



## INVITATION TO BIDDERS

The City of Gatlinburg is accepting sealed bids on the implementation and installation of a comprehensive recreation software program for the Gatlinburg Community Center.

Bids shall be received at Gatlinburg City Hall until 2:30 p.m., March 10, 2016, at which time they will be publicly opened and read aloud. Bids must be sealed with the bidder's name, address, bid opening time and date and the quotation "Bid Gatlinburg Community Recreation Software Program" stated plainly on the outside.

For questions concerning the Bid Documents, Bidders may contact City of Gatlinburg, Delea Patterson, AP/Purchasing, 1230 Parkway East, Suite 2, P.O. Box 5, Gatlinburg, Tennessee 37738 at 865-436-1409 or [deleap@gatlinburgtn.gov](mailto:deleap@gatlinburgtn.gov). Technical questions should be referred to Dave Anderson, Community Center Manager, Telephone Number (865) 436-4990.

Bid specifications will also be available on the City of Gatlinburg website at [www.gatlinburgtn.gov](http://www.gatlinburgtn.gov) under "Out for Bids" tab. This bid tab is located under Gatlinburg Government, and then Purchasing. Bid results are posted in the same area as shortly after bid opening as possible.

No bid may be withdrawn for thirty (30) days.

The City reserves the right to qualify bidders, to waive any informalities, to reject any and/or all bids, and to accept the bid deemed most favorable and in the best interest of the City.

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.

## GENERAL PROVISIONS

Prices quoted shall not include Federal or State taxes, if any are applicable. The successful bidder 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 bidder.

All technical specifications must accompany bid.

The City of Gatlinburg reserves the right to extend this agreement for one (1) additional year after the completion of the first year agreement.

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 bids.

The bidder 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 bidder 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 bidder 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.

Vendor shall possess all of the necessary insurances and licenses required to perform this type and size of project.

## **SPECIFICATIONS**

Recreation software installation, hardware and training to be completed at the Gatlinburg Community Center:

1. Activity Registration software installation, annual support and maintenance and online setup and training.
2. Facility Reservation software installation, annual support and maintenance and online setup and training.
3. Membership Management software installation, annual support and maintenance and online setup and training.
4. Locker Rental software installation, annual support and maintenance and online setup and training.
5. Inventory/Point of Sale software installation, annual support and maintenance and online setup and training.
6. Touch Screen Point of Sale Computer
7. Compatible Point of Sale Thermal Receipt Printer
8. Compatible Point of Sale Cash Drawer
9. 50 Rolls of Thermal Receipt Paper
10. Honeywell Orbit MS7120 Scanner
11. Logitech Webcam C905
12. Custom Card / Key Tags 500 cards and Key tags

Delea Patterson, AP/Purchasing  
City of Gatlinburg  
1230 Parkway East, P.O. Box 5  
Gatlinburg, Tennessee 37738

**RE: Recreation Software Installation, Hardware, and Training to be completed at the Gatlinburg Community Center.**

The specifications for the above-mentioned items have been reviewed and the following is offered for purchase of hardware, training, maintenance, online support and installation of a recreation software program (total to include all necessary hardware and labor) for the Gatlinburg Community Center per the specifications:

\$ \_\_\_\_\_

Any deviations from the specifications are noted below. We understand that this bid may not be withdrawn for thirty (30) days.

Any deviations from these specifications are noted below. (use back if necessary).  
DEVIATIONS YES\_\_\_\_ NO\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed/ \_\_\_\_\_

\_\_\_\_\_  
**Name (Print)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Fax Number**

\_\_\_\_\_  
**City, State, Zip Code**

\_\_\_\_\_  
**Email**



## **BIDDER'S LIST**

R.C. Systems, Inc.  
35807 Moravian Drive  
Clinton Township, MI 48035  
[sales@recprosoftware.com](mailto:sales@recprosoftware.com)

Vermont Systems  
12 Market Place  
Essex Junction, VT 05452  
[sales@vermontsystems.com](mailto:sales@vermontsystems.com)

Capturepoint.com  
141 Dayton Street  
Ridgewood, NJ 07450  
[tbracken@capturepoint.com](mailto:tbracken@capturepoint.com)