline of how the Proposer should organize it. Proposer’s Proposal will not be considered responsive unless it fully complies with the requirements in this Section, as well as the additional instructions provided in Section 4.6 regarding the required Proposal formats and submission process.

Specifically, Proposer’s Proposal shall include each of the sections referenced in the table below. The preferred method of submittal is in a three-ring binder with tabbed sections. The requirements for each of these Proposal sections are described in more detail in this Section.

**PROPOSER'S PROPOSAL WILL BE DISQUALIFIED FROM THIS RFP PROCESS IF THE PROPOSER FAILS TO CONFORM TO THE PROPOSAL INSTRUCTIONS IN THIS SECTION.**

Sections and Topics
Section 3.1 – Cover Letter
Section 3.2 – Non-Collusion Affidavit
Section 3.3 – Pricing
Section 3.4 – Relevant Experience
Section 3.5 – Equal Business Opportunity (EBO) Program

#### 3.1 COVER LETTER

Proposer’s Proposal shall contain a cover letter acknowledging Proposer’s understanding of the RFP process and requirements set forth in this RFP, including its commitment to its Proposal. The cover letter shall be signed by an authorized representative of Proposer’s company.

Provide agency’s name, address, web address, telephone, and fax numbers. Please include name, title and e-mail address of the individual who will serve as agency’s primary contact. Describe your agency’s ownership.

#### 3.2 NON-COLLUSION AFFIDAVIT

Please use the form provided in Exhibit 3.

#### 3.3 PRICING

Proposer shall use the form included in Exhibit 2 for this section.

### 3.4 RELEVANT EXPERIENCE

Proposer must show experience collecting and transporting bulk solid waste in response to emergencies. The collection and transportation of eligible solid waste from City right of way or City owned property and hauling the solid waste to designated facilities.

### 3.5 EQUAL BUSINESS OPPORTUNITY (EBO) PROGRAM / SBE PROGRAM

If listed below, the contract will be subject to the requirements of the City of Memphis Ordinance #5384 which establishes the Equal Business Opportunity (“EBO”) Program. It is up to the Respondent to ensure that all requirements of this ordinance are met. The Ordinance may be accessed on the City’s website at [www.memphistn.gov](http://www.memphistn.gov) under “Doing Business”. The intent of the EBO Program is to increase the participation of locally owned minority and women owned business enterprises (“M/WBE”) in the City’s purchasing activities. Toward achieving this objective, the M/WBE participation goal for this solicitation is 50%. The percentage of M/WBE participation is defined as the dollar value of subcontracts awarded to certified minority and/or women business enterprises divided by the total proposed base bid amount.

If listed below, the contract will be subject to The Small Business Enterprise Program (SBE) in accordance with Ordinance #5366 commonly referred to as The Small Business Enterprise program 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 by the Uniform Certification Agency 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)).

If the contract is subject to either of the programs above, the required forms will be included, and the bidder is required to submit the completed forms with their proposal for the proposal to be considered for award.

If neither program is subject to the contract, “N/A” will be listed below to represent Not Applicable, and no forms related to the program will be included and will be required with the bidder’s proposal.

**INCLUDE FORMS HERE OR LIST “N/A”**



## 4. INSTRUCTIONS ON RFP PROCESS

### 4.1 USE OF INFORMATION

**All correspondence about this RFP and the Initiative should be limited to the Principal Contact listed in Section 4.2 or other designated City personnel or agents.**

### 4.2 PRINCIPAL CONTACT AND INFORMATION REQUESTS

**Brynn Wiswall** is the single point of contact (the “Principal Contact”) for all matters relating to this RFP. Proposer should direct all inquiries to the Principal Contact at:

**brynn.wiswall@memphistn.gov**

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

### 4.3 SCHEDULE OF ACTIVITIES

- To accelerate the business transformation, service improvements and cost savings the City anticipates, the City has developed an estimated timeline for this Initiative. The City will move as quickly and efficiently as possible to determine the feasibility of each Proposer’s Proposal and to move forward with term sheet discussions and ultimately conclude an agreement accordingly.
- As a result, the City requests that Proposer make a dedicated team available to participate in the proposal development and evaluation processes as necessary to participate in the activities and meet the deadlines provided in the table below.
- It is the City’s option to conduct interviews with finalists. However, in no way is the City obligated to interview finalists.
- The City reserves the right to modify or update this schedule at any point in time.

**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	25 October 2022
Proposer Questions Deadline	10 November 2022
City Response to Questions	18 November 2022
Proposal Submission Deadline	30 November 2022
Finalist Selections – Optional	TBD
Finalist Presentations – Optional (City’s Discretion)	TBD
Negotiations	TBD
Agreement Finalization	TBD

Several of the activities identified in the above table are described in more detail in the remainder of this Section 4.

#### 4.4 PRE-SUBMITTAL CONFERENCE

No Pre-Submittal Conference is scheduled for this RFP.

#### 4.5 INITIAL QUESTIONS SUBMISSION, FINAL QUESTIONS SUBMISSION

Proposer may submit an initial set of questions based on its review of this RFP, by adhering to the format template provided in Exhibit 1 and submitted as an attached WORD document or as part of the body of the email (no pdf documents) and sending it via email by 5:00 pm on the date listed in Section 4.3 Schedule of Activities. Questions received after this time and date will not be answered. This email should be sent to the individual(s) listed in Section 4.2 Principal Contacts and Information Requests, with the subject heading: “Your company’s name – RFP #XXXXX - RFP Name – Questions”. The City will post the responses to the questions on the City’s web site on or before the date listed in Section 4.3 Schedule of Activities. To ensure the 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.

## 4.6 PROPOSAL SUBMISSIONS

### PROPOSAL SUBMISSION AND DUE DATE

Proposer shall submit, in a sealed packet, one (1) original (clearly marked on the outside of the binder as “ORIGINAL”), seven (7) complete printed copies, and two (2) CDs or thumb drives containing softcopies of its entire Proposal (including the signed Cover Letters) on or before the date specified in Section 4.3 Schedule of Activities, to the addressee provided below:

**USPS (or other common carrier)**  
**City of Memphis**  
**Purchasing Department, Room 354**  
**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.**  
**RFP Title, RFP #XXXXX.**

**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 RFP WILL BE DISQUALIFIED FROM PARTICIPATION IN THIS RFP 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 RFP will become the property of the City and may be returned only at the City’s option.

### PROPOSAL FORMAT

The City expects the Proposal to be a compilation of various documents, because Proposer’s Proposal must utilize the RFP response templates, if provided, set forth in the Exhibits in this RFP.

Proposer shall use Microsoft Office file formats in preparing its Proposal to the maximum extent possible. All pages should be formatted to print on 8 ½” x 11” paper, unless another format is provided by the response template. Proposer responses should be specific, factual, brief and to the point.

### PROPOSAL EXPIRATION DATE

Proposals in response to this RFP shall remain valid for six (6) months from the Proposal due date. The City may request an extension of time if needed.

### PROPOSER DATA

The confidentiality of information and data contained in the firm of contractor's Proposal shall be subject to and governed by the Open Records Act and any other Public Records laws with which the City is legally obligated to comply (including a Freedom of Information Act Request under "FOIA").

### **Deadline Extension**

The City reserves the right to extend the submission deadline if such action is considered necessary by the City.

### **Ambiguity, Conflict, or other Errors in the RFP**

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

### **Failed Competition**

The City reserves the right to reject any or all proposals which are not responsive to the specifications of this Request for Proposal (RFP). Competitive negotiation requires that at least two responsive proposals for the same scope of work and service area be received in response to the RFP. A competition is considered failed if only one responsive proposal is received. If a competition has been declared failed, the City then has the option to reopen the procurement or enter a non-competitive procurement.

### **Withdrawing or Amending a Proposal**

At any time prior to the scheduled deadline for receipt of proposals, the Proposer may withdraw or amend its proposal by submitting a written request from the authorized representative whose name and signature appears on the proposal. A written request to withdraw or amend the proposal must be submitted to the individual and address to whom/which the proposal was submitted in accordance with the section above titled "PROPOSAL SUBMISSION AND DUE DATE."

### **Acceptance/Rejection of Proposals**

The City reserves the right to accept or reject, in whole or in part, any or all proposals submitted. The City shall reject the proposal of any Proposer that is determined to be non-responsive.

### **Informalities/Minor Irregularities**

The City reserves the right to waive minor irregularities or informalities in a Proposer's proposal when the City determines that it will be in City's best interest to do so. Any such waiver shall not modify any remaining RFP specifications or excuse the Proposer from full compliance with the RFP specifications and other contract requirements if the Proposer is awarded the contract.

### **Proposer indebted to the City**

No contract will be knowingly awarded to any organization 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.

### **Tax Payments**

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

## **4.7 FINALIST SELECTIONS (OPTIONAL)**

The City may or may not select a number of the RFP respondents who will be asked to give an oral presentation of its proposal to the City. However, the City is not obligated to interview any finalist. If interviews are conducted, these providers will be selected based on an evaluation of their Proposals against the criteria described in Section 5 of this RFP. RFP recipients that are not selected to progress to the oral presentations likely will be excluded from further consideration.

For this reason, Proposer is strongly encouraged to make as complete and compelling a Proposal as possible. The RFP recipient who fails to comply risks being dropped from further consideration without having an opportunity to improve its offer.

## **4.8 RECIPIENT PRESENTATIONS (OPTIONAL)**

Details pertaining to the oral presentation phase of the RFP process will be confirmed after Proposal submission, however the presentations are tentatively scheduled to begin on the date listed in Section 4.3 Schedule of Activities.

If Proposer is one of the RFP recipients asked to give an oral presentation, Proposer should prepare a comprehensive presentation that concentrates on the business and technical aspects of the Proposal and should not be marketing discussions. **PROPOSER'S PROPOSAL WILL NOT BE ALTERED OR ENHANCED DURING THE ORAL PRESENTATION.**

Appropriate visual and written materials are expected, but the format will be left to the discretion of the Proposer.

The City may provide a last-minute agenda or other direction for the Proposer's presentation based on the City's initial review of the Proposals.

#### 4.9 CONTRACT AWARD

The award of contract will be made based on the best proposal, as solely determined by the City, which meets the requirements and criteria set forth in the solicitation. The City will only accept proposals for the services requested. The proposal submitted in response to this solicitation is not a legally binding document; however, the contract, which will be based on information provided in the proposal, becomes legally binding once all parties have signed it. Any contract resulting from this RFP shall be subject to the City of Memphis General Terms and Conditions set forth in this solicitation and any additional terms imposed by City. The successful Contractor shall be required to execute the contract originated by the City of Memphis and satisfy all contract requirements as specified by the City. One or more contracts may be awarded under this RFP, and any contract awards and amounts are subject to the availability and appropriation of funds.

#### 4.10 PROTESTS

Any protest of award must be filed in writing with the Purchasing Agent within five (5) calendar days of the award announcement at the following address, or via email (Tim Boyles – Tim.Boyles@memphistn.gov):

City of Memphis Purchasing Agent:  
125 North Main, Room 354, Memphis, Tennessee 38103.

#### 4.11 MODIFICATION OR TERMINATION OF RFP PROCESS

Subject to the rules and regulations of the City's Procurement Office, including with respect to providing notification and, where applicable, providing the opportunity to revise proposals, the City reserves the right to, in its sole discretion, discontinue, amend, supplement, or otherwise change this RFP, the Initiative, the process used for evaluation, and the expected timeline at any time and for any reason, and makes no commitments, implied or otherwise, that this process will result in a business transaction with any provider.

#### 4.12 SUPPLEMENTAL INFORMATION

If, subsequent to issuance of this RFP, additional relevant material is produced by or becomes available to the City, such material will (where appropriate) be transmitted to all RFP participants for their consideration. The City will make modifications by issuing a written addendum, which will be posted on the City's website. Any revisions to the solicitation will be made only by an addendum issued by the City. It is the responsibility of the Proposer to check the website for possible addenda and should consider such information in its Proposal. The City will assume that all changes or additional requirements transmitted have been considered in Proposer's Proposal (including with respect to pricing), unless otherwise specified.

#### 4.13 NO REPRESENTATIONS OR WARRANTIES

The City makes no representations or warranties regarding the accuracy or completeness of the information contained in this RFP or otherwise provided by the City through the RFP process. Proposer is responsible for making its own evaluation of information and data contained in this RFP or otherwise provided by the City, and for preparing and submitting responses to the RFP. The City has attempted to validate the information provided in this RFP, but it is possible that Proposer may detect inconsistencies or potential errors. While Proposer should identify these potential issues in its questions or in an appendix to its Proposal, Proposer should use the information provided on an “as-is” basis for its initial Proposal. Information regarding the City and the Initiative may be revised or updated and republished for inclusion in a final response.

#### 4.14 PROPOSAL PREPARATION COSTS

Proposer will be responsible for all costs it incurs in connection with this RFP process (including but not limited to Proposal preparation, personnel time, travel-related costs, and other expenses) and any subsequent agreement negotiations.

## 5. EVALUATION MODEL

### 5.1 QUALIFYING PROPOSALS

City will review each submitted Proposal to determine whether it is a Qualifying Proposal. A Qualifying Proposal is one that meets all of the criteria set forth below. All Proposals that ARE NOT a Qualifying Proposal will be disqualified from this RFP process. A Qualifying Proposal is a Proposal that:

- Was submitted (in the form and format required) by the due date as specified in Section 4.6.
- Conforms to the requirements of the RFP (as outlined in Section 3).

### 5.2 EVALUATION OF QUALIFYING PROPOSALS

An evaluation team composed of representatives of the City will evaluate proposals on a variety of quantitative and qualitative criteria. Upon receipt of proposals, the City will review to determine whether the proposal is acceptable or non-acceptable based on the criteria outlined below.

The criteria, and their associated weights, upon which the evaluation of the proposals will be based on the following:

- 40% Proposed Costs**
- 25% Company Qualifications and Experience**
- 20% Equipment and Personnel**
- 15% Response from references**



## 6. RFP TERMS AND CONDITIONS

The City of Memphis seeks proposals from firms who have the expertise to provide the products and/or services as is in accordance with this RFP document. This is a Request for Proposal that may be modified by the City in the selection process.

THE CITY OF MEMPHIS ENCOURAGES THE PARTICIPATION OF SMALL, MINORITY AND WOMEN-OWNED BUSINESSES IN THE PURCHASING PROCESS.

The City of Memphis is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicap status in employment or in the provision of services.

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 your current Memphis and Shelby County Tennessee Business Tax Receipt must accompany the proposal for consideration of this ordinance.

Any protest of award must be filed in with the Purchasing Agent pursuant to Section 4.10 Protests. Notice of Intent to Award will be emailed to all vendors that submit a valid proposal. The intent to award notification shall be deemed publicly announced on the date specified on the notice.

Only proposals submitted on the provided form(s) with no changes, additions or deletions to the terms and conditions will be considered. Proposals containing terms and conditions other than those contained herein may be considered nonconforming.

No objections with regard to the application, meaning, or interpretation of the specifications will be considered after the opening of the subject proposals. If there are questions or concerns regarding any part of plans, terms, specifications or other proposed documents, a written request for interpretation thereof may be submitted to the City Purchasing Agent prior to the deadline date, pursuant to Section 4.5 Initial Questions Submission, Final Questions Submission. The organization submitting the request shall be responsible for the prompt delivery of the request. Any interpretation in response to the written request will be made only by addendum duly issued, and a copy of such addendum will be mailed or delivered to each organization receiving a set of such documents and/or posted on the City's website. The City of Memphis will not be responsible for any other explanation or interpretation of the proposed documents. By submission of its proposal, a proposer shall be deemed to have understood fully the contents and meaning of the RFP.

All proposals must be signed by an authorized representative of your organization. Unsigned proposals will be considered nonconforming.

Any contract resulting from the proposals received in response to this solicitation 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.

By order of the Mayor of the City of Memphis, Tennessee.

**JIM STRICKLAND, MAYOR**

Brynn Wiswall, City Purchasing Agent

Published in The Daily News on TBD      2 Copies

## **INSTRUCTIONS TO PROPOSERS**

Proposers shall submit their signed proposal in a sealed envelope INDICATING ON THE OUTSIDE: THE COMPANY NAME and THE REQUEST FOR PROPOSAL NUMBER.

Proposers must comply with all applicable licensing requirements. 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 issuing a properly executed purchase order or entering into a contract with the proposer, the successful proposer, 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.

Issuance of this RFP does not obligate the City to contract, in whole or in part, for services specified herein. The City of Memphis reserves the right to cancel this solicitation, in whole or in part, or to reject, in whole or in part, any and all proposals. Bidders will be notified of any cancellation, and cancellation of this RFP or any subsequent award will be posted on the City's website.

To request additional information concerning this solicitation, please see Section 4.5 Initial Questions Submission, Final Questions Submission.

This solicitation shall be in accordance with the City of Memphis Ordinances and Purchasing Policies and Procedures, which may be amended from time to time.

All materials submitted pursuant to this RFP shall become the property of the City of Memphis.

To the extent permitted by law, all proposals submitted in response to this RFP shall be kept confidential until the proposals have been evaluated and the intent to award is announced. Until the intent to award is announced, no information regarding any proposal will be released to anyone, except members of the Evaluation Committee who are responsible for evaluating the proposals and other appropriate City staff. All information provided by the Proposer in response to this RFP will be considered by the Evaluation Committee in evaluating the proposal and making an award recommendation to the City.

The Mayor of the City of Memphis is the only individual who can legally sign contracts on behalf of the City. Costs chargeable to the proposed contract shall not be incurred before receipt of a fully executed contract.

**EXHIBITS**

**EXHIBIT 1 – PROPOSER QUESTIONS TEMPLATE**

<b>RFP Section</b>	<b>QUESTION</b>

EXHIBIT 2 – PRICE FORMS

The Proposer shall provide on the forms listed herein (additional pages may be included for each section if needed and shall be clearly identified as such).

Proposer shall provide pricing for each category.

1. Labor Rates: Proposer shall provide labor rates for the labor categories below.

Normal business hours are defined as: _____				
Overtime hours are defined as: _____				
Holiday Hours are defined as: _____				
Labor Category	Labor Classification	Hourly Rate		
		Normal Business Hours	Overtime	Holiday
Project Management	Assistant Project Manager			
	Project Manager			
	Project Estimator			
	Senior Project Manager			
	Project Coordinator			
	<i>(use additional space as necessary for additional classifications)</i>			
General Classifications	General Labor			
	Administrative Assistant			
	Labor Foreman			
	Mobilization Support			
	Truck Driver			
	Demolition Technician			
	Resource Coordinator/Supply Technician			
	Project Auditor/Documentation Clerk			
	Equipment Operator			
	Health & Safety Officer			
	<i>(use additional space as necessary for additional classifications)</i>			

Restoration Services	Restoration Technician			
	Restoration Supervisor			
	Dehumidification Technician			
	Mold Technician			
	<i>(use additional space as necessary for additional classifications)</i>			
Reconstruction Services	Painter			
	Drywall Installer/Finisher			
	Carpenter (Framer/Finisher)			
	Trade Foreman			
	<i>(use additional space as necessary for additional classifications)</i>			
Technical Services	Technician			
	Technical Specialist			
	Team Leader			
	Technical Support Engineer			
	<i>(use additional space as necessary for additional classifications)</i>			
Environmental Services	Hazmat/Asbestos Technician			
	Hazmat/Asbestos Lead Technician			
	Hazmat/Asbestos Equipment Operator			
	Hazmat/Asbestos Supervisor			
	<i>(use additional space as necessary for additional classifications)</i>			
Consulting Services	President & Vice President			
	Senior Consultant			
	Consultant/Consulting Estimator			
	Clerk of the Works - Production Person			
	Administrative			
	Outside Consultants			
	Deposition, Legal Work & Court Testimony			
	<i>(use additional space as necessary for additional classifications)</i>			
Other Services	<i>(use additional space as necessary for additional classifications)</i>			

**1. Equipment Rental**

Proposer shall provide equipment rental rates for all rental equipment it offers. At a minimum, include a description of the equipment, unit of measure and rate. Proposer should also provide percentage markup on rental equipment not in its inventory.

Example:

Equipment Description	Unit	Rate
Air Compressor, gas/electric	Each/Day	

**2. Materials and Supplies**

Proposer shall provide materials pricing for all materials it offers. At a minimum, include a description of the item, unit of measure and price. Proposer should also provide percentage markup on materials and supplies not in its inventory.

Example:

Equipment Description	Unit	Price
Environmental trash bags	Ea.	

**3. Non-Emergency Rates**

- 3.1 Provide a breakdown of labor costs in non-emergency situations.
- 3.2 Provide equipment rental rates for all rental equipment offered in non-emergency situations.
- 3.3 Provide consumable prices for all consumables offered in non-emergency situations.

**4. Additional Fees**

- 4.1 Standby Fees: Detail out any fees and explain how these fees are handled by your company.
- 4.2 Travel Fees: List all applicable fees associated with travel.
- 4.3 Prevailing Wage Rates: Explain how prevailing wage rates are handled by your company.

**5. Related Products and Services:** Provide pricing for any proposed additional products and services you wish to be considered. If any services are offered standard at no additional cost, please note.

**6. Volume Discounts:** List any volume discounts or rebates offered.

Item No.	Short Description	Full Description	Not to Exceed Price Per Specified Foot	Vendor must provide Detailed Information and exceptions to General Restoration Services being proposed
1	Not to Exceed Price per Square Foot for: Structural Cleaning and Restoration for All Types of Disasters	Price per Square Foot for <b>Structural Cleaning and Non- Construction Restoration for all Types of Disasters</b> (Water, Fire, Smoke, Storm Damage or similar damage) - state the Not to Exceed rate. Detailed information of services and associated pricelist MUST be included regarding this service or proposal will not be considered.	\$_____Sq.Ft.	
2	Not to Exceed Price per Square Foot for: Contents Cleaning for All Types of Disasters	Price per Square Foot for <b>Contents Cleaning For All Types of Disasters</b> (Water, Fire, Smoke, Storm Damage or similar damage) - state the Not to Exceed rate. Detailed information of services and associated pricelist MUST be included regarding this service or proposal will not be considered.	\$_____Sq.Ft.	
3	Not to Exceed Price per Square Foot for: Structure and Content Drying for All Types of Disasters	Price per Square Foot for <b>Structure and Content Drying For All Types of Disasters</b> (Water, Fire, Smoke, Storm Damage or similar damage) - state the Not to Exceed rate. Detailed information of services and associated pricelist MUST be included regarding this service or proposal will not be considered.	\$_____Sq.Ft.	
4	Not to Exceed Price per Cubic Foot for: Building Deodorization for All Types of Disasters	Price per Cubic Foot for <b>Building Deodorization for All Types of Disasters</b> (Water, Fire, Smoke, Storm Damage or similar damage) - state the Not to Exceed rate. Detailed information of services and associated pricelist MUST be included regarding this service or proposal will not be considered.	\$_____Cu.Ft.	
5	Not to Exceed Price per Square Foot for: Water Extraction for All Types of Disasters	Price per Square Foot for <b>Water Extraction for All Types of Disasters</b> (Water, Fire, Smoke, Storm Damage or similar damage) - state the Not to Exceed rate. Detailed information of services and associated pricelist MUST be included regarding this service or proposal will not be considered.	\$_____Sq.Ft.	



Item No.	Short Description	Full Description	Exceed Price Per Specified Foot	Vendor must provide Detailed Information and exceptions to General Restoration Services being proposed
6	Not to Exceed Price per Square Foot for: HVAC Decontamination and Air Duct Cleaning for All Types of Disasters	Price per Square Foot for <b>HVAC Decontamination and Air Duct Cleaning for All Types of Disasters</b> (Water, Fire, Smoke, Storm Damage or similar damage) - state the Not to Exceed rate. Detailed information of services and associated pricelist <b>MUST</b> be included regarding this service or proposal will not be considered.	\$ _____ Sq.Ft.	
7	Not to Exceed Price per Square Foot for: All Other General Disaster Recovery and Restoration Services for All Types of Disasters	Price per Square Foot for <b>All Other General Disaster Recovery and Non-Construction Restoration Services for All Types of Disasters</b> (Water, Fire, Smoke, Storm Damage or similar damage) - state the Not to Exceed rate. Detailed information of services and associated pricelist <b>MUST</b> be included regarding this service or proposal will not be considered.	\$ _____ Sq.Ft.	

**EXHIBIT 3 – LIST OF VEHICLES AND EQUIPMENT**

**Proposer must complete and submit the following information with proposal (additional pages may be used if necessary). 1. Vehicles should be listed by the number, type (e.g., grapples, wheel loaders, dump body trucks, trailers, etc.), year, make, model, and size.**

**EQUIPMENT**

- 1. Equipment: \_\_\_\_\_ Qty Available: \_\_\_\_\_
- 2. Equipment: \_\_\_\_\_ Qty Available: \_\_\_\_\_
- 3. Equipment: \_\_\_\_\_ Qty Available: \_\_\_\_\_
- 4. Equipment: \_\_\_\_\_ Qty Available: \_\_\_\_\_
- 5. Equipment: \_\_\_\_\_ Qty Available: \_\_\_\_\_
- 6. Equipment: \_\_\_\_\_ Qty Available: \_\_\_\_\_
- 7. Equipment: \_\_\_\_\_ Qty Available: \_\_\_\_\_
- 8. Equipment: \_\_\_\_\_ Qty Available: \_\_\_\_\_
- 9. Equipment: \_\_\_\_\_ Qty Available: \_\_\_\_\_
- 10. Equipment: \_\_\_\_\_ Qty Available: \_\_\_\_\_
- 11. Equipment: \_\_\_\_\_ Qty Available: \_\_\_\_\_
- 12. Equipment: \_\_\_\_\_ Qty Available: \_\_\_\_\_
- 13. Equipment: \_\_\_\_\_ Qty Available: \_\_\_\_\_
- 14. Equipment: \_\_\_\_\_ Qty Available: \_\_\_\_\_
- 15. Equipment: \_\_\_\_\_ Qty Available: \_\_\_\_\_

**VEHICLES**

- 1. Vehicle: \_\_\_\_\_ Qty Available: \_\_\_\_\_
- 2. Vehicle: \_\_\_\_\_ Qty Available: \_\_\_\_\_
- 3. Vehicle: \_\_\_\_\_ Qty Available: \_\_\_\_\_
- 4. Vehicle: \_\_\_\_\_ Qty Available: \_\_\_\_\_
- 5. Vehicle: \_\_\_\_\_ Qty Available: \_\_\_\_\_
- 6. Vehicle: \_\_\_\_\_ Qty Available: \_\_\_\_\_
- 7. Vehicle: \_\_\_\_\_ Qty Available: \_\_\_\_\_

8. Vehicle: \_\_\_\_\_ Qty Available: \_\_\_\_\_

9. Vehicle: \_\_\_\_\_ Qty Available: \_\_\_\_\_

10. Vehicle: \_\_\_\_\_ Qty Available: \_\_\_\_\_

11. Vehicle: \_\_\_\_\_ Qty Available: \_\_\_\_\_

12. Vehicle: \_\_\_\_\_ Qty Available: \_\_\_\_\_

13. Vehicle: \_\_\_\_\_ Qty Available: \_\_\_\_\_

14. Vehicle: \_\_\_\_\_ Qty Available: \_\_\_\_\_

15. Vehicle: \_\_\_\_\_ Qty Available: \_\_\_\_\_

## EXHIBIT 4 – QUALIFICATIONS

Proposer must submit the following information with proposal (additional pages may be used if necessary).

### QUALIFICATIONS

1. Describe your company's unique qualifications as they pertain to these services.
2. Provide a statement on the availability of vehicles, equipment, and personnel to provide these services at multiple locations simultaneously.
3. Present evidence that the company is licensed to do business in the City of Memphis. Include a copy of the license(s).
4. Identify the organizational status of the company, i.e., corporation, partnership, or sole proprietorship. Include the date of incorporation, name of corporate president/principals, and federal employment identification number (corporations) or social security number (sole proprietorship).
5. Provide the complete name of the company, the address and telephone number of the office which will handle this contract should a contract be offered by the City, and the locations of all other offices from which the company conducts business.
6. Provide a history of the company.
7. Provide Organizational Structure and number of current employees.
8. Would your company need to ramp-up/increase the number of employees and/or vehicles and equipment to provide these services? If so, describe how would this would be achieved?
9. Discuss the structure of the organization, including the role and function of each department in the company.
10. Provide the number of full-time and part-time employees. Provide a breakdown of the number of employees in each department by staff position. Indicate whether each employee is full-time or part-time.
9. Demonstrate that the company has a minimum of five years' experience providing these services.
10. Provide the name, title, area of responsibility, type and years of experience, education, and length of employment with the company for each person for officers of the company and senior management.
11. Provide resumes for officers of the company and senior management.
12. Describe the training afforded company employees.
13. Past Experience: Describe your company's past experience for providing services that are MOST RELATED TO THE SERVICES DESCRIBED IN THIS RFP within the last ten (10) years. List the projects in order of priority, with the most relevant project listed first. Emphasis on projects for municipalities (city or county). Provide the following information for each project listed (Minimum of 3 Maximum of 5 Projects):
  1. Project name, location, and description.
    - References (for project listed above, identify the following):

The company name and representative's name who served as the day-to-day liaison during the project, including telephone number and email address.

- Length of business relationship with the firm

The City may contact references during any part of this process. The City reserves the right to contact any other references at any time during the Solicitation process.

**2. Project name, location, and description.**

- References (for project listed above, identify the following):

The company name and representative's name who served as the day-to-day liaison during the project, including telephone number and email address.

- Length of business relationship with the firm

The City may contact references during any part of this process. The City reserves the right to contact any other references at any time during the Solicitation process.

**3. Project name, location, and description.**

- References (for project listed above, identify the following):

The company name and representative's name who served as the day-to-day liaison during the project, including telephone number and email address.

- Length of business relationship with the firm

The City may contact references during any part of this process. The City reserves the right to contact any other references at any time during the Solicitation process.

**13. Provide full description of software utilized for Project Management, Estimating, and Billing.**

**14. Provide copy of current Contractor's License (see 2.1.21 Contractor's License Requirement)**

**15. Provide with proposal copies of the two most recent audited financial statements.**

**EXHIBIT 5 – BUSINESS REFERENCES**

Please provide at least three (3) business references (company name, address, contact person, telephone number and email address) that have utilized your snow removal and ice treatment services in the past.

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

Address: \_\_\_\_\_  
\_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Services Provided and When: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Address: \_\_\_\_\_  
\_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Services Provided and When: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Services Provided and When: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Services Provided and When: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXHIBIT 6 – 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.**

**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)

Business Address:

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

**D. A Joint Venture**

By \_\_\_\_\_  
(Name)

Business Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By \_\_\_\_\_  
(Name)

Business Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Each joint venture member must sign. The manner of signing for each individual partnership and corporation that is party to joint venture should be in manner indicated above.**

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

**PARTIES TO THE AGREEMENT.** This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between **[@CONTRACTOR NAME@]**, ("Contractor") and the City of Memphis, a municipal corporation of the State of Tennessee, ("City").

**WITNESSETH**

**WHEREAS**, the 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 the 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 the 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 the City ("Initial Term"), subject to the availability and appropriation of funds to finance the same and the successful operation of the program.

The 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 the 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 the City and with all necessary supporting documentation, to the 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), the 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") during the Initial Term of the Agreement, which shall include all reimbursable expenses/cost. The 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 the City. The City is not obligated to pay, and may withhold from payment, any amounts the 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 the 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 the City.

**TAX PAYMENTS.** The 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 the City's right to object to or question any invoice or matter in relation thereto. Such payment by the City shall neither be construed as acceptance of the good/service nor as final approval of any of the costs invoiced therein, and the 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 the City and replaced by Contractor, without delay or additional cost to the City.

If Contractor receives payment from the City for good/service or reimbursement(s) that is later disallowed or rejected by the City (or another governmental entity on the basis of audit or monitoring), Contractor shall promptly refund the disallowed amount to the City upon the City's request. At its option, the 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 the 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 the City will not be responsible for any Contractor invoices, pertaining to this Agreement, submitted to the 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 the City. Any purported assignment, transfer, or delegation in violation of this Section shall be voidable by the City. No subcontracting, assignment, delegation or transfer shall relieve Contractor from performance of its duties hereunder; neither shall the City be responsible for the fulfillment of Contractor's obligations to its transferors or subcontractors. Upon request of the 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 the 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. The 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 the 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.**

**CITY FACILITIES.** Except to the extent otherwise approved by the City in its sole discretion, Contractor shall use any and all items provided by the 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 the City in an efficient manner. To the extent that Contractor utilizes such items provided by the City in any manner that unnecessarily increases facility costs or other costs incurred by the 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 the 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 the City.

Contractor, its employees and agents shall keep any and all items provided by the 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 the City facilities.

Contractor shall permit City and its agents and representatives to enter into those portions of the 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 the City facilities without the City's prior written approval. Any improvements to the City facilities will become the property of the City.

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

**CITY LIABILITY.** The City shall have no liability except as specifically provided in this Agreement. The 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 the City has reason to suspect the same, the City may withhold such balances and upon evidence satisfactory to the City as to the amount due for such goods, labor, and materials, the 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 the 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 the City, is incompetent, whose conduct becomes detrimental to the services, or whom the City deems to be unsatisfactory for any reason, shall immediately be removed from association with the services hereunder per the 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. The 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 the 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 the 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, the 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, the 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 the City shall be referred in successive order for resolution, first to the City's Chief Procurement Officer/Purchasing Agent, second to the City's Chief Legal Officer/City Attorney, and thirdly to the Mayor of the City of Memphis, whose decision regarding the 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 the 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 the City, and Contractor may be prohibited from contracting to supply goods and/or services to the 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 the 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 the 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 the 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 the 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 the City or its elected or appointed officials, officers, employees, agents, assigns, and instrumentalities as herein required.

The City reserves the right to appoint its own counsel regarding any matter defended hereunder. Contractor acknowledges that the 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. The 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 the 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 the 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 the 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 the 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 the 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 the 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 the 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 the 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 the City.

The 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 the 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 facsimile; 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 fax, on the date the fax transmission is received at the receiving location and receipt is telephonically confirmed by the sender; (iii) if by delivery *via* U.S. mail, on the date of receipt appearing on a return receipt card; or (iv) 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 the CITY:

City of Memphis **[@DIVISION NAME@]**

**[@ADDRESS - NOTICES@]**

Memphis, TN **[@ZIP CODE - NOTICES@]**

Attn: **[@CITY CONTACT/REPRESENTATIVE@]**

Fax: **[@FAX NUMBER - 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@]

Fax: [@FAX NUMBER - CONTRACTOR REPRESENTATIVE@]

**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 the 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 the 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 the City by Contractor, Contractor understands and acknowledges that the City is a governmental entity subject to the State of Tennessee Public Records Act, and any reports, data or other information supplied to the 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 the 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 the 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 five-year 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 the City, the state, the federal government or their duly appointed agents or employees. Upon reasonable notice, Contractor shall permit the 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 the 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 the 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 the City. The reports shall include an itemization of the use of the City's funds, inclusive of specific services delivered by Contractor. Any such reports provided to the City shall be prepared with the understanding that the 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 the City's compliance tracking software, B2GNow. The 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 the City and that the 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 the City irreparable injury and damage. Contractor, therefore, expressly agrees that the 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 the 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 the City. Contractor shall not ship excess quantities without the 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 the City, and in accordance with the generally-accepted business practices and procedures of the 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 the 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 the City shall not be deemed a breach of contract by the 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, the 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 the 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. The City may cancel/terminate this Agreement, in whole or in part, upon providing written notice to Contractor of the 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. The 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, the City shall, at the 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, the 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 the 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 the City for damages sustained by the City by virtue of any breach of the Agreement by Contractor, and the City may withhold any payments to Contractor, for the purpose of setoff, until such time as the exact amount of damages due the City from Contractor is determined.
  4. The 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 the City is in error, then such termination may, at the 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 the City, for any satisfactory authorized work performed in accordance with the Agreement up to the termination date; but in no event shall the City be liable to Contractor for expenses incurred after the termination date.
  5. Contractor shall deliver to the City all hard copy and electronic files maintained on behalf of the City within thirty (30) calendar days of termination of this Agreement. Upon reasonable request, the 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 the City prior to payment for services rendered, and shall become the sole property of the City. Such termination by the City shall not be deemed a breach of contract by the 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 the City until the 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 the 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 the City. In the event shipping other than F.O.B destination is allowed by the City, the City agrees to reimburse Contractor for transportation costs in the amount specified in Contractor's bid, or actual costs, whichever is lower, provided the 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 the 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 the 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

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

Approved as to Form:

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

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

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

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

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

Jennifer Sink, Chief Legal Officer/  
City Attorney

City Attorney

Attest:

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

Comptroller

## INSURANCE REQUIREMENTS

### INSURANCE

A. The Contractor shall not commence any work under this agreement until it has obtained and caused its subcontractors to procure and keep in force all insurance required hereunder. The Contractor shall require all subcontractors to carry insurance as outlined below, in case the subcontractor(s) are not protected by the policies carried by the Contractor. Prior to commencing any work under this contract, the Contractor shall furnish the City a Certificate of Insurance and/or policies, upon request, executed by an authorized representative of the insurance carrier evidencing that the insurance required hereunder is in effect. Failure to maintain or renew coverage or to provide evidence of renewal may result in termination of the contract by City. Failure of the City to identify any deficiency in the evidence that is provided shall not be construed as a waiver of the Contractor's obligation to maintain such insurance. The City reserves the right to review these requirements and to modify insurance coverage and their limits when deemed necessary and prudent. Insurance coverage shall be provided by companies rated A:VI or better by Best's Insurance Rating. The City reserves the right to reject any or all insurance carrier(s) with an unacceptable financial rating. All insurance companies must be acceptable to the City of Memphis and licensed in the State of Tennessee.

B. If any of the insurance requirements are non-renewed at the expiration dates of any policy, payment to the Contractor 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 Contractor. Contractor's insurance shall be primary as respects the City, its officers, employees, and agents. Any insurance or self-insurance maintained by the City, its officers, employees and agents shall be excess of the Contractor's insurance and shall not contribute with it.

C. The Contractor shall maintain, at its expense, at minimum, the following insurance coverage during the life of the Agreement:

1. **WORKERS COMPENSATION** in accordance with the statutory requirements and limits of the State of Tennessee

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

The workers compensation policy shall include a waiver of subrogation in favor of the City, its officials, employees and agents.

2. **AUTOMOBILE LIABILITY** covering owned, non-owned and hired vehicles with a minimum limit of: \$1,000,000 Each Occurrence - Combined Single Limits. The policy shall include a waiver of subrogation in favor of the City, its officials, employees and agents.



3. The Contractor shall be responsible for maintaining any and all PROPERTY INSURANCE on its own equipment and shall require all subcontractors to do likewise.

4. **COMMERCIAL GENERAL LIABILITY** covering Bodily Injury and Property Damage on an "occurrence" basis. The policy shall include a waiver of subrogation in favor of the City, its officials, employees and agents. The coverage shall be provided on ISO occurrence Form CG 00 01 07 98 (or substitute form for providing equivalent or greater coverage) and include Premises and Operations, Contractual Liability, Independent Contractor's Liability, Broad Form Property Damage, including Premises/Completed Operations, and Personal Injury liability, with employee and contractual exclusions deleted.

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

5. A Separation of Insureds condition shall be included in all general liability and automobile liability policies required by this Agreement.

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

1. The vendor shall provide notice to the City of Memphis within three (3) business days following receipt of any notice of cancellation or material change in the vendor's insurance policy. This notice shall be given to the City of Memphis Risk Manager by registered mail, return receipt requested to the following address:

City of Memphis  
Attn: Risk Management  
170 N. Main Street, 5th Floor Memphis, TN 38103

2. "The City of Memphis, its officials, agents, employees and representatives shall be named as Additional Insured on all liability policies." The additional insured endorsements shall be attached to the Certificate of Insurance."

## **ADDENDUM**

**ADDENDUM.** The following Addendum to the Agreement is by and between the 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)**