

# INVITATION TO BID (ITB)

NUMBER: ~~2019~~2019010903-BOE

## SUMNER COUNTY BOARD OF EDUCATION

This solicitation document serves as the written determination of the SCS Purchasing Supervisor that the use of Competitive S Proposal for this solicitation is in the best interest of SCS.

RFP Title: ~~Knee Mill~~REBID

### Purchasing Staff Contact:

Chris Harrison	Janice Wright
Purchasing Supervisor	Purchasing Coordinator
615-451-6560	615-451-6569
chris.harrison@sumnerschools.org	janice.wright@sumnerschools.org

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@ 1030 a.m. Local Time

Any alterations to this document made by the proposer may be grounds for rejection of proposals, cancellation of subsequent award, or any other legal remedies available to the Sumner County Board of Education.

## NOTICE TO PROPOSERS

There may be one or more amendments to this ITB. In order to receive communication for any such amendments issued specifically to this ITB, the proposer must provide the information requested below to the Sumner County Board of Education (SCS) Purchasing Department. The information may be sent by email to: Chris Harrison, Purchasing Supervisor, [chris.harrison@sumnerschools.org](mailto:chris.harrison@sumnerschools.org). SCS will send amendments only to those proposers which complete and return this information in a timely manner.

ITB Number: **2019010903-BOE Knee Mill REBID**

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Emailed amendments will be sent in a Microsoft Word (Office for Windows) or Portable Document Format (pdf) format. Any alterations to the document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award or any other legal remedies available to SCS.

Amendments will also be posted on the SCS website <https://sumnerschools.org/index.php/cubidsandrfps> and attached to the solicitation list.

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1. Specification

SCS is soliciting this ITB for the purchase of a new knee mill. Used equipment will be accepted. The following brand/model has been selected to establish a level of quality, engineering and performance. SCS 19106 / S1134



- To comply with the Tennessee Lawful Employment Act (50-7-702 and 50-7-703), nonemployees To th 3 TCm



7.B IRS Form W9

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 individual/sole proprietor  
 C corporation  
 S corporation  
 Partnership  
 Trust/estate  
 Non-profit organization  
 Exemption from FATCA reporting



ATTACHMENT 7.0 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 0.9 (nt)rTI EMC BT /2(i)9T-752 (i)2.9d ( a)0.k3ntn9er IDENIsuriorhe servicce ai ( a)0.ub3.2 (v)-no D-8 ( )10n9 D-8 ( EMC BT /2(i)9T-752 (a)11.7 (c)-9.9 (t)-4.8 (

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 stated terms, conditions and specifications must be coordinated with and approved in writing by the SCS Purchasing Supervisor.
- b. ITB SUBMITTAL / SIGNATURE: Proposals shall give the full name and business address of the bidder. If the proposer is a corporation, the name shall be stated as it is in the corporate charter. Proposals shall be signed in ink by the proposer's authorized agent. Unsigned proposals will be rejected. Proposals are to be sealed and the outside of the envelope is to reference the ITB number. The person signing the proposal shall show their title, and if requested by SCS must furnish satisfactory proof of his or her authority to bind his or her company in contract. Proposer understands that by submitting a proposal with an authorized signature, it shall constitute an offer to SCS. Proposals must be typewritten or in ink; otherwise they may not be considered. Purchase orders will be issued to the firm name appearing on the W9. Facsimile responses will not be considered.
- c. SCS is not responsible for any costs incurred by any vendor pursuant to ITB. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its proposal.
- d. All proposers must be in compliance with C.A. § 626-119 at the time of proposal submission and provide evidence of compliance with the applicable provisions of the chapter before such proposal can be considered.
- e. Proposals are to be received in the location designated in the ITB later than the specified date and time. Late submissions will NOT be opened or considered.
- f. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent to error and must be initialed in ink by person signing the proposal.
- g. Specifications: Reference to available specifications shall be sufficient to make the terms of the specifications binding on the proposer.

2. OPEN RECORDS. In order to comply with the provisions of the Tennessee Open Records Act, all proposals are publicly opened and are subject to public inspection after the award upon written request. Proposals may be present at ITB 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, unless otherwise specified by the proposer, to accept any item in the proposal. Action to reject all proposals shall be taken for unreasonably high prices, errors in the bid documents, cessation of need, unavailability of funds, or any other reason approved by SCS.
  - a. Contracts and purchases will be made with the lowest, responsive, responsible, qualified proposer. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the Institution, cash discount offered and the delivery terms will be taken into consideration.
  - b. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor.
  - c. Prices quoted on the response (if any) are to be considered firm and binding until the said equipment, supplies or services are in the possession of SCS.
  - d. SCS reserves the right to order more or less than the quantity listed in the proposal.
  - e. If a proposal fails to state a time within which a proposal must be accepted, it is understood and agreed that SCS shall have ninety (90) days to accept.
  - f. No purchase or contract is authorized or valid until the issuance of a SCS purchase order in accordance with SCS policy. No SCS employee is authorized to purchase equipment, supplies or services prior to the issuance of such a purchase order.
  - g. The contract may not be assigned without written SCS consent.
  - h. If the appropriate space is marked on the ITB, Other Institutions (such as State, Local and/or Public Agencies) may purchase off the contract during the same period as SCS.
  - i. The awarded proposer will be required to post a performance and payment bond in the amount of 25% of the contract price if it exceeds \$100,000 as stated by T.C.A. §12-4-201.
  - j. If the project cost is in excess of \$25,000 a performance bond must be secured by the requesting part in an amount equal to the market improvement value.
4. PAYMENT. Payment terms must be specified in the proposal, including any discounts for early payment. Partial payments will not be approved unless justification for such payment can be shown. Terms will be NET 30 days. Payment will not be made until the conditions and specifications of the ITB are inspected and approved as conforming by persons appointed by SCS.
5. DEFAULT OF SELECTED VENDOR. In case of vendor default, SCS may procure the articles or services from other sources and hold the defaulting vendor responsible for any resulting costs.

9. PROHIBITIONS/NO Vendor Contract Form. Acceptance of gifts from vendors is prohibited. CA §12-4-106. The contract documents for purchase under this RFP shall consist of the successful proposer's 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, site agreements, etc. All subsequent documents shall be open to revision for impermissible language. SCS reserves the right to render the proposal unresponsive and subject the proposal to rejection if successful terms cannot be negotiated.
10. PROHIBITION ON HIRING ILLEGAL IMMIGRANTS. Tennessee Public Chapter No. 878 of 2006, CA §12-3-309, requires that Contractor attest in writing that Contractor will not knowingly utilize the services of illegal immigrants in the performance of this Contract and will not knowingly utilize the services of any subcontractor, if permitted under this Contract, who will utilize