

***Bid Package  
For  
Printing of the 2019 Sevierville  
Vacation Planner & Coupon Book***



***City of Sevierville  
Sevierville Chamber of Commerce  
120 Gary Wade Boulevard  
P. O. Box 5500  
Sevierville, TN 37864-5500  
Tony Funderburg  
Phone: (865) 453-6411  
Phone: (865) 453-5504  
Fax: (865) 453-5518***

***August 2018***

## INFORMATION FOR BIDDERS

### RECEIPT AND OPENING OF BIDS

The City of Sevierville, Tennessee (herein called the "Owner") invites bids on the form attached hereto for the PRINTING OF THE 2019 SEVIERVILLE VACATION PLANNER. The Owner will **RECEIVE BIDS UNTIL 3:00 PM, September 4, 2018**, at Sevierville City Hall, 120 Gary Wade Boulevard, Sevierville, Tennessee, 37862 (Mailing address: P. O. Box 5500, Sevierville, Tennessee, 37864). Bids will then be PUBLICLY OPENED AND READ ALOUD at the Sevierville City Hall, 120 Gary Wade Boulevard, Sevierville, Tennessee 37862. The envelopes containing the bids must be sealed, addressed to Tracy Baker, Assistant City Administrator, and must bear the following information:

Name of Bidder

Bidders Address

Date and Time of Bid Opening

Bid Enclosed: 2019 VACATION PLANNER

The Owner may consider informal any bid not prepared and submitted in accordance with the provisions hereof, and may waive any informality or reject any and all bids. Any bid received after the time and date specified shall not be considered.

Bidders must submit three (3) copies.

### QUALIFICATIONS OF BIDDERS

The Owner may make such investigations as he/she deems necessary to determine the ability of the Bidder to supply the necessary equipment, and the Bidder shall furnish to the Owner all such information and data for the purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the Owner that such Bidder is properly qualified to carry out the obligation of the contract by supplying the equipment contemplated therein. Conditional bids will not be accepted. All work must be done in house. Sub- contracted or "out sourced" bids will not be accepted.

### METHOD OF AWARD - LOWEST QUALIFIED BIDDER

If at the time this contract is to be awarded the lowest base bid submitted by a responsible Bidder does not exceed the amount of funds then estimated by the Owner as available to finance the contract; the contract will be awarded on the bid. If such bid exceeds such amount, the Owner may reject all bids or may award the contract on the lowest bid with such deductible alternates to produce a net amount, which is within the available funds.

Only one (1) award will be made from this contract.

The Owner reserves the right to determine the low Bidder by durability and maintenance costs over the life of the equipment. This may be done by means of past experience or research. Initial cost may not determine low bid.

In case of error or discrepancy in the mathematics of the bid price, the unit prices shall prevail.

Bids will be valid for (90) ninety days after bid opening, to allow time for the contract to be executed.

### OBLIGATION OF BIDDERS

At the time of the opening of bids, each Bidder will be presumed to have read and to be thoroughly familiar with the specifications. The failure or omission of any Bidder to examine any form, instrument, or document shall in no way relieve any Bidder from any obligation in respect to his/her bid. Each bidder is requested to fill out and return the attached Title VI Information sheet, vendor sheet, and W-9 form as a part of the bid package.

### IRAN DIVESTMENT ACT

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 § 12-15-106.

# SPECIFICATIONS FOR THE PRINTING OF THE 2019 SEVIERVILLE VACATION PLANNER & COUPON BOOK

## Vacation Planner

FORMAT: 88 pages + Cover

QUANTITY: 300,000

SIZE: Requesting quotes on the following sizes:

- 8.375 x 10.875
- 8.5 x 11
- 8.5 x 12

STOCK: All pages on 60lb. Gloss Text – Cover #100 Gloss Text

INK LAY: 88 pages and cover print 4/4 throughout

BINDING: Requesting quotes on the following:

- Perfect Bound w/coupon book glue dot on the inside back cover, carton pack and prepare to ship
- Saddle stitch w/ coupon book glue dot in the back of book, carton pack and prepare to ship

## Coupon Book

FORMAT: 20 pages + Cover

QUANTITY: 320,000 TOTAL

300,000 coupon books to be affixed by glue dot into Sevierville Vacation Planner

20,000 stand-alone coupon books

SIZE- 8"x9", trimmed, folded, and saddle stitched to a final size of 4"x9"

STOCK- Cover 80# Vision Gloss Text or equivalent, 4/4

Body: 50# smooth white offset, one color (BLACK) Cover and inside pages bleed

Binding-Saddle Stitch on 9" side 5 Perforations per page (1 vertical page length, 4 horizontal page width).

Printer to provide Epson color proofs and digital blueline

PREP: Client to upload digital files to FTP

Shipping: Two (2) shipments to:  
Sevierville, TN Storage (Zip Code: 37876)  
Loading Dock / Skids accepted.  
Box bulk 35lbs or less.

Total bid price to include:

Printing costs.

Any and all shipping and/or handling charges for all two (2) shipments.

Storage cost for remaining brochures until appropriate shipping dates.

If any advance payment or deposit is required.

Printing for brochure to begin by: early-November  
First delivery of brochures by mid-December, 2018.

**BID FORM**  
**PRINTING OF THE 2019 SEVIERVILLE VACATION PLANNER & COUPON**  
**BOOK**

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_

Business License # \_\_\_\_\_ City: \_\_\_\_\_

Item	Total Price

1. Total Bid Price for 88 plus cover-Page Count & Coupon Book (perfect bound) \$ \_\_\_\_\_

2. Total Bid Price for 88 plus cover-Page Count & Coupon Book (saddle stitch) \$ \_\_\_\_\_

It is further understood and agreed by the undersigned in submitting this proposal that the Owner reserves the following rights and privileges:

- a. To accept or reject any or all bids, and/or waive any of the informalities in the bidding.
- b. To reject all items of equipment and materials which do not conform to or exceed these specifications, without altering bid price of this proposal.

Note: Bidders shall not add any conditions or qualifying statements to this bid, except as provided herein, as otherwise the bid may be declared irregular as not being responsive to the Advertisement for Bids.

If you have questions regarding the specifications contained in this bid package, please contact:  
 Roland Langley  
 (256) 350-7000

Bid Submitted by:

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Name (Printed)

\_\_\_\_\_

Title

\_\_\_\_\_

Date

**TITLE VI INFORMATION**

The City of Sevierville complies with all applicable federal and state civil rights laws, including but not limited to Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e.), and the City does not discriminate based on race, color, gender, religion, age or national origin. By virtue of submitting a response to this solicitation, bidders agree to comply with the same non-discrimination policy.

Bid Item/Project Name: \_\_\_\_\_

Bid Date: \_\_\_\_\_

\*For Title VII compliance, we ask for voluntary disclosure of the following information for the majority owner of the business:

Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Race:	<input type="checkbox"/> Caucasian	<input type="checkbox"/> African American
	<input type="checkbox"/> Other (please specify)	

Company Name: \_\_\_\_\_



# City of Sevierville

P.O. Box 5500  
Sevierville, TN 37864-5500  
865-453-5504

## VENDOR INFORMATION FORM

Name: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

Business License Number: \_\_\_\_\_

County and State of License: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Shipping Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Corporation, Sole Proprietor, or Partnership: \_\_\_\_\_

(If the business is a sole proprietor the owners name): \_\_\_\_\_

**NEW VENDORS WILL BE ADDED AFTER RECEIPT OF THIS COMPLETED FORM AND VERIFICATION OF A CURRENT BUSINESS LICENSE. VENDORS WITHOUT A CURRENT BUSINESS LICENSE WILL NOT BE ACCEPTED.**

Revised 6/1/06

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-			-	

Employer identification number								
				-				

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.