## 2. Requirements

# 2.1. Scope of Work / Specifications

The project requires the installation of a new gymnasium sound system and football field sound system at Hendersonville High (123 Cherokee Road, Hendersonville, TN 37075). All equipment and materials shall be new,

include a simple mixer, connections for phone/laptop and an announcer microphone with on/off switch. The case will transmit wirelessly to the main

## 2.2. Standard Contractor Obligations

Shall provide and obtain all necessary materials, equipment and labor to perform all items listed in the Scope of Work.

Shall provide and obtain all necessary permits and schedule all necessary inspections with Local, County, etc. agencies as required by law.

Shall dispose of all generated waste materials in compliance with all Local, State and Federal guidelines, regulations and requirements.

Shall have property trained and experienced staff to facilitate the services specified in the Scope of Work. If applicable, the Contractor shall provide documentation that staff has received the

#### Source Selection and Contract Award

Award(s), if made, will be made to the Responsive and Responsible proposer(s) whose proposal is most advantageous to SCS, taking into consideration price and the other evaluation criteria set forth in the RFP.

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Does the proposal include all required information, included completed attachment forms and affidavits?

Was the proposal delivered on or before the stated deadline? Did it include the required number of copies (hard & electronic)?

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Does the Proposer demonstrate an understanding of SCSs needs and proposed approach to the project?

Does the Proposer possess the ability, capacity, skill and financial resources to provide the service?

Can the Proposer take upon itself the responsibilities set forth in the RFP and produce the required outcomes in a timely fashion?

Does the Proposer have the character, integrity, reputation, judgement, experience and efficiency required for the project?

SCS reserves the right to enter into discussions with Proposers which have submitted proposals determined to be reasonably like of being considered for selection to assure a full understanding of and responsiveness to the RFP requirements. Every effort shall be afforded to assure fair and equal treatment with respect to the opportunity for discussion and/or revision of their respective proposals.

Upon mutual agreement by both parties, SCS shall grant the right to extend the terms, conditions and prices of contract(s) awarded from this RFP to other Institutions (such as State, Local and/or Public Agencies) who

Institutions will issue their own purchasing documents for purchase of the goods/services. Proposer agrees that SCSshall bear no responsibility or liability for any agreements between Proposer and the other Institution(s) who desire to exercise this option.

Contractors awarded construction projects for the improvement of real property will be required to provide the following:

- Signed AIA Document
- Retainage Account Agreement & Evidence of Open Account (per Tenn. Code Ann. § 66-34-104)
- Payment and Performance Bonds
- Certificate of Liability Insurance
- Sumner County Business License
- Ourrent Copy of W9

## 4. Schedule of Events

May 13, 2021
May 26, 2021 @ 10:30 a.m. Local Time

## 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 requirement to complete the IRS Form W-9 (Attachment 6.9) included in this RFP.

To comply with the , non-employees (individuals ) must have on file one (1) of the following documents:

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are at least as strict as those in Tennessee;

- A birth certificate issued by a U.S state, jurisdiction or territory;
- A U.S. government issued certified birth certificate;
- A valid, unexpired U.S passport;

The outside of the proposal package must be labeled as follows (if applicable) per

- 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);
- 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

Sealed proposals will be	accepted until	Proposals received after that
	• • •	packages must allow sufficient time to ensure receipt of ot proposals via electronic transmission such as email,
fax, etc. There will be no at	exceptions. Proposals will be a	opened and read aloud. The reading of the bids will begin
	ill be accepted if the date and t	rices Facility by carriers such as UPS, FedEx and such like; ime on the delivery confirmation are indicated to be on
Delivery Address:	Sumner County Board o	of Education

Attn: Purchasing Supervisor 1500 Airport Road Gallatin, TN 37066

## 5.7. Evaluation of Proposals

The SCS Purchasing Supervisor will first examine the proposals to reject those that are dearly non-responsive to the stated requirements. Proposers who are determined to be non-responsive and/or non-responsible will be notified of this determination.

The evaluation process will include the following factors:

Company Experience and Qualifications

- The nature and scope of the Proposers business.
- The number of years the Proposer has been licensed to do business.
- The number of years the Proposer has been providing the requested services.
- How many similarly sized or larger K-12 clients have you contract with?

Compensation/Price Data

Address all costs associated with performance of the contracted services.

Past Performance and References

- 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.
- SSS may also consider other sources of pertinent past performance information, including the districts own experience with the Proposer.

### 5.8. Request for Clarification of Proposals

Requests for darification of proposals shall be distributed by the Purchasing Supervisor in writing (or email).

### 5.9. 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 RFP. 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 RFP or award of a contract may protest to the Purchasing Supervisor and/or the Sumner County Board of Education at its regularly scheduled meeting.

Attn: Purchasing Supervisor 1500 Airport Road Gallatin, TN 37066

Date	

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 Signing below, Proposer certifies they have

<sup>\*</sup>Contractor must include a list of the proposed equipment on a separate page.

:		
Agency/ Department:		
Date of Project:	Dollar Value:	_
Project Manager/Contact:		
Phone:	Email:	
:		
Agency/ Department:		
Date of Project:	Dollar Value:	_
Project Manager/Contact:		
Phone:	Email:	
Date of Project:	Dollar Value:	_
Project Manager/Contact:		
Phone:		
: Agency/ Department:		
Date of Project:	Dollar Value:	_
Project Manager/Contact:		
Phone:	Email:	

<sup>\*</sup>Proposers may copy this page and submit additional references.

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.

The undersigned Proposer certifies, to the best of its knowledge and belief, that it and its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under federal non-procurement programs by any federal department or agency;

Have not, within the three-year period preceding the proposal, had one or more public transactions (federal, state or local) terminated for cause or default; and

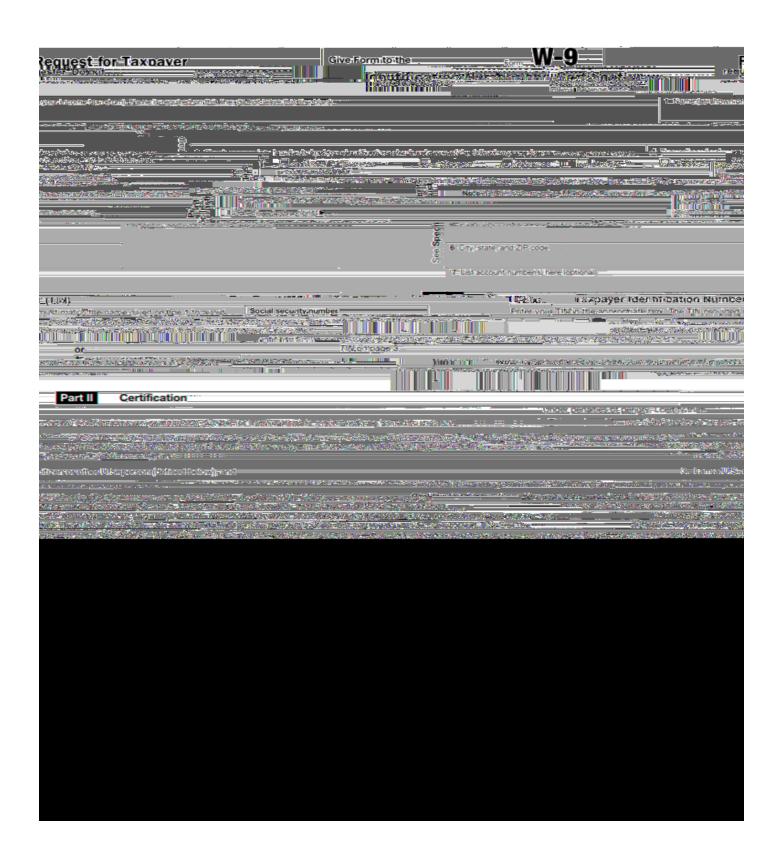
Are not presently indicated or otherwise criminally or civilly charged by a government entity (federal, state or local) and have not, within the three-year period preceding the bid, been convicted or had a civil judgement rendered against it:

- For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public transaction (federal, state or local) or a procurement contract under such a public transaction;
- For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
- For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, under 18 U.S.C. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to five years, or both.

Company:	 	 	_
Respondent Signature:	 	 	

The Sumner County



Failure to examine any drawings specifications, or instructions will be at the proposer conditions and specifications must be coordinated with and approved in writing by the SCS Purchasing Supervisor.

RFP/ITB SUBMITTAL / SGNATURE: Proposal 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 must 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 RFP/ITB number. The person signing the proposal must show their title, and if requested by the institution, 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. Bectronic submissions via email, fax, etc. shall not be accepted.