



REQUEST FOR QUOTATIONS

JOHNSON COUNTY PURCHASING AGENT
211 N. CHURCH STREET
MOUNTAIN CITY, TN 37683
Phone: (423) 727-7861

Informal Quotations will be received by the Johnson County Purchasing Agent until the date shown below for articles specified below, and under the following conditions, unless otherwise specified by the Johnson County Purchasing Agent:

Request for Proposals: 8.5" x 11" & 8.5" x 14" Copy Paper

Quotes will be accepted until: July 12, 2019; 2:00:59 PM Eastern Standard Time as on Purchasing Computer.

Scope: Johnson County has the need for copy paper to be hand delivered directly to each independent office on an as needed basis, these locations to be provided as needs arise. Some offices will be accessed via stairs. Johnson County does not wish to have cases of paper delivered via freight or parcel by USPS, FEDEX, UPS or other national delivery brands. Vendors shall provide their own delivery vehicle and employee to be used to ensure products are delivered undamaged. Johnson County requires that upon placing an order for copy paper, the vendor shall begin the order process the same day as it is submitted unless received after 2:00 pm, to which order processing shall begin on the next business day. Delivery is expected within 5 business days after the order is processed. Johnson County prefers online order submissions in real time vs. email or fax order submission. No minimum quantity or minimum delivery locations shall be required to place or receive any order. Brand substitutes or alternate products will not be permitted unless first approved in writing by the Johnson County Purchasing Agent. Vendor will agree to all terms & conditions set here within this quote document. Not all copy paper products that Johnson County uses are included in this quote process. Prices quoted for each item shall remain in effect throughout the "Price Valid Until" term length as provided. Product spec sheets shall be provided for each item you are quoting. If an alternative product is offered, there are no guarantees of it meeting the needs of Johnson County. Vendors may submit multiple quote documents if they wish to make an offer for more than one brand of copy paper. All 3 pages of this document shall be returned for the any quote to be valid. Johnson County may award to multiple vendors if it is in its best interest.

Quotes:

Item #1

8.5" x 11" Letter Size Copy Paper, White, 92 Brightness, 20lbs, 500 Sheets/ream, 10 ream/case, Virgin Material Not Recycled. (Product spec sheet required for product stated or alternate product.)

Price Per Case \$ _____

Price Valid Until _____

Item #2

8.5" x 14" Legal Size Copy Paper, White, 92 Brightness, 20lbs, 500 Sheets/ream, 10 ream/case, Virgin Material Not Recycled. (Product spec sheet required for product stated or alternate product.)

Price Per Case \$ _____

Price Valid Until _____



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Vendor Contact Information

Company Name: _____

Company Mailing Address: _____

Primary Contact Information:

Secondary Contact (If Applicable):

Name _____

Name _____

Phone # _____

Phone # _____

TERMS & CONDITIONS:

CONFLICT OF INTEREST (ACCORDING TO: T.C.A. 5-14-114) - No member of County of Johnson Legislative body, and no other officer, employee, or agent of the County of Johnson who exercises any functions or responsibilities in connection with the carrying out of the Project to which this Contract pertains, shall have any personal interest in, and/or receive any monies or anything of value directly or indirectly from this Contract.

IRAN DIVESTMENT ACT – By submission of this proposal, each proposal and each person signing on behalf of any vendor certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each vendor is not on the list created pursuant to T.C.A. 12-12-106.

NON-COLLUSION AFFIDAVIT – The agent of the vendor hereby certifies to the best of his/her knowledge and belief that this proposal to Johnson County, TN has not been prepared in collusion with any other seller of similar products. The agent also certifies that the prices, terms and conditions of said proposal have not be communicated by the undersigned, nor by any employee or agent of the vendor, to any other seller of similar products and will not be communicated to any such seller prior to the official opening of said proposal.

Prices quoted must include all transportation charges, packing, and drayage. Quotes must be free from alteration, or erasures, and all signatures must be hand signed in ink by an authorized individual from the vendor making the offer. Carefully review all sections before submission. Incomplete documents may be rejected. You may include other documentation for review inside sealed proposal envelope. The Purchasing Agent, Purchasing Committee, and/or the Johnson County Commission, reserve the right to waive technicalities, to reject any or all quotes, to request additional information from all vendors, to use any ideas presented in quote documents, and to negotiate with one or more of the finalists regarding terms of the engagement. Johnson County, TN intends to select the company that, in its opinion, best meets the County's needs. All documents become the property of Johnson County, TN when submitted, and will not be returned. Johnson County is not responsible for any cost related to quote submissions. This signed document shall constitute as an agreement entered into by the vendor upon final execution of the document by Johnson County.

Johnson County intends to allow for fair & open competition, but also to reduce paperwork and the time needed to procure the items it requires. For items that Johnson County purchases frequently but which are not subject to formal bid procedures, when competition arises by multiple vendors seeking to sell a specific product and/or service, the Johnson County Purchasing Agent may choose, at their own discretion, to enter into an informal competitive quotation process. Johnson County will have the final determination as to what it deems as the best value for products and/or services being reviewed, not necessarily value based off of lowest price. Johnson County reserves the right to make this quotation document a written agreement stating all terms as determined during the quotation phase. Incomplete documents will be considered as void. Johnson county shall have sole discretion on requirements of any agreement language. Johnson County may at any time end any agreement in the best interest of Johnson County.



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Johnson County will allow vendors it holds an agreement with, 10 days to attempt to correct any issue that may arise with products and/or services. After 10 days, Johnson County will seek the quotes of other vendors, if necessary. Johnson County has a right to purchase from any vendor it chooses, at any time, the products and/or services that are part of this quotation process. There is no guarantee of any minimum purchase, or declarations that the quoting vendor shall be the sole vendor that Johnson County shall use.

This agreement only shows a good faith effort by the agreeing vendor stating that they agree to provide products and/or services herein for the price quoted according to the term of time stated. If another vendor other than those stated in this agreement declares at any time that they may be able to offer a better price for a product and/or service, Johnson County reserves the right to reopen the quote process at any time if and when the purchasing agent so chooses. Johnson County and the vendor may extend this agreement at the end of the stated term or mutually cancel this agreement at any time without notification to other vendors. All records of this process, including prices quoted are subject to all Johnson County and/or state of TN open records policy and laws as permitted regardless of when quote submission occurs.

All quotes will be considered in accordance with Title VI and without regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit the performance of duty.

The undersigned firm or individual(s), understands the above specifications, conditions, and terms as described. The undersigned proposes to follow all conditions set forth in this document, to furnish and deliver to the place(s) designated, the named supplies/services at the prices quoted within this document. We guarantee all the above-named goods/services to be in accordance with specifications or equal.

(Printed Name)

_____ Date: _____
(Authorized Signature)

Quoted prices, terms, and agreement accepted by the Johnson County Purchasing Agent on this the _____ day of _____, 20__.

(Purchasing Agents Signature)