



# City of East Ridge

1517 Tombras Avenue  
East Ridge, Tennessee 37412  
(423)867-7711 • [www.eastridgetn.gov](http://www.eastridgetn.gov)

Parks and Recreation  
Shawna Skiles

## 2025 East Ridge Parks and Rec Trophy Bid Specifications Bid Opening

Wednesday, September 17, 2025 at 2:30pm

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 October 2025-September 2026. 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 17, 2025.

### INSTRUCTIONS FOR BID SUBMISSIONS

All sealed bids must be submitted to the city clearly marked “**2025 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](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 have 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

This bid includes all youth and adult sports programs managed by our department, specifically baseball, softball, T-ball, and soccer. To ensure timely delivery and program continuity, the City requires a turnaround time of no more than 10 days from the date an order is placed. A list of the current trophies used in our youth sports programs is provided as part of this bid package.

### 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 from at least 3 current clients you supply trophies for.

**TERMS AND CONDITIONS GOVERNING THIS RFP**

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 property marked “**2025 East Ridge Parks and Rec Trophy Bid**” on the outside of the envelope. Late bids will not be considered under any circumstances.

Bids for the City’s Parks and Rec Department Trophies will be received up and until 2:30 pm EST on Wednesday September 17, 2025 at the **Office of the City Clerk**, 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](mailto: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.

**2025 East Ridge Parks and Rec Trophy Bid Specifications  
Bid Opening  
Wednesday September 17, 2025 at 2:30pm  
East Ridge City Hall  
1517 Tombras Avenue  
East Ridge Tn 37412**

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## REFERENCE AND CLIENT LIST

The business or trophy company must include professional references and a current client list with their bid. The client list should highlight previous work with parks and recreation departments.

**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: \_\_\_\_\_

**2025 East Ridge Parks and Rec Trophy Bid Specifications**

**Bid Opening**

**Wednesday September 17, 2025 at 2:30pm**

**East Ridge City Hall  
1517 Tombras Avenue  
East Ridge Tn 37412**

**Company Name:** \_\_\_\_\_

**Bid Requirements:**

- **All items must include a customization option.**
- **Turnaround time must not exceed 10 days from the date the order is placed.**
- **Quantities listed are estimates only and do not represent guaranteed purchase amounts.**
- **Photos of proposed products must be included with the bid submission.**

---

**Bid Table**

<b>Sport</b>	<b>Item Description</b>	<b>Estimated Qty</b>	<b>Price Each</b>	<b>Total Price</b>
<b>Soccer, Baseball, T- Ball, Softball</b>	<b>6½" Meridian Series Figure on Alamar II Series SB-340 base (Marco Awards or similar). Includes color-sublimated logo on front plate.</b>	<b>1,100</b>	_____	_____
<b>All Sports</b>	<b>2¾" Insert Medal with custom 2" Alumni sublimated insert and 1½" ribbon (any color). Marco Awards or similar.</b>	<b>120</b>	_____	_____

<p><b>All Sports</b></p>	<p><b>Champion Trophy – 24" tall, mounted on two posts with Alamar II lid/base (AL-370/SB-370), sport figure on top, sublimated logo on front plate, year trim on bottom base. Marco Awards or similar.</b></p>	<p><b>20</b></p>	<p>_____</p>	<p>_____</p>
<p><b>All Sports</b></p>	<p><b>Runner-Up Trophy – 20" tall, mounted on two posts with Alamar II lid/base (AL-370/SB-370), sport figure on top, sublimated logo on front plate, year trim on bottom base. Marco Awards or similar.</b></p>	<p><b>20</b></p>	<p>_____</p>	<p>_____</p>
<p><b>Adult Softball</b></p>	<p><b>Plaques – 10½" x 13" Champion cherry finish laminated plaques with multi-color sublimated front plate.</b></p> <p><b>Runner-Up-9" x 12", cherry finish laminated plaques with multi-color sublimated front plate.</b></p>	<p><b>20</b></p> <p><b>20</b></p>	<p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p>

**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: