

**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:	10/30/2009
RFQ No:	6000037645
Collective No:	10033316
Return Quote By:	11/12/2009 5:00 PM EST
Promised Ship Date: (Furnish)	_____
Payment Terms: (Furnish)	_____
FOB UT Dest Unless Otherwise Specified Below	
Buyer:	Jackie Haun
Phone:	865-974-3098
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	LOI	2010 Baseball Banquet, on February 18,	_____	_____
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2010 for approx 1000+ people as follows:

Location: Knoxville Tn  
 Time: 5pm to 9pm (set up beginning at 8 am)

Venue to have space for 1,000 + people for dinner with stage or area at the front of the room for speaker

Plated dinner to consist of salad, meat, starch, vegetable, bread, dessert, water, tea and coffee. Time for dinner 6pm to 9pm.

Cost per person: \$ \_\_\_\_\_  
 Gratuity: \_\_\_\_\_

Cash bar to be set up from 5-7 or 5-8. Number of bartenders will be determined based on attendance.

Cost for bartender: \$ \_\_\_\_\_/each  
 Gratuity: \_\_\_\_\_

Room set up to accomodate approx 1000 people. Round tables of 10 with table stanchions for numbers. Stage or area at front for head table with a total of 4 tables.

Room set up: \$ \_\_\_\_\_  
 Gratuity: \_\_\_\_\_

Approx. 10 registration tables to be set up in lobby area

Cost for registration tables: \$ \_\_\_\_\_/ea  
 Gratuity: \_\_\_\_\_

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A/V requirements:  
 Podium on stage area with the head table: \$ \_\_\_\_\_  
 Microphone: \$ \_\_\_\_\_/each  
 Speakers: \$ \_\_\_\_\_/each

Total AV Cost: \$ \_\_\_\_\_  
 Gratuity: \_\_\_\_\_

Prior to plated dinner venue to provide reception area for approximately 100 people. Time of reception 5pm to 6pm

Light appetizers to be provided for reception will consist of the following:

Assorted Cheese and crackers: \$ \_\_\_\_\_/each  
 Vegetable tray: \$ \_\_\_\_\_/each

Drinks to be provide for reception:  
 Water \_\_\_\_\_  
 Tea \_\_\_\_\_  
 Lemonade \_\_\_\_\_

Cost for reception: \$ \_\_\_\_\_  
 Gratuity \_\_\_\_\_

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

Warranty \_\_\_\_\_

Will your facility accept a purchase order in lieu of a contract?

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

\*\*\*\*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 \*\*\*\*

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**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.

**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 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-3 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-4 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.

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SBC-5 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.

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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 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)