

## 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 10,000 each, Fireman Gus - Fire Safety Color and Fun Books, Style: FG-1 (current edition) or approved equal, with one color imprint on the front cover as specified. Price is to include all charges – FOB Destination to 900 E. Hill Avenue, Suite 430, Knoxville, Tennessee 37902.

**SCOPE OF WORK:** The activity books specified are pre-printed stock items, and will be used by the Knoxville Fire Department to teach children in grades 3 thru 5 to practice Fire Safety. The front of each book will be imprinted in one color with the **City of Knoxville Fire Department logo on the left; CITY OF KNOXVILLE FIRE DEPARTMENT in the center; and the local Firefighter Association logo on the right as per attached example.**

Logo artwork will be provided in jpg format. Price is to include any and all additional artwork, set-up, screen and miscellaneous fees necessary to imprint items as specified. (See attached copy for additional information.)

Contractor will

- provide age appropriate fire safety activity books as specified or an approved equal;
- set-up logo artwork, and typeset as specified, as per attached example;
- prior to imprinting, email the Fire Education Officer a proof of artwork set-up for approval;
- imprint the cover of each book as specified;
- package all books in quantities of 250 books or less per box;
- include all charges in the price of the books specified; and
- ship all books with FOB Destination Shipping Terms to the Knoxville Fire Department, Administrative Office, 900 E. Hill Avenue, Suite 430, Knoxville, Tennessee.

### SUBSTITUTIONS:

The content of the book specified includes fire safety messages, information, illustrations and activities that are age appropriate for children in the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade; is manufactured of high grade paper; has a full color cover; 16 full color interior pages (Size 8 ½"x11") and is known to meet the educational needs of the Knoxville Fire Department for up to date, age appropriate training materials. There may be others.

Any substitution of the book specified must be suitable for the use for which it is intended; be equal in quality; similar in design; and contain an equal number of interior pages, (16 pages per book) not including the front and back cover. Content must be current, and include age appropriate fire safety education messages, illustrations, and activities, as determined by the Fire Education Officer, with emphasis on learning.

Sample to be supplied immediately upon request, at no additional charge to the City. The decision of the Fire Education Officer as to the suitability of any item for use shall be final.

### DELIVERY:

Delivery must be coordinated with the Fire Education Officer and will be as per his instructions.

**Request for Quotes – Fire- FG Activity Books - 0418**

Two hour notice prior to delivery is required.

No holiday, after hour or weekend deliveries will be accepted.

There is no loading dock at this facility.

These books are needed as soon as possible. Please state earliest guaranteed delivery date after receipt of order for consideration.

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](http://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, April 13, 2018. 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](http://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.
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/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](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))
7. 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:

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

**Request for Quotes – Fire- FG Activity Books - 0418**

## 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.



**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**

DOCUMENT NUMBER: **520670**

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 Contract Agreement

QUOTE will be received at: Office of the Purchasing Agent, Room 667, 400 Main St., Knoxville, TN 37902,  
 until 04/13/2018 02:30:00 PM

**Fire Safety Color & Activity Books**

No.	Quantity	Description	Brand	Unit	Unit Price	Total	Applicable Discount
1	1 Each	Fire Safety Color 'N Fun Book with Fireman Gus (Current Edition) or Approved Equal Quantity: 10,000 Imprinted on front cover in One Color: City of Knoxville Fire Department with Two Logos: City of Knoxville Fire Department patch and Knoxville Firefighters Local 65 logo (artwork attached) Price is to include all charges -FOB Destination  See attached request for quote for additional information.					

**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)



EXAMPLE OF LOGO ARTWORK



EXAMPLE  
CITY OF KNOXVILLE FIRE DEPT. LOGO