



INVITATION TO VENDORS

The City of Gatlinburg is accepting proposals for the manufacturing and installation of one vehicular signage that is as part of Gatlinburg's "Wayfinding Signage" program. Detailed design requirements regarding the size, materials, color, fonts and purpose of this sign are contained within the "Specifications" section of this document.

Proposal forms and specifications may be obtained from Delea Patterson, AP/Purchasing, Gatlinburg City Hall, 1230 Parkway East, Suite 2, P.O. Box 5, Gatlinburg, Tennessee 37738, Telephone Number (865) 436-1409, email deleap@gatlinburgtn.gov.

Interested vendors are required to contact City Planner David Ball to discuss specifics of the project to assure understanding of the specifications He can be reached at 865-436-7792 or dball@gatlinburgtn.gov

Proposals shall be received until **2:30 p.m., September 22, 2016**, at which time they will be publicly opened and read aloud. No proposal may be withdrawn for thirty (30) days.

Proposals should be submitted in a sealed, opaque envelope with the Vender's name, address, date and time of the proposal opening, and the Quotation "Proposal on Signage Program" stated clearly on the outside of the envelope containing the proposal.

The City of Gatlinburg reserves the right to waive any informalities in, or to reject any or all proposals and to accept the proposal deemed most favorable to the interests of the City.

GENERAL PROVISIONS

Prices quoted shall not include Federal or State taxes, if any are applicable. The successful vendor shall furnish tax exemption forms, if required, with their invoices.

The prices quoted are that for which the materials or services will be delivered F.O.B. Gatlinburg, Tennessee.

Any additions, deletions, or variations from the following specifications must be noted.

Inspection of the materials or equipment will be made by an agent of the City of Gatlinburg, and if found defective or fails in any way to meet the terms of this agreement, it will be rejected. Rejected materials or equipment will be replaced at the expense of the vendor.

All technical specifications must accompany proposal.

The City of Gatlinburg reserves the right to defer payment for thirty (30) days after delivery. The City of Gatlinburg also reserves the right to reject any and/or all proposals.

The vendor agrees to indemnify the City of Gatlinburg from any and all liability, loss or damage the City may suffer as a result of claims, demands, costs, or judgments against it arising from any and all work under this agreement.

The vendor agrees to notify the City, in writing, within thirty (30) days, by registered mail, at the City's address as stated in this agreement, of any claim against the vendor on the obligations indemnified against.

It is the policy of the City of Gatlinburg not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. With regard to all aspects of this contract, contractor certifies and warrants it will comply with this policy.

SPECIFICATIONS FOR SIGNAGE

This project is to replace One (1) vehicular directional sign that is part of Gatlinburg's Wayfinding Program. The sign was destroyed by construction equipment, but the foundation remains.

The specifications for the sign is contained within **Exhibit I** (may be in form of PDF file.) The location of the sign will be at the intersection of Glades and Buckhorn Roads in Gatlinburg. The Exhibit shows the appearance of the sign from the three angles viewable from the intersection of the sign. The sign needs to match existing Wayfinding Signage in size, material, color scheme, etc.

In addition to sign blades that are viewing from three directions, the sign topper must be triangular in nature so as to be viewable from all three directions.

Vendor may utilize existing foundation or develop new foundation method so long as the foundation adequately bears the weight of the sign and meets acceptable engineering practices for attachment to foundation.

The specifications detail the type of material, PMS numbers for colors, font types and sizes of lettering, etc. Vendor is required to review the messaging and location of sign with City Planner David Ball to assure complete understanding of project.

In addition to the manufacturing of signage, any proposal should include installation of the sign, complete with the engineering design associated with the sign foundations.

Any deviations from specifications requested should be clearly described in the proposal. Alternatives to signs described in the specifications may be considered. If you need more space than provided to describe any deviations, please put on separate sheet or write on back of proposal page.

References should be available upon request.

Robert L. Holt, Finance Director
City of Gatlinburg
1230 Parkway East
P.O. Box 5
Gatlinburg, TN 37738

RE: Proposal on manufacturing and installation of
sign for Wayfinding Program.

We agree to manufacture and install for the City of
Gatlinburg the sign listed in specifications for a
lump-sum price of:

\$ _____
Total Price, including delivery
and installation

Number of days after proposal awarded
that installation will begin.

Estimated number of days to
complete project.

Our proposal prices, listed above, contain no deviations from the advertised items, except as listed below. Be as thorough as possible.

DEVIATIONS _____ YES _____ NO: (Please check one)

Signed/

Name (Print)

Date

Name of Company

Phone/Fax Number

Address

Email Address

City

State

Zip

EACH VENDOR SHALL SUBMIT THIS STATEMENT OF COMPLIANCE WITH THEIR PROPOSAL.

For Title VI and IX compliance, we ask for voluntary disclosure of the following information:

Gender: Male _____

Female _____

Race: Caucasian _____

African American _____

Other (please specify) _____

Sign Vendors

Sign Master Inc.
Attn: Suzanne Wright
1110 Oak Cluster Drive
Sevierville, TN
(865) 428-4244 Fax 428-4284
suzanne@signmastertn.com

Jarvis Sign Company
Attn: Jennifer S
310 Madison Street
Madison, TN 37115
615-865-6062
jennifer@jarvissigns.com