

City of Kingsport
 PROCUREMENT MANAGER
 225 W. CENTER STREET
 KINGSFORT, TN 37660
 PH. 423-229-9419
 FAX 423-224-2433

QUOTE NUMBER

Aquatic Center/YMCA Snow Removal Services 2016/2017

THIS IS NOT AN ORDER

VENDORS ARE REQUIRED TO COMPLETE THIS FORM I.E. TERMS, DELIVERY DATE, FOB, SIGNATURE & DATE.

THIS INQUIRY IMPLIES NO OBLIGATION ON OUR PART. CHANGES OR SUGGESTIONS OFFERING COST ECONOMIES ARE SOLICITED.

Vendor Name: _____

Vendor Address: _____

ISSUE DATE			REPLY DATE	TERMS	F.O.B.	DELIVERY DATE
11/07/16			11/17/16			
ITEM	QTY.	U/M	DESCRIPTION			COST

			FURNISH ALL LABOR, EQUIPMENT, SUPERVISION AND MATERIALS FOR SNOW REMOVAL & SALT SPREADING SERVICES @ THE KINGSFORT AQUATIC CENTER & YMCA ON AN AS NEEDED BASIS FOR THE 2016/2017 WINTER SEASON AS PER THE ATTACHED SPECIFICATIONS & MAP			
1	1	HR	HOURLY RATE FOR SNOW REMOVAL SERVICES			
2	1	BG	PRICE PER 25 LB BAG OF SALT. PRICE TO INCLUDE SPREADING OF SALT AS PER SPECS			
3	1	TN	PRICE PER TON OF SALT. PRICE TO INCLUDE SPREADING OF SALT AS PER SPECS.			

VENDOR'S SIGNATURE _____ DATE _____

TITLE _____

TERMS AND CONDITIONS

1. Bids must be submitted on this form only and bear the handwritten signature of an authorized representative of the firm to be considered valid. This is a request for quote and can be faxed to (423)224-2433. No telephone bid(s) will be accepted. Unless otherwise stated by the City, no bidder may withdraw his bid within a period of sixty (60) days after the date set for the reply date.
2. If prices are quoted FOB Kingsport, TN., delivery to City of Kingsport locations shall be without additional charge.
3. Failure to examine any drawings, specifications, and instructions will be a bidder's risk. If bidder is in doubt as to the true meaning of any part of the drawings, specifications and instructions or other documents, he should submit a written request for an interpretation to the Procurement Manager. An interpretation of the documents will be made only by addendum issued by the Procurement Manager to each firm to whom an invitation was forwarded. The City will not be responsible for explanation or interpretations of bid documents except as issued in accordance herewith.
4. Where a brand or trade name appears in the specifications, it is understood that the brand or trade name referred to, or its approved equivalent, shall be furnished. If no mention is made of any exceptions, it is assumed that he is bidding on the article mentioned and not an approved equivalent.
5. The bidder is requested to attach brochure-type information on the supplies furnished. All guaranteed and warranties should be clearly stated.
6. Taxes. The City is exempted from Federal excise taxes and state and local sales taxes and bidders must quote prices which do not include such taxes. An exemption certificate will be furnished upon request.
7. Bids and modifications or corrections thereof received after the closing time specified will not be considered. The City is not responsible for delays in delivery by mail, courier, etc.
8. Any exceptions to these terms and conditions or deviations from written specifications will be shown in writing and attached to the bid form.
9. Any alteration, erasure, addition to or omission of requested information, change of the specifications, or bidding schedule, is made at the risk of the bidder and may result in the rejection of the bid, unless such changes are authorized by the specifications.
10. In the event cash discounts are offered by the bidder, the discount date shall begin with the date of the invoice or the date of receipt of all material covered by the order/contract, whichever is the later date.

Terms and Conditions

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11. Charges for boxing or cartage will not be allowed unless previously agreed upon.
12. Default in promised delivery and failure to comply with specifications authorizes the City to purchase supplies elsewhere and charge the difference to defaulting Vendor.
13. Bidder agrees to defend and save City of Kingsport from and against all demands, claims, suits, costs, expenses, damages and judgments based upon infringement of any patents relating to goods specified in this order or the ordinary use or operation of such goods by City or use or operation of such goods in accordance with bidders direction.
14. In case of error or discrepancy in the mathematics of the bid price, the unit prices shall prevail.
15. By submission of a signed bid, the bidder certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereunder.
16. Contracts and purchases will be made or entered into with the lowest, responsible, compliant bidder meeting specifications for the particular grade or class of material, work or service desired in the best interest and advantage to the City of Kingsport. Responsible bidder is defined as a bidder whose reputation, past performance, and business and financial capabilities are such that he would be judged by the appropriate City authority to be capable of satisfying the City's needs for a specific contract or purchase order.
17. The City reserves the right to determine the low bidder either on the basis of the individual items or on the basis of all items included in its INVITATION TO BID, unless otherwise expressly provided in the INVITATION TO BID. The City reserves the right to accept any item or group of items of any kind and to modify or cancel in whole or in part, its INVITATION TO BID.
18. All contracts or purchase orders issued for this award will be governed by the laws of the State of Tennessee.
19. The City, in accordance with its governing directives, reserves the right to reject any and all bids, to waive any informality or irregularities in bids and unless otherwise specified by the bidder, to accept any item.
20. The contract will be awarded for a period of one (1) year with a renewal option on an annual basis in one (1) year increments providing all terms, conditions and cost are acceptable to both parties. The City reserves the right to rebid at the end of any contract period.

Greater Kingsport Family YMCA / Kingsport Aquatic Center Snow Removal Specs

Snow Removal

- Hourly Rate to Plow main road areas and parking spaces (Please refer to highlighted areas on attached map)
- According to weather conditions and snow accumulation owner may ask to only plow or salt, Main Drive or Parking Lot Spaces.

Salt Spreading

- Please give a per bag or per ton cost to spread salt on main road areas and parking spaces (Please refer to highlighted areas on attached map)
- According to weather conditions and snow accumulation owner may ask to only plow or salt, Main Drive or Parking Lot Spaces.
- Any bags used while spreading salt on main drive or parking lot spaces will need to be bagged up for owners. (Owners will provide 55-gallon trash bags to bag up empty bags if needed)

Communication

- Before any snow removal or salt spreading you will need approval from Ryan Tipton at the Kingsport Aquatic Center or Martin Henry at Greater Kingsport Family YMCA
- We will need to be provided a 24-hour contact number 7 days a week for snow removal and salt spreading
- While communicating we will address any delays or closing of our facility so that the contractor will have at least a 3-hour notice upon arrival.
- Contractor must have completed the snow removal before the communicated opening time of the facility.

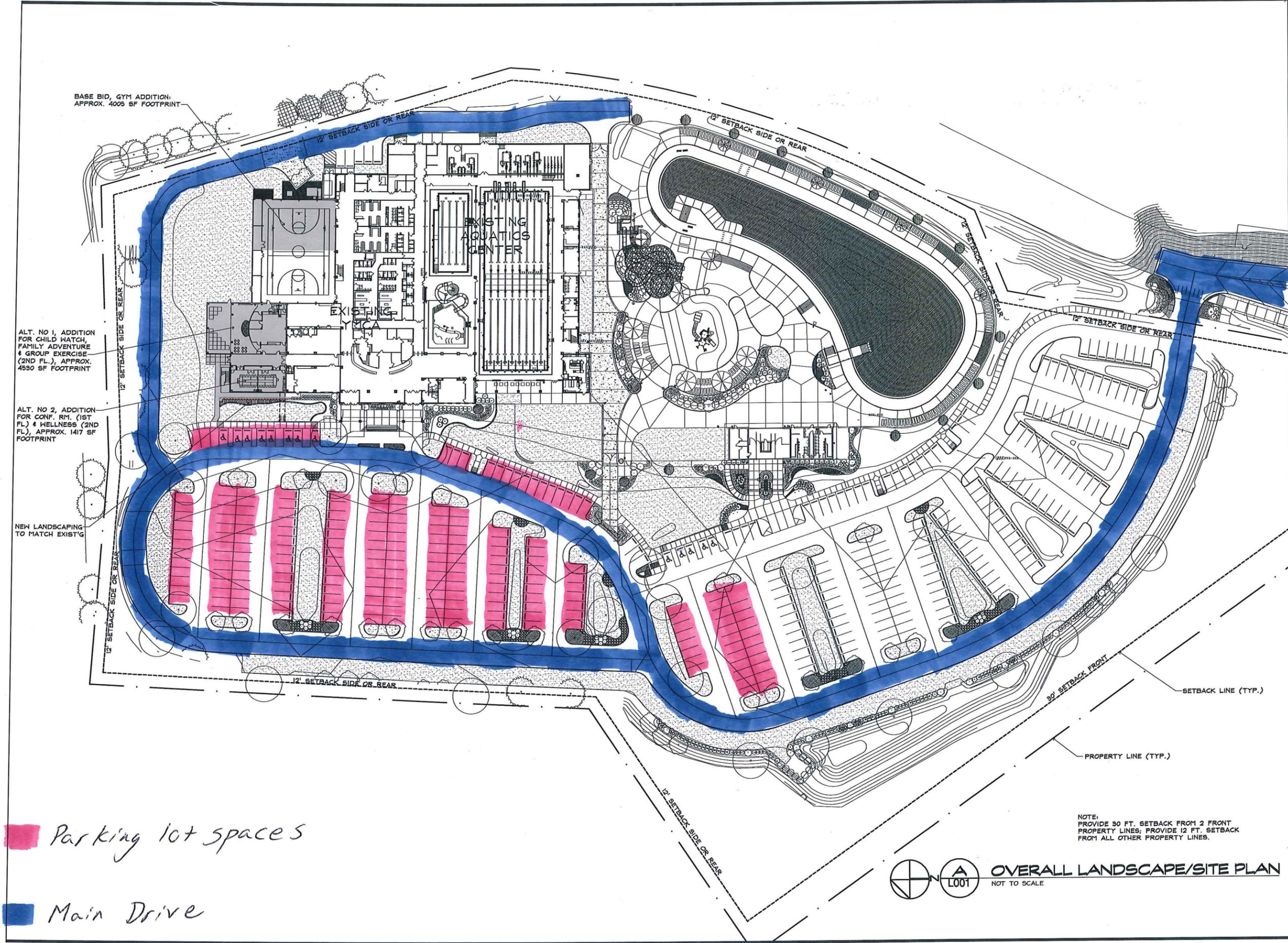
Damages to YMCA / Kingsport Aquatic Center

- Any damages to YMCA / Kingsport Aquatic Center parking lot or grounds are responsibility of contractor to repair and notify management immediately

Contacts

- Ryan Tipton – Kingsport Aquatic Center 423-440-9335
- Martin Henry – Greater Kingsport Family YMCA 423-341-4839

New Building Additions to the
Greater Kingsport Family YMCA
Kingsport, TN



Parking lot spaces

Main Drive

NOTE:
PROVIDE 30 FT. SETBACK FROM 2 FRONT
PROPERTY LINES; PROVIDE 12 FT. SETBACK
FROM ALL OTHER PROPERTY LINES.



OVERALL LANDSCAPE/SITE PLAN
NOT TO SCALE

NO.	DATE	REVISION	BY



DATE: 12/5/2014
DRAWN BY: TC
CHECKED BY: LS
PROJECT NO:
DRAWING NO:
L001