

REQUEST FOR PROPOSAL (RFP)

NUMBER: 20180911-02-BOE

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: **Station Camp High Baseball Field Improvements**

TABLE OF CONTENTS

1. Introduction/Overview
 - 1.1. Purpose
 - 1.2. Contact Information
2. Requirements
 - 2.1. Scope of Work/Specifications
 - 2.2. 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 Termssug Frmw

1. Introduction/Overview

1.1. Purpose

2. Requirements

2.1. Scope of Work / Specifications

Jobsite: Station Camp High
1040 Bison Trail
Gallatin, TN 37066

Artificial Turf Homeplate

- x Excavate the area 4-5" in depth and prepare for stone.
- x Build turf nailer around perimeter of proposed turf area.
- x Provide, install, grade and compact stone to finish grade elevations.
- x Provide and set new Homeplate with turf nailer template.
- x Provide and install 530 Sf of artificial turf at complete area with inlaid batter box lines.
- x Infill turf with rubber and sand mixture and groom to finish grade elevations.
- x Sod disturbed area around perimeter of Homeplate.

Bullpen Mounds

- x Provide 24 tons of mound clay for single bullpen on each side of field.
- x Construct mound ensuring proper distance, alignment, slope and height.

Warning Track

- x Provide 48 tons of warning track material for each sideline measuring 10x190'
- x Construct track ensuring proper compaction.

NOTE

- x ALL excavate materials to be disposed of onsite.

Sports Field Contractor Requirements

The Sports Field Contractor ("SFC") or subcontractor wishing to bid on this project must be a licensed contractor in the State of Tennessee, in good standing with the state license board, and shall meet the following minimum provisions, in addition to all other requirements of this project and be able to submit verification of such within the below stipulated timeframe.

In the event a bidder submits a subcontractor that does not meet the minimum qualifications, bidder shall be required to provide a subcontractor who does meet the minimum for the same price as originally bid.

The Owner and its representative shall be the sole judge of the contractor or subcontractor meeting the requirements set forth; the Owner's decision will be final. The Owner reserves the right to act in its best interest in this determination process, to waive all technicalities and informalities, and to accept only qualified responsible contractors or subcontractors who, in the Owner's opinion, meet the above stated provisions.

Only experienced SFCs or subcontractor's meeting all the following qualifications will be considered for the sports field work. If the General Contractor proposes to self-perform the sports field work described herein, the documentation described below must be submitted within the stipulated time frame. Prime bidders who intend to subcontract the spor

Qualifications:

- A. The SFC or subcontractor shall be a specialty contractor in the construction of athletic fields. SFCs contractor's sole business shall be the construction of sports fields.
- B. The SFC must have a minimum of five (5) years of experience doing business under the same name, having predominately performed the discipline specific work being considered for this project. Joint ventures shall not be considered and will not be allowed for this project without specific approval from the Owner.
- C. The SFC or subcontractor shall have built and completed five (5) comparable projects during the past five (5) years.
- D. The SFC or subcontractor shall perform all required work with staff supervision and employees, using

- 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.

- x 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 (ted1()10.1 (y)-7s.3 371 (iate eTc 0 @07.6 (n)niaio.3 (w)-6.4

- o A report of birth abroad of a U.S. citizen (FS-240);
- o A certificate of citizenship (N560 or N561);
- o A certificate of naturalization (N550, N570 or N578);
- o A U.S citizen identification card (I-197 or I-179); or
- o Valid alien registration documentation or other proof of current immigration registration recognized by the United States Department of Homeland Security that contains the individual's complete legal name and current alien admission number or alien file number (or numbers if the individual has more than one number).

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 Proposers proposal.

- x General Liability r

5.7. Evaluation of Proposals

The SCS Purchasing Supervisor will

ATTACHMENT 6.1 – 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: _____

ATTACHMENT 6.3 – 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: _____

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Project Manager/Contact: _____

Phone: _____ Email: _____

Project Name/Location: _____

Agency/Department: _____

Date of Project: _____ Dollar Value: _____

Project Manager/Contact: _____

Phone: _____ Email: _____

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 SCSs 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 no responsibility or liability for any agreements between Proposer and the other Institution(s) who desire to exercise this option.

VENDOR LEGAL NAME: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____ TITLE: _____

ADDRESS: _____

PHONE: _____(office)
_____ (mobile)

EMAIL: _____

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

ATTACHMENT 6.7 – Attestation Re Personnel

ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE

CONTRACTOR LEGAL ENTITY NAME:	
FEDERAL EMPLOYER IDENTIFICATION NUMBER: <i>(or Social Security Number)</i>	

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. § 12-3-309**.

SIGNATURE & DATE: _____

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

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 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 remain, drug-free. Abuse and

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ATTACHMENT 6.9 – W9

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. Proposers may be present at ITB opening.

9. **PROHIBITIONS/NO VENDOR CONTRACT FORM.** Acceptance of gifts from vendors is prohibited. T.C.A. §12-4-106. The contract documents for purchase under this RFP shall consist of the successful proposer's bid and SCs purchase order. **The proposer**

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 RFP Number and “DO NOT OPEN”
- 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*)

___ Completed “Contact Information” form (*Attachment 6.1*)

___ Signed and dated “Bid Form/Certification” form (*Attachment 6.2*)

___ Complete “Reference” form (*Attachment 6.3*)

- o Must meet the criteria established in Section 5.8 – Evaluation of Proposals.

___ Signed and dated “Certification Regarding Debarment or Suspension” form (*Attachment 6.4*)

___ Signed and dated “Condition of Submitting Proposal” form (*Attachment 6.5*)

___ Signed and dated “Statement of Non-Collusion” form (*Attachment 6.6*)

___ Signed and dated “Attestation Re Personnel” form (*Attachment 6.7*)

___ Signed, dated and notarized “Drug Free Workplace Affidavit” form (*Attachment 6.8*)

___ Signed and dated “IRS Form W-9” form (*Attachment 6.9*)

***This checklist does not represent a complete list of, or replacement for, the mandatory requirements listed in the**