Invitation to Bid

20170905 -BOE

Fire Alarm Monitoring

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 201 70 905 -BOE Fire Alarm Monitoring until September 5 , 2017 @ 10:00 a.m. Local Time . Bid responses will be opened at that time , taken under advisem ent and evaluated . All proposals are su bject to the Board of Education · V F R Q G L W L R Q V and specifications which are available from Chris Harrison , Purch asing Supervisor (615) 451 -6560 . All bids can be viewed on line at www.sumnerschools.org.

TABLE OF CONTENTS

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 Obligations

3. Source Selection and Contract Award

4. Schedule of Events

5. Instructions for Proposal
   5.1. Required Forms
   5.2. New Vendors
   5.3. Acknowledgement of Insurance Requirements
   5.4. Clarification and Interpretation of RFP
   5.5. Proposal Package
   5.6. Delivery of Proposals
   5.7. Evaluation of Proposals
   5.8. Request for Clarification of Proposals
   5.9. Protests

6. Attachments
   6.1. Contact Information
   6.2. Bid Form/Certification
   6.3. References
   6.4. Certification Regarding Debarment or Suspension
   6.5. Condition of Submitting Proposal
   6.6. Statement of Non-Collusion
   6.7. Attestation Re Personnel
   6.8. Drug Free Workplace Affidavit
   6.9. IRS Form W-9
        * An online, fillable version can be found at https://www.irs.gov/pub/irs-pdf/fw9.pdf
   6.10. Standard Terms & Conditions
   6.11. Vendor Checklist

2. Requirements

    2.1.

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 necessary permits with Local, County, etc. agencies as required by law and as required in the Scope of Work.

2.3.1.3. Shall schedule all necessary inspections with Local, County, etc. agencies as required by law.

2.3.1.4. Shall strictly adhere to all specifications, engineered drawings and any other form of documentation related to the completion of the Scope of Work. SCS reserves the right to withhold partial or all payment until the work is completed to the specifications and • š] • (š] } v } (^ ^ X v Ç Á } Œ l v } š } u ‰ o š š } • ‰] ( ] š] responsibility and expense to redo.

2.3.1.5. Shall provide 84<0311.04 Tf 1 /F2 11.<01, Q 0000f 1 0 612 792 re W* n B<017D>-4<01

3. Source Selection and Contract Award

- Award(s), if made, will be made to the Responsive and Responsible proposer(s) whose proposal is most advantageous to SCS, taking into consideration price and the other evaluation criteria set forth in the RFP (6.12). SCS will not use any other factors or criteria, other than those listed in 6.12 in the evaluation of proposals received.

  - ' v Œ o Œ] š Œ] š } š Œ u] v ^ Z • ‰ } v •] À _
    - Does the proposal include all required information, included completed attachment forms and affidavits?
    - Was the proposal delivered on or before the stated deadline? Did it include the required number ofcopies (hard & electronic)?

  - ' v Œ o Œ] š Œ] š } š Œ u] v ^ Z • ‰ } v •] o _
    - Does the Proposer demonstrate an understanding of SCSs needs and proposed approach to the project?
    - Does the Proposer possess the ability, capacity, skill and financial resources to provide the service?
    - Can the Proposer take upon itself the responsibilities set forth in the RFP and produce the required outcomes in a timely fashion?
    - Does the Proposer have the character, integrity, reputation, judgement, experience and efficiency required for the project?

- SCS reserves the right to enter into discussions with Proposers which have submitted proposals determined to be reasonably like of being considered for selection to assure a full understanding of and responsiveness to the RFP requirements. Every effort shall be afforded to assure fair and equal treatment with respect to the opportunity for discussion and/or revision of their respective proposals. Revisions may be permitted after the submission and prior to the award for the purpose of obtaining the best offers.

- SCS reserves the right to negotiate price and contract terms and conditions with the most qualified proposer(s) to provide the requested service. If a mutually beneficial agreement with the highest ranked firm is not reached, SCS reserves the right to enter into contract negotiations with the next highest ranked proposer and continue this process until an agreement is reached.

- Upon mutual agreement by both parties, SCS shall grant the right to extend the terms, conditions and prices of contract(s) awarded from this RFP to other Institutions (such as State, Local and/or Public Agencies) who Æ ‰ Œ • • v] v š Œ • š] v ‰ Œ š]] ‰ š] v P] v v Ç } v š Œ š š Z š Œ • µ o š Institutions will issue their own purchasing documents for purchase of the goods/services. Proposer agrees

- Valid alien registration documentation or other proof of current immigration registration recognized by the United States Department of Homeland Security that

- Compensation/Price Data
  - Address all costs associated with performance of the contracted services.
- Past Performance and References
  - Provided a minimum of two (2) client references for similar projects in size and scope successfully completed by Proposer within the last three (3) years. Attachment 6.3
  - 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

ATTACHMENT 1 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:_____

Attn: Purchasing Supervisor
1500 Airport Road
Gallatin, TN 37066

ATTACHMENT 2 Bid Form/Certification
20170905 BOE Fire Alarm Monitoring

Date _____

I, _____, a duly authorized representative of

_____ hereby submit our bid for 20170905 BOE Fire Alarm Monitoring in accordance with the specifications and instructions set forth in these bid documents.

TOTAL PROJECT COST _____

Authorized Signature _____

Title _____

Printed Name _____

Vendor Legal Name _____

Address _____
(street) (city, state, zip)

ATTACHMENT 6 Certification Regarding Debarment & 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 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

ATTACHMENT 6.5 – Condition of Submitting Proposal

The undersigned Proposer has carefully examined all instructions, requirements, specifications, terms and conditions of the RFP and certifies:

- x It is a reputable company regularly engaged in providing goods and/or services necessary to meet the requirements, specifications, terms and conditions of the RFP.
- x All statements, information and representations prepared and submitted in response to the RFP are current, complete, true and accurate. Proposer acknowledges that the Sumner County Board of Education (SCS) will rely on such statements, information and representations in selecting the successful proposer(s).
- x That the prices quoted shall be SCS's pricing for the products and/or service.
- x It shall be bound by all statements, representations, warranties and guarantees made in its proposal.
- x Proposer acknowledges that the contract may be canceled if any conflict of interest or appearance of a conflict of interest is discovered by SCS, in its sole discretion.
- x All purchase orders must be duly authorized and executed by SCS and subject to the terms and conditions of the RFP.

By checking this box, Proposer agrees that SCS reserves the right to extend the terms, conditions, and prices of this contract to other Institutions (such as State, Local and/or Public Agencies) who express an interest in participating in any contract that results from this RFP. Each of the piggyback Institutions will issue their own purchasing documents for the goods/services. Proposer agrees that SCS shall bear not responsibility or liability for any agreements between Proposer and the other Institution(s) who desire to exercise this option.

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 said proposal have not been communicated by the undersigned nor by any employee or agent to an

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 this Contract.

SIGNATURE & DATE: _____

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

ATTACHMENT 6.8 Drug Free Workplace Affidavit

DRUG-FREE WORKPLACE

The Sumner County Board of Education is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. The goal of this policy is for Sumner County Board of Education employees and contractors to remain, or become and aim, drug-free. Abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, contractors and citizens

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 š Z ^ } u ‰ v Ç _ • v] • µ o Ç µ š Z } Œ] ì t on behalf of the Company (( ] À
2. The Company submits this Affidavit because it shall be receiving pay pursuant to a contract with the state or any local government to provide goods or services.
3. The Company is in compliance with all State and Federal Laws, Rules and Regulations requiring a drug-free workplace program.

Further affiant saith not.

Principal Officer: _____

STATE OF _____

COUNTY OF _____

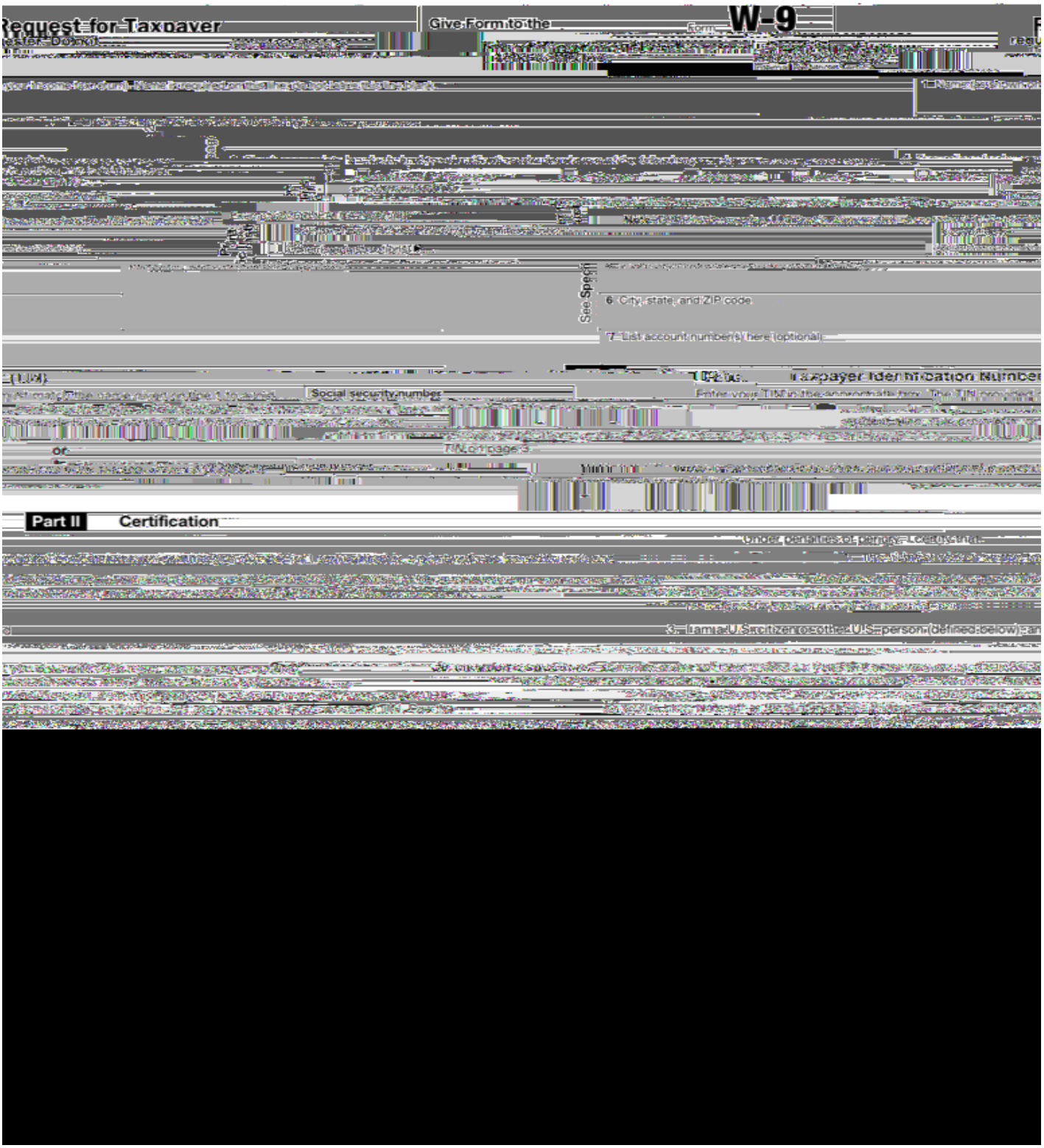
Before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence) and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20____.

_____
Notary Public

My commission expires: _____

ATTACHMENT 6.3 W9



ATTACHMENT 6.11 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

___A Proposer may not submit alternate proposals unless requested.

___Tax not included in cost proposal.

___Clearly marked outside of envelope/package.
- o Bid E µ u Œ E v ^ K E K d K W E _
- o Vendor Name, License Number, Expiration Date & License Classification (if applicable)
- o Other License data as required in Section 5.6 Proposal Package

___No erasures on proposal documents.

Correct Format

___One (1) Complete Original (Section 5.6 & Attachment 6.2)

___Two (2) Additional copies of the Original (Section 5.6)

___One (1) Electronic format copy CD/USB Drive (Section 5.6)

___Original Signature on Original Proposal. NO copied or digital signatures (Section 5.6 & Attachment 6.2)

2. Required Forms

___Evidence of Business License (