

# Inside KUB Procurement

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

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Winter/Spring 2018-2019



## 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.

## Doing Business With KUB:

### Get in Sync with KUB on BidSync

Do you want to know more about doing business with KUB? KUB is now advertising all bids through a new Bidder Portal. Register at [www.bidsync.com](http://www.bidsync.com).

The Bidder Portal is beneficial for both you and KUB.

- **Faster:** You will be able to receive notifications and other purchasing information faster.
- **More effective:** You can be confident that you have the most up-to-date information, including details specific to you and each bid.
- **More User Friendly:** The new tools make it easier for you to do business with KUB.

## Steps for Success on BidSync: Easy as 1,2,3

### 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 (i.e. mechanical contractor, office supplies, computer).
- 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!

## How KUB Purchases

### Small Purchases (\$1,000 and under):

- Although the competitive bid process is the preferred method, small purchases are made without formal bids for goods and services not exceeding \$1,000.

### Formal Competitive Process:

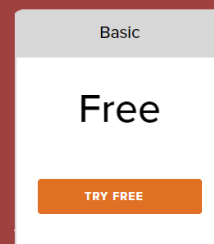
- Purchases between \$1,000-\$3,999: Three verbal quotes
- Purchases between \$4,000-\$10,000: Three written quotes
- Purchases over \$10,000: Sealed bid, evaluated bid, or a Request for Proposal

## What KUB Purchases

The Procurement Department is responsible for procuring the following:

- Materials
- Supplies
- Services
- Construction
- Maintenance

BidSync is **free** for contractors to use!



Try BidSync Basic by visiting [prod.bidsync.com/plans](http://prod.bidsync.com/plans) and clicking the **TRY FREE** button.

## Follow KUB on Twitter @KUBbiz

Real-time tweets from KUB on new bids. Get information on the run. Follow KUB to receive real-time information.

# Supplier Diversity

KUB recognizes the power of diversity and the vast resource a diverse pool of suppliers provides businesses. They are essential to KUB's efforts to support the growth of the communities it serves. KUB encourages the use and growth of Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs). Supplier diversity gives MBEs and WBEs an equal opportunity to participate in providing goods and services, in either a contractor or subcontractor arrangement or as a supplier/vendor with KUB. KUB is an equal opportunity employer and as such requires that its suppliers, vendors, and contractors do not discriminate based on race, color, sex, religion, national origin, age, disability, or genetic information.



# Outreach and Networking Events

*KUB's MBE/WBE coordinator will be on site*

- **KUB Supplier Diversity Onboarding Event**

*Get on board to do business with KUB*

December 18, 2018, 9 – 11 a.m.

KUB Corporate Services Building, Room C, 4505 Middlebrook Pike, Knoxville, TN 37921

- **University of Tennessee Supplier Orientation**

*Monthly in-person workshops; view dates and register at*

<https://procurement.tennessee.edu/dbe/supplier-orientation-dates/>

723 Middlebrook Pike, Knoxville, TN 37921

- **Diversity Business Expo**

*Network and learn how to do business with local agencies*

March 14, 2019

Location to be determined

- **KUB Supplier Diversity Onboarding Event**

*Get on board to do business with KUB*

Tentative date: June 2019

On-site registration at the KUB Corporate Services Building, Room C, 4505 Middlebrook Pike, Knoxville, TN 37914

## Examples of Upcoming Opportunities and Approximate Bid Schedules

### Material Supply Agreements

- Safety and Mill Supplies Fall/Winter 2018
- Natural Gas Meter Refurbishment Winter/Spring 2019
- Pole Mount Transformers Spring/Summer 2019

### Service Agreements

- Potable Water Tank Inspection Services Fall/Winter 2018
- Transformer Maintenance and Services Fall/Winter 2018
- Auto Glass Repair Fall/Winter 2018
- Tree Planting Program Winter/Spring 2019
- Radio Communications Winter/Spring 2019
- Various Vegetation Management Svcs. Winter/Spring 2019
- Natural Gas Plumbing Mechanical Svcs. Spring 2019
- Bank Card Processing Services Spring 2019
- VFD Preventive Maintenance & Repair Spring 2019
- Generator Maintenance Spring/Summer 2019

### Capital Construction Projects

- Various Water Line/Booster Station Projects Winter/Spring 2019
- Various Wastewater Collection System Projects Winter/Spring 2019
- Various Plant Projects Winter/Spring 2019
- Various Natural Gas Main Extensions Winter/Spring 2019
- Electric Bad Order Cable Replacements Winter/Spring 2019
- Substation Foundation Work Winter/Spring 2019
- Right-of-Way Clearing Project Winter/Spring 2019
- Properties Projects
  - Concord Street Roofing Winter/Spring 2019
  - Fleming Center Parking Lot Paving Winter/Spring 2019
  - Storage Building Construction Winter/Spring 2019

### Materials/Equipment

- Various CNG Transportation Purchases Spring 2019



## 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).