

## Invitation to Bid

### SUMNER COUNTY SHERIFF'S OFFICE VEHICLES

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 SUMNER COUNTY SHERIFF'S OFFICE VEHICLES until 10:00 a.m. CDT September 2, 2015. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please contact Don Badacour at 615-442-1819. All proposals are subject to the Board of Education/Sumner County Government's conditions and specifications which are available from Vicky Currey, Purchasing Supervisor (615) 451-6560. All bids can be viewed on line at [www.sumnerschools.org](http://www.sumnerschools.org).

**NOTICE TO RESPONDENTS**

# REQUEST FOR QUOTE

## SUMNER COUNTY SHERIFF'S OFFICE VEHICLES



**SUMNER COUNTY BOARD OF EDUCATION  
SUMNER COUNTY GOVERNMENT  
SUMNER COUNTY, TENNESSEE**

**DEADLINE: SEPTEMBER 2, 2015 @ 10:00 A.M.**

## **INTRODUCTION**

The Sumner County Government, herein known as the “County”, is requesting a proposal for SUMNER COUNTY SHERIFF’S OFFICE VEHICLES. 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 following, when applicable. Any sealed proposals shall be rejected as a non-conforming bid if any applicable item is missing.

Three (3) complete copies of proposal

Signed and completed Statement of Non-Collusion (Attachment 1)

Properly completed Internal Revenue Service Form W-9

If bid is in excess of \$25,000, a certification of non-debarment must be completed (Attachment 3) Certification Regarding Debarment, Suspension, and Other Responsibility Matters

### **New Vendors**

To comply with Internal Revenue Service requirements, all vendors who perform any type of service are required to have a current IRS Form W-9 on file with the Purchasing Department. At the time of requisition, the individual requesting a purchase order or disbursement will be informed if it is a new vendor and if a Form W-9 is required. If Form W-9 is required for a new vendor, the department head shall forward a completed Form W-9 to the finance department. It can be obtained from the Internal Revenue Service’s website ([www.irs.gov](http://www.irs.gov)).

To comply with the Tennessee Lawful Employment Act, non-employees (individuals hired as independent contractors) must have on file any two (2) of the following documents:

Valid Tennessee Driver License or photo ID issued by the Department of Safety

Valid out-of-state Driver License

U.S. Birth Certificate

Valid U.S. Passport

U.S. Certificate of Birth Abroad

Report of Birth Abroad of a U.S. Citizen

Certificate of Citizenship

Certificate of Naturalization

U.S. Citizen Identification Card

Valid Alien Registration Documentation or Proof of Current Immigration Registration

In addition, for all vendors with annual purchases in excess of \$50,000 (if a business license is required), a business license must be on file in the finance department, or the requisitioner must submit a copy with the purchase order requisition form or the payment requisition form, as applicable.

## **II. Responses**

Proposal must include point-by-point responses to the RFQ

Proposal must include a list of any exceptions to the requirements

Proposal must include the legal name of the vendor and must be signed by a person or persons legally authorized to bind the vendor to a contract

## **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 County approval of conformance with specifications. The County accepts "Net 30" terms.

## **VIII. Deadline**

Sealed proposals will be accepted until SEPTEMBER 2, 2015 @ 10:00 A.M. Proposals received after that time will be deemed invalid. Vendors mailing 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 "SUMNER COUNTY SHERIFF'S OFFICE VEHICLES" 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**

**The County reserves the right to accept or reject any and all proposals for any reason.** Proposals will be awarded to the best overall respondent as determined by that which is in the best interests of the County.

### **XIII. Discussions**

Discussions may be conducted with the vendors which have submitted proposals determined to be reasonably likely of being considered for selection to assure a full understanding of and responsiveness to







**NEW NEVER TITLED 2015 OR 2016 FORD EXPLORER 4X4 BASE (K8B)**

BASE EQUIPMENT GROUP

3.5L V6 ENGINE

6 SPEED SELECTSHIFT AUTOMATIC TRANSMISSION FOUR WHEEL DRIVE

3.65 AXLE RATIO

P245/60R 18 BSW TIRES 18" PAINTED ALUMINUM WHEELS W/FULL WHEEL COVERS

CLOTH BUCKET SEATS FRONT

113" WHEEL BASE

AM/FM STEREO W/SINGLE CD/MP3 CAPABLE RADIO

FRONT LICENSE PLATE BRACKET

DAYTIME RUNNING LAMPS

PAINT COLOR (BUYERS SELECT)



**NEW NEVER TITLED 2015 OR 2016 FORD 350 TRANSIT H.D. 15 PASSENGER VAN**

**STANDARD EQUIPMENT**

3.7L Ti VCT ENGINE

6 SPEED AUTOMATIC TRANSMISSION W/ OVERDRIVE

148" WHEELBASE

3.73 AXLE RATIO

235/65R16 AS BSW TIRES

16" BLACK WHEELS W/BLACK HUB CAPS

DUAL BUCKET SEATS FRONT CLOTH

15 PASSENGER SEATING / VINYL SEATS

FRONT LICENSE PLATE BRACKET

AM/FM RADIO

DAYTIME RUNNING LIGHTS

POWER EQUIPMENT GROUP / FRONT POWER WINDOWS/ALL DOOR LOCKS/KEYLESS ENTRY

PAINT OXFORD WHITE

VINYL FLOOR COVERING

INSIDE REAR VIEW MIRROR

FRONT DOME LIGHT

HINGED SIDE DOORS (NO WINDOWS)

50/50 HINGED REAR DOORS W/ WINDOWS

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**NEW NEVER TITLED 2015 OR 2016 HARLEY DAVIDSON MOTORCYCLE**

2016 FLHP

103 CU. IN MOTOR

6 SPEED TRANSMISSION

AIR SEAT

MATCHING KEY FOR ALL KEYED COMPONENTS

POLICE SIREN KIT

POLICE TOURPACK

BIRCH WHITE

**SUMNER COUNTY BOARD OF EDUCATION**

Public Department  
1500 Air Road  
Gallatin, TN 37066

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

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

AUTHORIZED COMPANY REPRESENTATIVE \_\_\_\_\_ **SMR**

AUTHORIZED COMPANY REPRESENTATIVE \_\_\_\_\_ **IND**

DATE \_\_\_\_\_

BID TITLE SUMNER COUNTY SHERIFFS OFFICE VEHICLES

DEADLINE SEPTEMBER 2, 2015 @ 10:00 A.M.

BID AMOUNT SEE ATTACHED PAGE

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

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2015/2016 Police Interceptor Utility AWD**

\$ \_\_\_\_\_

Make \_\_\_\_\_

Model \_\_\_\_\_

Year \_\_\_\_\_

**2015/2016 SUV 4x4 Base (K8B)**

\$ \_\_\_\_\_

Make \_\_\_\_\_

Model \_\_\_\_\_

Year \_\_\_\_\_

**2015/2016 Truck Regular Cab 4x4**

\$ \_\_\_\_\_

Make \_\_\_\_\_

Model \_\_\_\_\_

Year \_\_\_\_\_

**2015/2016 Truck Super Cab 4x4**

\$ \_\_\_\_\_

Make \_\_\_\_\_

Model \_\_\_\_\_

Year \_\_\_\_\_

**2015/2016 15 Passenger Van**

\$ \_\_\_\_\_

Make \_\_\_\_\_

Model \_\_\_\_\_

Year \_\_\_\_\_

**2015/2016 Motorcycle**

\$ \_\_\_\_\_

Make \_\_\_\_\_

Model \_\_\_\_\_

Year \_\_\_\_\_

## **ATTACHMENT 1**

### **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 not prepared this proposal in collusion with any other respondent, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by an



## **ATTACHMENT 2**

### **DRUG – FREE WORKPLACE**

The County 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 County employees and contractors to remain, or become 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 County 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 County 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 the County must comply with all State and Federal drug-free workplace laws, rules and regulations and so certify this compliance by completion of the DRUG-FREE WORKPLACE AFFIDAVIT (attached page 2).

**DRUG – FREE WORKPLACE AFFIDAVIT (page 2)**

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

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

The undersigned, principal officer of \_\_\_\_\_, an employer of five (5) or more employees contracting with the Sumner County Board of Education to provide goods or services, hereby states under oath as follows:

1. The undersigned is a principal officer of \_\_\_\_\_ (hereinafter referred as the “Company”) and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit because it shall be receiving pay pursuant to a contract with the state or any local government to provide goods or services.
3. The Company is in compliance with all State and Federal Laws, Rules and Regulations requiring a drug-free workplace program.

Further affiant saith not.

Principal Officer: \_\_\_\_\_

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 affidavit for the purposes therein contained.

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

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

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

**ATTACHMENT 3**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER  
RESPONSIBILITY MATTERS**

**ATTACHMENT 4**

**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