

PUBLIC NOTICE
Invitation to Bid
City of Spring Hill, Tennessee

Sealed Bids will be received by the City of Spring Hill, Tennessee, for the Soldier Banner Program, at Spring Hill City Hall, 199 Town Center Parkway, Spring Hill, Tennessee 37174, on or before **February 1, 2012 at 2:00 pm**. The envelope containing the proposal must be sealed and plainly marked "Proposal for Soldier Banner Project" and addressed to: April Goad, City Recorder, 199 Town Center Parkway, Spring Hill, TN 37174.

Project Details:

Produce 25 to 50 Street Banners approximately 2 ft. X 5 ft., double sided, in full color, with pole pocket at top and bottom. Include proper single banner bracket kits with adjustable straps for pole installation and flexible design to handle heavy winds. Art will be provided. The basic design will be constant with certain elements of each banner being personalized with the name, picture and military branch. Installation will be done by the city. For detailed information, please see the city web site: www.springhilltn.org or contact Amanda Knobloch, aknobloch@springhilltn.org or 931.486.2252 ext. 204.

Proposals must be made on the Proposal Forms and in accordance with Instructions to Bidders furnished by the City of Spring Hill. The defined terms appearing in the General Specifications apply to all Contract Documents.

The City reserves the right to accept any Proposal or to reject any or all Proposals, and to waive defects or irregularities in any Proposal. In particular, any alteration, erasure or interlineations of the Contract Documents and of the Proposal shall render the accompanying Proposal irregular and subject to (but not requiring) rejection by the City.

The City of Spring Hill will not discriminate in the purchase of all goods and services on the basis of race, color, religion, sex, national origin, age, disability or any other lawfully protected classification.

Verbal quotations or quotations received after the closing date will not be accepted. The City of Spring Hill reserves the right to reject any and all bids, to waive technicalities or informalities and to accept any bid deemed in the best interest of the City of Spring Hill.

BID SHEET

Project: CITY OF SPRING HILL BANNER PROGRAM

BID DATE: ON or BEFORE FEB. 1, 2012 at 2:00 P.M.

Company: _____

Owner/Rep. Name: _____

Address: _____

Phone Number/s: _____

Email: _____

ITEM	QTY	DESCRIPTION	UNIT COST	TOTAL
	25	2' x 5' Double sided Banner, Full Color Anti Fade, with Pole Pocket at Top and Bottom		
	50	2' x 5' Double sided Banner, Full Color Anti Fade, with Pole Pocket at Top and Bottom		
	25	24" Wide Single Banner Pole Bracket Kit, Fiberglass pole to Flex in Strong Winds		
	50	24" Wide Single Banner Pole Bracket Kit, Fiberglass pole to Flex in Strong Winds		
		Total 25 Banners, 25 Brackets Total 50 Banners, 50 Brackets		

THIS QUOTE IS GOOD FOR NINETY DAYS FROM THE DATE RECEIVED.

**** PROVIDE: Production Time and Warranty Information***

Authorized Signature

Date



SOLDIER BANNER PROGRAM

The City of Spring Hill is proud to recognize the brave men and women who are serving in the Armed Forces through the Soldier Banner Program. The program is designed to honor Spring Hill residents that are *currently serving active duty* in our nation's military.

Eligibility: To be eligible for the banner program honorees must be **currently serving active duty** in the United States Armed Forces (Army, Navy, Marines, Air Force or Coast Guard); AND a current Spring Hill resident; OR an immediate family member (Spouse, Child, Parent, Sibling) of a Spring Hill resident. Residency must be verifiable with a current utility bill, driver's license or other form of identification listing a current City of Spring Hill address.

Application: The attached application form must be filled out and returned to City Hall along with any required supporting documentation. Applications include the name of the serviceperson, branch of service, contact information of the applicant, a form of identification in order to verify city of Spring Hill residency, verification that serviceperson is **active duty** and a photo (if desired). Due to the lead time for individualized banner production, complete Soldier Banner Program applications must be submitted sixty (60) days prior to an installation period.

Implementation: The City of Spring Hill will review submitted applications for completeness. **Complete applications will be accepted on a first come – first serve basis.** Incomplete applications will not be accepted. An attempt will be made to contact applicants who have submitted incomplete applications to correct deficiencies.

The number of banners per installation period is limited to twenty-five (25) unless additional banners are authorized by the Board of Mayor and Aldermen. The maximum number of banners installed at any given time is fifty (50) unless additional banners are authorized by the Board of Mayor and Aldermen. Should completed applications exceed the allotted number of banners, those applications will be held in reserve and implemented on a first come-first serve basis when prior banners are retired and space becomes available.

Installation periods will occur twice a year. Spring installation will be the week prior to Memorial Day. Fall installation will be the week prior to Veteran's Day.

Implementation Schedule for May Installation:

- **January – March:** City accepts Soldier Banner Applications
- **Early – Mid April :** Proofs and Approval of Soldier Banner Applications
- **Mid April – Early May:** 3 weeks production
- **May Install:** City installs banners at designated locations

Implementation Schedule for November Installation:

- **June – August:** City accepts Soldier Banner Applications
- **Early – Mid September:** Proofs and Approval of Soldier Banner Applications
- **Late September – Mid October:** 3 weeks production
- **Late October – Early November Install:** City installs banners at designated locations

Only one banner per serviceperson is allowed. Banners will remain installed for two years maximum or less if serviceperson is no longer serving on active duty or if the banner is damaged or when the program concludes.

Banners may be retired under any of the following conditions:

- The soldier's status has changed from being deployed
- Neither the soldier nor immediate family members are considered as residents of the city of Spring Hill, Tennessee
- At the request of the soldier or applicant
- After being displayed for two (2) years
- At the discretion of the city of Spring Hill

Retired banners will be presented to the applicant.

Annual Verification:

Staff will verify the banner applicants' eligibility annually. The Annual Verification form is meant to verify that the serviceperson is still on Active Duty and eligible for the program.

The City of Spring Hill is not responsible for replacing banners that are stolen, damaged or destroyed due to age, vandalism, or any acts of nature including high winds.

Attachments (2):

Banner example

Application

ANAHEIM



HONORS

**YOUR
PICTURE
HERE**

MILITARY BRANCH

**SOLDIER'S
NAME**

PROGRAM SPONSORED BY
ANAHEIM PUBLIC UTILITIES

