REQUEST FOR PROPOSAL (RFP)

NUMBER: 20210302-BOE

SUMNER COUNTY BOARD OF EDUCATION

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

RFP Title: Station Camp High Tennis Court Surfacing

Purchasing Staff Contact:

Chris Harrison	Janice Wright
Purchasing Supervisor	Purchasing Coordinator
615-451-6560	

NOTICE TO PROPOSERS

There may be one or more amendments to this RFP. In order to receive communication for any such amendments issued specifically to this RFP, the proposer must provide a Notice of Intent to Propose to the Sumner County Board of Education (SCS) Purchasing Department. The proposer must utilize this form when submitting notice. The notice may be sent by email to: Purchasing Office, purchasing@sumnerschools.org. SCS will send amendments only to those proposers which complete and return this information by the deadline list in the RFP Schedule of Events (Section 4).

RFP Number:	20210302-BOE Station Camp High Tennis Court Surfacing
Company Name:	
Mailing Address:	
Phone Number:	
Contact Person:	

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1. Introduction/Overview

1.1. Purpose

The Sumner County Board of Education (SCS) is requesting sealed proposals to furnish and install a sports surface on the existing asphalt tennis courts at Station Camp High as specified herein.

1.2. Contact Information

Unauthorized contact regarding this RFP with employees or officials of SCS other than the Purchasing Supervisor named below may result in disqualification from this procurement process.

Interested parties must direct all communication regarding this RFP to the Purchasing Supervisor, who is SCSs only official point of contact for this RFP.

RFP Procedures
Chris Harrison
Purchasing Supervisor
1500 Airport Road
Gallatin, TN 37066
chris.harrison@sumnerschools.org

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5.3. Acknowledgement of Insurance Requirements

By submitting a proposal, Proposer acknowledges that it has read and understands the insurance requirements for the proposal. The Proposer who may have employees, contractors, subcontractors or agents working on

compensation as indicated below. T

compensation if they perform any of the services on SCS properties. There will be no exceptions to the insurance requirement. Proposer also understands that the evidence of required insurance must be submitted within fifteen (15) working days following notification of its offer being accepted; otherwise, SCS may rescind its acceptance of the Proposers proposal.

General Liability

General Aggregate	\$2,000,000	
Each Occurrence	\$1,000,000	

Workers Compensation

Workers Compensation

The outside of the proposal package must be labeled as follows (if applicable) per T.C.A § 62-6-119:

- 1. The name, license number, expiration date thereof, and license classification of the contractor applying to bid for the prime contract;
- 2. The name, license number, expiration date thereof, and license classification of the contractor applying to bid for the masonry contract where the total cost of the materials and labor for the masonry portion of the construction project exceeds one hundred thousand dollars (\$100,000);
- 3. The name, license number, expiration date thereof, and license classification of the contractor applying to bid for the electrical, plumbing, heating, ventilation, or air conditioning contracts except when such contractor's portion of the construction project is less than twenty-five thousand dollars (\$25,000);
- 4. For each vertical closed loop geothermal heating and cooling project, the company name, department of environment and conservation license number, classification (G, Lor G,L) and the expiration date, except when the geothermal portion of the construction project is in an amount less than twenty-five thousand dollars (\$25,000);
- 5. Prime contractor bidders who are to perform the masonry portion of the construction project which exceeds one hundred thousand dollars (\$100,000), materials and labor, the electrical, plumbing, heating, ventilation or air conditioning or the geothermal heating and cooling must be so designated; and
- 6. Only one (1) contractor in each of the classifications listed above shall be written on the bid envelope.

Failure of any bidder to furnish the required information shall void such bid and such bid shall not be considered.

5.6. Delivery of Proposals

S2 0 612 792 reW* nBT/F2 11.04 Tf1 0 0 1 295.37 45(II)]TJ054s12 0 612 792 reW* nBT/F2 11.04 Tf1 0 0 1 411.91 414.31

5.7.

Attn: Purchasing Supervisor 1500 Airport Road Gallatin, TN 37066

ATTACHMENT 6.2 – Bid Form/Certification 20210302-BOE Station Camp High Tennis Court Surfacing

Date_____

Station Camp High Project \$_____

ATTACHMENT 6.3 – References

1.	Project Name/Location:	
	Agency/Department:	
	Date of Project:	_Dollar Value:
	Project Manager/Contact:	
	Phone:	Email:
2.	Project Name/Location:	
	Agency/Department:	
	Date of Project:	_Dollar Value:
	Project Manager/Contact:	
	Phone:	Email:
3.	Project Name/Location:	
	Agency/Department:	
	Date of Project:	_Dollar Value:
	Project Manager/Contact:	
	Phone:	Email:
4.	Project Name/Location:	
	Agency/Department:	
	Date of Project:	_Dollar Value:
	Project Manager/Contact:	

*Proposers may copy this page and submit additional references.

ATTACHMENT 6.4 – Certification of Non-Collusion & Debarment or Suspension

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 undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

ATTACHMENT 6.5 – 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 this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this Contract, T.C.A. § 12-3-309.

SIGNATURE & DATE:

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

ATTACHMENT 6.7 - W9

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or Part II Certification		CP2-lac. is axpayer identification Num Frier volumentation in the annual sector in the IN Sector in the interval of the interval	
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- 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. 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

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- e. 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.
- 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.

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10. PROHIBITION ON HIRING ILLEGAL IMMIGRANTS.

ATTACHMENT 6.9 – Vendor Checklist

Vendor Checklist for Prevention of Common RFP Mistakes that lead to Proposal Rejection

- 1. <u>Submission of Proposal</u>
 - ___On-Time Submittal
 - o Deadline is listed in Section 4 Schedule of Events
 - o Late Proposals will be IMMEDIATELY DISQUALIFIED

____A Proposer may not submit alternate proposals unless requested.