

**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:	10/22/2009
RFQ No:	6000037605
Collective No:	10033280
Return Quote By:	11/05/2009 3:00 pm
Promised Ship Date: (Furnish)	_____
Payment Terms: (Furnish)	_____
FOB UT Dest Unless Otherwise Specified Below	
_____	
Buyer:	Lisa Pate
Phone:	865-974-3101
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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NOTE: Any potential bidder not otherwise notified by the University for this requirement 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.

00001	1	UNT	Accommodations and conference	_____	_____
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requirements for UT-MTAS Municipal Court Clerk Spring Conference per the following specifications.

Hotel Specifications:  
 140 Single/Doubles

\$ \_\_\_\_\_ /price per room per day

Anticipated dates of conference:

March 18-19, 2010. Are these dates available?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

March 25-26. Are these dates available?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

April 29-30. Are these dates available?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

Reservation Method:

Rooming list provided by the customer - No- Pre-event Room Deposits  
 Preferred Rate: Prevailing State Rate or lower, honored two nights before and two nights after conference night

Anticipated Attendance: 175-200

Conference Requirements:

Full service hotel with ability to cater all meals separately from meeting space,

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all sleeping rooms and meeting space must be located in the same building, free parking, no outside entrances to sleeping rooms, space allotted for meals cannot be used as same space for general sessions due to conference activity schedules, one complimentary sleeping room night per each 50 sleeping room nights used or acceptable complimentary substitution, high speed internet access available in sleeping rooms and meeting space, wireless internet access preferred, free local calls, catering space provided at no cost based on dollar amount spent for conference food and beverage, hotel must have above average health rating for sleeping rooms and kitchen facilities.

Can you meet these requirements?

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please list exceptions:

\_\_\_\_\_  
 \_\_\_\_\_

**Space Requirements and Set-up:**

Registration - Pre-function Area; 2 Six-foot Skirted Tables with Access to Electricity; Four (4) Chairs; Waste Basket

Exhibit Area - Five six-foot Skirted Tables with Access to Electricity at no charge

General Sessions - Set Classroom Style with Head Table on 16' X 16' X 2' Riser (on Thursday and Friday)

Lunch Day 1 - Set Banquet Style; Plated

Breaks - Pre-function Area or General Session Room for Morning and Afternoon Breaks

Breakout Room - Three Set Classroom Style for 60 people or Four Set Classroom Style for 45 Thursday and Friday

Breakfast Day 2 - Full Breakfast Buffet Style

Total for space requirements & set up: \$ \_\_\_\_\_

Total for catering requirements: \$ \_\_\_\_\_

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			AV Requirements - (Other Items May Be Added; Final List to Be Provided at a Later Date): Screen; Projection Table/Cart; Sound System; Wireless Lapel Microphone; Standing Podium with Microphone; 3 Table Microphones, Mixer		

Total cost for AV requirements: \$ \_\_\_\_\_

**Billing Method:**

Charges for Sleeping Rooms, Room Rental (if any), Event Food and Beverages, AV, Service Charges, Telephone and High-Speed Internet Access, Decorations, etc. should be charged to master account and direct billed to customer. No Pre-event Deposits for Sleeping Rooms. University is tax exempt. Incidentals as well as additional sleeping nights should be charged to and paid by individuals prior to departure from hotel property.

Manufacturer \_\_\_\_\_ # \_\_\_\_\_

Warranty \_\_\_\_\_

**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](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.

**SPECIAL BID CONDITIONS**

**SBC-1 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-2 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

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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-3 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-4 COMPREHENSIVE GENERAL LIABILITY INS.**

Bidders are required to maintain comprehensive general liability insurance including product liability coverage in the amount of at least \$1,000,000.00 per occurrence. Any purchase order(s) issued by the University are contingent on the maintenance of current liability coverage as described above.

**SBC-5 SEALED BID**

The envelope in which quotations will be 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, due date and time of opening appear in the lower left corner. Bid openings shall be public, on the date and at the time specified on the bid form. All sealed bids must be received in the purchasing department on or before the date and hour specified for bid opening. Sealed bids that miss the 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.

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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 CONTRACTBETWEEN 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 HERON 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 878. 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)  
 \_\_\_\_\_  
 (Printed Name and Company Name)  
 \_\_\_\_\_  
 (Telephone #. Toll free if available)  
 \_\_\_\_\_  
 (E-Mail Address)

\_\_\_\_\_  
 (Date)  
 \_\_\_\_\_  
 (Title)  
 \_\_\_\_\_  
 (FAX #)  
 \_\_\_\_\_  
 (WEB Site Address)