

***Bid Package  
For  
Printing of the 2025 Sevierville  
Vacation Planner***



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

***May 2024***

## 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 2025 SEVIERVILLE VACATION PLANNER. The Owner will RECEIVE BIDS UNTIL 3:00 PM, MAY 22, 2024, 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: 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.

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 VII Information sheet, vendor sheet, and W-9 form as a part of the bid package.

#### VENDOR INFORMATION

The item or service offered for bid shall meet or exceed the specifications attached to this bid package and shall be considered as minimums unless otherwise indicated. Adequate vendor information shall be included with the bid for determination of meeting the specifications. Any exceptions shall be explained in writing and submitted 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.

#### BID QUESTIONS

If you have questions regarding the specifications contained in this bid package, please contact Roland Langley at (256) 350-7000 or [design@graphicsouth.net](mailto:design@graphicsouth.net).

## SPECIFICATIONS FOR THE PRINTING OF THE 2025 SEVIERVILLE VACATION PLANNER

### Vacation Planner

- Perfect Bound; carton pack and prepare to ship
- FORMAT: 96 pages + cover  
(96 pages + cover perfect bound)
- QUANTITY: 200,000
- SIZE: Inside pages are 8.5" wide x 10.8125" height
- Covers (front and back together) flat size is 17.1875" wide x 10.8125" height
  - Front and back cover sections are same size as inside pages, 8.5" wide x 10.8125" height
- **Please note: bid winner to provide a cover template pdf that will include guides for cover layout along with adding in dimensions for spine width.**
- STOCK: Cover 100lb Gloss Text, #3 Grade
- Inside pages 60lb Gloss Text, #3 Grade
- INK LAY: 4/4 with .125" bleed throughout

Printer to provide Epson color proofs and digital blueline

PREP: Client to upload digital files to FTP

Shipping: Four (4) equal shipments approximately 3 months apart shipped 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 four (4) shipments.  
Storage cost for remaining brochures until appropriate shipping dates.  
If any advance payment or deposit is required.

Printing for brochure to begin by: mid-October

**First delivery of Sevierville Vacation Planner by November 1, 2024.**

**BID FORM FOR THE  
PRINTING OF THE 2025 SEVIERVILLE VACATION PLANNER**

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

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

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

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

\_\_\_\_\_

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

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

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

Item	Total Price
<hr/>	
1. Total Bid Price for 96 plus cover - Page Count (perfect bound)	\$ _____

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 or [design@graphicssouth.net](mailto:design@graphicssouth.net)

Bid Submitted by:

_____ Authorized Signature	_____ Name (Printed)
_____ Title	_____ Date



P.O. Box 5500  
Sevierville, TN 37864-5500  
865-453-5504 \* Fax 865-453-5518

## VENDOR INFORMATION FORM

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

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

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

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

Primary Business Address: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Primary Remittance Address: \_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

(If the business is a sole proprietor the owner's name): \_\_\_\_\_

If business license number is not available, please fill out the Business Tax & License Affidavit.

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. IT IS THE RESPONSIBILITY OF THE FINANCE DEPARTMENT TO ENTER AND UPDATE ALL VENDOR INFORMATION.

Revised 3/29/2021

**BUSINESS TAX & LICENSE AFFIDAVIT**  
**Tennessee Code Annotated § 5-14-108(1)**

The undersigned states that they have legal authority to swear this on behalf of \_\_\_\_\_, and that the business is not in any manner

Name of firm or individual

in violation of Tennessee Code Annotated § 5-14-108(1) which states, "*No purchase shall be made or purchase order or contract of purchase issued for tangible personal property or services by employees, acting in their official capacity, from any firm or individual whose business tax or license is delinquent.* "

**Please check one of the following:**

☐

Affiant affirms and warrants that their business license status is currently valid, and all appropriate Tennessee business taxes have been paid and are current as of the date of this affidavit.

☐

Affiant affirms and warrants that their business is exempt from obtaining a business license in the state of Tennessee.

**BUSINESS**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

**Witness**

Signature: \_\_\_\_\_

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

## **TITLE VI INFORMATION**

The City of Sevierville complies with all applicable federal and state civil rights laws, including but not limited to Title VI 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: \_\_\_\_\_



## Request for Taxpayer Identification Number and Certification

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input type="checkbox"/> C Corporation</p> <p><input type="checkbox"/> S Corporation</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 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 line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
		-			-			-	
<b>or</b>									
<b>Employer identification number</b>									
		-			-			-	

### 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); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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 for Part II, later.

**Sign Here**

Signature of  
U.S. person ▶

Date ▶

## General Instructions

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.