

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 a quantity of 10,000 each of the educational fire safety, coloring and activity books specified below or an approved equal, complete with one color imprint.

Price of each book is to include delivery and all artwork, set-up, screen, typeset, and miscellaneous fees necessary to imprint items as specified.

SCOPE OF WORK: The specified activity books will be used by the Knoxville Fire Department to teach young children to practice Fire Safety. The front of each book will be custom imprinted in one color (Black) with CITY OF KNOXVILLE – FIRE DEPARTMENT and the local Firefighter Association logo. Logo artwork will be provided. Bidder will be responsible for typeset.

Contractor will:

- Set up artwork and typeset using best professional judgment
- Prior to imprinting, email the department a proof of artwork for correction/approval
- Ship all books in quantities of 250 books or less per box
- Include all charges in the price of the books specified
- Contact the department representative two hours in advance of delivery

SPECIFIED BOOKS:

- “Practice Fire Safety” Coloring and Activity Book Item #0190 With Imprint: Knoxville Fire Department and Knoxville Firefighters Local 65 Logo (artwork attached)
- “In Case of Fire...Be Prepared, Not Scared” Activity Book Item #KCB-570 With Imprint: Knoxville Fire Department and Knoxville Firefighters Local 65 Logo (artwork attached)

SUBSTITUTIONS:

The intent of these specifications is to set forth and convey to prospective bidders the general style, type character, and quality of the article desired, and not to designate or imply a certain brand or make. However, any deviation from this specification shall be clearly noted along with sufficient information to allow the City to evaluate the exception.

To be considered, any substitution of the books specified must be suitable for the use for which they are intended, be equal in content and quality, be similar in design, contain an equal number of interior pages, and meet the educational needs of the department.

Samples are to be supplied upon request at no additional charge to the City.

The decision of the department as to the suitability of any item for use shall be final.

DELIVERY INSTRUCTIONS:

Items are to be shipped **FOB Destination** to KFD Fire Station #10, 2911 Sevier Avenue, Knoxville, TN 37920. Two (2) hour notice must be given to the department prior to delivery. **Deliveries with no prior notice given will not be accepted.** No after hours, weekend, or holiday deliveries will be accepted.

All items are needed within 30 days from date of order. If bidder cannot adhere to this delivery date, bidder shall so state and list earliest guaranteed delivery date after receipt of order for consideration.

There is no loading dock at this facility.

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 Friday, February 28, 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-information-library/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:

Karisa Scott
Procurement Specialist
City of Knoxville
kscott@knoxvilletn.gov
FAX: (865) 215-2277

QUOTE SECTION

Having carefully examined the scope of work detailed above, and having familiarized ourselves with the existing conditions of the Knoxville Fire Department Activity Books project, we hereby propose to furnish the materials and delivery to do the work as stated for the following sum:

“Practice Fire Safety” Book: _____ x 10,000 = _____

“In Case of Fire” Book: _____ x 10,000 = _____

Total Quote Price: _____

GUARANTEE of delivery no later than: _____

Firm Name: _____

Signature of Quoting Official: _____

Telephone: _____

Email: _____

DUNS #: _____

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.