

## Invitation to Bid

### 20141007 - RESTROOM PARTITION MATERIAL

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for 20141007 - RESTROOM PARTITION MATERIAL until 9:00 A.M. CDT Tuesday, October 7, 2014. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please contact Chris

## NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until **9:00 A.M. Local Time TUESDAY, OCTOBER 7, 2014** for **20141007** – **RESTROOM PARTITION MATERIAL**, at which time the responses will be opened, taken under advisement and evaluate. **BIDS WILL BE POSTED ON** [www.sumnerschools.org](http://www.sumnerschools.org)

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### GENERAL REQUIREMENTS AND CONDITIONS

1. The Sumner County Board of Education reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.
2. Any responses received after the scheduled closing time for the receipt for responses will not be considered.
3. If a mistake is discovered after the responses received, only the Sumner County Board of
- 3.

# REQUEST FOR QUOTE

20141007- RESTROOM PARTITION MATERIAL

SUMNER COUNTY BOARD OF EDUCATION  
SUMNER COUNTY, TENNESSEE

DEADLINE October 7, 2014 @ 9:00 a.m.

## INTRODUCTION

The Sumner County Board of Education, herein known as the "School System", is requesting a quote for 20141007 – RESTROOM PARTITION MATERIAL. In addition, all other Sumner County Government Departments and Agencies may also purchase from any submitted proposal.

## GENERAL INFORMATION

### I. Proposal Package

All sealed proposal packages must include all the foll



## VII. Payment Terms

Payment terms shall be specified in the bid response, including any discounts for early payment. All payments, unless agreed upon differently, will be after receipt of service or product and School System's approval of conformance with specifications. The School Systems accepts "Net 30" terms.

## VIII. Deadline

Sealed proposals will be accepted until TUESDAY, OCTOBER 7, 2014 @ 9:00 A.M. Proposals received after that time will be deemed invalid. Vendors submitting proposal packages must allow sufficient time to ensure receipt of their package by the time specified. There will be no exceptions.

## IX. Withdrawal or Modification of Proposal

A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals provided that it fully conforms to the same general terms and requirements.

## X. Package

The package containing the proposal must be sealed and clearly marked "20141007 – RESTROOM PARTITION MATERIAL" on the outside of the package. Responses may be hand delivered or mailed to the following address.

Sumner County Board of Education  
Attn: Purchasing Supervisor  
1500 Airport Road  
Gallatin, TN 37066

## XI. Right to Seek a New Proposal

Proposals will be awarded to the best overall respondent as determined by that which is in the best interests of the School System.

## XII. Procedures for Evaluating Proposals and Awarding Contract

In comparing the responses to this RFQ and making a decision, the School System may consider such factors as quality and thoroughness of a proposal, the record of experience, the references of the respondents, and the integrity, performance, and assurances in the proposal in addition to that of a proposal price.

- x Proposals will be examined for compliance with all requirements set forth herein
- x Proposals that do not comply shall be rejected without further evaluation
- x Proposals will be subjected to a technical analysis and evaluation
- x Oral presentations and written questions for further clarifications may be required of some or all vendors

### XIII. Discussions

Discussions may be conducted with the vendors who have submitted proposals determined to be reasonably likely of being considered for selection to assure a full understanding of and responsiveness to the RFQ requirements. Every effort shall be afforded to assure fair and equal treatment with respect to the opportunity for discussion and/or revision of the respective proposals. Revisions may be permitted after the submission and prior to the award for the purpose of obtaining the best offers.

### XIV. Open Records

After the bid is awarded, all proposals will be subject to the Tennessee Open Records Act, and the proposals will be available to the public upon written request.

Summary information on bids submitted will be posted on the School System website at [www.sumnerschools.org](http://www.sumnerschools.org) under "Invitation to Bid" link.

### XV. Assignment

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## XIX. Contract Nullification

The School System may, at any time, nullify the agreement if, in the judgment of School System, the contractor(s) has failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the contractor(s), but no further sums shall be owed to the contractor(s). The agreement between the School System and the contractor(s) is contingent upon an approved annual budget allotment, and subject, with thirty (30) days notification, to restrictions or cancellation if budget adjustments are deemed necessary by School System.

## XX. Applicable Law

The School System is an equal opportunity employer. The School System does not discriminate towards any individual or business on the basis of race, sex, age, religion, national origin, disability or veteran status.

The successful contractor(s) agree that they shall comply with all local, state, and federal law statutes, rules, and regulations including, but not limited to the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

In the event that any claims should arise with regards to this contract for a violation of any such local, state, or federal law, statutes, rules or regulations, the provider will indemnify and hold the School System harmless for any damages, including court costs and attorney fees, which might be incurred.

Any contract will be interpreted under the laws and statutes of the State of Tennessee.

The School System does not enter into contracts which provide for mediation or arbitration.

Any action arising from any contract made from these specifications shall be brought in the state courts in Sumner County, Tennessee or in the United States District Court for the Middle District of Tennessee.

Additionally, it is a violation of state statutes to purchase materials, supplies, services, or any other item from a vendor that is a commissioner, official, employee, or board member that has any financial or beneficial interest in such transaction.



## XXI. Specific Information

The School System is soliciting quotes for the purchase of restroom partition material. The quote shall be for materials and delivery only. Installation shall be completed by School System personnel. Delivery must be made to the following address:

Sumner County Board of Education  
1500 Airport Road  
Gallatin, TN 37066

### High Density Polyethylene (HDPE) Solid Polymer

- x Homogenous color throughout
- x Black Paisley color
- x 56" x 96" x 7/8"
- x Sheets must be stacked on pallets. Each pallet shall have a maximum of four (4) sheets.

### Installation Hardware

- x Aluminum Bracket: double ear; 54" long; fits HDPE panel
- x Aluminum Bracket: single ear; 54" long; fits HDPE panel
- x Aluminum Bracket: "L" shape; 2"; 54" long
- x Aluminum Continuous Door Hinge: 54" long; w/ screw shield
- x Aluminum Panel/Screen Bracket: "U" shape; 54" long; 1" x 1 1/2"
- x Aluminum Headrail: over pilaster type; fits HDPE panel; 120" length
- x Aluminum Headrail Bracket: 1"
- x Aluminum Door Latch
- x Aluminum Door Stop
- x Aluminum Door Handle
- x 7/8" Sex Bolts – Male
- x 7/8" Barrel Nuts - Female

SUMNER COUNTY BOARD OF EDUCATION  
Purchasing Department  
1500 Airport Road  
Gallatin, TN 37066

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

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

AUTHORIZED COMPANY REPRESENTATIVE \_\_\_\_\_ SIGNATURE

AUTHORIZED COMPANY REPRESENTATIVE \_\_\_\_\_ PRINTED

DATE \_\_\_\_\_

BID TITLE 20141007- RESTROOM PARTITION MATERIAL

DEADLINE Tuesday October 7, 2014 @ 9:00 a.m.

BID AMOUNT See attached BID TABULATION SHEET

BID GOOD THRU \_\_\_\_\_

NOTES: \_\_\_\_\_  
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**BID TABULATION SHEET**  
**20141007- RESTROOM PARTITION MATERIAL**

	Price/each
High Density Polyethylene (HDPE) Solid Polymer (minimum order quantity = 103 sheets)	_____
Aluminum Bracket: double ear (minimum order quantity = 185 each)	_____
Aluminum Bracket: single ear (minimum order quantity = 76 each)	_____
Aluminum Bracket: "L" shape; angle (minimum order quantity = 43 each)	_____
Aluminum Continuous Door Hinge (minimum order quantity = 80 each)	_____
Aluminum Panel/Screen Bracket: "U" shape (minimum order quantity = 56 each)	_____
Aluminum Headrail (minimum order quantity = 42 each)	_____
Aluminum Headrail Bracket (minimum order quantity = 100 each)	_____
Aluminum Door Latch (minimum order quantity = 77 each)	_____
Aluminum Door Stop (minimum order quantity = 77 each)	_____
Aluminum Door Handle (minimum order quantity = 77 each)	_____
7/8" Sex Bolts – Male (minimum order quantity = 5,000 each)	_____
7/8" Barrel Nuts – Female (minimum order quantity = 5,000 each)	_____
Freight	_____

A minimum order quantity has been established for the purposes of calculating shipping cost. The School System shall order the material via multiple purchase orders and shall be invoiced according to the purchase order. The School System shall place orders to this bid at one time and shall receive only one shipment. The School System reserves the right to purchase additional quantities as required.

STATEMENT OF NON-COLLUSION

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has prepared this proposal in collusion with any other respondent, and that the contents of this proposal prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Respondent  
(Signature) \_\_\_\_\_

Respondent  
(Print Name and Title) \_\_\_\_\_

Authorized Company Official  
(Print Name) \_\_\_\_\_

## DRUG – FREE WORKPLACE

The School System is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. The goal of this policy is for School System employees and contractors to remain sober and remain, drug-free. Abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, contractors, and citizens, jeopardize personal safety, impact the safety of others and impair job performance.

Drug – Free Workplace Act of 1988 – The School System is governed by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D).

Omnibus Transportation Employee Testing Act of 1991 – The School System is governed by the Omnibus Transportation Employee Testing Act of 1991 (Pub. L. 102-143, Title V).

Right to an Alcohol and Drug – Free Workplace – Employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and/or drugs.

Required Alcohol and Drug Tests – Alcohol and drug testing for safety sensitive employees shall be in accordance with the provisions contained in the School System Alcohol and Drug Policy adopted by departments which have safety sensitive positions.

Contracts – Any contractor(s) providing goods or services to School System must comply with all State





CERTIFICATION BY CONTRACTOR

I, the undersigned, certify that on behalf of Contractor I am authorized to attest and obligate the above certification and to legally bind Contractor to these terms, conditions and obligations.

\_\_\_\_\_ Title

\_\_\_\_\_ Name

\_\_\_\_\_ Date

\_\_\_\_\_ Witness