

# REQUEST FOR PROPOSAL (RFP)

NUMBER: 20180510-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 Proposals for this solicitation is in the best interest of SCS.*

RFP Title: **GHS Fieldhouse HVAC**

### Purchasing Staff Contact:

Chris Harrison	Janice Wright
Purchasing Supervisor	Purchasing Coordinator

## 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 notice. 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 by the deadline list in the RFP Schedule of Events (Section 4).

## TABLE OF CONTENTS

1. Introduction/Overview
    - 1.1. Purpose
    - 1.2. Contact Information
  2. Requirements
    - 2.1. Contract Term
    - 2.2. Scope of Work/Specifications
    - 2.3. Contactor Obligations
  3. Source Selection and Contract Award
  4. Schedule of Events
  5. Instructions for Proposal
    - 5.1. Required Forms
    - 5.2. New Vendors
    - 5.3. Acknowledgement of Insurance Requirements
    - 5.4. Clarification and Interpretation of RFP
    - 5.5. Proposal Package
    - 5.6. Delivery of Proposals
    - 5.7. Evaluation of Proposals
    - 5.8. Request for Clarification of Proposals
    - 5.9. Protests
  6. Attachments
    - 6.1. Contact Information
    - 6.2. Bid Form/Certification
    - 6.3. References
    - 6.4. Certification Regarding Debarment or Suspension
    - 6.5. Condition of Submitting Proposal
    - 6.6. Statement of Non-Collusion
    - 6.7. Attestation Re Personnel
    - 6.8. Drug Free Workplace Affidavit
    - 6.9. IRS Form W-9
- \* An online, fillable version can be found at <https://www.irs.gov/pub/irs->*



## 2. Requirements

### 2.1. Contract Term

2.1.1.1. It is the intention of SCS to award a contract for a one-time projt 0 Tw 21.72 S





- To comply with the Tennessee Lawful Employment Act (50-1-702 and 50-1-703), non-employees (individuals paid directly by the employer in exchange for the individual's labor or services) must have



## 5.5. Proposal Package

The package containing the proposal must be sealed and clearly marked on the outside of the package:

**"20180510-BOE GHS Fieldhouse HVAC"  
DO NOT OPEN**

All sealed proposals packages must include the following. Any sealed proposals are subject to rejection as non-conforming if any applicable item is not included.

- One (1) Complete Original
- Original Signature on Original Proposal. NO copied or digital signatures.

The outside of the proposal package must be labeled as follows (if applicable):

1. Name of Company and Principal Owner, Business License Number, Expiration Date and License Classification.
2. In addition to Item 1, the same is applicable to masonry contractors if the work performed is > \$100,000.
3. In addition to Item 1, the same is applicable to HVAC, electrical, plumbing or A/C contractors if the work performed is > \$25,000.
4. In addition to Item 1, the same is applicable plus the Department of Environment & Conservation License Number and Classification, applicable to geothermal contractors if the work performed is > \$25,000.
5. If the prime contractor performs the masonry portion of the.

In addition tohm1

### 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:

- Compensation/Price Data

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Attn: Purchasing Supervisor  
1500 Airport Road  
Gallatin, TN 37066

**ATTACHMENT 6.2 – Bid Form/Certification**  
**20180510-BOE GHS Fieldhouse HVAC**

Date \_\_\_\_\_

I, \_\_\_\_\_, a duly authorized representative of  
\_\_\_\_\_ hereby submit our bid for **20180510-BOE GHS Fieldhouse HVAC** in accordance with the specifications and instructions set forth in these bid documents.

\$ \_\_\_\_\_

T3 \_\_\_\_\_

ATTACHMENT 6.3 – References

**Project Name/Location:** \_\_\_\_\_

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

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

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

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

**Project Name/Location:** \_\_\_\_\_

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

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

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

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

**Project Name/Location:** \_\_\_\_\_

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

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

**Project Manager/Contact:** \_\_\_\_\_ 0e82 0 Td()TjEMC /P /MC31\_\_\_\_\_



### ATTACHMENT 6.5 – Condition of Submitting Proposal

The undersigned Proposer has carefully examined all instructions, requirements, specifications, terms and conditions of the RFP and certifies:

- It is a reputable company regularly engaged in providing goods and/or services necessary to meet the requirements, specifications, terms and conditions of the RFP.
- All statements, information and representations prepared and submitted in response to the RFP are current, complete, true and accurate. Proposer acknowledges that the Sumner County Board of Education (SCS) will rely on such statements, information and representations in selecting the successful proposer(s).
- That the prices quoted shall be SCSs pricing for the products and/or service.
- It shall be bound by all statements, representations, warranties and guarantees made in its proposal.
- Proposer acknowledges that the contract may be canceled if any conflict of interest or appearance of a conflict of interest is discovered by SCS, in its sole discretion.
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**ATTACHMENT 6.6 – Statement of Non-Collusion**

The undersigned affirms 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 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: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_(office)

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## ATTACHMENT 6.7 – 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 knowingly utilize the services of an illegal immigrant in the performance of this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this Contract, **T.C.A. § 12**



ATTACHMENT 6.9 – 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. See instructions on page 3.

Individual sole proprietor  
 Sole proprietor or partner  
 S corporation  
 Partnership  
 Trust/estate  
 Limited liability corporation  
 Limited liability partnership  
 Exemption from FATCA Reporting

**ATTACHMENT 6.10 – 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. RFP 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 RFP number. The person signing the proposal must show their title, and if requested by the institution, 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 RFP. 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 RFP no later than the time specified in the RFP.

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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 RFP shall consist of the successful proposer's bid and SCSs 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 document shall be open to review for imprecise language.** SCS enforces (s). 627lu(3) eda (e2) - .4(e2) R (j) 0171 (e) 19. (

ATTACHMENT 6.11 – Vendor Checklist

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

1. Submission of Proposal

\_\_\_ On-Time Submittal

- o Deadline is listed in Section 31 Tf--5 (TJ0 Tc 0 Tw 10.964 Tc -0.06i3 2i(e)TjET72 66 e91I-i3TT72 66 e91i4 (e)-3 (c)-1