



City of East Ridge

1517 Tombras Avenue
East Ridge, Tennessee 37412
(423)867~7711 • www.eastridgetn.gov

Parks and Recreation
Shawna Skiles, Director

**East Ridge Parks and Recreation
2024 Trophy Bid Specifications
Bid Opening
Wednesday, September 11, 2024, at 2:30 pm**

**East Ridge City Hall
1517 Tombras Avenue
East Ridge, TN 37412**

The City of East Ridge is accepting sealed bids from experienced trophy vendors to supply all trophies for our various Youth and Adult sports within the Recreation Department. Items specified will be purchased in lots for each sport. The contracted pricing with the awarded bidder will apply from September 2024-August 2025. All items and quantities specified are an estimate and are subject to change based upon sports enrollment and other factors. To be considered for this bid, interested parties must submit sealed bids on or before 2:30 pm, EDT, Wednesday, September 11, 2024.

INSTRUCTIONS FOR BID SUBMISSIONS

All sealed bids must be submitted to the city clearly marked “**2024 East Ridge Parks and Rec Trophy Bid**” on the sealed bid envelope. Any interpretations, clarifications, or additional information not disclosed in this bid packet and determined to be necessary by the City in response to questions, will be issued by means of addendum or addenda, which addendum or addenda will be posted to the City website, https://www.eastridgetn.gov/business_economic_dev.html, to all interested parties identified by the City as having received the bid documents. The Bidder is required to check the site to see if there has been any addendum or addenda posted for this Bid. Only questions answered and information supplied by means of such an addendum or addenda will be considered as binding.

SCOPE OF WORK/DESCRIPTION OF ITEM:

The City’s Parks and Recreation Department is seeking a trophy company to supply and coordinate with our department from September 2024 - August 2025. The selected company will be responsible for the delivery of all trophies, plaques, and medals to our department.

This bid encompasses all youth and adult sports within our department, including baseball, softball, T-ball, and soccer. To ensure the success of this project, the city requires a turnaround time of 2 weeks from the date an order is placed. Included in this bid is a list of the current trophies used within our youth sports programs

BID REQUIREMENTS:

For a bid to be considered, it must include:

1. Contact name, Business name, W-9, and mailing address.
2. Telephone number and email address.
3. References of at least 3 current clients you supply trophies for.

Brian Williams
Mayor

Esther Haynes
Vice Mayor

Jacky Cagle
Councilmember

Andrea Witt
Councilmember

David Tyler
Councilmember

J. Scott Miller
City Manager

TERMS AND CONDITIONS GOVERNING THIS BID

Pursuant to Tennessee State Law, the Iran Divestment Act Certification attached must be completed, notarized, and returned with the bid in order for the bid to be considered and awarded.

All bids must be sealed, and properly marked “**2024 East Ridge Parks and Rec Trophy Bid**” on the outside of the envelope. Late bids will not be considered under any circumstances.

Contact Parks and Recreation Director Shawna Skiles at 423-260-9190 or sskiles@eastridgetn.gov for any questions.

Bids for the City’s Parks and Rec Department Trophies will be received up and until 2:30 pm EST on Wednesday September 11, 2024, at the Office of the City Recorder, 1517 Tombras Avenue, East Ridge, Tennessee. At that time, bids received will be opened and read aloud. All questions on this project should be directed to Shawna Skiles at 423-260-9190 or sskiles@eastridgetn.gov.

The City of East Ridge reserves the right to reject any or all bids, to waive technicalities therein, and to award the bid in the City’s best interest.

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COMPANY: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

PRINT NAME: _____

SIGNED: _____

DATE: _____

REFERENCE AND CLIENT LIST

Contractor must submit references and attach a current client list with Proposal.

Client Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

E-mail Address: _____

Service provided and Date: _____

Client Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

E-mail Address: _____

Service provided and Date: _____

Client Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

E-mail Address: _____

Service provided and Date: _____

Client Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

E-mail Address: _____

Service provided and Date: _____

Client Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

E-mail Address: _____

Service provided and Date: _____

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BID SHEET

Company Name: _____

All Items Must Include Customization Option. Turnaround time must be within 14 days from when the order is placed. All quantities are best estimates and are not a contracted purchase amount.

<u>SPORT</u>	<u>ITEM</u>	<u>QTY</u>	<u>PRICE EACH</u>	<u>TOTAL PRICE (QTY X PRICE EACH)</u>
Soccer, Baseball, T-Ball, and Softball	Generic 6 inches Tall on a 2x3 Marble Base	1100	_____	_____
	Medals-3-inch Metal with custom sublimated 2-inch Alumni insert on front with 1 ½ ribbon	120	_____	_____
	Trophies-Champion is 2 feet tall on 2 posts with marble lid and base, 24 inches	20	_____	_____
	Trophies-Runners Up are 2 feet tall on 2 posts with marble lid and base, 20 inches	20	_____	_____
Adult Softball	Plaques 9x12 Champions and 8x10 Runners Up Cherry Finish laminated plaques with single sublimated plate on front	20	_____	_____
Grand Total				_____

**IRAN DIVESTMENT ACT CERTIFICATION
EFFECTIVE DATE JULY 1, 2016**

Chapter No. 817 (HB0261/SB0377). “Iran Divestment Act” enacted. Amends Tennessee Code Annotated, Title 12 by adding Chapter 12, which is to be known as the “Iran Divestment Act.” The Act requires the chief procurement officer for the State, no more than 120 days after the effective date of this Act, to publish on the State’s website, using credible information freely available to the public, a list of persons determined to be engaged in investment activities with Iran. It prohibits a person identified on the list from contracting with a local government and makes any contract entered into void. It provides that after the effective date of this Act, **every bid or proposal made to a local government for goods or services, when competitive bidding is required, must contain the certification stated below.** subscribed, and affirmed by the bidder as true under the penalty of perjury. The Act allows the certification to be submitted electronically. It prohibits a bid from being considered or an award being made if the bidder does not provide the certification below to the local government, except under limited enumerated circumstances.

I certify, under penalty of perjury, that the following statement is true:

“By submission of this sealed 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 § 12-12-106.”

Company Name: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

STATE OF _____

COUNTY OF _____

On this _____ day of _____, 20____, before me personally appeared, to me known to be the person (or persons) described in and who executed the foregoing instrument, and acknowledged that such person (or persons) executed the same as such person (or person's) free act and deed.

Notary Public _____

Print Name _____

My Commission Expires: