

# REQUEST FOR PROPOSAL (RFP)

NUMBER 20180628BOE

## 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: Gallatin High Football Concession Stand

### Purchasing Staff Contact:

Chris Harrison	Janice Wright
Purchasing Supervisor	Purchasing Coordinator
615-451-6560	615-451-6569
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\* An online, fillable version can be found at <https://www.irs.gov/pub/irs-soi/16/fw9.pdf>
  - 6.10. Standard Terms & Conditions
  - 6.11. Vendor Checklist
  - A-1 Plan Drawing #1
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## 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 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 (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 required to have a current IRS Form 990 on file with the SCS Finance Department. It is a mandatory requirement to complete the IRS Form 990 (Attachment 6) included in this RFP.
- x To comply with the Tennessee Lawful Employment Act (Act 1-702 and 1-703), non-employees (individuals paid directly by the employer in exchange for the individual's labor or services) must file a TN-10.6 (c)



5.3.





ATTACHMENT.16- Contact Information

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

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

\_\_\_\_\_

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

Contact Person for project administration:

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

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

\_\_\_\_\_

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

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

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

BID FORM

For

Gallatin High Football Concession Addition

June 28, 2018

Owner:

Sumner County Board of Education, Tim Williams, Assistant Project Manager  
(615) 6047015

Project Manager:

Gallatin Quarterback Club, Haynes Sloan Jr, (615)-5906

ContractorName:\_\_\_\_\_

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

Telephone:\_\_\_\_\_

E-mail Address:\_\_\_\_\_

ContractorLicenseNumber:\_\_\_\_\_

Workman's CompensationPolicy#:\_\_\_\_\_

Builder's Risk InsurancePolicy#:\_\_\_\_\_

NOTE: Copies of current insurance policies must be provided prior to starting work.

IMPORTANT NOTE: In order to assure all bids are equitably compared, the Contractor must submit his proposal on this form.

LUMP SUM BID shall include all material, labor, overhead, profit, permits, insurance, cleanup costs, etc. necessary to complete the job as specified herein shown on the attached drawings. The lump sum bid shall not include cost for items that may be identified as WORK BY OTHERS.

Each bidder shall add a discretionary amount of \$3,000 to their calculated cost to determine the total Lump Sum Bid. No discretionary spending will be available to the bidder unless approved by the owner in writing.

LUMP SUM BID: \$ \_\_\_\_\_ .00

Acknowledgment of site visit with project manager prior to bid submittal:

(NOTE: Scheduling will be determined by the project manager)

ATTACHMENT 3 – References

Project Name/Location \_\_\_\_\_

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

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

Owner Contact Title: \_\_\_\_\_

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

Project Name/Location \_\_\_\_\_

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

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

Owner Contact Title: \_\_\_\_\_

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

Project Name/Location \_\_\_\_\_

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

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

Owner Contact Title: \_\_\_\_\_

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

Project Name/Location \_\_\_\_\_

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

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

Owner Contact Title: \_\_\_\_\_

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

\* Proposers may copy this page and submit additional references

ATTACHMENT.4- Certification Regarding Debarment or Suspension

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 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
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ATTACHMENT 5 – Condition of Submitting Proposal

The attached signed proposal has been fully executed and is hereby accepted by the Board of Education on this date.



ATTACHMENT 6.6- Statement of NonCollusion

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)

RespondentSignature: \_\_\_\_\_

Respondent (Print Name & Title): \_\_\_\_\_

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

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, **T.C.A. § 12-309**.

SIGNATURE & DATE: \_\_\_\_\_

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

ATTACHMENT 6.8 – Drug Free Workplace Affidavit

The Sumner County Board of Education



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

1. PREPARATION AND SUBMISSION OF BID.

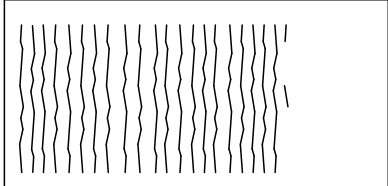
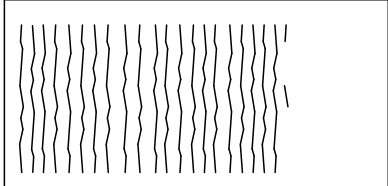
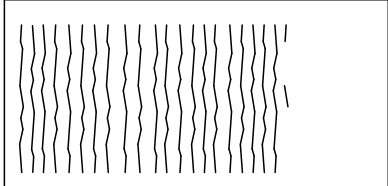
- a. Failure to examine any drawings, specifications, or instructions will be at the proposer's risk. Any deviation from the stated terms, conditions and specifications must be coordinated with and approved in writing by the SCS Purchasing Supervisor.
- b. RFP # 20180628 BOE Gallatin High Football Concession Stand

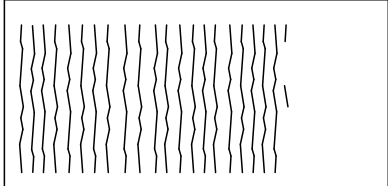
2. OPEN RECORDS. In order to comply with the provisions of the Tennessee Open Records Act, all proposals will be publicly opened and are subject to public inspection after the award upon written request. Proposals must be present at ITB opening. Summary information will be posted the SCS website, [www.sumnerschools.org](http://www.sumnerschools.org) under the Invitation to Bid link.
3. ACCEPTANCE AND AWARDS. SDS reserves the right to reject any and all proposals and to waive any informality in proposals and, unless othe







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