

REQUEST FOR PROPOSAL (RFP)

NUMBER 20181031BOE

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: Dust Mop Service

Purchasing Staff Contact:

Chris Harrison	Janice Wright
Purchasing Supervisor	Purchasing Coordinator
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Release Date October 11, 2018	Proposal Due Date October 31, 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.

1. Introduction/Overview

1.1. Purpose

The Sumner County Board of Education (SCS) is requesting sealed proposals 0 Td.7 (n)-0.79 q4Tdidustnp re

2. Requirements

2.1. Contract Term

It is the intention of SCS to award a contract to be valid from January 1, 2019 thru December 31, 2020. SCS reserves the right to extend the contract for an additional two (2), year terms subject to agreement by both parties.

2.2. Scope of Work / Specifications

Provide approved dust mop for all Sumner County Board of Education locations.

49 – School buildings

2 – Administrative Facilities

Approved vendor will meet the following specifications and guidelines.

Dust Mop Specifications:

Treated to enhance dust control (EPA approved)

100% Cotton non-fray yarn

Minimum of 2" looped pile.

Treated mop sizes: 18", 36", 48", 60"

Untreated mop size: 60"

Handle & Frame Specifications:

64" wood or fiberglass handle

3 – "clip" style metal head

Metal frame -18", 36", 48", 60"

1. Clean mops are to be delivered to each building on a every-week schedule for 12 months according to the attached inventory.
2. Mops are to be kept in good condition during the contract period.
3. Vendor agrees to replace mops, handles and frames as needed if damaged during the normal everyday wear and tear.
4. Frames and handles of each size will be supplied to each building according to the attached inventory at no cost.
5. Sumner County Board of Education reserves the right to make the following changes at any time during the contract period:
 - a. Change inventory at any time during the contract period.
 - b. Adjust the schedule during school breaks.
 - c. Add or remove locations from the contract.
6. Contract price will hold firm

4. Schedule of Events

RFP Issued	October 11, 2018
Questions DEADLINE	October 24, 2018
RFP Submission DEADLINE	October 31, 2018 @ 10:00 a.m. Local Time

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.

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Compensation/Price Data

- o Address all costs associated with performance of the contracted services.

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. Attachment 6
- 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 Purchasing Supervisor in writing (or email).

5.9. Protests

In the event that any interested party finds any part of the listed specifications, terms and 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 purchasing@sumnerschools.org

Any actual or prospective Proposer who is aggrieved in connection with the RFP or award of a contract may protest to the Purchasing Supervisor and/or the Sumner County Board of Education at its regularly scheduled meeting.

ATTACHMENT "A"

SCHOOL	TREATED								UNTREATED	
	Size 18"		Size 36"		Size 48"		Size 60"		Size 60"	
	Mops	Handle & Frame	Mops	Handle & Frame	Mops	Handle & Frame	Mops	Handle & Frame	Mops	Handle & Frame
Beech Elementary	12	6	4	2	2	1	2	1	4	2
Benny Bills Elementary	14	7	10	5	-	-	6	3	4	2
Bethpage Elementary	10	5	-	-	-	-	2	1	4	2
Clyde Riggs Elementary	10	5	-	-	4	2	-	-	4	2
Gene Brown Elementary	14	7	-	-	-	-	4	2	4	2
Guild Elementary	10	5	-	-	-	-	4	2	4	2
H. B. Williams Elementry	16	8	-	-	8	4	-	-	4	2
Howard Elementary	10	5	-	-	2	1	2	1	4	2
Indian Lake Elementary	14	7	-	-	-	-	4	2	4	2
Jack Anderson Elementary	12	6	4	2	-	-	4	2	4	2
J. W. Wiseman Elementary	10	5	-	-	2	1	2	1	4	2
Lakeside Park Elementary	12	6	-	-	-	-	4	2	4	2
Madison Creek Elementary	8	4	4	2	-	-	4	2	4	2
Millersville Elementary	6	3	-	-	4	2	-	-	4	2
Nannie Berry Elementary	12	6	-	-	-	-	4	2	4	2
North Sumner Elementary	10	5	-	-	4	2	-	-	4	2
Oakmont Elementary	10	5	-	-	-	-	2	1	4	2
Portland Gateview Elementary	14	7	-	-	6	3	-	-	4	2
Station Camp Elementary	20	10	-	-	6	3	10	5	4	2
Union Elementary	12	6	6	3	-	-	4	2	4	2
Vena Stuart Elementary	12	6	4	2	-	-	4	2	4	2
Walton Ferry Elementary	10	5	-	-	4	2	-	-	4	2
Watt Hardison Elementary	14	7	-	-	-	-	4	2	4	2
George Whitten Elementary	10	5	4	2	-	-	4	2	4	2
Westmoreland Elementary	16	8	-	-	6	3	4	2	4	2
William Burrus Elementary	14	7	-	-	6	3	-	-	4	2
Ellis Middle School	10	5	-	-	4	2	-	-	4	2
Hawkins Middle School	10	5	-	-	6	3	-	-	4	2
Knox Doss at Drakes Creek Middle	18	9	-	-	6	3	10	5	4	2
Station Camp Middle	16	8	-	-	10	5	4	2	4	2
Portland East Middle	16	8	-	-	2	1	4	2	4	2
Portland West Middle	18	9	-	-	6	3	10	5	4	2
Rucker Stewart Middle	10	5	6	3	-	-	6	3	4	2
Shafer Middle	18	9	-	-	6	3	10	5	4	2
T. W. Hunter Middle	10	5	6	3	-	-	6	3	4	2
Westmoreland Middle	16	8	2	1	6	3	6	3	4	2
White House Middle	18	9	-	-	-	-	4	2	4	2
Beech High	12	6	-	-	8	4	8	4	4	2
Beech High Annex	10	5	3	2	2	1	4	2	4	2
Gallatin High	26	13	-	-	-	-	10	5	6	3
Hendersonville High	20	10	2	1	4	2	10	5	6	3
Hendersonville High ROTC	2	1	-	-	2	1	-	-	-	-
Merrol Hyde Magnet	12	6	-	-	4	2	2	1	6	3
Portland High	20	10	4	2	6	3	6	3	6	3
R. T. Fisher Alternative	6	3	6	3	-	-	-	-	2	1
Station Camp High	18	9	-	-	4	2	-	-	6	3
Westmoreland High	24	12	-	-	-	-	14	7	6	3
White House High	18	9	-	-	4	2	6	3	4	2
White House High Annex	8	4	-	-	4	2	2	1	4	2
Central Office	18	9	-	-	10	5	-	-	2	1
Support Services	8	4	-	-	3	2	6	3	-	-
TOTAL	674		65		151		202		204	

Attn: Purchasing Supervisor
1500 Airport Road
Gallatin, TN 37066

ATTACHMENT.2- Bid Form/Certification
20181031BOE Dust Mop Service

Date _____

SHM

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.4- Certification Regarding Debarment or Suspension

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under federal nonprocurement programs by any federal department or agency;

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

Are not presently indicted 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 to \$10,000 or imprisonment for up to five years, or both.

Name of Participating Agency: _____

Name and Title of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

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 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 SCSs prices.

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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 bidders, and that the contents of a aea aea aea aea al of -

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 the contract.

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 Abuse and

ATTACHMENT 6.9 –

2. OPEN RECORDS.

9. PROHIBITIONS/NO VENDOR CONTRACT FORM. Acceptance of gifts from vendors is prohibited. C.A. §124-106. The contract documents for purchase under this RFP shall consist of the successful proposal and SCS's purchase order. The proposer may request exceptions to terms and conditions and/or request SCS to accept other terms and conditions by means of subsequent documents such as invoices, warranty agreements, license agreements, etc. All subsequent documents shall be open to revision for impermissible language. SCS reserves the right to render the proposal non-responsive and subject the proposal to rejection if successful terms cannot be negotiated.

10.

