# **INVITATION TO BID (ITB)**

NUMBER: 20190109-02-BOE

SUMNER COUNTY BOARD OF EDUCATION

#### 3. Schedule of Events

RFP Issued	December 20, 2018
RFP Submission DEADLINE	January 9, 2019 @ 10:00 a.m. Local Time

#### 4. Delivery of Proposals

Sealed proposals will be accepted until <u>January 9, 2019 @ 10:00 a.m. Local Time</u>. Proposals received after that time will be deemed invalid. Vendors mailing proposal packages must allow sufficient time to ensure receipt of their package by the time specified. There will be no exceptions. Proposals will be opened and read aloud. The reading of the bids will begin at <u>10:00 a.m. Local Time</u>.

Due to the nature of deliveries to the SCS Support Services Facility by carriers such as UPS, FedEx and such like; the proposal package will be accepted if the date and time on the delivery confirmation are indicated to be on or before the Proposal Deadline.

Delivery Address: Sumner County Board of Education

Attn: Purchasing Supervisor

1500 Airport Road Gallatin, TN 37066

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

"20190109-02-BOE Aluminum Bleacher"
DO NOT OPEN

#### 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 <a href="mailto:purchasing@sumnerschools.org">purchasing@sumnerschools.org</a>.

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

#### 6. New Vendors

• To comply with Internal Revenue Service requirements, all vendors who perform any type of service are required to have a current IRS Form W-9 on file with the SCS Finance Department. It is a mandatory requirement to complete the IRS Form W-9 (Attachment 1) included in this RFP.

• To comply with the Tennessee Lawful Employment Act (50-1-702 and 50-1-703), non-employees (individuals paid directly by the employer in exchange for the individual's labor or services) must have ee daves( )10.6i (c)-1.9 (e) អេវ៉ា(២)ជាខ (១)-ក្រង់(២)-នេ (១)-១.6 (០)-១.6

### 7.A Bid Form



Date\_

Attn: Purchasing Supervisor 1500 Airport Road Gallatin, TN 37066

DESCRIPTION	QUANTITY	SEATING CAPACITY	WARRANTY LENGTH	PRICE EACH	EXTENDED TOTAL
5 row – 27ft. length	2				
5 row – 15ft. length	2				
				GRAND TOTAL	
Institutions (such as State this ITB. Each of the piggy	ooser agrees tha e, Local and/or P back Institution	at SCS reserves the r ublic Agencies) who s will issue their ow	ight to extend the to express an intereston purchasing docur	terms, conditions and pri it in participating in any c ments for the goods/serv	ces of this contract to other contract that results from
AUTHORIZED SIGNAT	URE:				
PRINTED NAME:					
TITLE:					
COMPANY NAME:					
PHONE:					
EMAIL					

#### 7.B IRS Form W9



#### Request for Taxpayer Identification Number and Certification

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



# ATTACHMENT 7.C – Attestation Re Personnel

# ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE

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

1. PREPARATION AND SUBMISSION OF BID.

a.

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. Summary information will be posted the SCS website, www.sumnerschools.org under the Invitat.8 (ne)9 (r)- T e pubne(p)5 Tw [In3.2]