

# Inside KUB Procurement

[www.kub.org/procurement](http://www.kub.org/procurement)

Email: [Diversity@kub.org](mailto:Diversity@kub.org)

## Quarterly Newsletter

January-March 2021



### Our Vision:

KUB exists to serve its customers, improving their quality of life by providing utility services that are safe, reliable and affordable.

### Our Mission:

Our mission is to act as good stewards of our communities' resources: utility assets, customer dollars, and the environment. We work to safeguard those resources and enhance their value for the people of the communities we serve and generations to come.

## KUB's New Small Business Program

It's now easier than ever for small businesses to work with KUB! Companies with fifty (50) or fewer employees and less than \$10 million in annual revenue can more easily participate in bid opportunities that fall between \$10,000 and \$100,000, made available through the Small Business Program.



### Program Highlights and Important Information:

- All bonding requirements will be waived.
- Insurance requirements and limits will be relaxed.
- All bidders must sign a verification form called the Small Business Affidavit for a bid to be accepted.
- Bidders must perform at least 51% of the awarded job.
- Qualifying bid opportunities may include vehicle purchases, materials and equipment, small construction projects, and plant equipment maintenance.

Please reach out to [smallbiz@kub.org](mailto:smallbiz@kub.org) for additional information.

## How To Do Business With KUB

- Register at [www.bidsync.com](http://www.bidsync.com).
- Check [www.kub.org](http://www.kub.org) for upcoming bids.
  - » Scroll down to "About Us".
  - » Click "Procurement".
  - » Click "View open bids and request for proposals".
- Attend upcoming outreach and networking events.
- Make contact with Procurement buyers that purchase your service or goods.
- If you are a Women or Minority Business Enterprise, reach out to KUB's MBE/WBE coordinator Nikitia Thompson at [Nikitia.Thompson@kub.org](mailto:Nikitia.Thompson@kub.org).

## Vendor Spotlight

### Marcus Hall

*Marc Nelson Denim*



Q: How did you start your business?

A: *I started my company November 2011. My mother taught me how to sew at*

*age 11 or 12, and I took tailoring in high school. In 2010, I decided I loved making things and wanted to use the resources I knew of from when the Levi's plant was here on Cherry Street. I loved the pride that the East Knoxville community had from making a product sold all over the world right here in Knoxville.*

Q: What other services do you provide?

A: *We offer rebranding and restaurant outfitting and sell men's apparel. We make aprons for companies including Dollywood and The Oliver Hotel.*

Q: What advice would you give new small businesses?

A: *Stay as small as possible until you absolutely need growth. Use your local chamber for contacts and info. Establish a board of advisors outside of your work environment to give you honest advice.*



Follow us on  
Twitter  
**@KUBbiz**

Follow KUB Procurement to receive  
real-time information on new bids!

## COVID-19 Update

KUB is currently not allowing visitors on campus without prior approval. KUB bid openings are held via Microsoft Teams with a link provided on all bid invitations.

# Steps for Success on BidSync (Periscope)

## 1. Vendor Registration:

- Sign up, and create a user name and password.
- Provide standard company information. Vendor must have a business ID number DUNS#, FEIN#, or SSN#.
- Select your primary industry and at least three (3) keywords.
- Based on the keywords submitted, a list of classifications (commodity codes) will be displayed. You must select at least one code.

## 2. Vendor Navigation:

- Spend time navigating the site.
- Go to your account and take a closer look at "My Account", "Admin", "Search Bids", and "Support" functions.
- Go to the KUB drop down menu, and view the qualifications and other required forms.

## 3. Placing a bid/offer:

- Log in to the BidSync site.
- Click on the "Bid and Overview" page to view bid specifications.
- Upload all required documents, and verify your company complies.
- Click on the "Place Offer" button, and upload bid quantity, price, etc. Additional information can be added in the comments section, such as explanation of scope, fee, and references.

You have successfully placed a bid or offer with KUB!

## Get BidSync (Periscope) for Free!

• Visit  
[bidsync.com](http://bidsync.com)

• Click "Try for  
Free" button



## How KUB Purchases

The Procurement Department is responsible for materials, supplies, services, construction, and maintenance purchases separated into these categories:

### Small Purchases:

- Purchases between \$0-\$4,999: No competition required

### Formal Competitive Process:

- Purchases between \$5,000-\$24,999: Three written quotes
- Purchases \$25,000+: Requires publicly advertised bids

## Meet KUB's Procurement Team

### John Piotrowski, Manager

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### Daniel Kembel, Supervisor of Purchasing & Contract Services

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### Nikitia Thompson, MBE/WBE

Program Coordinator

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### Contract Services:

#### Michele Daniel, Contract Specialist

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#### Shari Hurst, Contract Specialist

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#### Zach Breeding, Contract Specialist

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#### Marcus Oliver, Contracts Support

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### Purchasing:

#### Jermon Bishop, Buyer

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#### Rebekah Taylor, Buyer

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#### Matthew Marshall, Buyer

865-558-2259

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#### Abigail Morgan, Buyer

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## Nikitia Thompson

### MBE/WBE Program Coordinator

Nikitia Thompson, the first African-American woman to serve on the KUB Board, completed her last term as a Commissioner in December 2017. She joined the Board in January 2004 and served two seven-year terms, including two years as Board Chair. After her time on the Board, Thompson continued her career in 2018 by joining the KUB Procurement Team in her role as MBE/WBE Program Coordinator. A main goal of the MBE/WBE Program is to ensure that all business opportunities are provided in a non-discriminatory, equal opportunity, and inclusive manner to all qualified businesses, including minority and female owned businesses. To achieve this goal, Thompson serves as a liaison between KUB and qualified MBEs, WBEs and other qualified contractors in the Knoxville area, attending and planning networking events and assisting MBEs and WBEs to meet pre-qualification and bid standards. She encourages MBEs and WBEs to participate in KUB's bid process. To contact Thompson and receive more information about the MBE/WBE Program, email her at [Nikitia.Thompson@kub.org](mailto:Nikitia.Thompson@kub.org).