

1. Specification
2. Source Selection and Contract Award
- 3.

1. Specification

SCS requests pricing to print test booklets for student use. The booklet must be 8 ½" x 11", include a cover and be stapled in the middle. All printing should be black, white, and shades of gray. Booklets must be bulk packaged.



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7th Grade Math

- 2,250 books - 20 pages each

7th Grade Science

- 2,250 books - 20 pages each

7th Grade Social Studies

- 2,250 books - 22 pages each

8th Grade ELA

- 2,250 books - 30 pages each

8th Grade Math

- 2,250 books - 24 pages each

8th Grade Science

- 2,250 books - 22 pages each

8th Grade Social Studies

- 2,250 books - 22 pages each

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2. Source Selection and Contract Award

Award, if made, will be made to the proposer submitting the lowest cost proposal and whom is also determined to be Responsive.

- General Criteria to be determined "Responsive"
 - Does the proposal include all required information?
 - Does the proposal include completed attachment forms?
 - Was the proposal delivered on or before the stated deadline?

SCS reserves the right to reject any proposal that takes exception to the specifications unless prior approval is requested and granted by SCS.

Upon mutual agreement by both parties, SCS shall grant the right to extend the terms, conditions and prices of contract(s) awarded from this ITB to other Institutions (such as State, Local and/or Public Agencies) who express an interest in participating in any contract that results from this ITB. Each of the "piggyback" Institutions will issue their own purchasing documents for purchase of the goods/services. 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.

3. Schedule of Events

	October 8, 2020
	October 15, 2020 @ 10:00 a.m. Local Time

4. Delivery of Proposals

Sealed proposals will be accepted until _____ . 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. SCS shall not accept proposals via electronic transmission such as email, fax, etc. There will be no exceptions. Proposals will be opened and read aloud. The reading of the bids will begin at _____ .

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:

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 purchasing@sumnerschools.org.

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 on file one (1) of the following documents:

- o A valid Tennessee driver's license or photo identification;
- o A valid driver's license or photo identification from another state where the license requirements are at least as strict as those in Tennessee;
- o A birth certificate issued by a U.S. state, jurisdiction or territory;
- o A U.S. government issued certified birth certificate;
- o A valid, unexpired U.S. passport;
- o A U.S. certificate of birth abroad (DS-1350 or FS-545)
- o A report of birth abroad of a U.S. citizen (FS-240);
- o A certificate of citizenship (N560 or N561);
- o A certificate of naturalization (N550, N570 or N578);
- o A U.S citizen identification card (I-197 or I-179); or
- o Valid alien registration documentation or other proof of current immigration registration recognized by the United States Department of Homeland Security that contains the individual's name and current alien admission number or alien file number (or numbers if the individual has more than one number).

GROUP 1

	QTY	PRICE PER BOOKLET	EXTENDED TOTAL
English I	1375		
English II	1100		
Algebra I	920		
Algebra II	940		

CONTRACTOR LEGAL ENTITY NAME:	
FEDERAL EMPLOYER IDENTIFICATION NUMBER: <i>(or Social Security Number)</i>	

SIGNATURE & DATE: _____
NOTICE: This attestation MUST be signed by an individual empowered to contractually bind the Contractor.

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.

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.

Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor.

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.

SCS reserves the right to order more or less than the quantity listed in the proposal.

If a proposer 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.

No purchase or contract is authorized or valid until the issuance of a SCS purchase

