



March 28, 2025

SUBJECT: REQUEST FOR QUOTES FOR SCHOOL NUTRITION SERVICES UNIFORMS

Dear Vendor,

City of Kingsport for its Kingsport City Schools (hereinafter referred to as City) is requesting that vendors submit a quote for School Nutrition Services Uniforms. The purpose is to furnish the City with a continuous supply of the commodities indicated in this request.

It is understood and agreed between the parties that if any agreement results from this RFQ, the City shall be bound hereunder only to the extent of funds available for the purpose of this agreement. It is further understood and agreed between the parties that if an agreement results from this RFQ, the City shall not be obligated to purchase or pay for commodities covered by this agreement, unless or until, they are requested by the City.

This agreement will be the upcoming (2025-2026) school year. Pricing will be firm through June 30, 2026. If accepted, this agreement is to include an option to renew for up to three additional years, in one-year increments, providing pricing and quality of services are acceptable.

Terms and Conditions have been updated, please complete Section 22, CONFLICT OF INTEREST, and return with your submission. The Total Quote Document is four pages and is due April 11, 2025.

When submitting a quote, please consider the following:

Must offer uniform fitting for all staff before the end of the current school year (05/23/2025) and supply the new uniforms before the start of the new school year (07/28/2025). Must have uniforms in all sizes and styles for staff to try on before ordering. Must travel to Kingsport, Tennessee to school sites or central office for uniform fittings and deliver new uniforms sorted and packaged for each employee by July 28, 2025. Must provide additional staff fitting and delivery days for staff who join our workforce or miss the scheduled fitting days for reasons outside of their control. The shoe on the bid will be optional for staff if it is not a good fit for their feet.

Any additional information concerning this request may be obtained via email, [ssloan@k12k.com](mailto:ssloan@k12k.com).

Sincerely,

A handwritten signature in blue ink that reads "Sandra Sloan".

Sandra Sloan  
Assistant Procurement Manager, Schools

City of Kingsport  
 PROCUREMENT MANAGER  
 415 BROAD STREET  
 KINGSPORT, TN 37660  
 PH. 423-229-9419  
 FAX 423-224-2433

**QUOTE NUMBER**

SNS UNIFORMS FY26

TO:

VENDOR: _____
_____
_____
email: _____

**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.

ISSUE DATE	REPLY DATE	TERMS	FOB	DELIVERY DATE
3/27/25	4/11/25			

ITEM	QTY.	U/M	DESCRIPTION	UNIT COST	TOTAL COST
1	200	EA	Scrub Pant, mid-rise Straight Leg with a minimum of four pockets and a knit waistband. Sizes include XXS to 5XL offered in short/petite, regular and tall, men and women. 70% polyester / 20% rayon / 2% Spandex Twill, Cherokee Revolution Workwear (or equivalent), Color: Black, Style: WW110 and/or WW140 (or equivalent)		
2	200	EA	Scrub Pant - mid-rise moderate flare drawstring pant with five pockets. Sizes include XXS to 5XL offered in short/petite, regular and tall, men and women. 70% polyester / 20% rayon / 2% Spandex Twill, Cherokee Revolution Workwear (or equivalent), Color: Black, Style: WW120 and/or WW020 (or equivalent)		
3	200	EA	Scrub Top - Mock Wrap Top features two pockets and a crossover style. Sizes include XXS to 5XL. 70% polyester / 20% rayon / 2% Spandex Twill, Cherokee Revolution Workwear (or equivalent), Color: Solid Color Selections – Various, Style: WW610 (or equivalent)		
4	200	EA	Scrub Top -V-Neck Top with three pockets and a V-neck collar. Sizes include XXS to 5XL, men and women. 70% polyester / 20% rayon / 2% Spandex Twill, Cherokee Revolution Workwear (or equivalent), Color: Solid Color Selections – Various, Style: WW620 and/or WW670 (or equivalent)		
5	80	EA	Shoe, black athletic, closed toe, cushioned, comfort, whole-body support, Brooks Adrenaline (or equivalent), Color: All Black, Style: Athletic (or equivalent)		
				Quote Total:	

The authorized signature below agrees to the following, as well as all Terms and Conditions listed herein. Will provide uniform fitting for all staff before the end of the current school year, May 23, 2025. Will travel to Kingsport Tennessee to school sites or central office for uniform fittings. Will have uniforms in all sizes and styles for staff to try on before ordering. Will supply the new uniform before the start of the new school year, July 28, 2025. Will deliver all new uniforms sorted and packaged for each employee by July 28, 2025. Will provide additional staff fitting and delivery days for staff who join our workforce or miss the scheduled fitting days for reasons outside of their control. The shoe listed on this Request for Quotes will be optional for staff if it is not a good fit for their feet.

Firm prices through June 30, 2026.

Authorized Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Title \_\_\_\_\_

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 or emailed to ssloan@k12k.com. No telephone bid(s) will be accepted. Unless otherwise stated by the City, no bidder may withdraw his bid within a period of sixty (6) 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.
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. Any dispute arising out of any aspect of this purchase order or a contract shall be litigated in state court in Kingsport, Sullivan County, Tennessee or the federal court for the Eastern District of Tennessee, Northeastern Division. However, neither party shall be obligated to provide any type of pre-suit notice before initiating a cause of action. The parties waive their right to a jury trial. The parties hereby consent to the mandatory and exclusive venue and jurisdiction of the state court located in Kingsport, Tennessee or the Federal court for the Eastern District of Tennessee. Service of process shall comply with the Tennessee Rules of Civil Procedure or applicable federal rules, and City does not agree to any other service of process procedure.
20. 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.
21. 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.
22. CONFLICT OF INTEREST:
  - a) No Board Member or officer of the City of Kingsport or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for the City of Kingsport has a direct interest in the award of the vendor providing goods or services. No employee, officer or agent of the grantee or sub-grantee will participate in selection, or in the award or administration of an award supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the

employee, officer or agent, any member of their immediate family, his or her partner, or an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

- b) The grantee's or sub-grantees officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from vendors, potential vendors, or parties to sub-agreements.
- c) Do you or any officers/part-owners/stake-holders/employees of this company have any relative(s) (relatives include spouse, children, stepchildren or any to whom you are related by blood or marriage) that are currently employed by the City of Kingsport, Tennessee, including the Kingsport City School System or serve on the Kingsport Board of Mayor and Aldermen or the Kingsport Board of Education? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you answered yes please state the name and relationship of the employee or member of the Kingsport Board of Mayor and Aldermen or Kingsport Board of Education member \_\_\_\_\_

- d) Are you or any officers/part-owners/stake-holders/employees of this company also employees of the City of Kingsport, including the Kingsport City School System or serve on the Kingsport Board of Mayor and Aldermen or Kingsport Board of Education? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you answered yes please state the name of the employee or board member \_\_\_\_\_

- e) By submission of this bid, the vendor is certifying that no conflicts of interest exist.

**23. DRUG FREE WORKPLACE REQUIREMENTS:**

- a) Private employers with five or more employees desiring to contract for construction services attest that they have a drug free workplace program in effect in accordance with TCA 50-9-112.

**24. ELIGIBILITY:**

- a) The vendor is eligible for employment on public contracts because no convictions or guilty pleas or pleas of nolo contendere to violations of the Sherman Anti-Trust Act, mail fraud or state criminal violations with an award from the State of Tennessee or any political subdivision thereof have occurred.

**25. GENERAL:**

- a) Vendor fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer.
- b) Such offer is genuine and is not a collusive or sham offer.

**26. IRAN DIVESTMENT ACT:**

- a) Concerning the Iran Divestment Act (TCA 12-12-101 et seq.), by submission of this bid/quote/proposal, each vendor and each person signing on behalf of any vendor certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each vendor is not on the list created pursuant to § 12-12-106.

**27. NON-COLLUSION:**

- a) Neither the said vendor nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other responder, firm, or person to submit a collusive or sham offer in connection with the award or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such award or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of Kingsport or any person interested in the proposed award or agreement.
- b) The price or prices quoted in the attached offer are fair, proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

**28. BACKGROUND CHECK REQUIREMENT FOR SCHOOL SYSTEM SUPPLIERS:**

- a) In submitting this bid/quote/proposal, you are certifying that you are aware of the requirements imposed by TCA § 49-5-413 (d) to conduct criminal background checks through the Tennessee Bureau of Investigation and the Federal Bureau of Investigation on yourself and any of your employees who may come in direct contact with students or who may come on or about school property anytime students are present. You are further certifying that at no time will you ever permit any individual who has committed a sexual offense or who is a registered sex offender to come in direct contact with children or to come on or about school property while students are present.

**29. NON-BOYCOTT OF ISRAEL AFFIDAVIT**

- a) Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award. Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.