

INVITATION TO BID (ITB)

NUMBER: 20190515BOE

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 Duct Work Fabrication

Purchasing Staff Contact:

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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.

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1. Specification

The Sumner County Board of Education (SCS) is soliciting bids for the fabrication of sheet metal ductwork. Installation will be completed by SCS personnel. The bid price must include cost for delivery. SCS requires that each ductwork be fabricated from 26 gauge sheet metal with a 1" Liner.

A site visit will be required to determine all the necessary measurements. Each location has two, 20 ton Trane HVAC units that will require fabricated ductwork. Each unit will also utilize a 34" Duct Sock for air distribution.

Questions regarding the specifications or to schedule a site visit, please contact Bruce Atkins at 561-2029 or bruce.atkins@sumnerschools.org



2. Source Selection and Contract Award

- x Award, if made, will be made to the proposer submitting the lowest cost proposal and whom is also determined to be Responsive.
 - o General Criteria to be determined "Responsive"
 - f Does the proposal include all required information?

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 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 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

- x To comply with Internal Revenue Service requirements, all vendors who perform any type of service are required to have a current IRS Form 990 on file with the SCS Finance Department. It is a mandatory requirement to complete the IRS Form 990 (Attachment 1) included in this RFP.
- x To comply with the Tennessee Labor Code 48-2-101 (a) (1) - 1.1

7.B IRS Form W9

ATTACHMENT 7.0 Attestation Re Personnel

ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE

CONTRACTOR LEGAL ENTITY NAME:	
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FEDERAL EMPLOYER IDENTIFICATION NUMBER:

(or Social Security Number) E.1 (a) 3DC q 274.8 630.6 300.721 (b) 5 (c) 0.e8R:

2. OPEN RECORDS.

