

REQUEST FOR PROPOSAL (RFP)

NUMBER2018022702-BOE

SUMNER COUNTY BOARD OF EDUCATION

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

RFP Title:Hand Soap & Dispensers

Purchasing Staff Contact:

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Release Date:

-

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 Propose to the Sumner County Board of Education (SCS) Purchasing Department. The proposer must utilize this form when

TABLE OF CONTENTS

1. Introduction/Overview
 - 1.1. Purpose
 - 1.2. Contact Information
2. Requirements
 - 2.1. Contract Term
 - 2.2. Scope of Work/Specifications

2. Requirements

2.1. Contract Term

- 2.1.1.1. It is the intention of SCS to award a contract for a three (3) year term with the option to extend for two additional one year terms

2.2. Scope of Work / Specifications

The Sumner County Board of Education, SCS, is soliciting bids for the purchase of Hand Soap and Dispensers. Failure to meet any of the outlined specifications or requirements at any time will result in default of said bid/award, cause for termination and return of unused product. The Vendor will be responsible for freight plus any fees incurred by SCS in sourcing another supplier.

1. Vendor shall assure sufficient stock of product as to provide "on time delivery" within one week of order time during the school year period. Vendor shall state minimum quantity for delivery on NOTES section of Attachment 6.2 shall be total cost: product INCLUDING freight charges (landedgen Attachi9t r62a su2 (btem (f)-3t)10.7 (")1 (o)-9(m)-3.4t (TE)0.

- 8. Once awarded, walk-through visits for the purchase of estimating the number of dispensers, their installation, or delivery to schools must be completed by the vendor.
- 9. SCS may wish to phase out existing inventory and new dispensers may need to be installed with supply of initial product. Vendor shall demonstrate ability and willingness to provide transition without impacting SCS operations.

Please note the specifications below:

Hand Soap

- x Foam hand wash
- x Must include Aloe and Vitamin E
- x Mild pleasant fragrance
- x Dyefree
- x Packaging
 - o 1250 mL (42.2 fl. oz.)
 - o Design to allow maximum evacuation rate of waste
 - o Design to ensure no contamination of product

Dispensers

- x ADA Compliant
- x Made from extremely durable materials

x

x

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

ATTACHMENT 6- Contact Information

Company Legal Name: _____

Company Official Address: _____

Company Web Site (URL): _____

Contact Person for project administration: adminis minisadminis_____ad_____3.2 (

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 5 –

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. (a)1.4 (f)-3.2(m)7tm, utilize (e)-1 ()10.6 (s)-7.2 (e)-1 (r)3.2 (v)-9.3 (i)2.9 (c)-9.9 (e)-1 (s)-7.2 (o)1.4 (f)-3.2 ((r)-7.7(y)2.7 (s)3.7 ub(c)-9.9 (o)

ATTACHMENT 6.9 W9

ATTACHMENT 10 – Standard Terms & Conditions
SUMNER COUNTY BOARD OF EDUCATION (SCS)

1. PREPARATION AND SUBMISSION OF BID.

- a. Failure to examine any drawings, specifications, or instructions will be at the bidder's risk. Any deviation from the stated terms, conditions and specifications must be coordinated with and approved in writing by the SCS Purchasing Supervisor.
- b. BID SUBMITTAL / SIGNATURE: Bid shall give the full name and business address of the bidder. If the bidder is a corporation, the name shall be stated as it is in the corporate charter. Bids must be signed in ink by the bidder's authorized agent. Unsigned bids will be rejected. Bids are to be sealed and the outside of the envelope is to reference the bid number. The person signing the bid must show his title, and if requested by the institution, must furnish satisfactory proof of his or her authority to bind his or her company in contract. Bidder understands that by submitting a bid with an authorized signature, it shall constitute an offer to SCS. Bids must be typewritten or in ink; otherwise they may not be considered. Purchase orders will be issued to the firm name appearing on the W9. Facsimile responses will not be considered.
- c. SCS is not responsible for any costs incurred by any vendor pursuant to the RFP. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its proposal.
- d. All bidders must be in compliance with C.A. § 626-119 at the time of the bid and provide evidence of compliance with the applicable provisions of the chapter before such bid may be considered.
- e. Bids are to be received in the location designated on the bid no later than the specified date and time. Late bids will NOT be opened or considered.
- f. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent to error and must be initialed in ink by person signing bid.
- g. Specifications: Reference to available specifications shall be sufficient to make the terms of the specifications binding on the bidder. The use of the name of a manufacturer, or any special brand or make in describing an item does not restrict the bidder to that manufacturer or specific article, unless specifically stated. Comparable products of other manufacturers will be considered if proof of compatibility is contained in the bid. Bidders are required to notify SCS Purchasing Supervisor whenever specifications/procedures are not perceived to be fair and open. The articles on which the bids are submitted must be equal or superior to that specified. Informative and Descriptive Literature: The bidder must show brand or trade names of the articles when applicable. It shall be the responsibility of the vendor, including vendors whose product is referenced, to furnish with the bid such specifications, catalog pages, brochure or other data as will provide an adequate basis for determining the quality/functional capabilities of the product offered. Failure to provide this data may be considered valid justification for rejection of bid.
- h. Samples: Samples of items when called for, must be furnished free of expense, and if not destroyed will, upon vendor request within ten (10) days of bid opening, be returned at the bidder's expense. Each sample must be labeled with the bidder's name, manufacturer's brand name and number, bid number and item reference.
- i. Time of Performance: The number of calendar days in which delivery is to be made after receipt of order shall be stated in the bid and may be a factor in making an award, price notwithstanding. If no delivery time is stated in the bid, bidder agrees that delivery is to be made within two weeks (14 business days) of order.
- j. Transportation and delivery charges should be included in the price and be fully prepaid by the vendor to the destination specified in the bid. Bid prices shall include delivery of all items F.O.B. destination.
- k. New materials and supplies must be delivered unless otherwise specifically stated in the bid.
- l. Alternate/multiple bid

9. PROHIBITIONS/NO VENDOR CONTRACT FORM/TENNESSEE LAW. Acceptance of gifts from vendors is prohibited. CA §12-4-106. The contract documents for purchase under this bid request shall consist of the successful bidder's bid and SC purchase order. The bidder may request exceptions to terms and conditions and/or request SCS to accept other terms and conditions by means of subsequent documents such as invoices, warranty agreements, license agreements, etc. All subsequent document shall be open to revision for impermissible language. SCS reserves the right to render the bid unresponsive and subject the bid to rejection if successful terms cannot be achieved. (b) (6) (u) (0.8)

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