

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

**QUOTE NUMBER**

Landscaping '17

**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	
10/06/17			10/24/17					
ITEM	QTY.	U/M	DESCRIPTION			UNIT COST		TOTAL COST

1	10	EA	PAPER BARK MAPLE 1 1/2" CALIPER		
2	10	EA	RED SUNSET MAPLE 1 1/2" CALIPER		
3	10	EA	COLUMNAR RED MAPLE 1 1/2" CALIPER		
4	20	EA	CRIMSON PYGMY BARBERRY 2 GALLON		
5	5	EA	ROSY GLOW BARBERRY 2 GALLON		
6	20	EA	PURPLE PRIDE BEAUTYBERRY 3 GALLON		
7	10	EA	EUROPEAN HORNBEAM 1 1/2" CALIPER		
8	2	EA	HACKBERRY 1 1/2" CALIPER		
9	2	EA	KATSURATREE 1 1/2" CALIPER		
10	5	EA	REDBUD 1 1/2" CALIPER		
11	20	EA	THE RISING SUN REDBUD 1 1/2" CALIPER		
12	2	EA	YELLOWWOOD 1 1/2" CALIPER		
13	10	EA	CHEROKEE PRINCESS FLOWERING DOGWOOD 1 1/2" CALIPER		
14	15	EA	WINTER KING HAWTHORN 1 1/2" CALIPER		
15	40	EA	FORSYTHIA 2 GALLON		
16	2	EA	GINKGO 1 1/2" CALIPER		
17	2	EA	SUNBURST HONEY LOCUST 1 1/2" CALIPER		
18	100	EA	HAPPY RETURNS DAYLILY 1 GALLON		
19	100	EA	STELLA DE ORO DAYLILY 1 GALLON		
20	15	EA	COMPACTA HOLLY 3 GALLON		

VENDOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_

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10/06/17			10/24/17					
ITEM	QTY.	U/M	DESCRIPTION			UNIT COST		TOTAL COST

21	2	EA	SKY PENCIL HOLLY 3 GALLON				
22	15	EA	BLUE RUG JUNIPER 1 GALLON				
23	5	EA	MUSKOGEE CrapeMyrtle 4-5'				
24	5	EA	NATCHEZ CrapeMyrtle 4-5'				
25	20	EA	TULIP POPLAR 1 1/2" CALIPER				
26	100	EA	MONKEY GRASS 1 GALLON				
27	2	EA	PRAIRIE FIRE CRABAPPLE 1 1/2" CALIPER				
28	10	EA	OTTO LUYKEN LAUREL 3 GALLON				
29	5	EA	YOSHINO CHERRY 1 1/2" CALIPER				
30	5	EA	ENGLISH OAK 1 1/2" CALIPER				
31	5	EA	SHUMARD RED OAK 1 1/2" CALIPER				
32	5	EA	YEW DENSIFORMIS 3 GALLON				
33	5	EA	PRINCETON ELM 1 1/2" CALIPER				
34	5	EA	BOSQUE LACEBARK ELM 1 1/2" CALIPER				
35	5	EA	LEATHERLEAF VIBURNUM 3 GALLON				
36	5	EA	COLOR GUARD YUCCA 3 GALLON				
37	15	EA	ZELKOVA 1 1/2" CALIPER				

\*\*\*\*\*DELIVERY IS REQUIRED BEFORE NOVEMBER 3, 2017\*\*\*\*\*

VENDOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_

# IRAN DIVESTMENT ACT AFFIDAVIT

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As per Tennessee Code Annotated, Title 12, and effective July 1, 2016:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.

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Signature

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Date

**\*\*\*\*\*This Document must be signed & included with your Bid Submittal\*\*\*\*\***

## **Landscaping '17 Specifications**

All plant material listed must be of type requested. There will be no substitution of variety without prior approval.

All plant material is subject to inspection by the City of Kingsport Staff prior to award of bid.

All plant material is to be free of insects and disease.

All plant material is to be free from any trunk, branch or stem damage including but not limited to gouges, cracks, scrapes, scars or discoloration.

All plant material is to be free of any damage or signs of damage due to late spring freeze, drought stress or hail.

Root bound or improper root development plant material will not be accepted.

All trees must have:

A single trunk

Visible trunk flare at the soil line

Visible trunk taper

Central or dominant leader present and undamaged

Strong, properly spaced main branching

Proper canopy & trunk balance

Be labeled as to type

The City of Kingsport will make the determination if plant material is acceptable and meets specifications.

## 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.