

**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 yearly
<b>CRO # 1374</b>	<b>04/11/16</b>	
For more information call		To be opened date/hour
Sally Oglesby	931-456-5680	<b>05/17/16 2:00 p.m. (cst)</b>
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 include all 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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Yearly cleaning of all carpeted areas at the City Hall Building (392 N. Main St.) approximately 15,965.50 square feet (Please quote by floor and by total if all floors cleaned)

1 <sup>st</sup> Floor	3,479 square feet	\$ _____
2 <sup>nd</sup> Floor	3,917 square feet	\$ _____
3 <sup>rd</sup> Floor	3,685 square feet	\$ _____
4 <sup>th</sup> Floor	4,884.50 square feet	\$ _____
Total (if all floors cleaned)		\$ _____
  
2. Yearly deep cleaning of all ceramic tile floors at City Hall Building
3. (392 N. Main St.) approximately 3,276 sq. feet \$ \_\_\_\_\_
4. Cleaning as needed in Council Chambers approximately 1,690 feet \$ \_\_\_\_\_  
(392 North Main St.)

The City reserves the right to request additional cleaning during the year, at the same rate.

This contract will be in effect from July 1, 2016 until June 30, 2017.

The City reserves the right to treat each item as a separate and distinct bid.

Any fuel surcharges must be submitted in advance for approval by City Council, which could 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