

Invitation to Bid

20180731-BOE

Diesel Exhaust Fluid

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for 20180731-BOE Diesel Exhaust Fluid until July 31, 2018 @ 10:00 a.m. Local Time. Bid responses will be opened at that time, taken under advisement and evaluated. All proposals are subject to the Board of Education's conditions and specifications which are available from Chris Harrison, Purchasing Supervisor (615) 451-6560. All bids can be viewed on line at www.sumnerschools.org.

INVITATION TO BID (ITB)

NUMBER: 20180731-BOE

NOTICE TO PROPOSERS

There may be one or more amendments to this ITB. In order to receive communication for any such amendments issued specifically to this ITB, the proposer must provide the information requested below to the Sumner County Board of Education (SCS) Purchasing Department. The information may be sent to Chris Harrison, Purchasing Supervisor, chris.harrison@sumnerschools.org. SCS will send amendments only to those proposers which complete and return this information in a timely manner.

ITB Number: **20180731-BOE Diesel Exhaust Fluid**

Company Name: _____

Mailing Address: _____

Phone Number: _____

Contact Person: _____

Email Address: _____

Authorized Signature: _____

Printed Name: _____

TABLE OF CONTENTS

1. Specification
2. Source Selection and Contract Award
3. Schedule of Events
4. Delivery of Proposals
5. Protests
6. New Vendors
7. Attachments
 - A. Bid Form/Certification
 - B. IRS Form W9
 - C. Attestation Re Personnel
 - D. Standard Terms and Conditions

2. Source Selection and Contract Award

- x Award, if made, will be made to the proposer submitting the lowest cost proposal and whom is also determined to be Responsive.
 - o General Criteria to be determined "Responsive"
 - f Does the proposal include all required information?
 - f Does the proposal include completed attachment forms?
 - f Was the proposal delivered on or before the stated deadline?
- x SCS reserves the right to reject any proposal that takes exception to the specifications unless prior approval is requested and granted by SCS.
- x Upon mutual agreement by both parties, SCS shall grant the right to extend the terms, conditions and price of contract(s) awarded from this ITB to other Institutions (such as State, Local and/or Public Agencies) who express an interest in participating in any contract that results from this ITB. Each of the "piggyback" Institutions will issue their own purchasing documents for purchase of goods/services. Proposer agrees that SCS shall bear no responsibility or liability for any agreements between Proposer and the other Institution(s) who desire to exercise this option.

3. Schedule of Events

| | |
|-------------------------|---------------------------------------|
| RFP Issued | July 16, 2018 |
| RFP Submission DEADLINE | July 31, 2018 @ 10:00 a.m. Local Time |

4. Delivery of Proposals

Sealed proposals will be accepted until July 31, 2018 @ 10:00 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 (l)13

7.B IRS Form W9

ATTACHMENT 7.C – Attestation Re Personnel

ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE

| | |
|-------------------------------|--|
| CONTRACTOR LEGAL ENTITY NAME: | |
|-------------------------------|--|

ATTACHMENT 7.D –

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 may be present at ITO Opening. Summary information will be posted the SCS website, www.sumnerschools.org under the Invitation to Bid link.
3. ACCEPTANCE AND AWARD. SCS reserves the right to reject any and all proposals and, unless otherwise specified by the proposer, shall not accept any item in the proposal. Action to reject all proposals 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 proposer. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the Institution, 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

