



# City of Alcoa Purchasing

223 Associates Blvd., Alcoa, Tennessee 37701

(865) 380-4700 FAX (865) 380-4797

## REQUEST FOR BID

The City of Alcoa will be accepting sealed bids for an annual blanket to supply TRAFFIC CONTROL SIGNS until 2:00 p.m., Tuesday, April 22nd, 2025 at the office of the Alcoa Purchasing Agent, 223 Associates, Blvd., Alcoa, Tennessee, 37701.

Bids may be submitted via U.S. Mail / UPS / FedEx, etc., hand delivered, or e-mailed to [coasealedbid@cityofalcoa-tn.gov](mailto:coasealedbid@cityofalcoa-tn.gov). Regardless of the mode, the Bidder shall be responsible for the early delivery of their bid. Mailed or hand-delivered bids should be in a sealed envelope and labeled "Traffic Control Signs, RFB 25074, Bid Enclosed". The subject line of e-mailed bids shall state the same. **Bids shall also be submitted as an Excel spreadsheet emailed or downloaded on a flash drive. Failure to supply both documents (hard copy and electronic copy) shall void the bid.** Bids received after the deadline will be unopened and discarded.

Bids shall be addressed to:

City of Alcoa Purchasing  
Attn. Ashley Wagner, Purchasing Agent  
223 Associates Blvd.  
Alcoa, TN 37701

All purchases are F.O.B. City of Alcoa, TN.

The City reserves the right to accept or reject any bid, to accept a bid containing variations from these specifications if the bid so merits, to negotiate bid with the lowest bidder prior to acceptance, and to accept partial bids. Bids must be submitted on the form issued by the City and must be completed (in ink) and signed accordingly.

The City of Alcoa reserves the right to waive any formality in any solicitation, to reject any or all bids, and to accept the best bid for the City as determined by City Officials. The City also reserves the right not to enter into any contract as a result of this RFB.

Questions regarding this solicitation may be directed to Ashley Wagner, Purchasing Agent, via telephone (865) 380-4822 or e-mail [awagner@cityofalcoa-tn.gov](mailto:awagner@cityofalcoa-tn.gov). Any questions regarding this RFB shall be submitted no later than 48 hours prior to the bid deadline.

This solicitation has been developed in accordance with Title VI of the Civil Rights Act of 1964 which provides that no person shall, on the grounds of race, sex, age, national origin, or disabling condition, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Thank you in advance for your interest in doing business with the City of Alcoa.

Sincerely,

Purchasing Agent

***EXCELLENCE IN SERVICE - QUALITY OF LIFE***

[www.cityofalcoa-tn.gov](http://www.cityofalcoa-tn.gov)

**CITY OF ALCOA  
INSTRUCTIONS TO PROPOSERS**

**Bid Evaluation**

In addition to the bid amount, additional factors will be considered as an integral part of the bid evaluation process, including, but not limited to:

- A. The Vendor's experience, reputation, efficiency, judgment, and integrity.
- B. The quality, availability and adaptability of the requested products or services.
- C. The Vendor's ability to provide future maintenance and/or services.
- D. Any other applicable factors as the City determines necessary and appropriate (which may be requested by the city prior to award).

**Award of Contract**

The City holds the right, in its judgment, to award the contract to the vendor(s) which it feels is in the best interest of the City. If a contract is to be awarded, the Contractor/Vendor selection shall be based in whole or in part on the evaluation noted above. No submittal shall be withdrawn for a period of sixty (60) days subsequent to the opening of bids without the consent of the City of Alcoa.

**Laws, Permits and Regulations**

The Contractor shall comply with all State and Local laws, ordinances, regulations and requirements applicable to work hereunder. If the Contractor ascertains at any time that any requirement of this Contract is at variance with applicable laws, ordinances, regulations, or other requirements, she/he shall promptly notify the City of Alcoa in writing.

**Cancellation of Award**

The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the City. The Vendor is advised that if in the event appropriated funds are legitimately unavailable for this product in successive fiscal years, such purchase orders resulting from this bid are null and void.

**Cooperative Purchasing**

Unless stated otherwise, vendor agrees that it shall be permissible for other governments in Tennessee to purchase these items or services at the same price. Freight charges can be adjusted to reflect differences in delivery costs.

**Electronic Data File**

Due to the size of this bid all submittals shall be accompanied by an electronic excel spreadsheet either emailed or on a flash drive. Failure to supply both a hardcopy of the bid and electronic data file shall result in the rejection of bid.

## 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 § 12-12-106.



### STATE OF TENNESSEE IRAN DIVESTMENT ACT CERTIFICATION

<b>SUBJECT CONTRACT NUMBER(S):</b>	
<b>CONTRACTOR LEGAL ENTITY NAME:</b>	
<b>EDISON SUPPLIER IDENTIFICATION NUMBER:</b>	

The Iran Divestment Act, Tenn. Code Ann. § 12-12-101 et. seq. requires a person that attempts to contract with the state, including a contract renewal or assumption, to certify at the time the bid is submitted or the contract is entered into, renewed, or assigned, that the person or the assignee is not identified on a list created pursuant to § 12-12-106.

Currently, the list is available online at the following website: <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

The Contractor, identified above, certifies by signature below that it is not included on the list of persons created pursuant to Tenn. Code Ann. § 12-12-106 of the Iran Divestment Act.

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**CONTRACTOR SIGNATURE**

NOTICE: This certification MUST be signed by an individual with legal capacity to contractually bind the Contractor.

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**PRINTED NAME AND TITLE OF SIGNATORY**

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**DATE**



**STATE OF TENNESSEE**  
**NON-BOYCOTT OF ISRAEL CERTIFICATION**

The Bidder certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

According to the law, a boycott of Israel means engaging in refusals to deal, terminating business activities, or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken:

- 1) In compliance with, or adherence to, calls for a boycott of Israel, or
- 2) In a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis, and is not based on a valid business reason. Tenn. Code Ann. § 12-4-119.

<b>Signature of Authorized Representative</b>	<b>Date</b>
<b>Printed Name</b>	<b>Phone Number / Email Address</b>

**CITY OF ALCOA & CITY OF MARYVILLE  
FY 2026 BLANKET PURCHASE FOR  
TRAFFIC CONTROL SIGNS**

Bidder agrees to furnish to the City of Alcoa & City of Maryville TRAFFIC CONTROL SIGNS (Material) for the period beginning July 1, 2025 and ending June 30, 2026. Inventory will be provided on an as-needed basis. Quantities required will depend on operational requirements of the City of Alcoa / City of Maryville during this period.

Delivery prices include all costs for labor, equipment, etc. necessary for delivery to the City of Alcoa Warehouse, 725 Universal St., Alcoa, TN, 37701.

Unless otherwise noted, all traffic control signs shall be in accordance with the Manual on Uniform Traffic Control Devices, including 3/8-inch diameter holes for mounting and radiused corners. Signs shall be constructed of Engineer Grade Reflective Sheeting on 0.080 aluminum.

U-Channel Sign Posts shall be constructed of galvanized steel and shall weigh two (2) pounds per linear foot.

Collapsible Work Zone signs shall be of retro reflective orange vinyl construction with black letters and/or symbols. The signs shall be braced with folding fiberglass ribs.

Stands for Work Zone signs shall be constructed of heavy duty galvanized steel, having a minimum weight of fifteen (15) pounds. Shop drawings or manufacturer's brochures of the stands shall be included with the bid.

**Estimated time for delivery from date of receipt of order: \_\_\_\_\_ (calendar days)**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Signature – Authorized Representative

\_\_\_\_\_  
Date