

Invitation to Bid

20180911-BOE

Greenhouse

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 20180911-BOE Greenhouse until September 11, 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.

REQUEST FOR PROPOSAL (RFP)

NUMBER 20180914BOE

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: Greenhouse

Purchasing Staff Contact:

Chris Harrison	Janice Wright
Purchasing Supervisor	Purchasing Coordinator
615-451-6560	615-451-6569
chris.harrison@sumnerschools.org	janice.wright@sumnerschools.org

Release Date 8/27/2018	Proposal Due Date 9/11/2018 @ 10:00 a.m. Local Time
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Any alterations to this document made by the proposer may be grounds for rejection of proposals, cancellation of any subsequent award, or any other legal remedies available to the Sumner County Board of Education.

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1. Introduction/Overview

1.1. Purpose

The Sumner County Board of Education (SCS) is requesting sealed proposals for pricing to construct a greenhouse. Various locations may take advantage of this bid. The pricing must be valid for-site construction throughout the district.

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

1.3. Contract Term

It is the intention of SCS to award a contract secured pricing thru June 30, 2019 with the option to renew for additional one-year terms. The contract shall not exceed a total of sixty (60) months. Subsequent terms shall be from July 1st thru to renew for

2.2. Standard Contractor Obligations

- 2.2.1.1. Shall provide and obtain all necessary materials, equipment and labor to perform all items listed in the Scope of Work.
- 2.2.1.2. Shall provide and obtain all necessary permits with Local, County, etc. agencies as required by law and as required in the Scope of Work.
- 2.2.1.3. Shall schedule all necessary inspections with Local, County, etc. agencies as required by law.
- 2.2.1.4. 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 specification and responsibility and expense to redo.
- 2.2.1.5. Shall dispose of all generated waste materials in compliance with all Local, State and Federal guidelines, regulations and requirements.
- 2.2.1.6. 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 the services specified in the Statement of Work.

3. Source Selection and Contract Award

x 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 evaluation criteria set forth in the RFP

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 - f Does the proposal include all required information, included completed attachment forms and affidavits?
 - f Was the proposal delivered on or before the stated deadline? Did it include the required number of copies (hard & electronic)?

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 - f Does the Proposer demonstrate an understanding of SCSs needs and proposed approach to the project?
 - f Does the Proposer possess the ability, ~~capacity~~, skill and financial resources to provide the service?
 - f Can the Proposer take upon itself the responsibilities set forth in the RFP and produce the required outcomes in a timely fashion?
 - f Does the Proposer have the character, integrity, reputation, ~~judgment~~, experience and efficiency required for the project?

x 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 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.

x 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 lowest responsive and responsible Proposer is not reached, SCS reserves the right to enter into contract negotiations with the next lowest Proposer and continue this process until an agreement is reached.

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5.3. Acknowledgement of Insurance Requirements

By submitting a proposal, Proposer acknowledges that it has read and understands the insurance requirements for the proposal. The Proposer who may have employees, contractors, subcontractors or agents working on the project shall be responsible for providing the required insurance coverage. Compensation if they perform any of the services on SCS properties. There will be no exceptions to the insurance requirement. Proposer also understands that the evidence of required insurance must be submitted within fifteen (15) working days following notification of its offer being accepted; otherwise, SCS may rescind its acceptance of the Proposer's proposal.

x General Liability

General Aggregate	\$2,000,000
Each Occurrence	\$1,000,000

x Workers Compensation

Workers Compensation	Tennessee Statutory Limits
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5.4. Clarification and Interpretation of RFP

Requirement shall be considered grounds for rejection. There are other requirements that SCS considers important but not mandatory. It is important to respond in a concise manner to each section and submit an itemized list of all exceptions.

5.5. Proposal Package

The package containing the proposal must be sealed and clearly marked on the outside of the package:

**20180911BOE Greenhouse
DO NOT OPEN**

All sealed proposals packages must include all of the following. Any sealed proposals are subject to rejection if non-conforming if any applicable item is not included.

The outside of the proposal pack

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

ATTACHMENT 16 Contact Information

Company Legal Name: _____

Company Official Address: _____

Company Web Site (URL): _____

Contact Person for project administration:

Name: _____

Address: _____

Phone Number: _____ (office)



Attn: Purchasing Supervisor
1500 Airport Road
Gallatin, TN 37066

ATTACHMENT 2 Bid Form/Certification
20180911 BOE Greenhouse

Date _____

I, _____, a duly authorized representative of

_____ hereby submit our bid for 20180911

BOE Greenhouse in accordance with the specifications and instructions set forth in these bid documents.

PROJECT COST \$ _____

Authorized Signature _____

Title _____

Printed Name _____

Vendor Legal Name _____

Address _____

(street)

(city, state, zip)

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: _____

Project Manager/Contact: _____

Phone: _____ Email: _____

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: _____

Project Manager/Contact: _____

Phone: _____ Email: _____

* Proposers may copy this page and submit additional references

ATTACHMENT.4 t

ATTACHMENT 6.5 t Condition of Submitting Proposal

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 created 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)

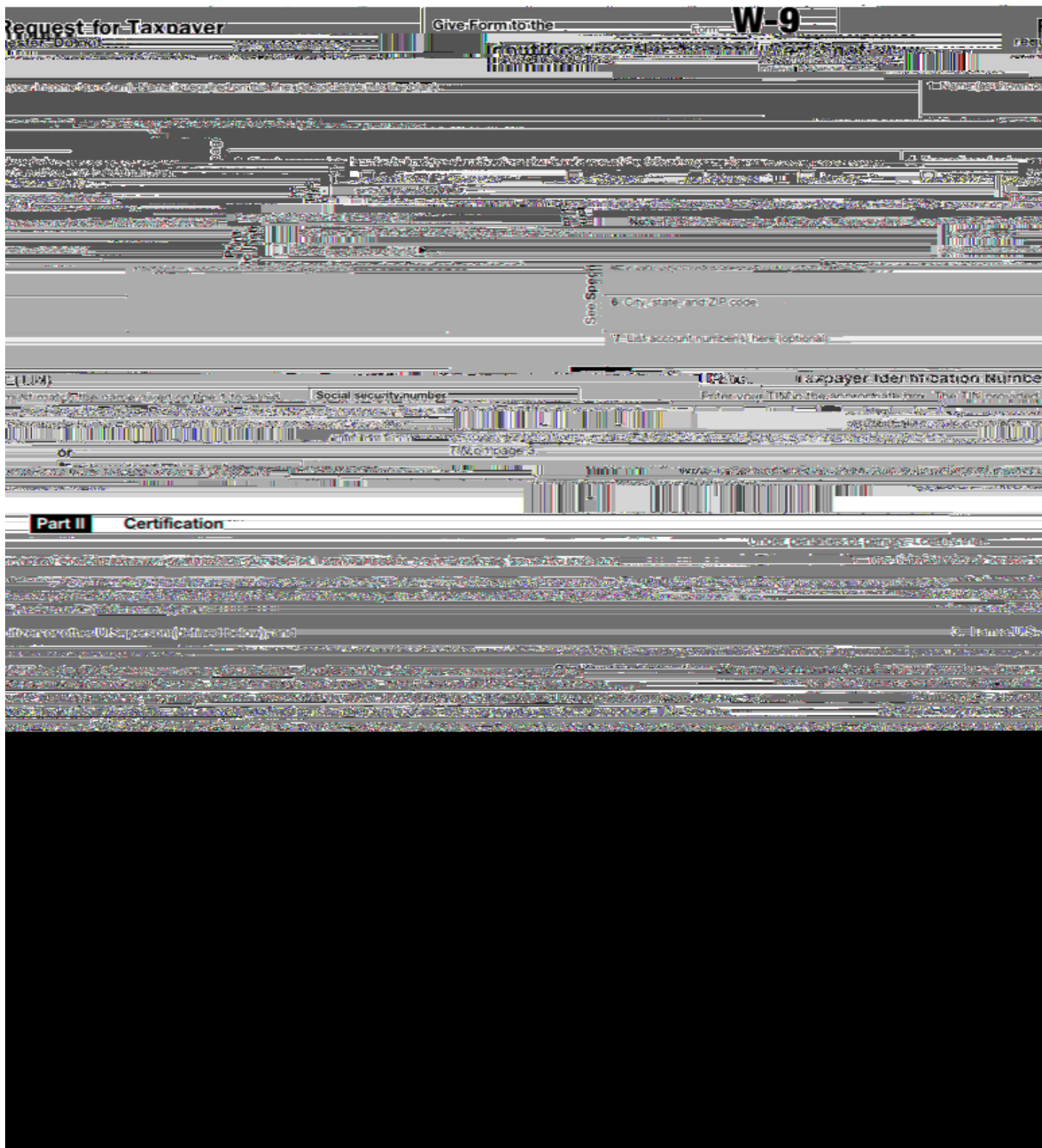
_____ (mobile)

Respondent Signature: _____

ATTACHMENT 6.7 t Attestation Re Personnel

ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE

ATTACHMENT 6.9W9



9. PROHIBITIONS/NO VENDOR CONTRACT FORM Acceptance of gifts from vendors is prohibited C.A. §12-4-106. The contract documents for purchase under this RFP

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 4.5 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 RFPE μ u Œ 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 Section 5.1

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