CITY OF CROSSVILLE
REQUEST FOR QUOTATION

IMPORTANT: Read Instructions Carefully

THIS IS NOT AN ORDER
RETURN QUOTATION TO:

City Clerk
City of Crossville
392 North Main Street
Crossville, TN 38555

	Date issued	Delivery required
CRO # 1369	04/11/16	as needed
For more information call		To be opened date/hour:
Kevin Music 931-484-7631		05/17/16 2:00 p.m. (cst)

Prices to be F.O.B.
City of Crossville

NOTICE TO BIDDER
THIS IS NOT AN ORDER. Please enter unit prices, extensions, and amount for the items listed herein specified. Be sure the specifications are followed. If you are unable to supply any of the items, please quote on the nearest substitute either on this form, or attach a letter containing such description and it will be considered as part of your quotation. Prices quoted must includeall delivery charges to points of delivery indicated hereon. **We reserve the right to accept or reject** any or all bids.

Bidder's Name _____
Bidder's Address _____
_____
_____

Please submit a bid for the following item(s) for a period of one (1) year. The terms of the contract will be from July 1, 2016 until June 30, 2017. Mix must be available year round.

1.	Cold Mix	per Ton Pick Up	_____
2.	Please quote a price if delivered to: 376 Sparta Hwy Crossville, Tennessee	per Ton Delivered	_____

Any fuel surcharges will have to be submitted in advance to City Council for approval, which may result in a re-bidding of the Price Contract.

PLEASE SEE REVERSE SIDE FOR INSTRUCTIONS

IMPORTANT INSTRUCTIONS TO BIDDERS

1. Each quotation should be in a **SEPARATE ENVELOPE** and have typed on the envelope the **QUOTATION NUMBER, OPENING DATE AND TIME.**
2. Specifications used in this request for quotation are intended to be open and non-restrictive. Reference to brand names, catalogs, etc., is to establish minimum standards of quality and does not preclude BUYER'S consideration of bids on comparable quality. All bidders state brand name and catalog number of product bid.
3. All prices quoted should be on a delivered prepaid basis F.O.B. destination shown in the shipping instructions in this request for quotation.
4. Insert time discount terms, if any, in space provided. Discounts is computed from date of delivery at destination or date of receipt of properly executed vendor's invoice at agency indicated above, whichever is later.
5. **TENNESSEE SALES AND/OR USE TAX**: ALL QUOTATIONS MUST BE ON A NET UNIT PRICE BASIS. DO NOT ADD OR INCLUDE TAX, THE AGENCY WILL ADD TAX WHERE APPLICABLE ON THE ORDER.
6. Quotations should be submitted on this form indicating unit price, total extension of each item, and grand total of quotation. In case of error in the extension prices, the unit price will govern.

TIME DISCOUNT ALL ITEMS _____
DELIVERY: We submit the prices and agree to make delivery within _____ days after the receipt of order.
This offer is for _____ calendar days from the date this bid is opened.

NOTICE: BID WIL BE REJECTED UNLESS SIGNED IN INK.

SIGNED BY:_____
Print name_____
FIRM:_____
ADDRESS:_____
City_____State____Zip_____
Date:_____Telephone_____

In submitting this bid, it is expressly agreed that upon proper acceptance by the City of Crossville of any or all items bid, a contract shall thereby be created with respect to the items accepted.

PUBLIC NOTICE

TITLE VI OF THE 1964 CIVIL RIGHTS ACT

"No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The City of Crossville provides benefits and services such as police protection, fire protection, water service, sewer service, sanitation service, infrastructure needs, and other related municipal services. The City also provides funds to certain non-profit organizations.

Anyone who believes that an agency or local government receiving the federal funding mentioned above has discriminated against someone on the basis of race, color or national origin has a right to file a complaint within 180 days of the alleged discrimination.

Sally Oglesby, City Clerk
Title VI Coordinator

Please sign and return to the City of Crossville verifying that your company is in compliance with the above Title VI, 1964 Civil Rights Act.

_____ _____
Authorized Signature Company

_____
Print Name

Please return to: City of Crossville
392 N. Main Street
Crossville, TN 38555