



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 GENERAL WAREHOUSE INVENTORY STOCKING MATERIALS, until 2:00 p.m., Thursday, June 12th, 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. 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 "General Warehouse Inventory Stocking Materials, RFB 25077, Bid Enclosed". The subject line of e-mailed bids shall state the same. **Bids must 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. 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

**CITY OF ALCOA
INSTRUCTIONS TO PROPOSERS**

Proposal 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.

Delivery

The successful Bidder shall contact the Purchasing Agent for delivery instructions. The approved product shall not be shipped under any circumstances without prior delivery instructions.

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**

SUBJECT CONTRACT NUMBER(S):	
CONTRACTOR LEGAL ENTITY NAME:	
EDISON SUPPLIER IDENTIFICATION NUMBER:	

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.

CONTRACTOR SIGNATURE

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

PRINTED NAME AND TITLE OF SIGNATORY

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.

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

**SPECIFICATIONS FOR
COA
GENERAL WAREHOUSE INVENTORY MATERIALS FY 2026**

Bidder agrees to furnish to the City of Alcoa Support Services Department GENERAL WAREHOUSE INVENTORY STOCK ITEMS for the period beginning July 1, 2025 and ending June 30, 2026. Inventory will be provided on an as-needed basis. Quantities required shall depend on operational requirements of the City of Alcoa during this period. **All deliveries and accompanying documentation to COA shall clearly list appropriate COA inventory numbers.**

- Must Meet Specific Bid Requirements - No Equals Will Be Accepted.
- Bid “NB” (No Bid) on any line-item that calls for a specific manufacture where requirement cannot be met.
- Your Part number is to assist us in reordering. When reordering your part number will be used as a cross reference.
- Delivery prices include all costs for labor, equipment, etc. necessary for delivery FOB to the City of Alcoa Support Services Department Warehouse, 725 Universal Street, Alcoa, TN 37701.

In order for bid to be valid pages three (3) through five (5) must be filled out in its entirety.

Company

Address

Telephone

E-mail

Signature – Authorized Representative

Date