

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 the educational fire safety, coloring and activity books specified on the attached bid form or approved equal, complete with one color imprint.

Price of each book is to include delivery and any and all artwork, set-up, screen, typeset, and miscellaneous fees necessary to imprint items as specified. Shipping Terms – FOB Destination to the Knoxville Fire Dept., Administrative Office, 900 E. Hill Avenue, Suite 430, Knoxville, Tennessee.

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 (See attached copy). 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 set-up 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; and ship all books with FOB Destination Shipping Terms to the Knoxville Fire Dept., Administrative Office, 900 E. Hill Avenue, Suite 430, Knoxville, Tennessee.

DELIVERY INSTRUCTIONS:

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

No after hour, holiday or weekend deliveries accepted.

Delivery must be coordinated with the department and will be as per their instructions. Two (2) hour notice prior to delivery is required.

There is no loading dock at this facility.

SUBSTITUTION:

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 to be supplied immediately upon request, at no additional charge to the City.

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

RESERVATION:

The City of Knoxville reserves the right to waive any informalities, 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.

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, 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.

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)
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
FAX: (865) 215-2277

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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: **519671**

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 Coloring Books

No.	Quantity	Description	Brand	Unit	Unit Price	Total	Applicable Discount
1	1 Each	Be Prepared, Not Scared by Robin Squire "Positive Promotions" and Illustrated by Dave Garbot Activity Book, Item #KCB-570 Quantity: 10,000 With Imprint: City of Knoxville Fire Department Knoxville Firefighters Local 65 logo (logo artwork attached) SHIPPING- FOB DESTINATION FOR Be Prepared, Not Scared Books ----- ----- -----					
2	1 Each	Practice Fire Safety Coloring and Activity Book, (16 page) Educational and Activity book (Stop, Look & Learn) Item #CLB525 Quantity: 10,000 With one color Imprint: City of Knoxville Fire Department Knoxville Firefighters Local 65 logo (artwork attached) SHIPPING for Practice Fire Safety Books ----- ----- -----					

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

CITY OF KNOXVILLE FIRE DEPARTMENT



Example of Imprint for
Be Prepared Not Scared Books

CITY OF KNOXVILLE FIRE DEPARTMENT



Example of Imprint for
Practice Fire Safety Books

ADDITIONAL INFORMATION

DOCUMENT 519671