

Invitation to Bid –

WINDOW/DRAWER CLERK'S OFFICE SUMNER C,&

PROPOSAL REQUEST

20170613 -CO2

WINDOW/DRAWER REPLACEMENT

For the

H e n d e r s o n v i l l e C l e r

SUMNER COUNTY GOVERNMENT

SUMNER COUNTY, TENNY, TENNY, TENNY, TE

Introduction

Sumner County Government is hereby requesting a proposal for **WINDOW/DRAWER REPLACEMENT** for the **+ H Q G H U V R Q Y L O** located at **HUNDRETH Street, Hermitage, Tennessee 37075**.

See specific proposal requirements in section XXII.

General Information

I. Proposal Package

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

x

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 W-9 on file with the Sumner County Finance Department. 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 W-9 is required. If form W-9 is required for a new vendor, the elected official or department head shall forward a completed form W -9 to the finance department. It can be obtained from the finance department, Sumner County's web site, or the Internal Revenue Service's website at www.irs.gov.
2. To comply with the **Tennessee Lawful Employment Act** , non-employees (individuals hired as independent contractors) must have on file any two (2) 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

XVIII. Tax Status

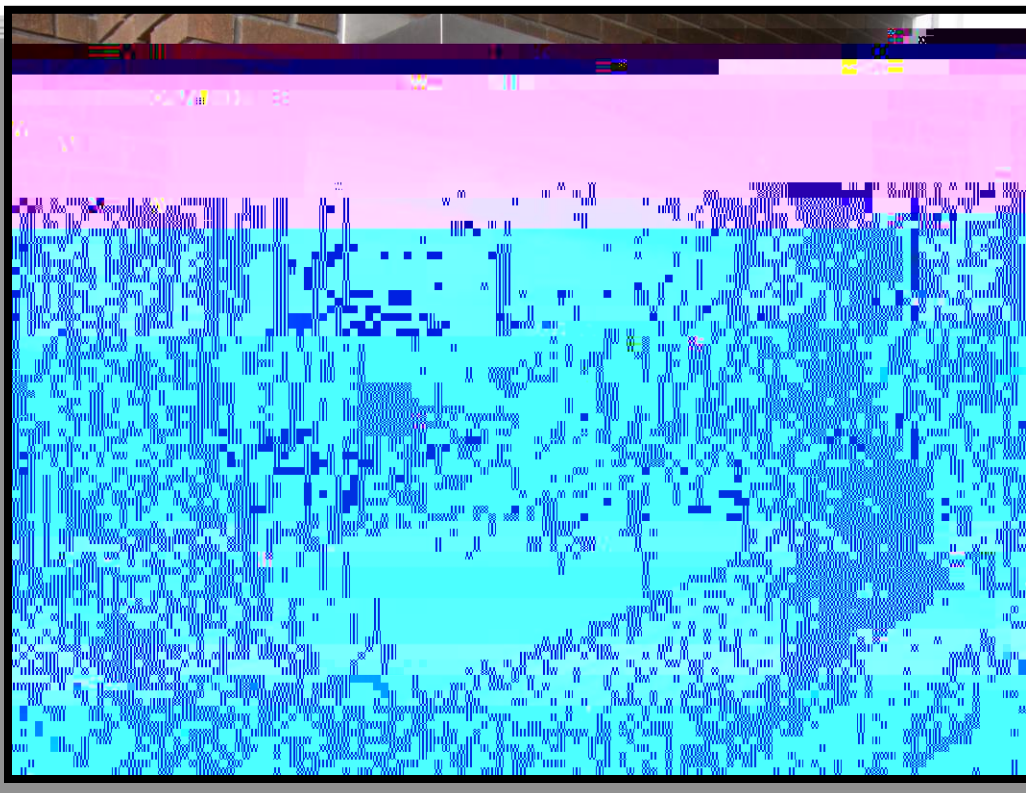
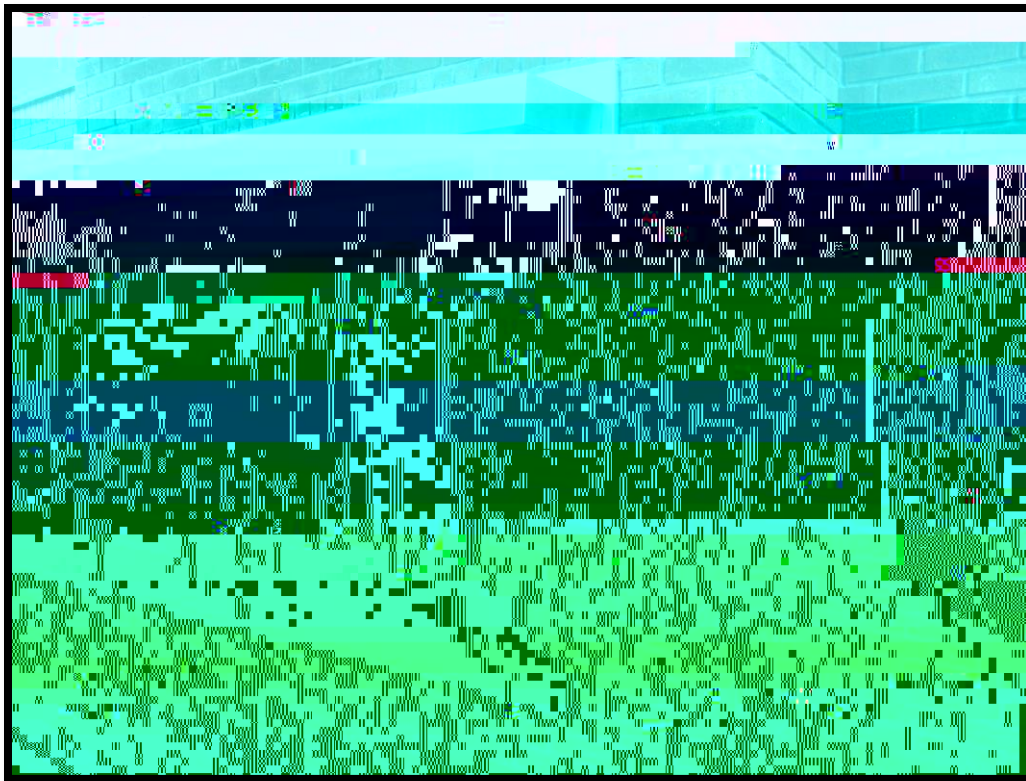
Sumner County is tax exempt.

XIX. Invoicing

Invoices are to be submitted to:

Sumner County Government
Attn: Jaime Muncy
355 North Belvedere Drive
Room 102
Gallatin, TN 37066

The vendor must provide an invoice(s) detailing the terms and amounts due and the dates due. All invoices shall indicate payment terms and any prepayment discounts.



Please contact the **C o u n t y E x e c u t i v e 452-3604** for questions **615** regarding scope of work. It is the responsibility of each respondent to this request, to verify the scope of work as a basis of the proposal. All respondents to this request shall be responsible for any errors or omissions.

List of Job References:

Project Name/Location: _____

Agency/Department: _____

Dates of Project: _____ Dollar Value: _____

Project Manager/Contact at Agency: _____

Phone: _____ Email: _____

Project Name/Location: _____

Agency/Department: _____

Dates of Project: _____ Dollar Value: _____

Project Manager/Contact at Agency: _____

Phone: _____ Email: _____

Project Name/Location: _____

Agency/Department: _____

Dates of Project: _____ Dollar Value: _____

Project Manager/Contact at Agency: _____

Phone: _____ Email: _____

Project Name/Location: _____

Agency/Department: _____

XXII. Termination of Agreement

Either party to this agreement shall have the right to terminate this agreement upon a 30 day written notice. Both parties shall be liable for payments or services due prior to the date of termination , but no further fees shall be due or payable after the notice of termination is received .

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 20170613CG2 Window/drawer Clerks Office

DEADLINE June 13, 2017 @ 1:45 p.m. local time

BID AMOUNT \$ _____

BID GOOD THRU _____

NOTES: _____

ATTACHMENT1

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.

ATTACHMENT2

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 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. 100-690, Title V, Subtitle D).

Omnibus Transportation Employee su5ddR14 706.a(/F5 110.00000912 0 612 792 reW*ñBT/F5 11.04 Tf1 0 0 1 50

