



CITY OF KNOXVILLE
 OFFICE OF THE PURCHASING AGENT
 P.O. BOX 1631
 400 MAIN ST., ROOM 667
 KNOXVILLE, TN 37901

QUOTATION SHEET
THIS IS NOT AN ORDER

DATE: 01/24/2017 PAGE 1 Of 1

DOCUMENT NUMBER: **419650**

READ ALL INSTRUCTIONS AND CONDITIONS ON ATTACHED PAGES BEFORE QUOTING. QUOTE ON THIS FORM ONLY.
 QUOTE PRICE ON ITEMS LISTED OR EQUAL.

****ALL PRICES TO INCLUDE TRANSPORTATION CHARGES & NET TERMS UNLESS STATED OTHERWISE ****

Merchandise to be delivered to : See delivery instructions

QUOTE will be received at: Office of the Purchasing Agent, Room 667, 400 Main St., Knoxville, TN 37902,
 until 01/31/2017 02:30:00 PM

Fire Safety Promotional Items

Special Instructions:

PLEASE ENTER ALL PRICING ON THE ATTACHED QUOTE SHEET.

No.	Quantity	Description	Brand	Unit	Unit Price	Total	Applicable Discount
1	1 Each	Junior Firefighter Personalized Vinyl Decal Peel & Stick Badge per attached specifications or approved equal. QUANTITY: 20,000 each					
2	1 Each	Teacher Bags (Litterbags) Personalized Per Attached specifications or approved equal. QUANTITY: 3,000 each					
3	1 Each	Awareness Silicone Rubber Bracelet/Wrist Bands with Full Circle, Custom Imprint; Deep Debossed and Color Filled, Size: 8 inch per attached specifications or approved equal QUANTITY: 10,000 each					

IMPORTANT - State Merchandise

Delivery Date Here: _____

Buyer Name: Blackburn, Linda
 Phone: 865-215-2074
 Fax: (865) 215-2277
 Email: lblackburn@knoxvilletn.gov

 (Company Name)

 (Authorized Signature)

 (Print Signed Name)

 (Phone Number)

Request for Quote

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

The City of Knoxville requests your delivered price for custom printed/imprinted, fire safety, promotional items as specified below or approved equal.

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.

Bidder is advised to adhere as closely as possible to the design of the items specified.

If quoting other than as specified, please enclose a picture and description of the item proposed for use with quote.

The City reserves the right to be the sole judge as to the equality of any substitution that may be bid and to reject any item not conforming to these specifications in quality, color and design.

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

PRICING

Price of each item is to include delivery and any and all artwork, set-up, screen, typeset, and miscellaneous fees necessary to print/imprint items as specified. Shipping Terms – FOB Destination

ARTWORK:

The City will provide the Knoxville Fire Department logo in camera ready art. Bidder will be responsible for typeset and any additional artwork that may be required. Set-up of artwork must be approved by department prior to imprinting.

RESERVATION:

The City of Knoxville reserves the right to waive any informalities or to reject any or all bids, to evaluate bids and to accept any bid which, in its opinion, may be for the best interest of the City. This includes accepting bids on a split order basis, lump sum, individual item basis, or such combination as shall best serve the interest of the City.

DESCRIPTION AND QUANTITY OF ITEMS REQUIRED:

Item 1:

QUANTITY: 20,000 each

Description: Personalized Children's Vinyl Decal, Peel and Stick Badges
Shield Design with Eagle at top and laurel leaves on each side,
Size: approximately 3 inches in height and 2 2/16 inches in width.
Individually cut. Style: 3CBP3 or approved equal.

NOTE: These badges are decals, NOT roll labels.
The badges are individually cut and peel off of a card.

Imprint: (1) Circle surrounding the emblem - JUNIOR FIREFIGHTER

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- (2) Emblem in the Center of the badge – Fireman Gus caricature with PREVENT FIRES or approved equal design and fire safety message.
- (3) Bar beneath emblem – KNOXVILLE
- (4) FIRE DEPARTMENT (The word FIRE is to be centered under the word Knoxville, and The word DEPARTMENT is to be centered under the word fire)

Set-up of artwork must be approved by department prior to imprinting.

Item 2:

QUANTITY: 3,000 Each

Description: 9 inch x 12 inch, custom imprinted, poly-plastic litter bags with round hole at top, Style Number: LB-CIMC or approved equal.

Color: White

Imprint Color: Red (Artwork set-up to be approved by department prior to imprinting.)

Imprint: Line 1: Knoxville Fire Department Logo (enlarged and centered on bag -See attached picture)
Line 2: KNOXVILLE FIREFIGHTERS ASSOCIATION (Centered beneath Logo in large bold letters)
Line 3: A Fire safety message will be imprinted in smaller letters, centered directly beneath the name of the association. The safety message will be determined at later date and will be as per instructions of the department.

Item 3:

QUANTITY: 10,000 Each

Description: Awareness Silicone Rubber Bracelet/Wrist Bands
Full Circle Custom Imprint; Deep Debossed and Color Filled
Style #DCF or approved Equal. Set-up of artwork must be approved by department prior to imprinting.

Size: 8 inch

Band Color: Red

Imprint Color: White

Debossed Imprint: KNOXVILLE FIREFIGHTERS ASSOCIATION * KFD FIRE SAFETY HOUSE

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/purchasing. 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. on Tuesday, January 31, 2017 . Late submissions shall not be accepted.

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.
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.
6. 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/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to Tenn . Code Ann. 12-12-106, Iran Divestment Act-July.pdf](https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn_Code_Ann._12-12-106_Iran_Divestment_Act-July.pdf))

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

Linda Blackburn
Senior Buyer
City of Knoxville
lblackburn@knoxvilletn.gov
FAX: (865) 215-2277

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.

QUOTE SHEET

Having carefully examined the scope of work detailed in the attached specifications, and having familiarized ourselves with the design and delivery requirements of the fire safety promotional items specified, we hereby propose to furnish the supervision, labor, artwork, materials, equipment, delivery, and services to do the work and provide the items as stated for the following amounts. Shipping Terms – FOB Destination.

INSTRUCTIONS: Include all charges, including shipping in the unit price per item.

1.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
	Personalized Children's Vinyl Decal, Peel and Stick Badges shield design with eagle on top and laurel leaves on each side. Size: approximately 3 inches in height and 2 2/16 inches in width. Individually cut. Style: 3CBP3 as Specified or approved equal.	20,000 Ea x	_____ =	_____
			Guarantee of delivery no later than:	_____

2.	9 inch x 12 inch, custom imprinted, poly-plastic litter bags with round hole at top, Color: White, Imprint color: Red Style Number: LB-CIMC as specified or approved equal.	3,000 Ea x	_____ =	_____
			Guarantee of delivery no later than:	_____

3.	Awareness Silicone Rubber Bracelet/Wrist Bands, 8 inch size Full Circle Custom Imprint; Deep Debossed and Color Filled Style #DCF as specified or approved equal. Color: Red, Imprint Color: White	10,000 Ea x	_____ =	_____
			Guarantee of delivery no later than:	_____

Firm Name: _____

Signature of Quoting Official: _____

Telephone: _____

Email: _____