

REQUEST FOR QUOTATION
****THIS IS NOT AN ORDER****

Return Quotes To:

The University of Tennessee
 Purchasing Department
 5723 Middlebrook Pike
 Knoxville , TN 37921

Information

Date: 12/13/2011
 RFQ No: 6000041167
 Collective No: 20005399
 Return Quote By: 01/06/2012 5:00 P.M. EST
 Promised Ship Date: (Furnish) _____
 Payment Terms: (Furnish) _____
 FOB UT Dest Unless Otherwise Specified Below

Buyer: Pamela Newlon
 Phone: 865-974-0900
 Fax: 865-974-2973

Vendor Address

Bidder # D99999
 University of T
 PARENT RFQ
 UT TN

Item	Quantity	UM	Material/Description	Price Per Unit	Net Amount
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Any unregistered bidder must register at: <http://purchasing.tennessee.edu>. Scroll to "Bid & Proposal Advertisements" under Quick Links, and follow the instructions. Failure to do so will result in rejection of your bid.

Below item is Land's End or equal.

Quantity is approximate and item to be ordered over a period of 5 years not all at one time.

00001	1,000	EA	White short sleeved polo shirts	_____	_____
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SKU #1862403 for the Center for Electric Power.

- A logo will be required - see sample logo attached.
 Current logo is approximate 1 inch in diameter.
 Logo printed in orange on left front side of shirt.
 Shirt should have the following characteristics:
- White, short sleeve banded mesh polo shirt
 - Stain release
 - No curl collar
 - Airy pure cotton mesh
 - 100% cotton machine wash
 - Fabric resists wrinkles and fading
 - Smooth covered neck seam
 - Neat banded sleeves

Can you comply with all specifications as stated above?

Yes _____ No _____

Pricing to include:

- One time set up charge per logo _____
- Embroidery charge (if applicable) _____
- Shipping/packaging (if applicable) _____

Grand Total: _____ (indicated on page 1 of the RFQ)

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MANUFACTURER _____ # _____

WARRANTY _____

ATTACHMENTS:

1- LOGO (1 SAMPLE)

****PLEASE LIST ANY APPLICABLE EDUCATIONAL DISCOUNTS****

Please submit current price list and descriptive literature along with your quotation.

**** DELIVERY MAY BE A FACTOR IN THE AWARD ****

Turnaround time is 21 days from receipt of order.

Can you meet this request?

Yes _____ No _____

If you cannot meet this request, please state your best date in the space provided below:

Best date: _____

GENERAL BID CONDITIONS: All University of Tennessee general bid conditions apply to this bid. To view these conditions, which include protest procedures, please visit website "http://purchasing.tennessee.edu/general_bid_conditions.htm". If for some reason you are unable to access this website you may telephone (865) 974-3311 for a hard copy of these conditions.

SBC-1 SCOPE-REGULAR F/O:

The University of Tennessee purposes to purchase its' apparel for the period of 1 year from date of award. Framework order(s) will be established to cover the cost of these items.

SBC-2 CONFLICT OF CONDITIONS

In the event that there are any conflicts between the General Bid Conditions and these Special Bid Conditions the Special Bid Conditions shall take precedence.

SBC-3 BINDING CONTRACT

It is understood and agreed that this bid, when certified by an authorized signature, shall constitute an

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offer, which when accepted in writing by the Purchasing Department, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the University of Tennessee and vendor/contractor/bidder(s) submitting such offering.

SBC-4 INFORMAL BID:

When responding in writing the envelope in which quotations are submitted should be identified by placing the required information on the outside of the envelope as follows: It is imperative that your name and address appear in the upper left corner of the envelope and that the collective number and due date appear in the lower left hand corner. Electronically transmitted bids will also be considered only whenever they are received in hand at the purchasing office by the time and date set for receipt of bids. Such electronically transmitted bids shall contain specific reference to the request for quotation inquiry number and due date; the items, quantities, and prices for which the bid is submitted; the time and place of delivery; reference to any other requested information; and a statement that the bidder agrees to all the terms, conditions and provisions of the request for quotations. All bids must be received in the purchasing department on or before the date and hour specified. Bids that miss this deadline will be rejected and returned unopened or kept on file in the purchasing department. No qualifying letters or statements from vendors will be considered a justification for accepting late bids.

For your convenience in submitting electronic bids, our facsimile (fax) number is:
Knox campus: 865-974-2973

SBC-5 F.O.B.:

Please quote F.O.B. UT destination, specific location will be identified for each order. To include any and all freight charges.

SBC-6 BID IN ACCORDANCE WITH SPECIFICATIONS

Bidders are cautioned that unless otherwise stipulated in their bids, it will be assumed that they are bidding in strict accordance with the specifications and will be required to strictly comply therewith. Any deviations whatsoever from the specifications must be fully set forth and itemized in detail in a letter accompanying the bid. Generalized statements submitted with your bid in order to avoid complying with this requirement in full detail will not be accepted.

SBC-7 PRODUCT LIABILITY INSURANCE

Certificate of insurance -

The successful Bidder shall file with the purchasing department of the University of Tennessee, prior to the commencement of this contract (or work), an appropriate certificate of insurance, in duplicate, evidencing compliance with the insurance requirements of this bid.

Such certificate of insurance shall name the University of Tennessee as the certificate holder and provide

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that the insurer or the insurance agent of the successful Bidder will notify the University of Tennessee of any change, cancellation or non-renewal within twenty (20) days of the occurrence.

The insurance required hereunder naming the University of Tennessee as an additional insured shall be primary insurance to any and all insurance that might be in force for the benefit of the University of Tennessee.

The successful Bidder who provides products and goods to the University of Tennessee will provide the University with satisfactory evidence of products/completed operations insurance in effect in the amount of at least \$500,000 combined single limits of liability (bodily injury and Property damage). Such insurance shall be written by an insurer deemed acceptable by the University of Tennessee. The certificate of insurance shall indicate whether the policy or policies are written on a claims-made or occurrence basis.

SBC-8 INTERPRETATIONS & ADDENDA

Any questions concerning conditions and specifications should be directed to the Purchasing Department in writing no later than five (5) days prior to the bid opening. Inquiries must reference the date of bid opening and RFQ Number.

SBC-9 PERIOD OF CONTRACT

The contract when awarded shall cover the period of one (1) year from day of award with a provision to extend by mutual agreement for four (4) additional period of one (1) year each.

SBC-10 QUANTITIES

The University of Tennessee makes no guarantee on the quantities that will be purchased.

SBC-11 PRICE REDUCTION

The successful bidder will be required to give the university the benefit of all general price reduction to the seller's other customers occurring at any time during the effective period of the order. Written notice shall be made to the Purchasing Department of the University in the event of a decrease in the quoted price. Price decreases shall become effective immediately and shall be identical in amount to the general decrease extended to the successful bidder's other customers.

SBC-12 TERMINATION - 30 DAY NOTICE

The University of Tennessee reserves the right to terminate this agreement within thirty (30) days via a written notice if it is deemed that the service is unsatisfactory.

SBC-13 ADDITION OF ITEMS

The university reserves the right to add items as required during the specified contract period by soliciting firm prices from the successful bidders of this request for quotations. Award of these additional items will

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be made in accordance with the terms and conditions as set forth in this request for quotation.

SBC-14 QUALIFICATION OF BIDDERS

Bidders must submit with their bids adequate information to establish their ability to satisfactorily furnish the items on the contract. The University may require of the successful bidder sufficient information to establish financial responsibility; that he has adequate facilities and personnel; plus any other information which may be requested by the University which it deems necessary to establish the successful bidder's ability to perform this work.

SBC-15 CANCELLATION OF CONTRACT

The University of Tennessee is required by state law to purchase its requirements from state contractors if prices are less than those prices obtained by the University of Tennessee. If during the term of this contract, a contract is received which has lower prices, the University reserves the right to cancel all or part of this contract.

SBC-16 DELIVERY REQUIREMENTS

Due to the importance of the item on this contract and the emergency nature of many of the releases which will be made against this contract, delivery is of prime importance. In the event delivery falls below a general eighty (80%) percent per item within five (5) days of receipt of order, for a reasonable time, as determined by the University, the cancellation provision may be invoked.

SBC-17 PROOFS

Prior to printing the successful bidder will be required to submit proofs for approval.

SBC-18 PRTG MATERIAL SUPPLIED BY UT

All copy, photos, dies, artwork, engraving or other materials Supplied by the University of Tennessee or purchased in conjunction with the order remain the property of the University of Tennessee.

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IF THE BIDDER TAKES EXCEPTION TO ANYTHING IN THE SPECIFICATIONS OR TERMS AND CONDITIONS, THE EXCEPTION MUST BE LISTED BELOW. IF NECESSARY, YOU MAY SUPPLEMENT YOUR COMMENTS WITH AN ATTACHEMENT LISTING YOUR EXCEPTIONS. IF NO EXCEPTIONS ARE TAKEN, WRITE "NONE" IN THE AREA FURNISHED BELOW. IF NO COMMENTS ARE FURNISHED, IT WILL BE ASSUMED THAT NO EXCEPTIONS ARE BEING TAKEN.

CERTIFICATION: MY COMPANY IS CLASSIFIED AS A:

NOTE: It will be assumed that business category is large if no response is furnished.

LARGE BUSINESS SMALL BUSINESS WOMAN OWNED

PLEASE INDICATE BELOW ONLY IF YOUR FIRM IS AT LEAST 51 PERCENT OWNED BY A MEMBER(S) OF THE FOLLOWING GROUPS

BLACK AMERICAN HISPANIC AMERICAN ASIAN PACIFIC AMERICAN NATIVE AMERICAN ASIAN INDIAN AMERICAN

IT IS UNDERSTOOD AND AGREED THAT THIS BID, WHEN CERTIFIED BY AN AUTHORIZED SIGNATURE, SHALL CONSTITUTE AN OFFER WHICH WHEN ACCEPTED IN WRITING BY THE UNIVERSITY'S PURCHASING DEPARTMENT AND SUBJECT TO THE TERMS AND CONDITIONS OF SUCH ACCEPTANCE, WILL CONSTITUTE A VALID AND BINDING CONTRACT BETWEEN THE UNIVERSITY OF TENNESSEE AND THE BIDDER/CONTRACTOR SUBMITTING SUCH OFFERING.

WE OFFER TO SELL TO YOU THE ABOVE MATERIAL(S) OR SERVICES AT THE PRICE AND TERMS SPECIFIED HEREON AND IN ACCORDANCE WITH THE UNIVERSITY'S GENERAL AND ANY SPECIAL BID CONDITIONS FURNISHED AND INCORPORATED INTO THIS DOCUMENT. ALL EXCEPTIONS, ALTERNATIVE MATERIALS, OR SPECIFICATIONS IF ANY HAVE BEEN CLEARLY INDICATED. IF YOU HAVE ANY QUESTIONS ABOUT THIS REQUEST FOR QUOTATION, CONTACT THE BUYER AT THE ADDRESS OR TELEPHONE NUMBER SHOWN ABOVE.

WHEN OFFERING A "NO BID", PLEASE INDICATE YOUR REASON(S) BELOW AND RETURN THIS INFORMATION WITH YOUR RESPONSE.

DO NOT HANDLE THIS TYPE EQUIPMENT CANNOT MEET SPECIFICATIONS
 CANNOT MEET REQUIRED DELIVERY MATERIALS NOT AVAILABLE
 OTHER (SPECIFY) _____

IN COMPLIANCE WITH THE REQUIREMENTS OF CHAPTER 87B, PUBLIC ACTS OF 2006, THE CONTRACTOR HEREBY ATTESTS THAT THE CONTRACTOR SHALL NOT KNOWINGLY UTILIZE THE SERVICES OF AN ILLEGAL IMMIGRANT IN THE PERFORMANCE OF THIS CONTRACT AND SHALL NOT KNOWINGLY UTILIZE THE SERVICES OF ANY SUBCONTRACTOR WHO WILL UTILIZE THE SERVICES OF AN ILLEGAL IMMIGRANT IN THE PERFORMANCE OF THIS CONTRACT.

ALL FIRMS WISHING TO DO BUSINESS WITH THE UNIVERSITY MUST LIST THEIR FEDERAL TAX ID NO. OR SOCIAL SECURITY NO. (IF INDIVIDUAL) IN THE SPACE PROVIDED:
TAX ID OR SSN: _____

(Signature)

(Date)

(Printed Name and Company Name)

(Title)

(Telephone #, Toll free if available)

(FAX #)

(E-Mail Address)

(WEB Site Address)

