

CITY OF MORRISTOWN, TENNESSEE
INVITATION TO BID – POLICE SQUAD CAR UPFITTING

INVITATION TO BID

Office of Finance
100 West First North Street
Morristown, TN 37814

INTRODUCTION

The City of Morristown is accepting sealed bids for the upfitting (equipment installation) of police department vehicles for the City of Morristown Police Department.

Proposer shall return bids in a **SEALED** envelope to:

**City of Morristown
Attn: Upfitting, Purchasing
100 West First North Street
Morristown, TN 37814**

Public opening of sealed bids will be held at the above address at the deadline date and time listed below.

| | |
|---------------------------|---|
| DATE ISSUED: | Thursday, March 28, 2024 |
| BID TITLE: | Police Squad Car Equipment Upfitting & Graphics Installation |
| BID DEADLINE DATE & TIME: | Tuesday, April 16, 2024; 2:00 PM Eastern Time (local prevailing time) |
| BID OPENING LOCATION: | Morristown City Center, Training Room, 1 st Floor |
| BID CONTACT: | Jeanna Vanek, Purchasing Agent |
| CONTACT PHONE: | 423.585.4622 |
| CONTACT EMAIL: | purchasing@mymorristown.com |
| DEADLINE FOR QUESTIONS: | The deadline to submit questions in writing is 5:00 PM Eastern Time on Tuesday, April 9, 2024. Questions to be submitted via email to purchasing@mymorristown.com . Answers will be published by 5:00 PM on Wednesday, April 10, 2024. |

Signature of Authorized Representative: _____

Name of Company: _____

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TERMS AND CONDITIONS

1. **REQUIREMENTS FOR SEALED BID SUBMISSION.**
 - a. COMPLETE, UNBOUND, ORIGINAL, sealed bid.
 - b. Complete and original invitation to bid with “Bidder Initial” completed by authorized representative.
 - c. All bids shall be submitted SEALED, envelope clearly marked with the bid name, date, and time ON THE OUTSIDE OF THE SEALED ENVELOPE.
 - d. Copy of IRS W-9 Form.

2. **BIDS RECEIVED ON TIME.** Bids and amendments thereto, if received by the City of Morristown’s Finance Office after the date and time specified for opening, will not be considered. It will be the responsibility of the BIDDER to see that the bid is received by the City of Morristown’s Finance Office by the specified time and date. There will be no exceptions. Date of postmark will not be considered. Telephone, facsimile, electronic, and verbal bids will not be accepted. Any bid received after the opening date and time will remain unopened and on file. The City of Morristown will not be responsible for bids received late because of delays by a third-party delivery service, i.e., U.S. Mail, UPS, Federal Express, etc.

3. **TAX EXEMPT.** The City of Morristown is a tax-exempt entity. The successful vendor will be provided with an executed copy of tax-exempt form.

4. **ANTI-COLLUSION.** The bidder certifies by signing this document that the bid is made without prior understanding, agreement, or accord with any person submitting a bid for the same services and that this bid is in all respects bona fide, fair, and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment, as well as civil damages.

5. **AWARD IN WHOLE OR IN PART.** The City of Morristown reserves the right to award by item, groups of items, or total bid; to reject any and/or all bids in whole or in part, and to waive any informality if it is determined to be in the best interest of City of Morristown.

6. **OPEN RECORDS ACT.** Once the bid document is submitted to the City of Morristown and is opened, it constitutes a public record and is subject to open records requests pursuant to the Tennessee Open Records Act.

7. **PAYMENT TERMS.** The City of Morristown pays from monthly statements for services rendered. Payments are made within 15 days of the previous month’s statement being received in the City of Morristown’s Finance Office.

8. **RECEIPT DOES NOT CONSTITUTE AWARD.** Receipt of your bid by the City of Morristown is not to be construed as an award for services.

9. **AVAILABILTY OF FUNDS.** Obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.

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10. **AUTHORIZED SIGNATURE.** All bids must be signed by an authorized, responsible officer or employee who has the authority to enter into contracts. Obligations assumed by such signature must be fulfilled.
11. **LEFT BLANK INTENTIONALLY.**
12. **KNOWLEDGE OF LAWS AND REGULATIONS.** The bidder agrees that all applicable Federal, State and Local laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout and they will be deemed to be included in the contract the same as though written in full. The bidder shall observe and comply with all such laws, ordinances, and regulations and shall protect and indemnify the City of Morristown and its representatives against any claim or liability arising from or based on any violations of the same, whether by the bidder, the bidder’s subcontractors, suppliers, or others by the bidder or the employee of any of them.
13. **DRUG-FREE WORKPLACE.** The bidder understands that the City of Morristown operates a drug-free workplace program. Any good or service provided to the City of Morristown by the bidder must comply with all State and Federal drug-free workplace laws, rules and regulations. The bidder agrees to comply by the execution of the “Bidder Initial” located at the bottom of the page.
14. **DIRECT CONTACT PROHIBITED.** Direct contact with City Departments other than the City of Morristown’s Finance Office representatives on the subject of this bid is expressly forbidden except with the foreknowledge and permission of the City of Morristown Finance’s Office.
15. **NON-DISCRIMINATION.** During the performance of this contract, the bidder agrees as follows: he/she will not discriminate against any employees or applicants for employment because of race, religion, color, sex, national origin, age, disability or any other basis prohibited by federal or state law relating to discrimination in employment, except where one or more of these are a bona fide occupational qualification reasonably necessary to the normal operations of the bidder. The bidder agrees to post in conspicuous places available to employees and applicants for employment notices setting forth the provisions of this non-discrimination clause.
16. **RIGHT TO WITHDRAWAL.** Bidders have the right to request withdrawal of their bid from consideration due to error by giving notice at any time before and not later than two (2) days after bids are publicly opened.
17. **ORIGINAL BID DOCUMENT.** The original bid document maintained by the City of Morristown’s Finance Office shall be considered the official copy document.
18. **CLOSED FOR BUSINESS.** If the City of Morristown is closed for business at the time scheduled for the bid opening, for whatever reason, sealed bids will be accepted and opened on the next business day of the City, at the originally scheduled hour.

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19. **BID APPROVAL BY LEGISLATIVE BODY.** The bid awarding must be approved by the City of Morristown, City Council.
20. **REFERENCE TO BRAND NAMES.** Any reference to brand names, trade names, model numbers, catalog numbers or other descriptions peculiar to any item is made to establish a required level of quality and functional capabilities and is for reference only; it is not intended to exclude other products of that level. Please include with bid any specifications, brochures, catalogs, etc., or other data as will provide adequate basis of determining the quality and functional capabilities of the product offered if applicable.
21. **VENDOR POOR PERFORMANCE.** The City of Morristown may cancel the contract with the vendor at any time for vendor poor performance. Cancellation shall not release the vendor from legal remedies available to the City of Morristown.
22. **FORCE MAJEURE.** The City of Morristown or bidder shall not be liable for any failure of or delay in the performance of this contract for the period that such delay or failure is due to causes beyond reasonable control, including but not limited to acts of God, labor disputes, government orders or any other force majeure event.
23. **PURCHASE ORDERS.** The City of Morristown utilizes purchase orders for ordering goods and/or services. An order may not be fulfilled without a purchase order number from the City of Morristown.
24. **ADDENDA.** In the event that it becomes necessary to revise any part of this bid, written addenda will be issued. Any and all addenda will be numbered in sequence, dated as of the date of issue, and sent via fax or email to all prospective proposers. The proposer shall acknowledge receipt of each addendum by signing in the space provided on the issued addendum and by submitting all addenda with their bid.
25. **PAST PERFORMANCE.** If it is determined to be in the best interest of the City of Morristown, the City reserves the right to reject any bid based on unsatisfactory past performance.
26. **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 part 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 TCA 12-12-106.
27. **QUESTIONS.** All questions shall be directed to the bid contact listed on the first page of this document unless otherwise stated. All communication shall be received by email to purchasing@mymorristown.com.

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OVERVIEW

The City of Morristown is soliciting bids from qualified vendors for the upfitting of Police Department vehicles. The City is seeking a vendor to install new and unused emergency equipment and repurposed equipment in orderly and functioning condition. In total, the following 12 police vehicles require equipment installation/upfitting: (11) 2023 Ford Police Interceptors – General Patrol Use; (1) 2023 Ford Police Interceptors – K-9 Use. The City desires to enter into an agreement that establishes pricing good through December 31, 2024.

Prospective bidders should submit a sample agreement with their bid. In the event a prospective bidder is unable to provide a sample agreement, the City will provide a standard agreement. All necessary equipment to upfit the squad cars will be provided by the City. If the service is to be done by a subcontractor, the City requires the prospective bidder to identify the subcontractor in the bid. The City reserves the right, at its sole option, to seek new proposals as it deems appropriate.

The deadline to submit questions in writing is 5:00 PM Eastern Time on Tuesday, April 9, 2024. Questions are to be submitted via email to purchasing@mymorristown.com. Answers will be published by 5:00 PM on Wednesday, April 10, 2024.

EQUIPMENT INSTALLATION SPECIFICATIONS & SCOPE OF WORK

The City of Morristown is soliciting bids from qualified vendors for the complete upfitting of Police Department vehicles. “Complete” means that after upfitting, the vehicle be fully functional and ready for operational use. The awarded vendor(s) must meet the below requirements:

1. Prospective bidders must submit an estimated timeframe to complete the installation in number of business days for a typical vehicle.
2. Upfitting of each vehicle shall commence within 15 days upon delivery of the vehicle.
3. Exceptions to the time frame requested **must** be fully described on the exceptions document (page 12).
4. Payment will not be issued until the work has been completed on a per vehicle basis.
5. The upfitter should be able to provide warehouse space to accept and store vehicle equipment at the upfitter location until the vehicles can be scheduled for upfit. The vehicles are in our possession and will be made available to the upfitter immediately once all equipment has been delivered.
6. All lighting, programming and upfit to match our SoundOff Signal equipped fleet.
7. Include a quote for pickup and redelivery as an option. The City may make arrangements to have the vehicles delivered directly to the upfitter and returned back to the City.
8. Unless for testing purposes, the awarded vendor must not operate radios or operate other electronic equipment without prior authorization from the police department.
9. Installation of components must not interfere with function, fit, finish, appearance, or performance of the vehicle. Mountings must secure components in a manner that prevents the components from moving and sustaining damage during vehicle travel.
10. The City of Morristown is seeking a high level of quality assurance in order to minimize defective installation issues. Prospective bidders are encouraged to provide brochures and/or other information about how their installation and warranty exceed expectations.
11. Any bidder may be required, at any time during the procurement process, to provide documentation proving compliance with all terms of these specifications.
12. The upfitter must be SoundOff Signal blueprint Certified for installations and programming.
13. The upfitter needs to be within 100 miles radius for warranty and service purposes.

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EQUIPMENT UPFITTING REQUIREMENTS

**2023 Police Ford Interceptors – Marked Patrol Interceptor Build –
Standard Patrol – 11 Units**

| QTY | Equipment Type | Does your bid Comply Yes or No |
|-----|---|--------------------------------------|
| 1 | Setina 10XL coated Polycarbonate Recessed Partition – Tall Man | |
| 1 | SMC 12-VS EXP MTL Cargo barrier (2020+Ford PIUT) | |
| 1 | SMC Vertical steel window Bars (2020 + PIUT) | |
| 1 | SMC S T-Rail Mount – 1 Universal HK (Gun mount) – Partition Mount | |
| 1 | GJ Kit – 2020+ Ford Utility Deep Console Kit w/ PRNT | |
| 1 | GJ Console insert for brother printer dock and power supply | |
| 1 | GJ Mongoose XLE 9” with 3/8” stud | |
| 1 | SLI Ultra Stinger LED Flashlight – Partition mount | |
| 1 | JD Rear Door Handle and Lock Cover Set | |
| 1 | SOI: 48” nForce NTX Tri color w/ Directional lightbar | |
| 1 | SOI: nForce rear lightbar ENFWB001V1 | |
| 2 | SOI mpower Fascia 4” Quick Mount Red/Blue – Installed under taillights | |
| 4 | SOI mpower Fascia 4” 12-LED Stud Mount Red/Blue – Side Cargo lights | |
| 4 | SOI 4” mpower single window shroud – Black | |
| 1 | SOI Plug-In taillight flasher – 2016 + PIUT | |
| 1 | SOI Blueprint 500 Series Knob Siren | |
| 1 | SOI Blueprint Link Micro Kit | |
| 1 | SOI Sound off / Blueprint Sync Module | |
| 1 | SOI 100J Series composite speaker | |
| 1 | SOI 2020 Ford PIUT Speaker bumper mount bracket | |
| 2 | SOI mpower Fascia 4” 12-LED stud mount Red/Blue – Grille lights | |
| 1 | SOI mpower grille bracket assembly | |
| 1 | 10-8 Video System – Front and Rear – with AV cord | |
| 1 | 10-8 Video System AV Cable | |
| 1 | Kustom Signal Eagle 3 – Head mounted Center Dash – Front Antenna mounted (A-Pillar Driver’s side), rear antenna mounted to rear light bar | |
| 1 | GJ power supply for Getac Computer | |
| 1 | Install wires and power for Motorola in-car radio | |
| 1 | Master disconnect with blueprint system for all powered accessories | |
| 1 | Kustom Signal Eagle 3 | |

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(1) 2023 Police Ford Interceptors – K9 Use

| QTY | Equipment Type | Does your bid comply Yes or No |
|-----|---|-----------------------------------|
| 1 | Havis Full Kennel for 2020 SUV – Black – Door Pop to be on Driver’s Side | |
| 1 | Havis K9 Transport – Water bowl option | |
| 1 | Havis Window Guard & K9 Transport Option – Fan Option | |
| 1 | Havis Headliner protection inserts for K-9 Transportation | |
| 1 | Havis Hot-N-Pop K-9 system for K-9 Transport insert | |
| 1 | No K9 Left behind | |
| 1 | K9 Pager Option | |
| 1 | SMC S T-Rail Mount – 1 Universal HK (Gun mount) – Overhead Mount | |
| 1 | GJ Kit – 2020+ Ford Utility Deep Console Kit w/ PRNT | |
| 1 | GJ Console insert for brother printer | |
| 1 | GJ Universal Computer Cradle | |
| 1 | SLI Ultra Stinger LED Flashlight – Partition mount | |
| 1 | SOI: 48” nForce NTX Tri color w/ Directional lightbar | |
| 1 | SOI Front Passenger Interior Bar 2020+ PIU R/B | |
| 1 | SOI: nForce rear lightbar ENFWB001V1 | |
| 2 | SOI mpower Fascia 4” Quick Mount Red/Blue – Installed under taillights | |
| 4 | SOI mpower Fascia 4” 12-LED Stud Mount Red/Blue – Side Cargo lights | |
| 4 | SOI 4” mpower single window shroud – Black | |
| 1 | SOI Plug-In taillight flasher – 2016 + PIUT | |
| 1 | SOI Blueprint 500 Series Knob Siren | |
| 1 | SOI Blueprint Link Micro Kit | |
| 1 | SOI Sound off / Blueprint Sync Module | |
| 1 | SOI 100J Series composite speaker | |
| 1 | SOI 2020 Ford PIUT Speaker bumper mount bracket | |
| 2 | SOI mpower Fascia 4” 12-LED stud mount Red/Blue – Grille lights | |
| 1 | SOI mpower grille bracket assembly | |
| 1 | 10-8 Video system – Front and Rear – with AV cord | |
| 1 | 10-8 Video System AV Cable | |
| 1 | Kustom Signal Eagle 3 – Head mounted Center Dash – Front Antenna mounted (A-Pillar Driver’s side), rear antenna mounted to rear light bar | |
| 1 | GJ power supply for Getac Computer | |
| 1 | Install wires and power for Motorola in-car radio | |
| 1 | Master disconnect with blueprint system for all powered accessories | |
| 1 | Optional upfit (may or may not be purchased) Rear Cargo lockable Storage – SMC Cargo Box Freestanding Kit-2020+ PIUT With Free Standing Kit | |

WARRANTY

The warranty for all work completed and materials must be a minimum of (1) year. Deficiencies identified during the warranty period must be repaired or replaced, without cost, including freight, by the bidder. The bidder shall include a detailed description of the warranty.

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COMPENSATION

| QTY | EQUIPMENT INSTALLATION | PRICE |
|-----|--|-------|
| 11 | 2023 Ford Police Interceptors – Patrol Use | |
| 1 | 2023 Ford Police Interceptors – K-9 Use | |
| 1 | Miscellaneous parts for covert lighting mounts (if applicable) | |
| | Total Price | |

| | | |
|----|---|--|
| 12 | Pick up and Re-delivery Option Location: 619 Howell Rd, Morristown, TN 37813 | |
|----|---|--|

| | |
|---|-----------|
| Upfitter has the warehouse space to accept and store vehicle equipment at their location until the vehicles can be scheduled for upfit | Yes or No |
| All Lighting, programming, and upfit to match existing SoundOff Signal equipped fleet | Yes or No |
| SoundOff Signal blueprint Certified for Installations and Programming | Yes or No |
| Upfitter is within 100 mile radius from 619 Howell Rd, Morristown, TN 37813 for warranty and service purposes | Yes or No |

| | |
|---|--|
| Number of business days to install all equipment for a typical vehicle | |
|---|--|

COMPENSATION CONTINUED...

**CITY OF MORRISTOWN, TENNESSEE
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Please list any additional fees with explanation:

Please identify all subcontractors to be utilized:

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VENDOR INFORMATION and ANTI-COLLUSION STATEMENT

Please print or type clearly. Complete each section entirely and verify for accuracy.

By signing this form, the bidder agrees that he/she has not divulged to, discussed, or compared his/her bid with other bidders and has not colluded with any other bidder or parties regarding the bid whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of service and or materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from the bid list and could constitute a felony and result in a fine, imprisonment, as well as civil damages.

In compliance with this sealed bid invitation, and subject to all the conditions thereof, the undersigned offers, if this bid is accepted, to furnish any or all of the items and/or services as described herein. The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of the firm named below. This form must be signed personally by the proposer or the proposer's authorized agent. All signatures must be original and not photocopies.

| | |
|---|--|
| COMPANY NAME: | |
| CONTACT PERSON: | |
| CONTACT PERSON TITLE: | |
| SIGNATURE OF AUTHORIZED REPRESENTATIVE: | |
| FEDERAL TAX ID # (or Social Security #, if applicable) | |
| LICENSE # | |
| STREET ADDRESS: | |
| CITY, STATE, ZIP: | |
| TELEPHONE NUMBER: | |
| FAX NUMBER: | |
| EMAIL: | |
| DATE: | |

**By signing this form, the bidder signifies understanding and agreement with the City of Morristown's Terms and Conditions.

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EXCEPTIONS

Bidder MUST sign the appropriate statement below, as applicable.

Bidder understands and agrees to all terms, conditions, requirements and specifications stated herein. **NO EXCEPTIONS ARE TAKEN.**

| | |
|---|--|
| FIRM NAME: | |
| AUTHORIZED REPRESENTATIVE: (printed) | |
| AUTHORIZED REPRESENTATIVE: (signature) | |
| DATE: | |

Bidder takes exception to the following terms, conditions, requirements and specifications stated herein.

| | |
|---|--|
| FIRM NAME: | |
| AUTHORIZED REPRESENTATIVE: (printed) | |
| AUTHORIZED REPRESENTATIVE: (signature) | |
| DATE: | |
| EXCEPTIONS TO NOTE: | |
| | |
| | |
| | |

Vendors should note that any exceptions taken from the stated terms and/or specifications may be cause for their submittal to be deemed “Non-Responsive,” risking the rejection of their submittal.

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THE CITY OF MORRISTOWN, TENNESSEE
COMPANY/CONTRACTOR AFFIDAVIT FORM
Conflict of Interest Statement

THE AFFIANT STATES TO CITY OF MORRISTOWN, TENNESSEE:

I (WE) HEREBY CERTIFY THAT IF THE CONTRACT IS AWARDED TO OUR FIRM THAT NO MEMBER OR MEMBERS OF THE GOVERNING BODY, ELECTED OFFICIAL OR OFFICIALS, EMPLOYEE OR EMPLOYEES OF SAID CITY OF MORRISTOWN, TENNESSEE, OR ANY PERSON REPRESENTING OR PURPORTING TO REPRESENT CITY OF MORRISTOWN, TENNESSEE, OR ANY FAMILY MEMBER INCLUDING SPOUSE, PARENTS, CHILDREN OF SAID GROUP, HAS RECEIVED OR HAS BEEN PROMISED, DIRECTLY, OR INDIRECTLY, ANY FINANCIAL BENEFIT, BY WAY OF FEE, COMMISSION, FINDER'S FEES OR ANY OTHER FINANCIAL BENEFIT ON ACCOUNT OF THE ACT OF AWARDED AND/OR EXECUTING THE CONTRACT.

THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE HAS FULL AUTHORITY TO BIND THE COMPANY AND THAT HE/SHE HAS PERSONALLY REVIEWED THE INFORMATION CONTAINED IN THIS SEALED BID, INCLUDING ALL ATTACHMENTS, ENCLOSURES, APPENDICES, ETC. AND DO HEREBY ATTEST TO THE ACCURACY OF ALL INFORMATION CONTAINED IN THIS BID, INCLUDING ALL ATTACHMENTS, ENCLOSURES, EXHIBITS, ETC.

THE UNDERSIGNED ACKNOWLEDGES THAT ANY MISREPRESENTATION WILL RESULT IN IMMEDIATE DISQUALIFICATION FROM ANY CONTRACT CONSIDERATION.

THE UNDERSIGNED FURTHER RECOGNIZES THAT THE CITY OF MORRISTOWN CITY COUNCIL HAS THE RIGHT TO MAKE THE CONTRACT AWARD FOR ANY REASON CONSIDERED IN THE BEST INTEREST OF CITY OF MORRISTOWN.

This certification shall be included with the bid. Failure of this properly executed document to be included with the bid shall render the bid as incomplete and void.

COMPANY NAME _____

NAME (PRINT) _____ PHONE _____

TITLE _____ FAX _____

SIGNATURE _____ DATE _____

~~~~~  
**(TO BE COMPLETED BY NOTARY)**

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

*Before me personally appeared \_\_\_\_\_, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing for the purposes therein contained.*

*Witness my hand and seal at office this day of \_\_\_\_\_, 20\_\_*

\_\_\_\_\_  
Notary Public

*My commission expires:* \_\_\_\_\_

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BIDDER’S CERTIFICATION OF COMPLIANCE  
WITH  
IRAN DIVESTMENT ACT  
Tenn. Code Ann. § 12-12-101 et seq.  
AND WITH  
ISRAEL BOYCOTT ACT  
Tenn. Code Ann. § 12-4-101 et seq.

Comes \_\_\_\_\_, for and on behalf of  
(Printed name of Principal Officer of Company)

\_\_\_\_\_, (the “Company”) and, after being duly  
authorized

by the Company so to do, makes oath that:

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 the Iran Divestment Act, Tenn. Code Ann. § 12-12-106.

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 currently engaged in and will not for the duration of the Purchase Order or Contract engage in, a boycott of Israel. This provision does not apply to a contract with a total potential value of less than \$250,000 or to contractors with less than 10 employees.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date