

## **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 is requesting quotes for the purchase and installation of metal letters to replace damaged letters currently in place on three (3) signs and one (1) building at Chilhowee Park, 3301 Magnolia Avenue, Knoxville, Tennessee per the specifications below.

**SPECIFICATIONS:** All existing letters will be already be removed prior to the bidder beginning work. The specifications for the different signs are listed below. Please refer to the photos included for additional reference.

### **Chilhowee Park Signs (3)**

- Letters should be approximately 20 inches high and approximately 11 inches wide.
- Letters should be ½ inch aluminum flat cut letters. No 3-D letters, please see photograph of current 'R' for reference of 3-D lettering.
- Letters should be attached with ¼ inch stainless steel bolts, 20 (thread pattern) at 2 inches long.
- The frame is designed to attach letters individually but bidders may consider attaching sections of letters to a separate frame in segments to be mounted on the existing frame if desired. The existing frame is 18 feet long.

### **Homer Hamilton Building**

- Letters should be approximately 12 inches high and approximately 12 inches wide.
- Letters should be ½ inch aluminum flat cut letters. No 3-D letters.
- HOMER HAMILTON letters will be attached vertically on a brick column that is approximately 16ft-18ft tall.
- AMPITHEATER letters will be attached horizontally to a roof line.
- AMPITHEATER letters must also match sizing, spacing, and length of HOMER HAMILTON letters.

**All letters are to be capital letters and font used for all letters is to be Oswald Bold.**

**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 Wednesday, August 7, 2019. 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:

**Request for Quotes – Metal Sign Lettering – Chilhowee Park 07/19**

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](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

[kkretschmer@knoxvilletn.gov](mailto:kkretschmer@knoxvilletn.gov)

FAX: (865) 215-2277

#### QUOTE SECTION

Having carefully examined the specifications and scope of work detailed above, and having familiarized ourselves with the existing conditions of the Chilhowee Park Metal Sign Letters project, we hereby propose to furnish the supervision, labor, materials, equipment, delivery, and services to do the work as stated for the following sum:

Quote \$ \_\_\_\_\_

GUARANTEE of completion 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.



## Current 3-D Letter Style – Front





















Chilhowee sign – close up on bolts





