

REQUEST FOR PROPOSAL (RFP)

NUMBER 20190306BOE

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: **Portland High Flooring**

Purchasing Staff Contact:

Chris Harrison	Janice Wright
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NOTICE TO PROPOSERS

There may be one or more amendments to this RFP. In order to receive communication for any such amendments

5. Instructions for Proposal

5.1. Required Forms

- 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.
- Evidence of a valid State of Tennessee Business License and/or Sumner County Business License.
- For all vendors with annual purchases in excess of \$50,000, a Sumner County Business License must be on file with the SCS Finance Department. Evidence of the license must be provided within (10) working days of awarding to the vendor. (05436 ifc Pa)(09) 2013 D-3-2 (035.5e(6)-103(4)6.009)-82(a)9

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 SCS properties shall carry current certificates for general and professional liability insurance and for workers' compensation as indicated below. The owner or Principal of each Proposer must also be insured by workers' 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.

- General Liability

5.7. Evaluation of Proposals

The SCS Purchasing Supervisor will first examine the proposals to reject those that are clearly non-responsive to the stated requirements. Proposers who are determined to be non-responsive and/or non-responsible will be notified of this determination.

The evaluation process will include the following factors:

ATTACHMENT 16- Contact Information

Company Legal Name: _____

Company Official Address: _____

Company Web Site (URL): _____

Contact Person for project administration:

Name: _____

ATTACHMENT 3 – 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: _____

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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:

- 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.
- 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).
- That the prices quoted shall be SCS's pricing for the products and/or service.
- It shall be bound by all statements, representations, warranties and guarantees made in its proposal.
- 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.
- All purchase orders must be duly authorized and executed by SCS and subject to the terms and conditions.3 (ze

ATTACHMENT 6.6- Statement of NonCollusion

The undersigned affirms that they are duly authorized to execute this

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 of this Contract, **T.C.A. § 1-2-309**.

SIGNATURE & DATE: _____

ATTACHMENT 6.8 – Drug Free Workplace Affidavit

The Sumner County Board of Education is committed to maintaining a safe and productive work environment for its employees and to providing a drug-free workplace for all employees. The Board of Education hereby certifies that it has adopted the following policy:

1. The Board of Education shall maintain a drug-free workplace.

2. The Board of Education shall not discriminate in hiring, promotion, or other personnel actions on the basis of drug use.

3. The Board of Education shall not tolerate drug use in the workplace.

4. The Board of Education shall not tolerate drug use in the workplace.

5. The Board of Education shall not tolerate drug use in the workplace.

6. The Board of Education shall not tolerate drug use in the workplace.

7. The Board of Education shall not tolerate drug use in the workplace.

8. The Board of Education shall not tolerate drug use in the workplace.

9. The Board of Education shall not tolerate drug use in the workplace.

10. The Board of Education shall not tolerate drug use in the workplace.

ATTACHMENT 6.9W9

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

page 2

Check appropriate box for federal tax classification. Check only **one** of the following. See instructions on page 3.

Individual/sole proprietor
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Exemption from FATCA reporting

OMB No. 1545-0047

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 award upon written request. Proposers may be present at the opening. Summary information will be posted on the SCS website, www.sumnerschools.org under the Invitation to Bid link.
3. ACCEPTANCE AND AWARDS. SCS reserves the right to reject any and all proposals and to waive any informality in proposals and, unless otherwise specified by the proposal, accept any item in the proposal. Action to reject all proposals shall be taken for unreasonably high prices, errors in the proposal, non-compliance with the proposal, cessation of work, unavailability of funds, or any other reason approved by SCS.
 - a. Contracts and purchases will be made with the lowest, responsive, responsible, qualified proposer.

9. PROHIBITIONS/NO VENDOR CONTRACT FORM.

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
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