

REQUEST FOR PROPOSAL (RF

NUMBER2017091202-BOE

SUMNER COUNTY BOARD OF EDUCATION

This solicitation document serves as the written determination of the SCS Purchasing Supervisor that the use of Competitive S
Proposals for this solicitation is in the best interest of SCS.

NOTICE TO PROPOSERS

There may be one or more amendments to this RFP. In order to receive communication for any such amendments issued specifically to this RFP, the proposer must provide a Notice of Intent to Proceed to the Sumner County Board of Education (SCS) Purchasing Office. The proposer must utilize this form when submitting notices. The notice may be sent by email to: Purchasing Office purchasing@sumnerschools.org. SCS will send amendments only to those proposers which complete and return this information by the deadline list in the RFP Schedule of Events (Section 4).

RFP Number: 2017091202-BOE Concrete Walkway

Company Name: _____

Mailing Address: _____

Phone Number: _____

Contact Person: _____

Email Address: _____

Authorized Signature _____

Printed Name _____

Date _____

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* An online, fillable version can be found at <https://www.irs.gov/pub/irs-soi/15/fw9.pdf>
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1. Introduction/Overview

1.1. Purpose

3. Source Selection and Contract Award

x Award(s), if made, will be made to the Responsive and Responsible proposer(s) whose proposal is most advantageous to SCS, taking into consideration price and the other evaluation criteria set forth in the RFP.

o General Criteria to be determined "Responsive"

f Does the proposal include all required information, including completed attachment forms and affidavits?

f Was the proposal delivered on or before the stated deadline? Did it include the required number of copies (hard & electronic)?

o General Criteria to be determined "Responsible"

f Does the Proposer demonstrate an understanding of SCS's needs and proposed approach to the project?

f Does the Proposer possess the ability, capacity, skill and financial resources to provide the service?

f

4. Schedule of Events

RFP Issued	August 28, 2017
Pre-Bid Meeting (if required)	September 5, 2017 @ 9:00 a.m.
Notice of Intent to Propose DEADLINE	September 6, 2017
Questions DEADLINE	September 6, 2017 @ 2:00 p.m.
RFP Submission DEADLINE	September 12, 2017 @ 10:30 a.m.
Board Approval Date ESTIMATED (if required)	September 19, 2017
Purchase Order Release ESTIMATED	N/A

5. Instructions for Proposal

5.1. Required Forms

- x Proposer must complete and submit the Attachments in Section A. Attachments may be omitted depending on the RFP requirements. Refer to the Table of Contents for omitted Attachments.
- x Evidence of a valid State of

The outside of the proposal package must be labeled as follows (if applicable):

1. Name of Company and Principal Owner, Business License Number, Expiration Date and License Classification.
2. In addition to Item 1, the same is applicable to masonry contractors if the work performed is > \$100,000.
3. In addition to Item 1, the same is applicable to HVAC, electrical, plumbing or A/C contractors if the work performed is > \$25,000.
4. In addition to Item 1, the same is applicable plus the Department of Environment & Conservation License Number and Classification, applicable to geothermal contractors if the work performed is > \$25,000.
5. If the prime contractor performs the masonry portion of the project or any of the above listed contractor skill sets and the work performed is > \$100,000; it must be so designated.
6. Only one (1) contractor in each classification listed shall be written on the bid envelope.

5.6. Delivery of Proposals

Sealed proposals will be accepted until September 12, 2017 @ 10:30 a.m. Local Time. 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. Proposals will be opened and read aloud. The reading of the bids will begin at 10:30 a.m. Local Time.

Due to the nature of deliveries to the SCS Support Services Facility by carriers such as UPS, FedEx and such the proposal package will be accepted if the date and time on the delivery confirmation are indicated to be on or before the Proposal Deadline.

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

5.7. Evaluation of Proposals

The SCS Purchasing Supervisor will first examine the proposals to reject those that are clearly responsive to the stated requirements. Proposers who are determine to be non-responsive and/or non-responsible will be notified of this determination.

The evaluation process will include the following factors:

- x Proposed Approach and Timeline
- x

ATTACHMENT 16- Contact Information

Company Legal Name: _____

Company Official Address: _____

Company Web Site (URL): _____

Contact Person for proj.-2 (A)11.2 (C)-0.6 (H)3.5 (M)7.5 (E)1.276 (N)0.136 (T)11.329 (ac)8.9 (t3.391 0 Td ()Tj 0.6P <</>/M

ATTACHMENT 3 – References

Project Name/Location _____

Agency/Department: _____

Date of Project: _____ Dollar Value: _____

Project Manager/Contact: _____

Phone: _____ Email: _____

Project Name/Location _____

Agency/Department: _____

Date of Project: _____ Dollar Value: _____

Project Manager/Contact: _____

Phone: _____ Email: _____

Project Name/Location _____

Agency/Department: _____

Date of Project: _____ Dollar Value: _____

Project Manager/Contact: _____

Phone _____ Email: _____

Project Name/Location _____

Agency/Department: _____

Date of Project: _____ Dollar Value: _____

Project Manager/Contact: _____

Phone: _____ Email: _____

* Proposers may copy this page and submit additional references

ATTACHMENT 6.5 – Condition of Submitting Proposal

The undersigned Proposer has carefully examined all instructions, requirements, specifications, terms and conditions of the RFP and certifies:

- x It is a reputable company regularly engaged in providing goods and/or services necessary to meet the requirements, specifications, terms and conditions of the RFP.
- x All statements, information and representations prepared and submitted in response to the RFP are current, complete, true and accurate. Proposer acknowledges that the Sumner County Board of Education (SCS) will rely on such statements, information and representations in selecting the successful proposer(s).
- x That the prices quoted shall be SCS's pricing for the products and/or service.
- x It shall be bound by all statements, representations, warranties and guarantees made in its proposal.
- x Proposer acknowledges that the contract may be canceled if any conflict of interest or appearance of a conflict of interest is discovered by SCS, in its sole discretion.
- x All purchase orders must be duly authorized and executed by SCS and subject to the terms and conditions of the RFP.

By checking this box, Proposer agrees that SCS reserves the right to extend the terms, conditions, and prices of this contract to other Institutions (such as State, Local and/or Public Agencies) who express an interest in participating in any contract that results from this RFP. Each of the piggyback Institutions will issue their own purchasing documents for the goods/services. Proposer agrees that SCS shall bear not responsibility or liability for any agreements between Proposer and the other Institution(s) who desire to exercise this option.

VENDOR LEGAL NAME: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____ TITLE: _____

ADDRESS: _____

PHONE: _____ (office)

_____ (mobile)

EMAIL: _____

ATTACHMENT 6.6

ATTACHMENT 6.7 – Attestation Re Personnel

ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE

CONTRACTOR LEGAL ENTITY NAME:	
FEDERAL EMPLOYER IDENTIFICATION NUMBER: (or Social Security Number)	

The Contractor, identified above, does hereby attest, certify, warrant, and assure 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.

SIGNATURE & DATE:

NOTICE: This attestation MUST be signed by an individual empowered to actually bind the Contractor.

ATTACHMENT 6.8 – Drug Free Workplace Affidavit

DRUGFREE WORKPLACE

The Sumner County Board of Education 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 to ensure that Sumner County Board of Education 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 and jeopardize personal safety, impact the safety of others and impair job performance.

Drug-Free Workplace Act of 1988 Sumner County Board of Education 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 Sumner County Board of Education is governed by the Omnibus Transportation Employee Testing Act of 1991 (Pub. L. 102-140, 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 Testing Alcohol and drug testing for safety sensitive employees shall be in accordance with the provisions contained in the Sumner County Board of Education Alcohol and Drug Policy adopted by departments which have safety sensitive positions.

Contracts– Any contractors providing goods or services to Sumner County Board of Education must comply with all State and Federal drug free workplace laws, rules and regulations and so certify this compliance by completion of the DRUGFREE 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 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 to 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 another government to provide goods or services.
3. The Company is in compliance with all State and Federal Laws, Rules and Regulations regarding a drug-free workplace program.

Further affiant saith not.

Principal Officer: _____

STATE OF _____

COUNTY OF _____

Before me personally appeared _____, 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 6.9W9

2. OPEN RECORDS. In order to comply with the provisions of the Tennessee Open Records Act, all bids will be publicly open and are subject to public inspection after the award upon written request. Bidders may be present at bid opening. Summary information will be posted the SCS website, www.sumnerschools.org, under the Invitation to Bid link.
3. ACCEPTANCE AND AWARDS reserves the right to reject any and all bids and to waive any informality in bids and, unless otherwise specified by the bidder to accept any item in the bid. Action to reject all bids shall be taken for unreasonably high prices, errors in the bid documents, cessation of need, unavailability of funds, or any other reason approved by SCS.
 - a. Contracts and purchases will be made with the lowest, responsive, responsible, qualified bidder. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of SCS, cash discount offered and the delivery terms will be taken into consideration.
 - b. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor.
 - c. Prices quoted on the response (if any) are to be considered firm and binding until the said equipment, supplies or services are in the possession of SCS.
 - d. Sw -31.313 -8 Phe Purnd8 (ns)-1. j1 (ng)6. 6h(,)2 (0 d [(S)84 p)-10.5 (4h).8 (a)13 -8 3 -8.t7l.8 (e)9.1 (nt)2.7 (,)2 r e i t e r 7 (r , 2 T c t) 2 . 7 (, 2 (r) 4 . h 6 (e) 9

9. PROHIBITIONS/NO VENDOR CONTRACT FORM/TENNESSEE LAW.

ATTACHMENT 6.1 Vendor Checklist

Vendor Checklist for Prevention of Common RFP Mistakes that lead to Proposal Rejection1. Submission of Proposal

___ On Time Submittal

- o Deadline is listed in Section 4 Schedule of Events
- o Late Proposals will be IMMEDIATELY DISQUALIFIED

___ A Proposer may not submit alternate proposals unless requested.

___ Tax not included in cost proposal.

___ Clearly marked outside of envelope/package.

- o Bid Number and "DO NOT OPEN"
- o Vendor Name, License Number, Expiration Date & License Classification (if applicable)
- o Other License data as required in Section 5 Proposal Package

___ No erasures on proposal documents.

Correct Format

___ One (1) Complete Original Section 5.6 & Attachment 6.2

___ Two (2) Additional copies of the Original Section 5.6

___ One (1) Electronic format copy CD/USB Drive Section 5.6

___ Original Signature on Original Proposal. NO copied or digital signatures Section 5.6 & Attachment 6.2

2. Required Forms

___ Evidence of Business License Section 5.1

___ Completed "Contact Information" form Attachment 6.1

___ Signed and dated "Bid Form/Certification" form Attachment 6.2

___ Complete "Reference" form Attachment 6.3

- o Must meet the criteria established in Section 5.5 Evaluation of Proposals.

___ Signed and dated "Certification Regarding Debarment or Suspension" form Attachment 6.4

___ Signed and dated "Condition of Submitting Proposal" form Attachment 6.5

___ Signed and dated "Statement of Non Collusion" form Attachment 6.6

___ Signed and dated "Attestation Re Personnel" form Attachment 6.7

___ Signed, dated and notarized "Drug Free Workplace Affidavit" form Attachment 6.8

___ Signed and dated "IRS Form 990 Form (Attachment 6.9)

*This checklist does not represent a complete list of, or replacement for, the mandatory requirements listed in the RFP. This checklist is ONLY A TOOL meant to assist the prevention of disqualification.

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