

CITY OF JOHNSON CITY
PURCHASING DEPARTMENT
 209 WATER STREET, P.O. BOX 2150 JOHNSON CITY, TN
 37601/37605
 PHONE 423-975-2715 FAX: 423-975-2712
 purchasing@johnsoncitytn.org



Invitation to
Quote

DATE 06/05/25	QUOTE NOT LATER THAN 06/13/25	DELIVERY TIMEFRAME: ASAP	TIMEFRAME PROPOSED:
ITQ #2025-16 Water Bills			
QUOTE RESPONSE MUST BE SUBMITTED TO: City of Johnson City Purchasing Office REPLY VIA MAIL, EMAIL or FAX purchasing@johnsoncitytn.org		WE QUOTE YOU AS BELOW	
DEPARTMENT CONTACT (for inquiries only): Mary Kinnick mkinnick@johnsoncitytn.org 423-434-6028		NAME OF COMPANY: _____ ADDRESS: _____ _____ _____	
F.O.B. DELIVERED, FREIGHT PREPAID & ALLOWED. BASE YOUR QUOTATION ON THE TERMS AND CONDITIONS INCLUDED AND/OR PRINTED HEREON. TERMS: NET 30 DAYS QUOTE ON THIS FORM AS BELOW:		PHONE: _____ BY: (SIGNATURE) _____ OFFICAL TITLE: _____ QUOTATION DATE: _____ EMAIL ADDRESS: _____	
QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
288,000	Water Bills , per attached sample: Printed on 100# tag; vertical perf are "MINIMUM of 13Tx.032" (MINIMUM of 13 ties per inch); no marginal perforations Approximate size: 7 1/4" x 4 1/4" Red and blue ink. Inside delivery. Lift gate required. This contract is for a three (3) year period subject to annual renewals provided all terms, conditions and prices remain unchanged and the vendor is in agreement. Costs shall remain firm for each contract period. Price escalation will be allowed at the time of renewal only and cannot exceed 5%. The Director of Purchasing must be informed in writing of any price increases before contract renewal. The City reserves the right to re-quote at the end of any one year period. NOTE: The processed water bill form must comply with all USPS size guidelines needed to qualify for the postal rate for a post card . The form should have a maximum length of 6" and a maximum height of 4-1/4" . Proof must be approved before printing by Mary Kinnick, 423-434-6028 Please specify delivery time frame, this could be an award consideration. Attached samples include most recent water bill and an unburst bill showing the placement of the perforations.	\$ _____	\$ _____

Vendor's past performance may be a consideration in the awarding of this contract

JOHNSON CITY UTILITY SYSTEM
P.O. BOX 2386
JOHNSON CITY, TN 37605-2386
PHONE (423) 461-1640

ADDRESS SERVICE REQUESTED
PAY BY PHONE (877) 768-5046

RETURN THIS STUB WITH PAYMENT

ACCOUNT NO.	NET AMOUNT
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BILL DATE	LATE FEE
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PAY GROSS AFTER	GROSS AMOUNT
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SERVICE FROM	NET AMOUNT	GROSS AMOUNT		
SERVICE TO	ACCOUNT NO.	PAY GROSS AFTER		
SERVICE AT				
PRESENT READING	PREVIOUS READING	USED	SERVICE	CHARGES

PRESORTED
FIRST CLASS MAIL
U.S. POSTAGE PAID
JOHNSON CITY, TN 37601
PERMIT NO. 12



JOHNSON CITY UTILITY SYSTEM

P.O. BOX 2386

JOHNSON CITY, TN 37605-2386

- Bills are due when received and payable at City Hall.
- Pay on-line at www.johnsoncitytn.org.
- We offer automatic drafts as a payment option.
- Failure to receive bill does not relieve consumer of payment or penalty.
- If bill remains unpaid two (2) days after the due date shown, services may be discontinued without further notice.
- Fee for restoring services during the regular office hours is \$25.00. All fees must be paid before services are restored.
- If you have any reason to believe the amount of these charges is in error, please contact our office at least one day prior to cut off date.
- A service fee will be charged on each returned check.
- Receive your statement by email. Information is available at www.johnsoncitytn.org/cityservices/online.

NOTICE - Connection/Disconnection Requests: **Requested Connection and/or Disconnection dates are not guaranteed.** Customer is responsible for verifying that connection/disconnection occurred prior to using or vacating property. Customers' failure to verify that connection/disconnection occurred may result in damages to their pipes and property for which the City shall not be responsible.

OFFICE HOURS
 MONDAY - FRIDAY
 8:00 A.M. - 5:00 P.M.
 CLOSED
 SAT., SUN., & HOLIDAYS

TELEPHONE NUMBERS

BILLING (423) 461-1640
MAINTENANCE (423) 461-1645
AFTER HOURS (423) 461-1643
SOLID WASTE (423) 975-2792

FOR YOUR CONVENIENCE,
 A NIGHT DEPOSIT BOX IS AVAILABLE
 AT 601 EAST MAIN STREET.

PLEASE BRING ENTIRE BILL WHEN
 PAYING IN PERSON.

TYPE SERVICE EXPLANATION

WA - WATER	LC - LANDFILL CHARGE
LS - SEWER	DR - DUMPSTER RENTAL
MS - METERED SEWER	SW - SOLID WASTE FEE
FT - FIRE TAP	RC - ROLLOFF COLLECTION
TX - SALES TAX	RG - REGIONAL GARBAGE
SC - SERVICE CHARGE	DC - DUMPSTER COLLECTION
PB - PREVIOUS BALANCE	ST - STORMWATER
AS - AMMONIA/ZINC/S/C	GP - GARBAGE PULLS
SD - BOD	
SS - SUSPENDED SOLIDS	



INVITATION TO QUOTE GENERAL TERMS AND CONDITIONS

Read Carefully - if applicable or unless specifically noted otherwise in the solicitation documents

1. ACCEPTANCE, REJECTION AND POSTPONEMENT

Issuance of a request for quotation does not commit the City to make an award. The City reserves the right to postpone or reject any or all submittals, to waive informalities and to accept the ITQ judged to be in the best interest of the City.

2. ADDENDA

Addendum's will be issued to all known interested parties and posted on the City's website (listed above). All addenda issued shall become part of the ITQ documents. It is the vendor's responsibility to determine and acknowledge any or all addenda's issued for a solicitation. No addendum will be issued less than two (2) working days prior to the deadline as per TCA § 12-4-01, as amended.

3. AWARD

An award, if made, shall be to the lowest responsible, responsive vendor(s) or best quotation meeting quality and performance standards as described in the solicitation documents and whose ITQ is determined to be in the best interest of the City. The City also reserves the right to award this product/service based on other contracts in-place (state or cooperative contracts), as maybe in our best interest.

4. AWARD PERIOD

The City shall have 60 days to issue a contract. Any contract past that period must be mutually agreed upon by both parties.

5. ITQ TABULATIONS & AWARD RECOMMENDATIONS

ITQ tabulations will be posted and available no later than the next business day on our above website. Select "awarded/opened solicitations".

Award recommendations, when ready, will also be posted there.

6. BRAND NAMES

By referencing a brand name as "or approved equal", the City intends to establish a minimum level of quality by which alternate offers can be judged. If an alternate is offered, the vendor must include complete descriptive literature and specifications that clearly describe the item and how it differs from the referenced item. Unless specified otherwise, it is understood that the referenced product will be furnished. The City alone will determine whether an alternate is equivalent and meets the standards of quality and performance for the City's use. A sample or demonstration may be required at the expense of the vendor.

7. CONDITION STANDARDS

It is understood and agreed that any item offered or shipped as a result of this solicitation shall be new and unused and the manufacturer's latest model unless otherwise called for in the solicitation.

8. Cooperative Procurement by other governments "piggyback"

Other governmental entities in Tennessee may purchase goods and services under the same terms as Johnson City's contracts or agreements as per T.C.A. § 12-3-1203. Johnson City does not accept any responsibility or involvement in this use by other public agencies.

9. DEFAULT

In case of contractor default or failure to provide material or service according to the solicitations, the City may cancel this contract and acquire from another source and may recover any excess cost by (1) invoice; (2) deduction from an unpaid balance due; or (3) a combination of the aforementioned remedies or other remedies provided by law. All costs associated with default will be borne by the contractor. The City reserves the right to remove a company in default from the active vendor list for a time period to be determined by the Director of Purchasing.

10. EQUAL OPPORTUNITY

It is the policy of the City of Johnson City to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, Part 21; related statutes and regulations to that end that no person shall be excluded from participation in or be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or any other funding source on the grounds of race, color, sex, national origin, or ancestry. By virtue of submitting a response to this solicitation, vendors agree to comply with the same non-discrimination policy.

11. EVALUATION

ITQ's will be evaluated according to the criteria set forth in the document with the degree of importance determined by the City.

12. EXAMINATION OF ITQ'S

ITQ's and associated documents may be examined after award.

13. INDEMNIFICATION

The vendor shall guarantee and certify by submitting a response to this solicitation that if successful, they shall indemnify and defend the City against any and all claims or legal actions arising as a result of their performance of the contract, whether or not such claims relate to damages or alleged damages sustained by physical injury to contractors personnel, subcontractors, city employees or other persons, or against any lawsuits arising from alleged or actual patent infringements, and shall hold the City, its various departments, employees, and any and all persons or entities acting on its behalf harmless from the same.

14. INSPECTION

All supplies or materials purchased as a result of this solicitation are subject to inspection and rejection by the City. Rejected materials will be returned at the vendor's expense.

15. INSURANCE

The contractor shall maintain, at their expense, such insurance as required by the solicitation. Such insurance shall protect the City for claims of damages which may arise during operations under this contract whether such operations be by the Contractor or by any subcontractor or anyone directly or indirectly employed by either of them. Any required insurances shall be maintained for the term of the contract and beyond the term of the contract when so required in the solicitation.

16. IRAN DIVESTMENT ACT

Pursuant to Tenn. Code Ann. § 12-12-110 a person that is identified on a list created pursuant to § 12-12-106, as a person engaging in investment activities in Iran as described in § 12-12-105 shall be ineligible to contract with any political subdivision of this State.

17. LICENSES, FEES, PERMITS

The contractor is responsible for furnishing the proper licenses, fees, and permits required by law to do business with the City of Johnson City in completion of the project. All work shall be done in accordance with the latest building codes, state and federal laws relative to the contract.

18. MULTIPLE ITEM AWARD

The City will determine the successful vendor(s) either on the basis of the individual line items or the total of all items. ALL OR NONE submittals must be clearly identified on the quote form and will be considered only if in the City's best interest.

19. NON-COLLUSION AGREEMENT

By submitting this solicitation, the agent representing all officers, partners, owners, representatives, employees or interested parties of the vendor's firm certifies to the best of his/her knowledge and belief this quote to the City of Johnson City, Tennessee has not been prepared in collusion with any other seller, proprietor, or manufacturer of similar products or services. "Collusive bidding" refers to agreements and/or communications by

vendors submitting solicitations to cooperate for the purpose of manipulating the competitive solicitation process. The agent also certifies that the prices, terms and conditions of said solicitation have been arrived at independently and have not been communicated by the submitter, nor by any of the aforementioned firm associate to any other seller, proprietor, or manufacturer of similar products or services and will not be communicated prior to the official opening of said solicitation. In the event the City of Johnson City identifies a vendor or vendors engaged in collusive bidding, the City of Johnson City may reject future submissions from identified vendor or vendors and/or prohibit future submissions from the same. The agent further states that no official or employee of the City of Johnson City has promised any personal, financial or other beneficial interest, either directly or indirectly, in order to influence award of this solicitation.

20. PARTS AND SERVICE

The successful vendor must be able to provide adequate parts and service for all items awarded. Service location and ability to perform may be a consideration in the award.

21. PAST PERFORMANCE

Vendor's past performance may be a consideration in the awarding of this contract.

22. PRICING

All pricing must appear in the spaces provided on the city's form (if applicable) and be in ink or typed. Any changes or corrections by the vendor must be initialed in ink by the person signing. Unit prices will prevail in case of an extension error. The City will correct math computation errors (unit price & totals). No pricing may be altered or amended after submittal deadline. Obvious mistakes will be given special consideration upon receipt of written request and full disclosure or evidence regarding pricing error.

23. PROPRIETARY/CONFIDENTIAL INFORMATION

Vendors are hereby notified that all information submitted as part of, or in support of, its will be available for public inspection after award, in compliance with Tennessee Statutes and any information marked as confidential will be reviewed for compliance.

24. PROTEST PROCEDURE

Any protest to the award of a contract by the City of Johnson City shall be submitted in writing to the Director of Purchasing with a copy to the City Manager and delivered not later than seven (7) calendar days from the date of the city's award decision (T.C.A. § 12-3-514). Such protest must include a protest bond in the amount of \$350 (cashier's check payable to the City of Johnson City or Cash) submitted to the Purchasing Director before the City will consider the protest. This protest bond will serve as a guarantee by the protester of the validity and accuracy of the protest. If the protest is denied by the City Manager the bond will be retained to cover costs associated with the protest.

25. QUESTIONS

Questions must be received by the City at least two (2) working days prior to the submittal deadline. No oral interpretations or instructions given by any city employee or any other person shall apply. Changes relative to any solicitation will be in writing, in the form of an addendum. ,

26. SAFETY STANDARDS

All manufactured items and fabricated assemblies shall comply with applicable requirements of OSHA/TOSHA and any related standards thereto.

27. SAMPLES

Samples will be furnished at no charge to the City. They will remain in the Purchasing Department for testing and evaluation until an award is made. Vendors are responsible for picking up their samples within two (2) weeks after the award. Samples not collected after that time shall become the property of the City. Samples from the successful vendor will be held until delivery is received and accepted as being equal to the sample.

28. SIGNATURES

When submitting an ITQ, other than electronically, the form must contain the full name and address of the company and be signed in Ink by a person authorized to bind that company to a contract. Submission of an electronic solicitation constitutes acceptance of all terms and conditions, digital signatures are allowed. Unsigned paper quotes will not be considered, read or tabulated. They may not be signed during or after the quote deadline.

29. SUBMITTAL OF ITQ'S

Any forms furnished by the city shall be completed and returned as specified in the solicitation, otherwise response may be considered as non-responsive. FACSIMILE OR E-MAIL RESPONSES ARE ACCEPTABLE as per solicitation. Quotes are due by the deadline posted on the ITQ. Any document superfluously provided and not requested in the solicitation document may not be considered.

30. TAXES

The City is exempt from Federal excise tax, State, and city sales tax. Contractors are not exempt from the use tax on materials and supplies used in the production of an item or in the performance of a repair or construction contract. Tax exemption certificates will be furnished upon request.

31. TERM OF CONTRACT

Unless otherwise stated, the City reserves the right to purchase like items at the same contract price for a period of one year from the award date subject to agreement of both parties. The City may cancel any contract for cause following written notification of intent.

32. WARRANTY

Unless otherwise specified by the City, all items shall be guaranteed for a minimum period of one (1) year against defects in material and workmanship.