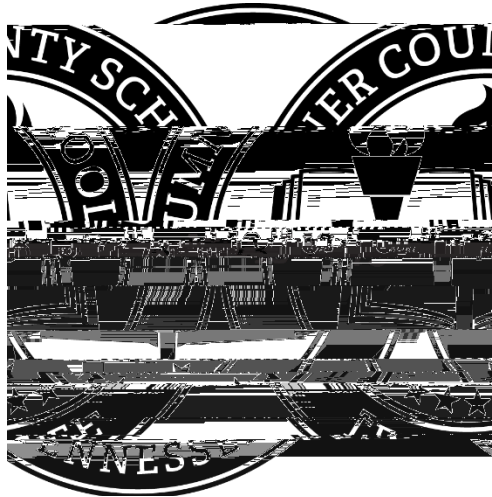


*This solicitation document serves as the written determination of the SCS Purchasing Supervisor that the use of Competitive Sealed Proposals for this solicitation is in the best interest of SCS.*



Chris Harrison  
Purchasing Supervisor  
615-451-6560

[chris.harrison@sumnerschools.org](mailto:chris.harrison@sumnerschools.org)

Janice Wright  
Purchasing Coordinator  
615-451-6569

[janice.wright@sumnerschools.org](mailto:janice.wright@sumnerschools.org)

Release Date: March 25, 2018

Proposal Due Date: April 11, 2018 @ 10:00 a.m. Local Time

*Any alterations to this document made by the proposer may be grounds for rejection of proposals, cancellation of any subsequent award, or any other legal remedies available to the Sumner County Board of Education.*

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 submitting notice. The notice may be sent by email to: Purchasing Office, [purchasing@sumnerschools.org](mailto: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: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Emailed amendments will be sent in a Microsoft Word (Office for Windows) or Portable Document Format (pdf) format. Any alterations to the document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award or any other legal remedies available to the Sumner County Board of Education.

Amendments will also be posted on the SCS website \_\_\_\_\_ and attached to the solicitation listing as a PDF or WORD file. Check the particular solicitation on the Current Bids and RFPs webpage for any posted amendments.

By completing and returning this form, the Proposer has expressed its intent to provide a proposal for

1. Introduction/Overview

- 1.1. Purpose
- 1.2. Contact Information

2. Requirements

- 2.1. Contract Term
- 2.2. Scope of Work/Specifications
- 2.3. Contactor Obligt7o

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1. Introduction/Overview

1.1. Purpose

The Sumner County Board of Education (SCS) is requesting sealed proposals to secure unit pricing for the installation of carpet at various locations throughout the district.

1.2. Contact Information

Unauthorized contact regarding this RFP with employees or officials of SCS other than the Purchasing Supervisor named below may constitute a violation of the following policies: 7.0 Td( )Tj/TT0 1 Tf-0.43.2 (s)-4.3 ( R)-4.5 (Fq3.2 (s)u3.3 (m)1.5 (e)-8 (e)4.9

CoupoghH3 (4 (ar.6 (h)2.3 Tw 8.207 0 Td( )TjEMC TT7 #MCID 24 >>BDC -8.207



- e. Carpet shall be glued directly to the existing floor surface in accordance with the manufacturer's instructions.
  - f. All carpet shall be installed with pile-lay in the same direction except when directed by SCS staff.
9. Installation: Cove Base
- a. Cove base shall be installed after the flooring is complete in accordance with the manufacturer's instructions.
  - b. Plan seam locations so that no seams end on outside corners.
  - c. Check each carton of base for dye-lot numbers to assure there is no mixing of dye-lots during installation.

D. Materials

- 1. Carpet: EF Contract Fiesta II (FST2)
  - a. Includes iLoc Moisture Backing
  - b. SCS shall have the option to choose from the full color line at the proposed price.
  - c.

# ATTACHMENT "A"

## Fiesta II



<b>Style Code</b> FST2	
Construction	Textured Loop
Yarn Content	Avalar® Nylon
Dye Method	Solution / Space Dye
Machine Gauge	1/10 in
Stitch Count	10.0 S.P.I
Average Density	9,882
Finished Pile Thickness	0.102 in
<b>Secondary Backing</b> Woven Polypropylene	
Width	12 ft
<b>Pattern Repeat</b>	
<b>Performance</b>	
Static Control	Less Than 3.5 K.V. Step
Flame Resistance	Passed (NFPA 701-71)
Radiant Panel	Class 1 (ASTM E-648)
Smoke Density	Less Than 450 (ASTM E-662)
Soil Resistance	Commercial Anti-Soil Protection
Stain Resistance	Commercial Stain Protection
CRI Green Label Plus	CR1 Green Label Plus (UL 2893)
Environment	Power Partnership
Wear	10 Year Limited
Static	Lifetime Limited

Specifications are subject to change without notice due to raw material shortages and/or technological advances. Such variances do not affect performance.

201 Princeton Blvd.  
 PO Box 1110  
 Adairsville, GA 30103  
 (800) 451-1250









3. Source Selection and Contract Award

x

## 5. Instructions for Proposal

### 5.1. Required Forms

- x Proposer must complete and submit the Attachments in Section 6. 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 Tennessee Business License and/or Sumner County Business License.
- x For all vendors with annual purchases in excess of \$50,000; a Sumner County Business License must be on file with the SCS Finance Department. Evidence of the license must be provided within ten (10) working days following notification of award; otherwise, SCS may rescind its acceptance of the Proposer's proposal.
- x Copy of State of Tennessee License (if applicable) in respective field.
- x If applicable, the Proposer must include a copy of the contract(s) the Proposer will submit to be signed.

### 5.2. New Vendors

- x 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 SCS Finance Department. It is a mandatory requirement to complete the IRS Form W-9 (Attachment 6.9) included in this RFP.
- x To comply with the Tennessee Lawful Employment Act (50-1-702 and 50-1-703), non-employees (individuals paid directly by the employer in exchange for the individual's labor or services) must have on file one (1) of the following documents:
  - o A valid Tennessee driver's license or photo identification;
  - o A valid driver's license or photo identification from another state where the license requirements are at least as strict as those in Tennessee;
  - o A birth certificate issued by a U.S. state, jurisdiction or territory;
  - o A U.S. government issued certified birth certificate;
  - o A valid, unexpired U.S. passport;
  - o A U.S. certificate of birth abroad (DS-1350 or FS-545)
  - o A report of birth abroad of a U.S. citizen (FS-240);
  - o A certificate of citizenship (N560 or N561);
  - o A certificate of naturalization (N550, N570 or N578);
  - o A U.S citizen identification card (I-197 or I-179); or
  - o Valid alien registration documentation or other proof of current immigration registration recognized by the United States Department of Homeland Security that contains the individual's complete legal name and current alien admission number or alien file number (or numbers if the individual has more than one number).

### 5.3. Acknowledgement of Insurance Requirements

By submitting a proposal, Proposer acknowledges that it has read and understands the insurance requirements

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 \_\_\_\_\_ . 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 \_\_\_\_\_ .

Due to the nature of deliveries to the SCS Support Services Facility by carriers such as UPS, FedEx and such like; 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 non-responsive to the stated requirements. Proposers who are determined to be non-responsive and/or non-responsible will be notified of this determination.

The evaluation process will include the following factors:

- x Company Experience and Qualifications
  - o The nature and scope of the Proposers business.
  - o The number of years the Proposer has been licensed to do business.
  - o The number of years the Proposer has been providing the requested services.
  - o

- x Past Performance and References
  - o Provided a minimum of three (3) client references for similar projects in size and scope successfully completed by Proposer within the last three (3) years. Attachment 6.3.
  - o SCS may also consider other sources of pertinent past performance information, including the districts own experience with the Proposer.

#### 5.8. Request for Clarification of Proposals

Requests for clarification of proposals shall be distributed by the Purchasing Supervisor in writing (or email).

#### 5.9. Protests

In the event that any interested party finds any part of the listed specifications, terms or conditions to be discrepant, incomplete or otherwise questionable in any respect; it shall be the responsibility of the concerned party to notify the SCS Purchasing Office of such matters immediately upon receipt of the RFP. All notifications must be sent to the Purchasing Supervisor via email at [purchasing@sumnerschools.org](mailto:purchasing@sumnerschools.org).

Any actual or prospective Proposer who is aggrieved in connection with the RFP or award of a contract may protest to the Purchasing Supervisor and/or the Sumner County Board of Education at its regularly scheduled meeting.

Company Legal Name: \_\_\_\_\_

Company Official Address: \_\_\_\_\_

\_\_\_\_\_

Company Web Site (URL): \_\_\_\_\_

Contact Person for project administration:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ (office)

\_\_\_\_\_ (mobile)

Email Address: \_\_\_\_\_

Attn: Purchasing Supervisor  
1500 Airport Road  
Gallatin, TN 37066

Date \_\_\_\_\_

I, \_\_\_\_\_, a duly authorized representative of



: \_\_\_\_\_

Agency/Department: \_\_\_\_\_

Date of Project: \_\_\_\_\_ Dollar Value: \_\_\_\_\_

Project Manager/Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

: \_\_\_\_\_

Agency/Department: \_\_\_\_\_

Date of Project: \_\_\_\_\_ Dollar Value: \_\_\_\_\_

Project Manager/Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

: \_\_\_\_\_

Agency/Department: \_\_\_\_\_

Date of Project: \_\_\_\_\_ Dollar Value: \_\_\_\_\_

Project Manager/Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

: \_\_\_\_\_

Agency/Department: \_\_\_\_\_

Date of Project: \_\_\_\_\_ Dollar Value: \_\_\_\_\_

Project Manager/Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*\*Proposers may copy this page and submit additional references.*

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

- x Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under federal non-procurement programs by any federal department or agency;
- x Have not, within the three-year period preceding the proposal, had one or more public transactions (federal, state or local) terminated for cause or default; and
- x Are not presently indicated or otherwise criminally or civilly charged by a government entity (federal, state or local) and have not, within the three-year period preceding the bid, been convicted or had a civil judgement rendered against it:
  - o For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public transaction (federal, state or local) or a procurement contract under such a public transaction;
  - o For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
  - o For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, under 18 U.S.C. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to five years, or both.



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 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: \_\_\_\_\_(office)

\_\_\_\_\_ (mobile)

CONTRACTOR LEGAL ENTITY NAME:	
FEDERAL EMPLOYER IDENTIFICATION NUMBER: <i>(or Social Security Number)</i>	









In order to comply with the provisions of the Tennessee Open Records Act, all proposals



