# REQUEST FOR PROPOSAL (RF

### NUMBER20180628BOE

### SUMNER COUNTY BOARD OF EDUCATION

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

RFP Title:Gallatin High Football Concession Stand

### **Purchasing Staff Contact:**

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Purchasing Supervisor	i uronasing opprumator
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#### 1. Introduction/Overview

### 1.1. Purpose

The Sumner County Board of Education (SCS) is requesting prepared als for the construction of an addition to the existing Gallatin High Football Field House, as specified herein

#### 1.2. Contact Information

Unauthorized contact regarding this RFPh employees or officials of SCS other than the Purchasing Supervisonamed bro b RespltindisdpfficatioSio bithispr officu8 eme.9 (an)1.3 (at 6.3 3)-8.74(a)-3.1 (c)-1.9 (e)-3 S7pe9vivor (.6 pr5).6 pr1.6 (r)]TJ 0 Tc (-Td (n)Tj 70.004 Tc7 Tc 0 1743.37)

### 5. Instructions for Proposal

### 5.1. Required Forms

- x Proposer must complete and submit the Attachments in SectioAttachments may be omitted depending on the RFP requirementRefer 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 \$50,050mmer CountBusinessLicense must be on file with the SCS Finance Department/idence of the license must be provided within (40) working days following notification of award; otherwise, SCS may rescind its acceptance of the Proposer's proposal.
- x Copy of State of Tennesseednse (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 typneices see required to have a current IRS Form-9/v/on file with the SCS Finance Departments a mandatory requirement to complete the IRS Form-9/v(Attachment 69) included in this RFP.
- x To comply with the Tennessee Lawful Employment(50ct1-702 and 50-1-703), non-employees (individualspaid directly by the employer in exchange for the individual's labor or se) virus 10.6 (c)

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

- Name of Company and Principal Owner, Business License Number, Expiration Date and License Classification.
- In addition to Item 1, the same is applicable masonry contractors if the work performed is > \$100,000.
- 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 Departmet & 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 June 28, 2018 @ 2:00 p.m. Local Propesals 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. Treading of the bids will begin at 2:00 p.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 cartiformare 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 inveitlexamine the proposals to reject those that are clearly-newsponsive to the statedrequirements. Proposers who are determined be non-responsive and/or nonesponsible will be notified of this determination.

The evaluation process will include tollowing 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 How many similarly sized or larger 1/2 clients have you contract with?

### ATTACHMENT.16-Contact Information

Company Legal Name:		
Company Official Address:		
Company Web Site (URL):		
Contact Person for proje <b>a</b> tdmi		
Contact Person for projection	i.	
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) 529906

ContractorName:
address:
elephone:
-mail Address:
ContractorLicenseNumber:
Vorkman's CompensatioRolicy#:
Builder's Risk Insurandeolicy#:
IOTE: Copies of current insurance policies must be provided prior to stawtords.
MPORTANT NOTE: In orderassure all bids are equitably compared, the Contractor must ubmit his proposal on this form.  UMP SUM BID shall include all material, labor, overhead, profit, permits, insurance, cleanup costs, tc. necessary to complete the job as specified herein shasyn on the attached drawings. The ump sum bid shall noticlude 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 otal Lump Sum Bid. No discretionary spending will be available to the bidder unless approved by ne owner in writing.
LUMP SUNDID:\$00
Acknowledgment of site visit with project manager prior to bid submittal:

### ATTACHMENT.36-References

Project Name/Location		
Agency/Department:		
Date of Project:	<u>Dolla</u> r Value:	
OwnerContactTitle:		<del></del>
Phone:	Email:	
Project Name/Location		
Agency/Department:		
Date of Project:	<u>Dolla</u> r Value:	
OwnerContactTitle:		
Phone:	Email:	
Project Name/Location		
Agency/Department <u>:</u>		<u>-</u>
Date of Project:	<u>Dolla</u> r Value:	
OwnerContactTitle:		<del></del>
Phone:	Email:	
Project Name/Location		
Agency/Department:		
Date of Project:	<u>Dolla</u> r Value:	
OwnerContactTitle:		
Phone:	Email:	

<sup>\*</sup>Proposers may copy this page and submit additional references

### ATTACHMENT.46- 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 \*poocurement programs by any federal department or agency;
- x Have not, within the three-ear period preceding the proposal, had one or more public transactions /TT2 1 Tf 0.457 0 Td ()Tj /TT0 1 Tf -0.009 Tc 0.011 Tw 10.978 0 Td [Ar,se811.1 (e)-3 (e)-3 (n)2.2 (t)-2.

### ATTACHMEN6.5 - Condition of Submitting Proposal

Thuertainedetps;igmised(இரும்) இடி44வேற்கு இடு(யி) \$ .5%வ் (கற்கை) பிரிவி காற்கிக்கியில் பிரிவி காற்கிக்கியில் கொள்ள காற்கிக்கியில் காற்கிக்கிக்கியின் காற்கிக்கியில் காற்கிக்கியில் காற்

#### ATTACIMENT 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:		
Phone:	(office)	
	(mobile)	
RespondetnSignature:		
Respondent (Print Name & Title):		
Authorized Company Official (Print N		

#### ATTACHMEN6.7 – Attestation Re Personnel

### ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE

CONTRACTOR LEGAL ENTITY NAME:	
FEDERAL EMPLOYER IDENTIFICATION NUM (or Social Security Numb)er	BER:

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 anyuscontractor who will utilize the services of an illegal immigrant in the performance of this Contract, T.C.A. § 123-309.

SIGNATURE & DATE:

NOTICE: This attestation MUSTstopped by an individual empowered to contractually bind the Contractor.

### ATTACHMEN6.8 - Drug Free Workplace Affidavit

The Sumner County Board of Education

## ATTACHMEN6.10 – Standard Terms & Conditions SUMNER COUNTY BOARD OFGENTION (SCS)

- 1. PREPARATION AND SUBMISSION OF BID.
  - a. Failure to examine any drawingspecifications, or instructions will be at the proposerisk. Any deviation from the stated terms, conditions and specifications must be coordinated with and approved in writing by the SCS Purchasin Supervisor.
  - b. RFPSTuBINGITTAL / SIGNAi.7 ( /)-1.5s39 -1.207 Td ( tR ( A)0.t)-30Apropnaer

- 2. OPEN RECORDS. In order to comply with the provisions of the Tennessee Open Records Act, allyphildpe spalls licly opened and are subject to public inspection after the award upon written request. Proproser's present at ITepening. Summary information will be posted the SCS website, www.sumnerschools.org under the Invitation to Bid link.
- 3. ACCEPTANCE AND AWABDS reserves the right to reject any and all proposates waive any informality in proposals and, unless othe



