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# 1363	4/11/16	as needed
For more information call		To be opened date/hour
Sue Blaylock 931-456-5675		05/17/16 2:00 p.m.
	Prices to be F.O.B.	
	City of Crossville All Departments	

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 nearst 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 Paper and Plastic items per the attached specifications.

All **paper products** and **trash bags** will be purchased from the same vendor.

All orders must be delivered within 7 working days from date order is placed.

This bid will be for a period of 1 year from July 1, 2016 to June 30, 2017.

For further information, please contact:
Sue Blaylock
931-456-5675

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

PLEASE SEE REVERSE SIDE FOR INSTRUCTIONS

IMPORTANT INSTRUCTIONS TO BIDDERS

1. Each Request for Quote should be in a **SEPARATE ENVELOPE** and have typed on the envelope the **ITEM, OPENING DATE AND TIME.**

2. Specifications used in this request for proposal 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 proposals on comparable quality. All bidders state brand name and catalog number of product proposed.

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 are 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 PROPOSALS 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: PROPOSAL WILL 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 proposed, a contract shall thereby be created with respect to the items accepted.

Revised 04-11-16

DESCRIPTION	QUANTITY PER CASE	PRICE PER CASE	EST. YEARLY CASES
*Center Pull Towel (Equivalent quality to Preference, economy brand) **Dispensers included as needed.**	_____	_____	125
*Kitchen Roll Towel (Paper towels-premium quality)	_____	_____	65
Tri Fold Paper Towel (Economy quality White)	_____	_____	5
Wipes-Pop Up Box (Equivalent quality to Task Mate)	_____	_____	11
Automatic Dispenser Towel GP 9"X400	_____	_____	2

Items are to be shipped at separate locations per order.

***One sample roll of the center pull towel and kitchen roll towel is required to be submitted with bid. Towels must fit in our existing, standard dispensers. Other samples may be required.**

Winning vendor may also be asked to supply different types of paper products throughout the year in addition to the most common types listed above.

Note: The City does not guarantee to purchase any specified quantity. The above figures show the past year's purchases only.

DESCRIPTION	QUANTITY PER CASE	PRICE PER CASE	EST. YEARLY CASES
*2 Ply Toilet Paper (Medium grade quality, not poor/economy, near premium) **To include dispensers as needed.**	_____	_____	25
Junior Jumbo Roll Toilet Paper (economy quality) **To include dispensers as needed.**	_____	_____	40

Items are to be shipped at separate locations per order.

***One sample roll of each types of 2 ply toilet paper is required to be submitted with bid. Paper must fit in our existing, standard dispensers.**

Note: The City does not guarantee to purchase any specified quantity. The above figures show the past year's purchases only.

Revised 4-11-16

DESCRIPTION	QUANTITY PER CASE	PRICE PER CASE	EST. YEARLY CASES
38x58 Trash Bag Poly Bag, 60 gal (2 mil)	_____	_____	7
24x33 Trash Bag Regular Liner, 13 gal (.08 mic)	_____	_____	9
40x46 Trash Bag Poly Bag (1.3 mil)	_____	_____	10
43x47 Trash Bag Regular Liner (2 mil)	_____	_____	10
40x48 Trash Bag Poly Bag (1.2 mil)	_____	_____	60
33x40 Trash Bag Poly Bag (.75 mil)	_____	_____	6
24x31 Trash Bag Regular Liner (.7 mil)	_____	_____	1
30x37 Trash Bag Poly Bag (.60 mil)	_____	_____	25

Samples may be required.
Please list trash bags closest to the size specified above. If you do not have bags with the exact measurement, please list a similar bag and note the size submitted. The winning vendor may also be asked to supply additional types of bags throughout the year not listed above.

Note: The City does not guarantee to purchase any specified quantity. The above figures show the past year's purchases only.

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