

Invitation to Bid

20170829-BOE

5<sup>th</sup> Year Sprinkler System Testing

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 20170829-BOE 5<sup>th</sup> Year Sprinkler System Testing until August 29, 2017 @ 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

# REQUEST FOR PROPOSAL

NUMBER 20170829BOE

SUMNER COUNTY BOARD OF EDUCATION



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RFP Title: 5<sup>th</sup> Year Sprinkler System Testing

## Purchasing Staff Contact:

Chris Harrison  
Purchasing Supervisor  
615

Janice Wright  
Purchasing Coordinator

## 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 Notice of Intent to Propose to the Sumner County Board of

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## 1. Introduction/Overview

### 1.1. Purpose

The Sumner County Board of Education (SCS) is requesting proposals for 5<sup>th</sup> year internal obstruction testing, 5<sup>th</sup> year hydro testing of the fire department connection and cost for replacement of dry type sprinkler heads.

### 1.2. Contact Information

Unauthorized contact regarding this RFP with employees or officials of SCS other than the Purchasing Supervisor named below may result in disqualification from this procurement process.

Interested parties must direct all communication regarding this RFP to the Purchasing Supervisor who is SCS's only official point of contact for this RFP.

Chris Harrison  
Purchasing Supervisor  
1500 Airport Road  
Gallatin, TN 37066  
(615) 4516560  
chris.harrison@sumnerschools.org



2.3. Standard Contractor Obligations

- 2.3.1.1. Shall provide and obtain all necessary materials, equipment and labor to perform all items listed in the Scope of Work.
- 2.3.1.2. Shall provide and obtain all required permits and schedule all required inspections with Local, County, etc. agencies as required by law as required in the Scope of Work.
- 2.3.1.3. Shall strictly adhere to all specifications, engineered drawings and any other form of documentation related to the completion of the Scope of Work. Any work not completed shall be the Contractor's responsibility and expense to redo.
- 2.3.1.4. The Contractor shall prove compliance with Public Chapter No. 587, T59134(d) criminal background check and provide a D Free Workplace Affidavit.
- 2.3.1.5. Shall dispose of all generated waste materials in compliance with all Local, State and Federal guidelines, regulations and requirements.
- 2.3.1.6. Shall have properly trained and experienced staff to facilitate the services specified in the Scope of Work. If applicable, the Contractor shall provide documentation that staff has





4. Schedule of Events

RFP Issued	August 7, 2017
Pre-Bid Meeting	N/A
Notice of Intent to Propose DEADLINE	August 15, 2017
Questions DEADLINE	August 17, 2017 @ 2:00 p.m.
RFP Submission DEADLINE	August 29, 2017 @ 10:00 a.m.
Board Approval Date ESTIMATED	September 19, 2017
Purchase Order Release ESTIMATED	September 20, 2017

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. Vendors with annual purchases in excess of \$50,000 business license must be on file with the SCS Finance Department.
- 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 990 on file with the SCS Finance Department. It is a mandatory requirement to complete the IRS Form 990 (Attachment 6.9) included in this RFP.
- x To comply with the Tennessee Lawful Employment (501-702 and 501-703), non-employees (individuals) must have on file one (1) of the following documents:

- o A copy of a valid Tennessee Driver's License







ATTACHMENT 16 Contact Information

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

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

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

Contact Person for project administration:

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

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



ATTACHMENT 3 t 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: \_\_\_\_\_

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

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







ATTACHMENT 5

ATTACHMENT 6.6 Statement of Non-Collusion

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 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: \_\_\_\_\_





DRUG-FREE WORKPLACE AFFIDAVIT (Page 2)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The undersigned, principal officer of \_\_\_\_\_, an employer of five (5) or more employees contracting with Sumner County Board of Education to provide goods or services, hereby states under oath as follows:

1. The undersigned is a principal officer of \_\_\_\_\_ (hereinafter referred to as the Company) on behalf of the Company.
2. The Company submits this Affidavit because it shall be receiving pay pursuant to a contract with the state or an agency of the government to provide goods or services.
3. The Company is in compliance with all State and Federal Laws, Rules and Regulations regarding a drug-free workplace program.

Further affiant saith not.

Principal Officer: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me personally appeared \_\_\_\_\_, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence) and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_











ATTACHMENT 6.1 Vendor Checklist

Vendor Checklist for Prevention of Common RFP Mistakes that lead to Proposal Rejection

1. Submission of Proposal

\_\_\_ On Time Submittal

- o Deadline is listed in Section 4 Schedule of Events
- o Late Proposals will be IMMEDIATELY DISQUALIFIED