Bid Package
For
Printing of the 2021 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

July 2020
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 2021 SEVIERVILLE VACATION PLANNER. The Owner will RECEIVE BIDS UNTIL 3:00 PM, August 4, 2020, 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 of the bid submission or bid may be rejected as incomplete.

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 VI 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.
SPECIFICATIONS FOR THE
PRINTING OF THE 2021 SEVIERVILLE VACATION PLANNER

Vacation Planner

➢ Perfect Bound & Saddle Stitch, carton pack and prepare to ship
➢ FORMAT: 64 pages + cover & 80 pages + cover
  (need quotes for both 64 page + cover perfect bound and 64 page + cover saddle stitch plus 80 page + cover perfect bound and 80 page + cover saddle stitch)

➢ QUANTITY: 200,000

➢ SIZE: Inside pages are 8.375" wide x 10.875" height
➢ Cover includes a fold out map on inside back cover.
➢ Covers (front and back together) flat size is 24.240" wide x 10.875" height
  o Front cover section is same size as inside pages, 8.375" wide x 10.875” height
  o Back cover section includes adding 7.5’ to the page width for the fold out map, so back cover flat size would measure 15.875, folded to a final 8.375" wide x 10.875” 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. Adjustments to fold out map portion of cover may be considered to better suite presses.

➢ STOCK: Cover 100lb Gloss Text, #3 Grade
➢ Inside pages 60lb Gloss Text, #3 Grade

➢ INK LAY: 4/4 with 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 brochures by November 1, 2020.
BID FORM FOR THE
PRINTING OF THE 2021 SEVIERVILLE VACATION PLANNER

Company: ____________________________________________________________

Contact Name: ______________________________________________________

Email Address: ______________________________________________________

Address: ____________________________________________________________

Phone: __________________________ Fax: ________________________________

Federal Tax Identification Number: ________________________________

Business License #: __________________________ City: ____________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total Bid Price for 64 plus cover - Page Count (perfect bound)</td>
<td>$_________</td>
</tr>
<tr>
<td>2. Total Bid Price for 84 plus cover - Page Count (perfect bound)</td>
<td>$_________</td>
</tr>
<tr>
<td>3. Total Bid Price for 64 plus cover - Page Count (saddle stitch)</td>
<td>$_________</td>
</tr>
<tr>
<td>4. Total Bid Price for 80 plus cover - Page Count (saddle stitch)</td>
<td>$_________</td>
</tr>
</tbody>
</table>

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

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 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 VI compliance, we ask for voluntary disclosure of the following information for the majority owner of the business:

Gender:   ___ Male       ___ Female
Race:     ___ Caucasian   ___ African American
           ___ Other (please specify)

Company Name:_____________________________________________________________
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
Form W-9

Request for Taxpayer Identification Number and Certification

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

<table>
<thead>
<tr>
<th>Name (as shown on your income tax return)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business name disregarded entity name, if different from above</td>
</tr>
</tbody>
</table>

Check appropriate box for federal tax classification:

- Individual sole proprietor
- C Corporation
- S Corporation
- Partnership
- Trust/estate
- Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership)
- Exempt payee

<table>
<thead>
<tr>
<th>Other (see instructions)</th>
</tr>
</thead>
</table>

| Address (number, street, and apt. or suite no.) |
| Requester’s name and address (optional) |

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 proprietorship, 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 Note 1 on page 3.

**Social security number**

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

**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 income 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.

**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.