

Request for Quote

This is not a sealed bid. Quotes can be emailed or faxed to the Office of the Purchasing Division. See instructions below.

The City of Knoxville requests your delivered price for various coffee brewer systems as outlined below. Various City departments shall purchase at their discretion. NO SPECIFIC QUANTITIES ARE GUARANTEED. The City of Knoxville intends to establish a fixed price agreement with one or more vendors in the form of a blanket purchase order/orders, for the term of one year with two optional one-year renewals. Awarded Contractor is permitted to request a price adjustment at renewal per Contract Manager approval.

SCOPE:

The use of specific brand name and models within this scope is intended to provide a description of the product design and quality and not intended to limit competition. Vendors able to product similar designs are strongly encouraged to submit pricing for products of equivalent quality with same features and functionality. The following is a list of requested brewer types:

- **Standard drip coffee brewer**
 - o Bunn PourOver 12-cup Commercial Coffeemaker; Series VP17; Water tank models (or approved equal) Provide pricing for single burner, double burner, and triple burner models
 - o Bunn Commercial Coffeemaker with water line access; AXIOM® series (or approved equal) Must have hot water faucet. Provide pricing for single burner, double burner, and triple burner models
- **Single cup brewer**
 - o Keurig K150P Commercial Maker; water line access models (or approved equal)
 - o Keurig K150 Commercial Maker; water reservoir models (or approved equal)
 - o Vendor may include pricing for additional commercial grade single cup brewers with varying sizes of water reservoir
- **Air Pot coffee brewer**
 - o Bunn Pourover Airpot Brewing System; VPR series (or approved equal)

Please include with quote submission all warranty information. Each department shall be invoiced separately for the purchase of coffee brewers. Delivery address will vary by department, however, vendors are to quote prices with delivery cost included. All deliveries will occur within City Limits.

Renewal Pricing:

All contracted pricing shall remain firm and fixed for the period of one year following contract execution. After the completion of the first full year term and any renewal terms thereof, the Contractor may adjust the contract price in accordance with the increase or decrease, if any, in the Producer Price Index (PPI), using a basis of such adjustment the "Small electric household appliances, except fans and wall and baseboard heating units" WPU12440178 ("Index") not seasonally adjusted for the month prior to the term expiration, published by the Bureau of Labor Statistics of the United States Department of Labor, excepting that the maximum annual increase shall not exceed 3.5%. The new rate for each year will be calculated as per the following example:

CPI for current period (Current September Index):	134.0
- CPI for previous period (Prior year September Index):	129.9
= Index point change	4.1

Index point change (4.1) ÷ Prior year September Index (129.9) = 0.032 x 100 = 3.2% index change
3.2% index change x current contract price = New Price.

The increase in the unit prices may occur after Contractor has given the City written notice of such change and received written approval of the increase from the City's Contract Manager.

MODIFICATIONS: If modifications to this document are necessary, such changes will be made in the form of an addendum, posted to the Purchasing website: www.knoxvilletn.gov/bids. It is the vendor's responsibility to review the website to ascertain whether such addenda have been posted.

INCLEMENT WEATHER: During periods of inclement weather, the Purchasing Division will enact the following procedures with regard to solicitations and weather delays:

- If City offices are closed due to inclement weather on the date that quotes are due into the Purchasing Office, all solicitations due that same day will be moved to the next operational business day.
- The City of Knoxville shall not be liable for any commercial carrier's decision regarding deliveries during inclement weather.

In order for your quote to be considered for award, your completed form must be received by the Purchasing Office via email, fax, or hard copy no later than 2:30 p.m. (Eastern Time) on Thursday, August 13, 2020. Late submissions shall not be accepted.

Prior to submitting their quote, vendors are to be registered with the Purchasing Division through the City of Knoxville's online Vendor Registration system. Instructions for registering on-line are available at www.knoxvilletn.gov/purchasing.

By submitting a quote to the City of Knoxville, the submitter warrants the following:

1. The quote is good for 60 days.
2. The Quoter is licensed to conduct business in the City or County where it is headquartered.
3. The Quoter will use environmentally friendly products and services whenever possible.
4. The Quoter has not entered into any collusion with any person in respect to the pricing of this order or any other.
5. The Quoter represents and agrees to the termination clause, and indemnification clause attached to this document.

The Quoter, to the best of its knowledge and belief, does not engage in investment activities in Iran and is not on the list created pursuant to T.C.A § 12-12-106 (available at https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/cpo-library/public-informationlibrary/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_7.7.17.pdf)

6. The Quoter shall be responsible for full compliance with all applicable federal, state, and local laws, rules and regulations.

Please complete the Quote Section below and send your written quote to either the email address or fax number shown below:

Julie Smith Maxwell
Procurement Specialist
City of Knoxville
FAX: (865) 215-2277
jmaxwell@knoxvilletn.gov

QUOTE SECTION

Having carefully examined the scope of work detailed above (Coffee Brewers), we hereby propose to deliver the specified products as specified above for the following prices:

Standard drip coffee brewer; 12-cup Commercial Coffeemaker; Water tank model single burner

Manufacturer/Model number _____ Price per Unit _____

Standard drip coffee brewer; 12-cup Commercial Coffeemaker; Water tank model double burner

Manufacturer/Model number _____ Price per Unit _____

Standard drip coffee brewer; 12-cup Commercial Coffeemaker; Water tank model triple burner

Manufacturer/Model number _____ Price per Unit _____

Standard drip coffee brewer; 12-cup Commercial Coffeemaker; water line access, single burner

Manufacturer/Model number _____ Price per Unit _____

Standard drip coffee brewer; 12-cup Commercial Coffeemaker; water line access, double burner

Manufacturer/Model number _____ Price per Unit _____

Standard drip coffee brewer; 12-cup Commercial Coffeemaker; water line access, triple burner

Manufacturer/Model number _____ Price per Unit _____

Single cup brewer; water line access model

Manufacturer/Model number _____ Price per Unit _____

Single cup brewer; water reservoir model

Manufacturer/Model number _____ Price per Unit _____

Vendors may include pricing for additional commercial grade single cup brewers with varying sizes of water reservoir by attaching additional spreadsheet of options and pricing

Air Pot coffee brewer

Manufacturer/Model number _____ Price per Unit _____

GUARANTEE of delivery no later than: _____

Firm Name: _____ Contact Name: _____

Signature of Quoting Official: _____

Telephone: _____ Email: _____

DUNS #: _____ (If available)

INDEMNIFICATION CLAUSE

Contractor shall defend, indemnify and hold harmless the City, its officers, employees and agents from any and all liabilities which may accrue against the City, its officers, employees and agents or any third party for any and all lawsuits, claims, demands, losses or damages alleged to have arisen from an act or omission of Contractor in performance of this Agreement or from Contractor's failure to perform this Agreement using ordinary care and skill, except where such injury, damage, or loss was caused by the sole negligence of the City, its agents or employees.

Contractor shall save, indemnify and hold the City harmless from the cost of the defense of any claim, demand, suit or cause of action made or brought against the City alleging liability referenced above, including, but not limited to, costs, fees, attorney fees, and other expenses of any kind whatsoever arising in connection with the defense of the City; and Contractor shall assume and take over the defense of the City in any such claim, demand, suit, or cause of action upon written notice and demand for same by the City. Contractor will have the right to defend the City with counsel of its choice that is satisfactory to the City, and the City will provide reasonable cooperation in the defense as Contractor may request. Contractor will not consent to the entry of any judgment or enter into any settlement with respect to an indemnified claim without the prior written consent of the City, such consent not to be unreasonably withheld or delayed. The City shall have the right to participate in the defense against the indemnified claims with counsel of its choice at its own expense.

Contractor shall save, indemnify and hold City harmless and pay judgments that shall be rendered in any such actions, suits, claims or demands against City alleging liability referenced above. The indemnification and hold harmless provisions of this Agreement shall survive termination of the Agreement.