



## Small Business & Diversity Outreach

The City of Knoxville realizes the importance of diversity in all aspects of local government. The Purchasing Division is no exception.

Small, Minority-owned, Woman-owned, and Service-Disabled Veteran-owned businesses play an important role in the progress and continued success of this great city.

We look forward to doing business with you and sincerely hope this information will help you compete for City business.

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CITY OF KNOXVILLE

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[knoxvilletn.gov/purchasing](http://knoxvilletn.gov/purchasing)

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CITY OF KNOXVILLE

**Purchasing Division**

Working with the  
City of Knoxville

## Business Opportunities

The City of Knoxville strives for the highest degree of open, free market competition when soliciting bids, proposals and qualifications. Spending approximately \$100 million per year on products and services, the City desires to conduct its business with local and regional companies whenever possible. By posting bid opportunities online and participating in various outreach programs throughout the year, the Purchasing Division is committed to keeping the community informed of available opportunities.

Below are a few examples of the products and services the City buys each year. Feel free to contact us for more detailed information.

<i>Architectural &amp; Engineering</i>	
<i>Automation Maintenance &amp; Service</i>	<i>Office Furniture</i>
<i>Automotive Repair &amp; Parts</i>	<i>Office Supplies</i>
<i>Bus Parts</i>	<i>Pest Control</i>
<i>Computers &amp; Printers</i>	<i>Printing</i>
<i>Concrete</i>	<i>Police Equipment</i>
<i>Construction</i>	<i>Promotional Displays &amp; Items</i>
<i>Decorations for Special Events</i>	<i>Recreational Equipment</i>
<i>Fuel</i>	<i>Safety Equipment &amp; Supplies</i>
<i>Gravel/Rocks</i>	<i>Traffic Lights &amp; Equipment</i>
<i>Janitorial Services &amp; Supplies</i>	<i>Trees &amp; Shrubs</i>
<i>Lawn Care Services</i>	<i>Uniforms</i>
<i>Landscaping Services &amp; Supplies</i>	<i>Vehicles, Equipment &amp; Accessories</i>

## Avenues of Procurement



Purchases below \$5,000 are at the discretion of each City Department without a formal competitive process.

Purchases between \$5,000 and \$25,000 generally require three written quotes solicited by the Purchasing Division. These quotes may be faxed, emailed, or hand-delivered, per solicitation instructions.

Purchases of \$25,000 and above require solicitations through sealed bids, request for proposals, or request for qualifications from the Purchasing Division.

## Get Involved

Before submitting solicitations, the City requires participants to register as a vendor online at [knoxvilletn.gov/bids](http://knoxvilletn.gov/bids). Select the products and services that you provide so you can receive timely, automated messages regarding upcoming opportunities.



To establish a relationship with City Purchasing:

- Register through our Vendor Registration system.
- Registering allows businesses to receive email notifications of relevant solicitations.
- Review historical files in the Purchasing Division to see what your competition provides and charges.
- Quote-opportunities for products and services valued between \$5,000 and \$25,000 are posted online at [knoxvilletn.gov/bids](http://knoxvilletn.gov/bids).
- Stay current on insurance and licenses.
- Submit bids on time—the City *cannot* accept late bids.
- Price your product/service competitively. Cost is an important factor in the bidding process.
- Contact the Purchasing Division with questions.

