# REQUEST FOR PROPOSAL (RFP)

NUMBER: 20200910-BOE

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# D. <u>INSTALLATION</u>

1.

instructions.

2.

3. Source Selection and Contract Award

#### 5. Instructions for Proposal

#### 5.1. Required Forms

Proposer must complete and submit the Attachments in Section 6. Attachments may be omitted depending on the RFP requirements. Refer to the Table of Contents for omitted Attachments. Evidence of a valid State of Tennessee Business License and/or Sumner County Business License. For all vendors with annual purchases in excess of \$50,000; a Sumner County Business License must be on file with the SCS Finance Department. Evidence of the license must be provided within ten (10) working days following notification of award; otherwise, SCS may rescind its acceptance of the

Copy of State of Tennessee License (if applicable) in respective field.

If applicable, the Proposer must include a copy of the contract(s) the Proposer will submit to be signed.

#### 5.2. 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

#### 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 6.3.

### ATTACHMENT 6.1 – Contact Information

Company Legal Name:		
Company Official Address:		
Company Web Ste (URL):		
Contact Person for project admir		
Name:		
Address:		
Phone Number:	(office)	
	(mobile)	
Email Address:		

Attn: Purchasing Supervisor 1500 Airport Road Callatin, TN 37066

# ATTACHMENT 6.2 – Bid Form/Certification 20200910-BOE H.B. Williams Elementary Gym Floor

Date		
H.B. Williams Elementary	 	
Price per Square Foot		

By checking this box, Proposer agrees that SCS reserves the right to extend the terms, conditions and prices of this contract to other Institutions (such as State, Local and/or Public Agencies) who express an interest in participating in any contract that results from this RFP. Each of the piggyback Institutions will issue their own purchasing documents for the goods/service. Proposer agrees that SCS shall bear no responsibility or liability for any agreements between Proposer and the other Institution(s) who desire to exercise this option.

By Sgning below, Proposer certifies they have 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/or services necessary to meet the requirements, specifications, terms and conditions of the RFP.

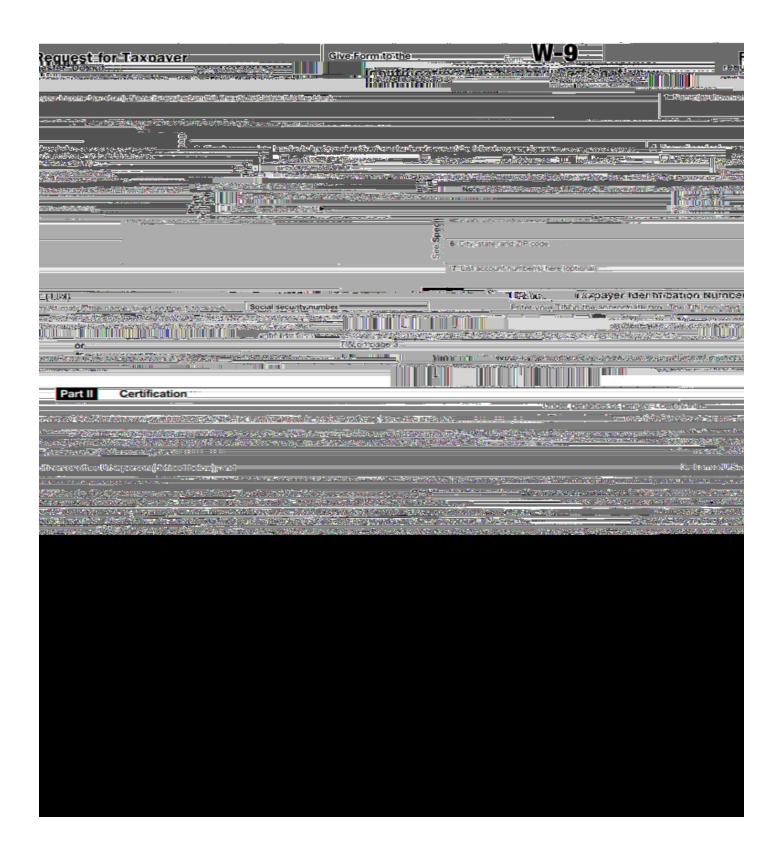
All statements, information and representations prepared and submitted in response to the RFP are current, complete, true and accurate. Proposer acknowledges that the Sumner County Board of Education (SCS) will rely on such statements, information and representations in selecting the successful proposer(s).

That the prices quoted shall be SSs pricing for the products and/or service.

The undersigned Proposer certifies 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 respondent, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the

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-free. Abuse and dependency on alcoho
and/or drugs can seriously affect the health of employees, contractors and citizens, jeopardize personal safety, impact the
safety of others and impair job performance.

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1.

- 3. ACCEPTANCE AND AWARD. SCS reserves the right to reject any and all proposals and to waive any informality in 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 proposal 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.

## <u>Vendor Checklist for Prevention of Common RFP Mistakes that lead to Proposal Rejection</u>

1.	Submission of Proposal
	On-Time Submittal  O Deadline is listed in Section 4 Schedule of Events  Late Proposals will be IMMEDIATELY DISQUALIFIED
	A Proposer may not submit alternate proposals unless requested.
	Tax not included in cost proposal.
	<ul> <li>Qearly marked outside of envelope/package.</li> <li>RFP</li> <li>Vendor Name, License Number, Expiration Date &amp; License Classification (if applicable)</li> <li>Other License data as required in Section 5.6 Proposal Package</li> </ul>
	No erasures on proposal documents.
	Correct Format:
	<del></del>
	One (1) Complete Original (Section 5.6 & Attachment 6.2)
	One (1) Electronic format copy - CD/ USB Drive (Section 5.6)
	Original Signature on Original Proposal. NO copied or digital signatures (Section 5.6 & Attachment 6.2)
2.	Required Forms
	Evidence of Business License (Section 5.1)
	Attachment 6.1)