

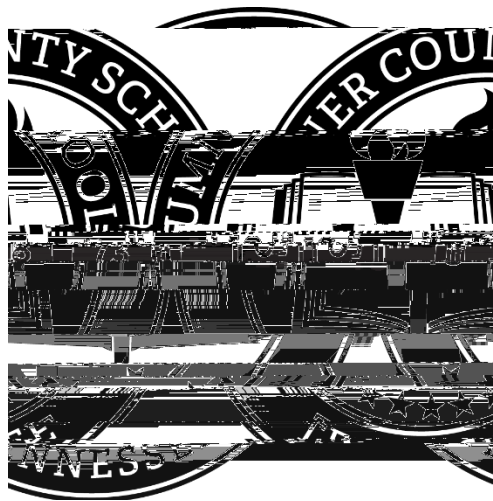
INVITATION TO BID (ITB)

NUMBER: 20180306-BOE

SUMNER COUNTY BOARD OF EDUCATION

This solicitation document serves as the written determination of the SCS Purchasing Supervisor that the use of Competitive Sealed Proposal for this solicitation is in the best interest of SCS.

RFP Title: Solar Powered School Zone Light



Purchasing Staff Contact:

Chris Harrison
Purchasing Supervisor
615-451-6560
chris.harrison@sumnerschools.org

Janice Wright
Purchasing Coordinator
615-451-6569
janice.wright@sumnerschools.org

Release Date: February 19, 2018

Proposal Due Date: March 6, 2018 @ 10:00 a.m.

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.

I. Specification

SCS is soliciting for a qualified vendor to provide all the components for a solar-powered school zone light. Final assembly and installation are to be completed by SCS. The unit must consist of the following components:

1. Solar Panel

- 65W
- Includes post top mounting hardware for 4.5" OD pole

signal
• LED
1 Yellow Ball
H lux
1 DC, 5W
o T ed Lens 2

OD pol17

II. Source Selection and Contract Award

- Award, if made, will be made to the proposer submitting the lowest cost proposal and whom is also determined to be Responsive.
 - General Criteria to be determined "Responsive"
 - Does the proposal include all required information?
 - Does the proposal include completed attachment forms?
 - Was the proposal delivered on or before the stated deadline?
- SCS reserves the right to reject any proposal that takes exception to the specifications unless prior approval is requested and granted by SCS.
- SCS considers quality as important as price. SCS reserves the right to reject any proposal that has proposed goods or services that are deemed inferior or substandard. SCS shall consider such factors as industry standards and its' own e

Attachment B
IRS Form 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.

page 2

Check appropriate box for federal tax classification. Check only one of the following seven boxes.

Individual sole proprietor
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Certain entities not individuals. See instructions on page 3.

Exemption from FATCA reporting

**ATTACHMENT D – 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. 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 ITB number. The person signing the proposal must show their title, and if requested by SCS, must furnish satisfactory proof of his or her authority to bind his or her company in contract. Proposer understands that by submitting a proposal with an authorized signature, it shall constitute an offer to SCS. Proposals must be typewritten or in ink; otherwise they may not be considered. Purchase orders will be issued to the firm name appearing on the W9. Facsimile responses will not be considered.
- c. SCS is not responsible for any costs incurred by any vendor pursuant to the ITB. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its proposal.
- d. All proposers must be in compliance with T.C.A. § 62-6-119 at the time of proposal submission and provide evidence of compliance with the applicable provisions of the chapter before such proposal may be considered.
- e. Proposals are to be received in the location designated in the ITB no later than the specified date and time. Late submissions will NOT be opened or considered.
- f. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent to error and must be initialed in ink by person signing the proposal.
- g. Specifications: Reference to available specifications shall be sufficient to make the terms of the specifications binding on the proposer. The use of the name of a manufacturer, or any special brand or make in describing an item does not restrict the proposer to that manufacturer or specific article, unless specifically stated. Comparable products of other manufacturers will be considered if proof of compatibility is contained in the proposal. Proposers are required to notify SCSs Purchasing Supervisor whenever specifications/procedures are not perceived to be fair and open. The articles on which the proposals are submitted must be equal or superior to that specified. Informative and Descriptive Literature: The proposer must show brand or trade names of the articles proposed, when applicable. It shall be the responsibility of the vendor, including vendors whose product is referenced, to furnish with the proposal such specifications, catalog pages, brochures or other data as will provide an adequate basis for determining the quality and functional capabilities of the product offered. Failure to provide this data may be considered valid justification for rejection of proposal.
- h. Samples: Samples of items when called for, must be furnished free of expense, and if not destroyed will, upon vendor's request within ten (10) days of proposal.

9. **PROHIBITIONS/NO VENDOR CONTRACT FORM.** Acceptance of gifts from vendors is prohibited. T.C.A. §12-4-106. The contract documents for purchase under this ITB shall consist of the successful proposer's proposal and SCS's purchase order. **The proposer may request exceptions to terms and conditions and/or request SCS to accept other terms and conditions by means of subsequent documents such as invoices, warranty agreements, license agreements, etc. All subsequent documents shall be open to revision for impermissible language. SCS reserves the right to render the proposal unresponsive and subject the proposal to rejection if successful terms cannot be negotiated.**

10. **PROHIBITION ON HIRING ILLEGAL IMMIGRANTS.** Tennessee §§ 29-2-2006, 29-2-196, 47-4-3295, 47-1-289, 0 T02(s)7.4(-98 0 Td0.