

INVITATION TO BID (ITB)

NUMBER: 20181003-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

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.

TABLE OF CONTENTS

1. Specification
2. Source Selection and Contract Award
3. Schedule of Events
4. Delivery of Proposals
5. Protests
6. New Vendors
7. Attachments
 - A. Bid Form/Certification
 - B. IRS Form W9
 - C. Attestation Re Personnel
 - D. Standard Terms and Conditions

2. Source Selection and Contract Award

- Award, if made, will be made to

5. 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 ITB. All notifications must be sent to the Purchasing Supervisor via email at purchasing@sumnerschools.org.

Any actual or prospective Proposer who is aggrieved in connection with the ITB or award of a contract may

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 seven boxes. Exemptions (codes) apply only to certain entities. Not for individuals. See instructions on page 3.

Sole proprietor or single-member LLC

Public corporation

S corporation

Partnership

Trust/estate

Limited liability company (LLC) that is not an S corporation, C corporation, or partnership

Exemption from FATCA reporting

ATTACHMENT 7.C – 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

**ATTACHMENT 7.D – Standard Terms & Conditions
SUMNER COUNTY BOARD OF EDUCATION (SCS)**

- 1. PREPARATION AND SUBMISSION OF BID.**
 - a. Failure to examine any drawings, specifications, or instructions will be at the proposer's risk. Any deviation from the

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 ITB shall consist of the successful proposer's proposal and SCSs purchase order. The proposer 16 0m