

# PROPOSAL REQUEST

For

Office Supplies



## SUMNER COUNTY BOARD OF EDUCATION SUMNER COUNTY, TENNESSEE

Bid # 20170425-CO

Purchasing Staff Contact:  
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This proposal solicitation document is available in an Adobe Acrobat (pdf) format. Any alterations to this 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.

# Introduction

Sumner County Government, or herein known as Sumner County, is hereby requesting a proposal for Office Supplies for Sumner County Sheriff's Office location 17 W. Smith St Gallatin, TN 37066. In addition, all other Sumner County Government Departments and Agencies may also purchase from any submitted proposal.

## General Information

### I. Proposal Package

All sealed proposal packages must include all of the following, when applicable. All sealed proposals shall be rejected as a non-conforming bid if any applicable item is missing.

Three (3) complete copies of proposal  
Evidence of a valid State of Tennessee Business License and/or Sumner County Business License  
Evidence of compliance with the Sumner County Insurance Requirements, if work is performed on Sumner County Property  
Signed and completed Statement of Non-Collusion (Attachment 1)  
Properly completed Internal Revenue Service Form W-9 (Attachment 2)

Drug-Free Workplace Affidavit  
If bid is in excess of \$25,000, a certification of non-debarment must be completed (Attachment 3)  
Certification Regarding Debarment, Suspension, and Other Responsibility Matters  
Certification By Contract (Attachment 4)

### NEW VENDORS

1. To comply with Internal Revenue Service requirements, all vendors who perform any type of service are required to have a current IRS Form-990 on file with the Sumner County. At the time of requisition, the individual requesting a purchase order or disbursement will be informed if it is a new vendor and if a form-990 is required. If form 990 is required for a new vendor, the department head shall forward a completed form-990 to the finance department. It can be obtained from the Internal Revenue Service's website at [www.irs.gov](http://www.irs.gov).
2. To comply with the Tennessee Lawful Employment Act, employees (individuals hired as independent contractors) must have on file any of the following documents.

Valid Tennessee driver license or photo ID issued by department of safety  
Valid out-of-state driver license  
U.S. birth certificate  
Valid U.S. passport  
U.S. certificate of birth abroad  
Report of birth abroad of a U.S. citizen  
Certificate of citizenship  
Certificate of naturalization  
U.S. citizen identification card  
Valid alien registration documentation or proof of current immigration registration

3. In addition, for all vendors with annual purchases in excess of \$50,000 (if a business license is required), a business license must be on file in the finance department, or the requisitioner must submit a copy with the purchase order requisition form or the payment requisition form, as applicable.

## II. Responses

Proposal must include point-by-point responses to the RFP.

Proposal must include a list of any exceptions to the requirements.

Proposal must include the legal name of the vendor and must be signed by or persons legally authorized to bind the vendor to a contract.

If applicable, proposal must include a copy of the contract(s) the vendor will submit to be signed.

Any and all proposal requirements must be met prior to submission.



XII. Procedures for Evaluating Proposals and Awarding Contract

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

Proposals will be examined for compliance with all requirements set forth herein.

Proposals that do not comply shall be rejected without further evaluation.

Proposals will be subjected to technical analysis and evaluation.

Oral presentations and written questions for further clarifications may be required of some or all vendors.

XIII. Discussions

Discussions may be conducted with the vendors which have submitted proposals determined to be reasonably likely 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. Revisions may be permitted after the submission and prior to the award for the purpose of obtaining the best offers.

XIV. Open Records

After the bid is awarded, all proposals will 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 School System website at <http://www.sumnerschools.org> County Website [www.sumnertn.org](http://www.sumnertn.org)









ATTACHMENT 1

STATEMENT OF NON-COLLUSION

The undersigned affirms that they are dully 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.

Company \_\_\_\_\_

Address \_\_\_\_\_

## ATTACHMENT 2

### DRUG-FREE WORKPLACE

The 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 policy is for Sumner County employees and contractors to remain, or become and remain, drug free. Abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, contractors and citizens, jeopardize personal safety, impact the safety of others and impair job performance.

Drug-Free Workplace Act of 1988 Sumner County Government is governed by the Drug-Free Workplace Act of 1988 (Pub. L. 100-90, Title V, Subtitle D).

Omnibus Transportation Employee Testing Act of 1991 Sumner County Government is governed by the Omnibus Transportation Employee Testing Act of 1991 (Pub. L. 102-142 Title V).

Right to an Alcohol and Drug-Free Workplace Employees have the right to work in an alcohol and drug free environment and to work with persons free from the effects of alcohol or drugs.

Required Alcohol and Drug Tests Alcohol and drug testing for safety sensitive employees shall be in accordance with the provisions contained in the Sumner County Alcohol and Drug Policy adopted by departments which have safety sensitive positions.

Contracts Any contractors providing goods or services to Sumner County Government must comply with all State and Federal drug free workplace laws, rules

DRUG-FREE WORKPLACE AFFIDAVIT (page 2)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

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

1. The undersigned is a principal officer of \_\_\_\_\_ (hereinafter referred to as \_\_\_\_\_) of the Company.
2. The Company submits this Affidavit because it shall be receiving pay pursuant to a contract with the state or a government to provide goods or services.
3. The Company is in compliance with all State and Federal Laws and Regulations requiring a drug free workplace program.

Further affiant saith not.

Principal Officer: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me personally appeared \_\_\_\_\_, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence) and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_



ATTACHMENT 4

CERTIFICATION BY CONTRACTOR

I, the undersigned, certify that on behalf of Contractor, I am authorized to attest and obligate the above certification and to legally bind Contractor to these terms, conditions and obligations.

\_\_\_\_\_ Title

\_\_\_\_\_ Name

\_\_\_\_\_ Date

\_\_\_\_\_ Witness