

REQUEST FOR PROPOSAL (RFP)

NUMBER: 20220517-02

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: Greenhouse

Purchasing Staff Contact:

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Release Date: May 5, 2022	Proposal Due Date: May 17, 2022 @ 11:00 am Local Time
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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.

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 in a timely manner.

RFP Number: **20220517-02 Greenhouse**

Company Name: _____

Mailing Address: _____

Phone Number: _____

Contact Person: _____

Email Address: _____

Authorized Signature _____

Printed Name _____

Date _____

Emailed amendments will be sent in a Microsoft Word (Office for Windows) or Portable Document Format (pdf) format. Any alterations to the document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award or any other legal remedies available to the Sumner County Board of Education.

Amendments will also be posted on the SCS website <https://sumnerschools.org/index.php/current-bids>

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*An online, fillable version can be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
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2. Requirements

2.1. Scope of Work / Specifications

The following specifications are a guide to the size and operational capacity of the finished project. Any deviations from the stated specifications must be approved prior to submitting a proposal. Proposals are subject to rejection for failure to receive proper approval.

Greenhouse Specification:

*New materials and equipment only. No used equipment will be accepted.

Size	14' x 24'
Eave Height	6.5'
Columns	6' spacing on 16 ga. rectangular galvanized steel tube
Endwalls, Trusses & Purlins Framework	18 ga. Steel All Frame Member Materials are manufactured per ASTM-A-500 specifications
Roof Sidewalls & Endwalls	

- A certificate of naturalization (N550, N570 or N578);
- A U.S citizen identification card (I-197 or I-179); or
- 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 complete legal name and current alien admission number or alien file number (or numbers if the individual has more than one number).

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 SCS properties shall carry current certificates for general and professional liability insurance and for workers' compensation as indicated below. The owner or Principal of each Proposer must also be insured by workers' 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

ATTACHMENT 6.1 – Contact Information

Company Legal Name: _____

Company Official Address: _____

Company Web Site (URL): _____

Contact Person for project administration:

Name: _____

Address: _____

Phone Number: _____(office)

_____ (mobile)

Email Address: _____

Attn: Purchasing Supervisor
1500 Airport Road
Gallatin, TN 37066

ATTACHMENT 6.2 – Bid Form/Certification

Date _____

Total Cost \$ _____

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 the goods and services provided by the piggyback Institutions. Proposer agrees that SCS shall bear no responsibility or liability for the goods and services provided by the piggyback Institutions.

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: _____
Phone: _____ Email: _____

*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

ATTACHMENT 6.6 – Drug Free Workplace Affidavit

The Sumner County Board of Education

ATTACHMENT 6.7 – W9

Request for Taxover Give Form to the **Form W-9**

1. Name (as shown on tax records)

2. Address (street, P.O. box, or rural route)

3. City, state, and ZIP code

4. Taxpayer Identification Number (TIN) (see instructions)

5. Social security number (SSN) (see instructions)

6. City, state, and ZIP code

7. List account number(s) here (optional)

Part II Certification

I am a U.S. person (individual or entity)

I am not a U.S. person (individual or entity)

ATTACHMENT 6.8 – Standard Terms & Conditions
SUMNER COUNTY BOARD OF EDUCATION (SCS)

1. PREPARATION AND SUBMISSION OF BID.
 - a. Failure to examine any drawings, specifications, or instructions will be at the proposer's risk. Any deviation from the stated terms, conditions and specifications must be coordinated with and approved in writing by the SCS Purchasing Supervisor.
 - b. RFP/ITB SUBMITTAL / SIGNATURE: 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

3.

ATTACHMENT 6.9 – Vendor Checklist

Vendor Checklist for Prevention of Common RFP Mistakes that lead to Proposal Rejection1. Submission of Proposal

___ On-Time Submittal

- 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.

___ Clearly marked outside of envelope/package.

- RFP Number and "DO NOT OPEN"
- Vendor Name, License Number, Expiration Date & License Classification (if applicable)
- Other License data as required in Section 5.5 – Proposal Package

___ No erasures on proposal documents.

Correct Format:

___ One (1) Complete Original (Section 5.5 & Attachment 6.2)

___ Original Signature on Original Proposal. NO copied or digital signatures (Section 5.5 & Attachment 6.2)

2. Required Forms

___ Evidence of Business License (Section 5.1)

___ Completed "Contact Information" form (Attachment 6.1)

___ Signed and dated "Bid Form/Certification" form (Attachment 6.2)

___ Complete "Reference" form (Attachment 6.3)

- Must meet the criteria established in Section 5.8 – Evaluation of Proposals.

___ Signed and dated "Certification of Non-Collusion & Debarment or Suspension" form (Attachment 6.4)

___ Signed and dated "Attestation Re Personnel" form (Attachment 6.5)

___ Signed, dated and notarized "Drug Free Workplace Affidavit" form (Attachment 6.6)

___ Signed and dated "IRS Form W-9" form (Attachment 6.7)

*This checklist does not represent a complete list of, or replacement for, the mandatory requirements listed in the RFP. This checklist is ONLY A TOOL meant to assist in the prevention of disqualification.

**Notations on proposals that materials submitted be kept confidential will not be honored. All proposal documents and contracts become public record.