

# Inside KUB Procurement

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

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



Summer 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.

## 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. See back for more information.
- 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).

## 7 Tips for Success Getting a Bid

- 1. Register on BidSync.**
  - When you register on BidSync, you will receive bid notification and update emails.
- 2. Stay organized.**
  - Make sure to read the entire bid package and make a checklist of all required bid documents.
- 3. Don't be late.**
  - Pay attention to the bid due date. Make the date the main point of your checklist to keep yourself on schedule.
- 4. Seek feedback.**
  - If you don't win a bid, use the experience as a learning opportunity. Follow up with the buyer and ask for your results to improve your chances of success in the future.
- 5. Network.**
  - Gain knowledge and insight by attending pre-bid meetings to network with contractors.
- 6. Understand KUB.**
  - Be sure to talk to KUB representatives at pre-bid meetings. And ask plenty of questions!
- 7. Don't give up!**
  - Consistency can go a long way.

## 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



Follow us on  
Twitter  
**@KUBbiz**

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

## Get BidSync for Free!

- Visit [prod.bidsync.com/plans](http://prod.bidsync.com/plans)
- Click "Try Free" under "Basic"

## 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 & Networking Events

KUB's MBE/WBE coordinator will be on site

- **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
- **City of Knoxville Breakfast**  
June 19, 2019  
Chilhowee Park Jacob Building; 3301 Magnolia Ave.
- **ETPA's Annual Business Matching & Tradeshow**  
July 18, 2019  
Rothchild Catering & Conference Center; 8807 Kingston Pike
- **KUB's Procurement event**  
December 2019  
KUB Corporate Services; 4505 S. Middlebrook Pike
- **Diversity Business Expo**  
March 5, 2020  
Overcoming Believers Church; 211 Harriet Tubman St.

## Meet KUB's Procurement Team

### Michelle Wilson, Manager

865-594-7434

[Michelle.Wilson@kub.org](mailto:Michelle.Wilson@kub.org)

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

865-558-2290

[Daniel.Kembel@kub.org](mailto:Daniel.Kembel@kub.org)

### Nikitia Thompson, MBE/WBE

Coordinator

865-558-2538

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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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#### Jennifer Hobbs, Contracts Assistant

865-558-2594

[Jennifer.Hobbs@kub.org](mailto:Jennifer.Hobbs@kub.org)

### Purchasing:

#### Jermon Bishop, Buyer

865-558-2546

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#### Rebekah Taylor, Buyer

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#### Craig Bogan, Buyer

865-594-7431

[Craig.Bogan@kub.org](mailto:Craig.Bogan@kub.org)

#### Matthew Marshall, Buyer

865-558-2259

[Matthew.Marshall@kub.org](mailto:Matthew.Marshall@kub.org)

## Examples of Upcoming Opportunities and Approximate Bid Schedules

### Material Supply Agreements

- |  |             |
|--|-------------|
| • SCADA & SCADA Panel Equipment                    | Summer 2019 |
| • PVC Supply Agreement                             | Summer 2019 |
| • Electrical Supplies Supply Agreement             | Summer 2019 |
| • Reclosers Supply Agreement                       | Summer 2019 |
| • Preventive Maintenance Supplies Supply Agreement | Summer 2019 |
| • Gas Water Heaters Supply Agreement               | Summer 2019 |

### Service Agreements

- |   |                         |
|---|-------------------------|
| • Electric Motor Repair Program           | Summer 2019             |
| • AMI Communication Network Installations | Summer 2019             |
| • Tree Planting Program                   | Summer/Fall 2019        |
| • Laboratory Analytical Services          | Fall/Winter 2019        |
| • Various IT Services                     | Summer/Fall/Winter 2019 |

### Capital Construction Projects

- |   |                   |
|---|-------------------|
| • Various Water Line/Booster Station Projects   | Summer/Fall 2019  |
| • Various Wastewater Collection System Projects | Summer/Fall 2019  |
| • Various Plant Projects                        | Summer/Fall 2019  |
| • Various Natural Gas Main Extensions           | Summer/Fall 2019  |
| • Electric Bad Order Cable Replacements         | Summer /Fall 2019 |

### Properties Projects

- |                                     |                  |
|-------------------------------------|------------------|
| • Overhead Construction Shed        | Summer/Fall 2019 |
| • Promenade Parking Garage Painting | Summer/Fall 2019 |

### Subcontracting Opportunities

- |   |                  |
|---|------------------|
| • Various Programs under Facilities Contract Manager (Facilities Maintenance) | Summer/Fall 2019 |
| • Engineering & Operations Building Remodel                                   | Summer/Fall 2019 |