

REQUEST FOR QUOTATION

****THIS IS NOT AN ORDER****

Return Quotes To:

The University of Tennessee
Purchasing Department
5723 Middlebrook Pike
Knoxville, TN 37921

Vendor Address

Bidder # D99999
University of T
PARENT RFQ
UT TN

Information

Date: 06/01/2010
RFQ No: 6000038523
Collective No: 10035158
Return Quote By: 06/09/2010 3:00 PM ET
Promised Ship Date: (Furnish) _____
Payment Terms: (Furnish) _____
FOB UT Dest Unless Otherwise Specified Below

Buyer: Lisa Pate
Phone: 865-974-3101
Fax: 865-974-2973

Item	Quantity	UM	Material/Description	Price Per Unit	Net Amount
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NOTE: Any potential bidder not otherwise notified by the University for this requirement must register at:
<http://purchasing.tennessee.edu>. Scroll to "Bid & Proposal Advertisements" under Quick Links, and follow the instructions. Failure to do so will result in rejection of your bid.

00001

1 EA Facilities for meeting, lodging, meals

for the IESP Meeting in Wailea Beach-Maui, Hawaii; October 17-19, 2010

* 100-guest rooms with high-speed internet connection

\$_____/price per room per night

Service charge (if applicable): _____%

* Meeting space as follows:

1- room for 100 people, theatre or classroom seating

3- separate breakout rooms for 25 people each, classroom or u-shape seating

Wireless, high-speed internet in each meeting room, capable of simultaneous use by 100 people, included in the meeting space this is a MUST-HAVE)

Easy access to power for each seat (one plug per person) Provided outlet strips and extension cords

Projector and screen in each room

Area outside of main meeting space for 3 staff assists. (2 tables, 3 chairs) + access to power, extension cord, high speed internet

Access to business services for workshop staff (printer, copier, fax, etc.)

Total cost for meeting space: \$_____

Service charge (if applicable): _____%

* Meals in separate area, Oct. 18-19, priced per person, based on 100:

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Breakfast (2 days) - light breakfast of fruit, pastry, or bread,
cereal, juice, coffee (protein option available)

Morning breaks - scones or pastries, coffee, tea, water

Lunch buffets - sandwich buffet with soup or salad + tea or drink

Afternoon breaks - dip such as hummus, fruit kabobs, mixed nuts,
coffee, tea, water

* Reception priced per person on October 17, 2010 (100-150 attendees):

Hors d'oeuvres such as hot or cold pupus including fish and chicken or beef, and
vegetarian items, fruit and cheese platter House wine and island special cocktail

* Dinner priced per person on October 18, 2010 (100-130 attendees):

Fish, meat and vegetarian option, soup and/or salad, dessert,
coffee, water; house wine (one red/one white)

Total cost for catering requirements: \$ _____

Service charge (if applicable): _____%

Will you facility accept a purchase order in lieu of a contract?

Yes _____ No _____

Please list any exceptions to the above specificalitons (if any):

Manufacturer _____ # _____

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Warranty _____

GENERAL BID CONDITIONS: All University of Tennessee general bid conditions apply to this bid. To view these conditions, which include protest procedures, please visit website http://purchasing.tennessee.edu/General_Bid_Conditions.htm. If for some reason you are unable to access this website you may telephone (865) 974-3311 for a hard copy of these conditions.

SPECIAL BID CONDITIONS**SBC-1 CONFLICT OF CONDITIONS**

In the event that there are any conflicts between the General Bid Conditions and these Special Bid Conditions the Special Bid Conditions shall take precedence.

SBC-2 OR EQUAL

The items on this request for quotations shall be as specified or equal. When the specifications specify a product by name of a manufacturer or Vendor, or whenever the terms similar to and equal to, or approved equal are used, the term(s) named are intended to set the standard for such material(s) or article(s). The burden of proof shall rest solely with the supplier to prove that the proposed substitute(s) are equal to the material(s) or article(s) specified. The University shall be the sole judge as to whether the item(s) submitted is equal to those specified.

SBC-3 SEALED BID

The envelope in which quotations will be submitted should be identified by placing the required information on the outside of the envelope as follows: It is imperative that your name and address appear in the upper left corner of the envelope and that the collective number, due date and time of opening appear in the lower left corner. Bid openings shall be public, on the date and at the time specified on the bid form. All sealed bids must be received in the purchasing department on or before the date and hour specified for bid opening. Sealed bids that miss the deadline will be rejected and returned unopened or kept on file in the purchasing department. No qualifying letters or statements from vendors will be considered a justification for accepting late bids.

SBC-4 BID IN ACCORDANCE WITH SPECIFICATIONS

Bidders are cautioned that unless otherwise stipulated in their bids, it will be assumed that they are bidding in strict accordance with the specifications and will be required to strictly comply therewith. Any deviations whatsoever from the specifications must be fully set forth and itemized in detail in a letter

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accompanying the bid. Generalized statements submitted with your bid in order to avoid complying with this requirement in full detail will not be accepted.

SBC-5 INTERPRETATIONS & ADDENDA

Any questions concerning conditions and specifications should be directed to the Purchasing Department in writing no later than five (5) days prior to the bid opening. Inquiries must reference the date of bid opening and RFQ Number.

SBC-6 COMPREHENSIVE GENERAL LIABILITY INS.

Bidders are required to maintain comprehensive general liability insurance including product liability coverage in the amount of at least \$1,000,000 00 per occurrence. Any purchase order(s) issued by the University are contingent on the maintenance of current liability coverage as described above

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IF THE BIDDER TAKES EXCEPTION TO ANYTHING IN THE SPECIFICATIONS OR TERMS AND CONDITIONS. THE EXCEPTION MUST BE LISTED BELOW IF NECESSARY. YOU MAY SUPPLEMENT YOUR COMMENTS WITH AN ATTACHEMENT LISTING YOUR EXCEPTIONS IF NO EXCEPTIONS ARE TAKEN. WRITE 'NONE' IN THE AREA FURNISHED BELOW IF NO COMMENTS ARE FURNISHED IT WILL BE ASSUMED THAT NO EXCEPTIONS ARE BEING TAKEN

CERTIFICATION: MY COMPANY IS CLASSIFIED AS A:

NOTE: It will be assumed that business category is large if no response is furnished.

LARGE BUSINESS _____ SMALL BUSINESS _____ WOMAN OWNED _____

PLEASE INDICATE BELOW ONLY IF YOUR FIRM IS AT LEAST 51 PERCENT OWNED BY A MEMBER(S) OF THE FOLLOWING GROUPS

BLACK AMERICAN _____ HISPANIC AMERICAN _____ ASIAN PACIFIC AMERICAN _____ NATIVE AMERICAN _____ ASIAN INDIAN AMERICAN _____

IT IS UNDERSTOOD AND AGREED THAT THIS BID, WHEN CERTIFIED BY AN AUTHORIZED SIGNATURE, SHALL CONSTITUTE AN OFFER WHICH WHEN ACCEPTED IN WRITING BY THE UNIVERSITY'S PURCHASING DEPARTMENT AND SUBJECT TO THE TERMS AND CONDITIONS OF SUCH ACCEPTANCE, WILL CONSTITUTE A VALID AND BINDING CONTRACT BETWEEN THE UNIVERSITY OF TENNESSEE AND THE BIDDER/CONTRACTOR SUBMITTING SUCH OFFERING.

WE OFFER TO SELL TO YOU THE ABOVE MATERIAL(S) OR SERVICES AT THE PRICE AND TERMS SPECIFIED HEREON AND IN ACCORDANCE WITH THE UNIVERSITY'S GENERAL AND ANY SPECIAL BID CONDITIONS FURNISHED AND INCORPORATED INTO THIS DOCUMENT. ALL EXCEPTIONS, ALTERNATIVE MATERIALS, OR SPECIFICATIONS IF ANY HAVE BEEN CLEARLY INDICATED. IF YOU HAVE ANY QUESTIONS ABOUT THIS REQUEST FOR QUOTATION, CONTACT THE BUYER AT THE ADDRESS OR TELEPHONE NUMBER SHOWN ABOVE.

WHEN OFFERING A 'NO BID' PLEASE INDICATE YOUR REASON(S) BELOW AND RETURN THIS INFORMATION WITH YOUR RESPONSE.

_____ DO NOT HANDLE THIS TYPE EQUIPMENT _____ CANNOT MEET SPECIFICATIONS
_____ CANNOT MEET REQUIRED DELIVERY _____ MATERIALS NOT AVAILABLE
_____ OTHER (SPECIFY) _____

IN COMPLIANCE WITH THE REQUIREMENTS OF CHAPTER 878, PUBLIC ACTS OF 2006, THE CONTRACTOR HEREBY ATTESTS THAT THE CONTRACTOR SHALL NOT KNOWINGLY UTILIZE THE SERVICES OF AN ILLEGAL IMMIGRANT IN THE PERFORMANCE OF THIS CONTRACT AND SHALL NOT KNOWINGLY UTILIZE THE SERVICES OF ANY SUBCONTRACTOR WHO WILL UTILIZE THE SERVICES OF AN ILLEGAL IMMIGRANT IN THE PERFORMANCE OF THIS CONTRACT.

ALL FIRMS WISHING TO DO BUSINESS WITH THE UNIVERSITY MUST LIST THEIR FEDERAL TAX ID NO. OR SOCIAL SECURITY NO. (IF INDIVIDUAL) IN THE SPACE PROVIDED:
TAX ID OR SSN: _____

(Signature)

(Printed Name and Company Name)

(Telephone #, Toll free if available)

(E-Mail Address)

(Date)

(Title)

(FAX #)

(WEB Site Address)