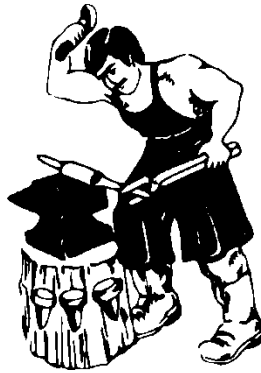


***Bid Package  
For  
Coffee Products***

***City of Pigeon Forge***



***Bid Opening: June 1, 2021  
2:00 PM***

***City of Pigeon Forge  
Department of Parks & Recreation  
170 Community Center Drive  
Pigeon Forge, Tennessee 37863  
(865) 429-7373***



## **NOTICE OF BID**

The City of Pigeon Forge is accepting sealed bids on a contract for **Coffee Service**. Price is to include coffee makers (delivery & setup), regular and decaf coffee, sugar, creamer, stirrers, and hot chocolate.

Specifications may be obtained from the Department of Parks and Recreation office located in the Pigeon Forge Community Center, 170 Community Center Drive, Pigeon Forge TN, 37863. Technical questions should be referred to Susan Smelcer, Finance Assistant, at 865-429-7373.

Bids shall be received until 2:00 PM on Tuesday, June 1, 2021, at which time they will be publicly opened and read aloud in the conference room of the Pigeon Forge Community Center. Bids must be sealed with bidder's name, address, bid opening time and date, and the quotation "**Bid: Coffee Service**" stated plainly on the outside. **Bids should be mailed to:**

**Department of Parks and Recreation  
Attn: Susan Smelcer, Finance Assistant  
170 Community Center Drive  
Pigeon Forge, TN 37863**

No bid may be withdrawn for thirty (30) days.

The City of Pigeon Forge reserves the right to waive informalities, to accept or reject any bid and/or any part thereof, and to accept the bid deemed in the best interest of the City of Pigeon Forge.

**Each bidder must complete and sign the Bid Tabulation Sheet.**

## GENERAL PROVISIONS

Sealed bids, subject to the specifications and conditions contained herein and attached hereto, will be received in the Parks and Recreation Department until but no later than 2:00 PM on Tuesday, June 1, 2021 and then publicly opened.

Prices quoted shall not include sales taxes. The successful bidder shall be provided a tax exemption form, if required, with their city payment.

Any additions, deletions, or variations from the following specifications must be noted.

The provider must provide various coffee brewers at 25 locations and each location will be invoiced individually.

No bid can be withdrawn after the scheduled closing time for receipt of bids for thirty (30) calendar days.

To be considered, your bid must be submitted on a copy of the "Bid Tabulation Sheet" **WITH THE TWO (2) ATTACHED WORK SHEETS**. Bidders shall sign this form in the space provided and return with bid document to: Department of Parks and Recreation, 170 Community Center Drive, Pigeon Forge, TN 37863. Bids shall be returned in a bid envelope sealed with bidder's name, address, bid opening time and date, and the quotation "Coffee Bid" clearly marked on the outside of the envelope. Bids will not be accepted via email or fax machine.

Time is of the essence and bids received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the date and time stamped at the Department of Parks and Recreation. Bidders are responsible for deadline indicated. Late bids received will be so noted in the bid file in order that the vendor's name will not be removed from any future bid/vendor list.

**BID TABULATION SHEET**  
***RETURN THIS SHEET WITH BID***

We understand that all prices stated do include delivery. Any deviations from the specifications are noted. We understand that this bid may not be withdrawn for thirty (30) days.

**ATTACH THE "COFFEE BID SHEET" AND "COFFEE MAKERS SHEET "TO THIS BID TABULATION SHEET AND RETURN AS YOUR BID**

COMPANY NAME: \_\_\_\_\_

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

\_\_\_\_\_

TELEPHONE  
NUMBER: \_\_\_\_\_

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

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

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

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

## CITY OF PIGEON FORGE COFFEE BID FY 2021/2022

| PRODUCT                          | ITEM SIZE       | UNIT DESC.   | BID PRICE<br>(per box) | EST.<br>USAGE* |
|----------------------------------|-----------------|--------------|------------------------|----------------|
| 100% Colombian Coffee            | 1.75 oz.        | Box of 42    |                        | 360 Boxes      |
| DeCaf                            | 1.5 oz.         | Box of 42    |                        | 15 Boxes       |
| Cream Canister                   | 12 oz.          | Canister     |                        | 500 Boxes      |
| Sugar Canister                   | 20 oz.          | Canister     |                        | 500 Boxes      |
| Hot Chocolate Plain - Large      | 1 oz. envelopes | Box of 50    |                        | 20 Boxes       |
| Sugar-Free Hot Chocolate - Large | 1 oz. envelopes | Box of 50    |                        | 20 Boxes       |
| Stir Sticks                      | 5" Sticks       | Box of 1,000 |                        | 20 Boxes       |

**Pricing:**

All bid prices must be effective for a period of twelve (12) months beginning July 1, 2021 and extending through June 30, 2022. Pricing to include delivery to each City Department. Fuel surcharges will not be honored.

**\*Estimated Usage:**

Quantities are estimates only and do not represent any commitment from the City of Pigeon Forge to purchase these quantities.

**Payment:**

All departments will receive individual invoices and must include the department's name.  
All invoices will be paid following with the City of Pigeon Forge's pay schedule.

**\*\*INCLUDE WITH BID TABULATION SHEET\*\***

| QUANTITY | TYPE                      | LOCATION  | UNIT DESC                | ALTERNATE |
|----------|---------------------------|---|--------------------------|-----------|
| 1        | Manual w/ 1 Burner        | Water Plant   | Manually Poor Water      |           |
| 5        | Manual w/ 2 Burners       | Annex, DOT, Library Pool, Concession, PFCC  | Manually Poor Water      |           |
| 2        | Manual w/ 3 Burners       | Annex, Mail Room  | Manually Poor Water      |           |
| 18       | Self-Filling w/ 2 Burners | Utility, Special Events, City Hall, Library Welcome Center, Garage, Fire Dept. #1, Fire Dept. #2, Parks, Sanitation, Police, Trolley, Street, Park Concessions, PFCC, Building Maint. Dept., & Wear Farm City Park Maint. Bldg. | Installed w/ Water Line  |           |
| 1        | Self-Filling w/ 3 Burners | Public Works/Planning   | Installed w/ Water Line  |           |
| 2        | Hot Choc/Capp Makers      | Park Concessions (Football & Baseball)  | Installed w/ Water Line  |           |
| 2        | Warming Containers        | Pool Concessions  |                          |           |
| 55       | Coffee Pots               | 12 Cup  | Glass 12 Cup Coffee Pots |           |

If you are the successful bidder, would you be able to supply and install coffee makers to all City of Pigeon Forge Departments? **YES** **NO**

Can you accommodate short - notice special deliveries if needed? **YES** **NO**

**Specify any minimum order requirements:** \_\_\_\_\_

**PRICING:** All bid prices must be effective for a period of twelve (12) months beginning July 1, 2021 and extending through June 30, 2022. Pricing is to include delivery to each of our departments.

**PAYMENT:** Payment will be received following the City of Pigeon Forge's payment schedule.

**INVOICES:** All invoices must reflect each delivery location.

# **COFFEE MAKERS**

***\*\*INCLUDE WITH BID TABULATION SHEET\*\****

