

REQUEST FOR PROPOSALS

Special City Census

The City of Crossville is seeking proposals for an individual or firm to conduct a special city census to be complete by March 1, 2018.

Background information

The City of Crossville performed a special city census in 2014, which certified the population at 11,022. City Council believes that growth since that time warrants conducting a census for certification in 2018.

The City can provide information and documents from the 2014 special census, GIS mapping assistance, and some office space. The census must be complete and submitted to state agencies by March 1, 2018.

Proposals should address the following:

- a) Experience of the individual or firm in conducting a census
- b) Projected plan for implementation, including methods to collect data
- c) Projected staffing for project
- d) Projected local office space needs
- e) Proposed implementation schedule
- f) Proposed fee and fee schedule
- g) Proposed data to collect from residents (i.e. name, address, age, etc.)

Final report shall be submitted to the City in a format acceptable to the State of Tennessee.

Please provide 3 copies of your proposal.

The City of Crossville is an Equal Opportunity Employer.

The City of Crossville reserves the right to reject any or all proposals or to waive any informality in the process.

RFP's should be submitted in a sealed envelope marked "Special City Census" to the City Clerk at 392 N. Main Street, Crossville, TN 38555 by 2:00 p.m. on Tuesday, May 16, 2017. For more information, please contact Valerie Hale, Assistant City Clerk, at (931) 787-1684 or valerie.hale@crossvilletn.gov

IRAN DIVESTMENT ACT

In compliance with the Iran Divestment Act (State of Tennessee 2016, Public Chapter No. 817), which became effective on July 1, 2016, certification is required of all bidders on contracts over \$1,000.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party hereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. § 12-12-106.

I affirm, under the penalties of perjury, this statement to be true and correct.

Date

Signature of Bidder

Company

A bid shall not be considered for award nor shall any award be made where the foregoing certification has not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. The City of Crossville may award a bid to a bidder who cannot make the certification, on a case-by-case basis, if:

- (1) The investment activities in Iran were made before July 1, 2016, the investment activities in Iran have not been expanded or renewed on or after July 1, 2016, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- (2) The City of Crossville makes a determination that the goods or services are necessary for the City of Crossville to perform its functions and that, absent such an exemption, the political subdivision will be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.