

**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# 1375 04/11/16	as needed
For more information call:	To be opened date/hour:
Steve Powell 931-484-7631	05/17/16 2:00 p.m.
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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please submit a bid for the installation of tires provided at the state bid price as specified below for a period beginning July 1, 2016 and ending June 30, 2017. Tires will be supplied from the bidder at a state bid price. It will be the responsibility of the bidder to provide unbiased documentation that the tires are being sold to the City of Crossville at a state bid price. If state bid tire is not available, then the low bid tire will be purchased. It will be the responsibility of the bidder to dispose of the old tire.

1. Please provide a quote for the installation, which includes mounting and balancing (balancing dust is only acceptable on Dayton wheels) of each type of tire and include a new valve stem, any weights needed for balancing and any disposal fee for the old tire and exclude the state pre-disposal fee on the new tire.
  - a. Passenger and Light Truck tires
  - b. Medium Truck tires
  - c. Medium Truck tires on Dayton wheels
2. Please provide a quote for the installation (which includes mounting only) of each type of tire and include a new valve stem and any disposal fee for the old tire and exclude the state pre-disposal fee on the new tire.
  - a. Industrial tires up to a size of 18 inch wheel
  - b. Industrial tires having a size greater than 18

The City of Crossville requires a 48 hour completion time. Please list any exceptions. The City of Crossville reserves the right to award any one or all of the five items listed above to any one bidder.

	Installation Type	Installation Bid Price
<b>1a</b>	Passenger and Light Truck tires	
<b>1b</b>	Medium Truck tires	
<b>1c</b>	Medium Truck tires with Dayton wheels	
<b>2a</b>	Industrial tires up to a size of 16.5 inch wheel	
<b>2b</b>	Industrial tires having a size greater than 16.5	

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 must 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.

# 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