

# Inside KUB Procurement

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

Winter/Spring 2018



## 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

Want to know more about doing business with KUB? Please check out the helpful tips below or visit us at [www.kub.org/about/procurement](http://www.kub.org/about/procurement) for more on

- Bidder Registration
- Open Bids/RFPs
- Prequalification
- Supplier Diversity
- Procurement personnel and contact information
- Major Commodity/Service Categories (see back for some examples)

## 5 Steps to Success

- 1. Do your homework.** Learn the critical differences in purchasing at KUB compared to other government agencies or private businesses.
- 2. Participate in KUB's Procurement Department Contractor Prequalification Program.** Any contractor who wishes to bid on utility construction for KUB must participate. Prequalification takes 30 to 45 days from when you submit your complete package.
- 3. Compete in the Procurement Process.** As a courtesy, KUB Procurement representatives forward solicitations to prospective bidders/proposers. Anyone who wishes to do business with KUB must register as a prospective bidder using the Bidder Registration Form on [kub.org](http://kub.org). You can check out the bid opportunities on our website: [www.kub.org/about/procurement](http://www.kub.org/about/procurement).
- 4. Read solicitation documents carefully.** Assess the task, risk, costs, and potential profit. Be as complete and accurate as possible. Do not guess or overpromise in your bid. Allow adequate time to prepare your quote, bid, or proposal. If you have questions, contact the KUB procurement representative. Make sure that you are on the bidder's list so that you can receive any issued addendums to the solicitation.
- 5. Follow up on your solicitation submission.** Even if your quote, bid, or proposal is not successful, knowing what was successful can provide valuable information for when you prepare and submit your next bid offer. Procurement will share the results with you upon request.

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

## KUB's Procurement Department

Procurement personnel obtain all materials, supplies, and construction or maintenance work necessary for KUB in these categories:

### Service and Supply Agreements

- Materials: Chemicals, Overhead Electrical Wiring, Office Supplies
- Professional Services: IT, Legal, Engineering, Architectural, General Consulting, Security, Alcohol/Drug Testing, Auditing, Training/HR, Environmental
- Maintenance/Repairs: Plants, Pumps, Motors, Generator Inspection & Repairs, Painting & Surface Restoration, Fabrication & Structural Repairs
- Equipment: Computers, Fleet, Metering, Substation, Water Pipe and Fittings, Gas Pipe and Fittings, Office, Safety, Telecommunications

### Capital Construction

- Electric
- Natural Gas
- Water
- Wastewater
- Vegetation Management
- Properties Management
- Paving



# 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, or ethnic origin.



KUB is an independent agency of the City of Knoxville. Purchases and secured contracts are made in accordance with state law. In general, KUB seeks competitive bids or proposals in the procurement process. Depending on the dollar value, the competitive bids may be in the form of phone quotations, informal written quotations, formal sealed bids, or formal sealed proposals. In this process, KUB encourages participation by minority-owned and women-owned businesses.

# Outreach and Networking Events

- **Tennessee Department of Transportation**  
*Construction Estimating/Bidding for Trade Subcontractors Training*  
February 20, 2018  
12:30 – 4:00 pm  
Knox Burlington Library Meeting Room  
4614 Asheville Highway, Knoxville, TN
- **East Tennessee Purchasing Association Business Matchmaking**  
May/June 2018  
Chattanooga /Athens, Tennessee
- **City of Knoxville Business Breakfast**  
June 13, 2018  
Knoxville Civic Coliseum
- **Coming Soon**  
*KUB's Spring Contractors Event*  
KUB will be hosting a "getting to know you" session this spring with contractors, suppliers, and vendors. Be on the lookout for more information!

## Examples of Upcoming Opportunities: Service and Supply Agreements

### Service and Supply Agreements

- Traffic Control Services
- Utility Pole Maintenance
- Water Meters
- Wood Distribution Poles
- Vegetation Management Software
- Various Fleet Purchases
- Payment Center Kiosk
- Banking Services
- Vehicle Parts Supply

### Approximate Bid Schedule

- Spring/Summer 2018
- Spring/Summer 2018
- Summer/Fall 2018
- Summer/Fall 2018
- Spring/Summer 2018
- Spring/Summer 2018
- Spring/Summer 2018
- Spring/Summer 2018

## Examples of Upcoming Opportunities: Capital Construction

### Service and Supply Agreements

- Various water line projects
- Various Booster Pump Station Upgrades
- Various rehab/replace wastewater projects
- Various Pump Station and Force Main Projects
- Various Pump Station Projects
- Various Plant Projects
- Choto Area 8-inch MDPE Gas Main
- Marietta Church Road 8-inch MDPE Gas Main
- Vegetation Management Services

### Approximate Bid Schedule

- Spring/Summer 2018
- Summer/Fall 2018
- Spring/Summer 2018
- Fall 2018
- Spring/Summer 2018
- Spring 2018
- Fall 2018
- Fall 2018
- Spring 2018