

Invitation to Bid

030316 ANNUAL CLEANING CONTRACT - MILLERSVILLE PUBLIC LIBRARY

Responses to an Invitation to Bid will be received by the Purchasing Supervisor,
Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for

NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until

PROPOSAL REQUEST

NUMBER: 030316

TITLE: ANNUAL CLEANING CONTRACT
MILLERSVILLE PUBLIC LIBRARY

SUMNER COUNTY BOARD OF EDUCATION SUMNER COUNTY, TENNESSEE

Purchasing Staff Contact:
Vicky Currey – Purchasing Supervisor
(615) 451 6560
vicky.currey@sumnerschools.org

Millersville Public Library Contact:
Ginger Graves
mpl.librarymanager@gmail.com

This proposal solicitation document is available in an Adobe Acrobat (pdf) format. Any alteration to this document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies.

Introduction

Sumner County Government, Sumner County, Tennessee, is hereby

IV. Proposal Guarantee

XII. Procedures for Evaluating Proposals and Awarding Contract

In comparing the responses to this RFP and making award, Sumner County may consider such factors as quality and thoroughness of a proposal, the record experience, the references of the respondents, and the integrity, performance, and assurances in the proposal in addition to that of the proposal price.

- x Proposals will be examined for compliance with all requirements set forth herein.
- x Proposals that do not comply shall be rejected without further evaluation.
- x Proposals will be subjected to a technical analysis and evaluation.
- x Oral presentations and written questions for further clarification may be required of some or all vendors.

XIII. Discussions

Discussions may be conducted with the vendors which have their proposals determined to be reasonably likely of being considered for selection to assure a full understanding of responsiveness to the RFP requirements. Every effort shall be afforded to assure fair and equal treatment with respect to opportunity for discussion and/or revision of their respective proposals. Based upon those discussions, revisions may be made after the submission date and prior to the award for the purpose of obtaining the best offers.

XIV. Open Records

After the bid is awarded, all proposals shall be subject to the Tennessee Open Records Act, and the proposals will be available to the public upon written request.

Summary information on bids submitted will be posted on the Sumner County website <http://www.sumnertn.org> under "Bids" link and Sumner County Schools website www.sumnerschools.org under "Invitation to Bid".

XV. Assignment

Neither the vendor nor Sumner County may assign this agreement without prior written consent of the other party.

XVI. Liabilities

The vendor shall indemnify Sumner County Government against liability for any suits, actions, or claims of any character arising from or relating to the performance under this contract by the vendor or its subcontractors.

Sumner County Government has no obligation for the payment of any judgment or the settlement of any claim made against the vendor or its subcontractors as a result of obligations under this contract.

XVII. Tax Status

XIX. Contract Nullification

At any time during the contract, Library can dismiss contractor without cause and only owe any sums due and payable for work already performed. Sumner County Government may, at any time, nullify the agreement if, in the judgment of Sumner County Government, the contractor(s) failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the contractor(s) but further sums shall be owed to the contractor(s). The agreement between Sumner County and the contractor(s) is contingent upon an approved annual budget allotment, and is subject, with thirty (30) days notification, to restrictions or cancellation, if budget adjustments are deemed necessary by Sumner County Government.

XX. Applicable Law

Sumner County, Tennessee is an equal opportunity employer. Sumner County does not discriminate towards any individual in business on the basis of race, sex, color, age, religion, national origin, disability or veteran status. The contractor agrees that they shall comply with all local, state, and federal law statutes, rules and regulations including, but not limited to, the Rehabilitation Act of 1973 and the Americans with Disabilities Act. In the event that any claims should arise with regards to this contract for a violation of any such local, state, or federal law, statutes, rules, or regulations, the provider will indemnify and hold Sumner County harmless for any damages, including court costs or attorney fees, which might be incurred. Any contract will be interpreted under the laws and statutes of the state of Tennessee. Sumner County does not enter into contracts which provide for mediation or arbitration. Any action arising from a contract made from these specifications shall be brought in state courts in Sumner County, Tennessee or the United States Federal District Court for the Middle District of Tennessee. Additionally, it is a violation of state statutes to purchase materials, supplies, services, or any other item from a vendor or the commissioner, official, employee, or board member that has any financial or beneficial interest in such transaction.



SUMNER COUNTY BOARD OF EDUCATION

Purchasing Department

1500 Airport Road

Gallatin, TN 37066

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

EMAIL _____

AUTHORIZED COMPANY REPRESENTATIVE _____ SIGNATURE

AUTHORIZED COMPANY REPRESENTATIVE _____ PRINTED

DATE _____

BID TITLE 030316 ANNUAL CLEANING CONTRACT MILLERSVILLE PUBLIC LIBRARY

DEADLINE MARCH 3, 2016 @ 10:00 A.M.

BID AMOUNT \$ _____

BID GOOD THRU _____

NOTES: _____

STATEMENT OF NON-COLLUSION

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partners or individual has not prepared this proposal in collusion with any other respondent, and that the contents of this proposal a

DRUG-FREE WORKPLACE

Sumner County Government is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. The goal of this

STATE OF _____
COUNTY OF _____

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with the Sumner County Government, Sumner County, Tennessee, to provide goods or services hereby states, under oath, as follows:

1. The undersigned is a principle officer or owner of _____.

(Hereinafter referred to as the "Company," and is duly authorized to execute this Affidavit on behalf of said Company.

2.

CERTIFICATION BY CONTRACTOR