

# REQUEST FOR PROPOSAL (RFP)

NUMBER:

Proposals for this solicitation is in the best interest of SCS.

RFP Title **Lockset Installation Services**

## Purchasing Staff Contact:

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

Date: December 28, 2023

# 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 notices. The notice may be sent by email to: Purchasing Office [purchasing@sumnerschools.org](mailto:purchasing@sumnerschools.org). SCS will send amendments only to those proposers which complete and return this information in a timely manner.

RFP Number: **20240116 Lockset Installation Services**

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-and-rfps> and attached to the solicitation listing as a PDF or WORD file. Check the particular solicitation on the Current Bids and RFP webpage for any posted amendments.

By completing and returning this form, the Proposer has expressed its intent to provide a proposal for **20240116 Lockset Installation Services**

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1. Introduction/Overview

1.1. Purpose

The Sumner County Board of Education (SCS) is requesting sealed proposals for the purpose of securing pricing for the installation of locksets throughout the District 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



SCS Facilities requiring the installation of new locksets.

LOCATION	Quantity of Locksets	LOCATION	Quantity of Locksets
Beech Elementary 3120 Long Hollow Pike Hendersonville, TN 3707	99	Beech High 3126 Long Hollow Pike Hendersonville, TN 37075	32
Gene Brown Elementary 115 Gail Drive Hendersonville, TN 3707	57	George Whitten Elementary 140 Scotch Street Hendersonville, TN 37075	64
Hawkins Middle 487A Walton Ferry Road Hendersonville, TN 3707	158	Hendersonville High 123 Cherokee Road Hendersonville, TN 37075	256
Indian Lake Elementary 505 Indian Lake Road			



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



- A certificate of naturalization (N550, N570 or N578);
- A U.S citizen identification card (I-17 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.

The outside of the proposal page must be labeled as follows (if applicable) ~~T.C.A §2-6-119~~:

- 1.

## 5.7. Evaluation of Proposals

The SCS Purchasing Supervisor will first examine the proposals to reject those that are clearly 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 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)

ATTACHMENT.16- 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:



ATTACHMENT 3 – References

1. Project Name/Location \_\_\_\_\_

Agency/Department: \_\_\_\_\_

Date of Project: \_\_\_\_\_ Dollar Value: \_\_\_\_\_

Project Manager/Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

ATTACHMENT 64 – Certification of NonCollusion & 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 and conditions of said proposal have not been communicated by the

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



ATTACHMENT 6.6 Attestation Non-Boycott of Israel

The Contractor certifies that it is not currently engaged in and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 129. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with a total value of less than one hundred fifty thousand dollars (\$150,000).

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ATTACHMENT 8- W9

Form **W-9**  
(Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

Give Form to the  
requester. Do not  
send to the IRS.

Print or type name (do not check any of these boxes unless you are an individual or a partnership that is not an individual or a trust that is not a grantor trust, a trust that is not a grantor trust, or a trust that is not a grantor trust)

If different from above

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Check appropriate box for federal tax classification; check only one of the following (see Form 1041-SS)  Sole proprietor or individual  Partnership (do not check this box unless you are a partnership)  S corporation  Trust (do not check this box unless you are a trust)  Beneficiary of a trust (do not check this box unless you are a beneficiary of a trust)  Estate (do not check this box unless you are an estate)  Other (do not check this box unless you are an individual or a partnership that is not an individual or a trust that is not a grantor trust, a trust that is not a grantor trust, or a trust that is not a grantor trust)

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10. PROHIBITION ON HIRING ILLEGAL IMMIGRANTS. Illinois Public Chapter No. 878 of 2006, A. §12-3-309, requires that Contractor attest in writing that Contractor will not knowingly utilize the services of illegal immigrants in the performance of this Contract and will not knowingly utilize the services of any

ATTACHMENT 10 – Vendor Checklist

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

1. Submission of Proposal

\_\_\_ OnTime 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.

\_\_\_ Tax not included in cost proposal.

\_\_\_ Clearly marked outside of envelope/package.

- o RFFNumber and “DO NOT OPEN”
- o Vendor Name, License Number, Expiration Date & License Classification (if applicable)
- o Other License data as required in Section 5 Proposal Package