REQUEST FOR PROPOSAL (RFP)

NUMBER: 20210914

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:

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. SCS will send amendments only to those proposers which complete and return this information in a timely manner.

RFP Number:	20210914 As-Needed Concrete Service
Company Name:	
Mailing Address:	
Phone Number:	
Contact Person:	
Email Address:	
Authorized Sgnature	
Printed Name	
Date	

Emailed amendments will be sent in a Microsoft Word (Office for Windows) or Portable Document Format (pdf) format. Any alterations to the 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.

Amendments will also be posted on the SCS website https://sumnerschools.org/index.php/current-bids-and-rfps and attached to the solicitation listing as a PDF or WORD file. Check the particular solicitation on the Current Bids and RFPs webpage for any posted amendments.

By completing and returning this form, the Proposer has expressed its intent to provide a proposal for 20210914 As-Needed Concrete Service

2. Requirements

2.1. Scope of Work / Specifications

SCS intends to select a qualified contractor to provide as-needed concrete services for various projects throughout our district. The projects may include sidewalks, slabs and other projects that require concrete

- SCS reserves the right to enter into discussions with Proposers which have submitted proposals determined
 to be reasonably like 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.
- Upon mutual agreement by both parties, SCSshall grant the right to extend the terms, conditions and prices
 of contract(s) awarded from this RFP to other Institutions (such as State, Local and/or Public Agencies) who
 express an interest in participating in any
 Institutions will issue their own purchasing documents for purchase of the goods/services. Proposer agrees
 that SCSshall bear no responsibility or liability for any agreements between Proposer and the other
 Institution(s) who desire to exercise this option.
- Contractors awarded construction projects for the improvement of real property will be required to provide the following:
 - Sgned AIA Document
 - o Retainage Account Agreement & Evidence of Open Account (per Tenn. Code Ann. § 66-34-104)
 - Payment and Performance Bonds
 - o Certificate of Liability Insurance
 - Sumner County Business License
 - Ourrent Copy of W9

4. Schedule of Events

RFP Issued	September 2, 2021
RFP Submission DEADLINE	September 14, 2021 @ 10:00 am Local Time

5. Instructions for Proposal

5.1. Required Forms

- Proposer must complete and submit the Attachments in Section 6. Attachments may be omitted depending on the RFP requirements. Refer to the Table of Contents for omitted Attachments.
- Evidence of a valid State of Tennessee Business License and/or Sumner County Business License.
- For all vendors with annual purchases in excess of \$50,000; a Sumner County Business License must be
 on file with the SCS Finance Department. Evidence of the license must be provided within ten (10)
 working days following notification of award; otherwise, SCS may rescind its acceptance of the
- Copy of State of Tennessee License (if applicable) in respective field.
- If applicable, the Proposer must include a copy of the contract(s) the Proposer will submit to be signed.

5.2. New Vendors

- 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 SCS Finance Department. It is a mandatory requirement to complete the IRS Form W-9 (Attachment 6.9) included in this RFP.
- - o to identification from another state where the license requirements are at least as strict as those in Tennessee;
 - A birth certificate issued by a U.S. state, jurisdiction or territory;
 - A U.S government issued certified birth certificate;
 - A valid, unexpired U.S. passport;
 - A U.S certificate of birth abroad (DS-1350 or FS-545)
 - A report of birth abroad of a U.S citizen (FS-240);
 - o A certificate of citizenship (N560 or N561);
 - A certificate of naturalization (N550, N570 or N578);
 - o A U.Scitizen identification card (I-197 or I-179); or
 - Valid alien registration documentation or other proof of current immigration registration recognized

name and current alien admission number or alien file number (or numbers if the individual has more than one number).

5.3. Acknowledgement of Insurance Requirements

By submitting a proposal, Proposer acknowledges that it has read and understands the insurance requirements for the proposal. The Proposer who may have employees, contractors, subcontractors or agents working on

5.4. Carification and Interpretation of RFP

mandatory

requirement shall be considered grounds for rejection. There are other requirements that SCS considers important but not mandatory. It is important to respond in a concise manner to each section and submit an itemized list of all exceptions.

5.5. Proposal Package

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

" 20210914 As-Needed Concrete Service"

DO NOT OPEN

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

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

The outside of the proposal package must be labeled as follows (if applicable) per T.C.A § 62-6-119:

- 1. The name, license number, expiration date thereof, and license classification of the contractor applying to bid for the prime contract;
- 2. The name, license number, expiration date thereof, and license classification of the contractor applying to bid for the masonry contract where the total cost of the materials and labor for the masonry portion of the construction project exceeds one hundred thousand dollars (\$100,000);
- 3. The name, license number, expiration date thereof, and license classification of the contractor applying to bid for the electrical, plumbing, heating, ventilation, or air conditioning contracts except when such contractor's portion of the construction project is less than twenty-five thousand dollars (\$25,000);
- 4. For each vertical closed loop geothermal heating and cooling project, the company name, department of environment and conservation license number, classification (G, Lor G,L) and the expiration date, except when the geothermal portion of the construction project is in an amount less than twenty-five thousand dollars (\$25,000);
- Prime contractor bidders who are to perform the masonry portion of the construction project which
 exceeds one hundred thousand dollars (\$100,000), materials and labor, the electrical, plumbing,
 heating, ventilation or air conditioning or the geothermal heating and cooling must be so designated;
 and
- 6. Only one (1) contractor in each of the classifications listed above shall be written on the bid envelope.

Failure of any bidder to furnish the required information shall void such bid and such bid shall not be considered.

5.6. Delivery of Proposals

Sealed proposals will be accepted until September 14, 2021 @ 10:00 am Local Time. Proposals received after that time will be deemed invalid. Vendors mailing proposal packages must allow sufficient time to ensure receiper/0f/0000009a/acages/appropriative specifie/de \$33(street)9(ot)-ac(ce)-tr/(ti)-0/a/c

Due to the nature of deliveries to the SCS Support Services Facility by carriers such as UPS, FedEx and such like; the proposal package will be accepted if the date and time on the delivery confirmation are indicated to be on or before the Proposal Deadline.

Delivery Address: Sumner County Board of Education

Attn: Purchasing Supervisor

1500 Airport Road Gallatin, TN 37066

5.7. Evaluation of Proposals

The SCS Purchasing Supervisor will first examine the proposals to reject those that are dearly 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:

ATTACHMENT 6.1 – Contact Information

Company Legal Name:		
Company Official Address:		
Company Web Ste (URL):		
Contact Person for project admi	ation:	
Name:	·	
Address:		
Phone Number:	(office)	
	(mobile)	
Email Address:		

Attn: Purchasing Supervisor 1500 Airport Road Gallatin, TN 37066

	ATTACHMENT 6.2 – Bid Form/Certification
Date	
Price per Square Foot \$	

By checking this box, Proposer agrees that SCS reserves the right to extend the terms, conditions and prices of this contract to other Institutions (such as State, Local and/or Public Agencies) who express an interest in participating in any contract that results from this RFP. Each of the piggyback Institutions will issue their own purchasing documents for the goods/service. Proposer agrees that SCS shall bear no responsibility or liability for any agreements between Proposer and the other Institution(s) who desire to exercise this option.

By Sgning below, Proposer certifies they have

ATTACHMENT 6.4 - Certification of Non-

ATTACHMENT 6.6 - Drug Free Workplace Affidavit

The Sumner County Board of Education 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 Board of Education 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.

STATE OF	
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3. ACCEPTANCE AND AWARD6CE AND A

- 10. PROHIBITION ON HIRING ILLEGAL IMMIGRANTS. Tennessee Public Chapter No. 878 of 2006, T.C.A. §12-3-309, requires that Contractor attest in writing that Contractor will not knowingly utilize the services of illegal immigrants in the performance of this Contract and will not knowingly utilize the services of any subcontractor, if permitted under this Contract, who will utilize the services of illegal immigrants in the performance of this Contract. The attestation shall be made on the form, Attestation re Personnel Used in Contract Perform
- 11. SALES AND USE TAX. Before the Purchase Order/Contract resulting from this RFP/ITB is signed, the apparent successful proposer must be registered with the Department of Revenue for the collection of Tennessee sales and use tax as required by T.C.A. §12-3-306.
- 12. ASSIGNMENT. Neither the vendor nor SCS may assign this agreement without prior written consent of the other party.
- 13. LIABILITIES. The vendor shall indemnify SCS against liability for any suits, actions or claims of any character arising from or relating to the performance under this agreement by the vendor or its subcontractors. SCS has no obligation for the payment of any judgement or the settlement of any claim made against the vendor or its subcontractors as a result of obligations under this contract.
- 14. APPLICABLE LAW. Any contract shall be interpreted under the laws and statutes of the State of Tennessee. SCS does not enter into contracts which provide for mediation or arbitration. Any action arising from any contract made from this RFP/ITB shall be brought in the state courts in Sumner County, TN or in 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 that is a commissioner, official, employee or board member that has any financial or beneficial interest in such transaction, T.C.A. §12-4-101.
- 15. FUNDS.

ATTACHMENT 6.9 - Vendor Checklist

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

Ι.	Submission of Proposal
	 On-Time Submittal Deadline is listed in Section 4 Schedule of Events Late Proposals will be IMMEDIATELY DISQUALIFIED
	A Proposer may not submit alternate proposals unless requested.
	Tax not included in cost proposal.
	 Clearly marked outside of envelope/package. RFP Vendor Name, License Number, Expiration Date & License Classification (if applicable) Other License data as required in Section 5.6 Proposal Package
	No erasures on proposal documents.
	Correct Format:
	One (1) Complete Original (Section 5.6 & Attachment 6.2)
	One (1) Electronic format copy - CD/USB Drive (Section 5.6)
	Original Signature on Original Proposal. NO copied or digital signatures (Section 5.6 & Attachment 6.2)
2.	Doguirod Forms
۷.	Required Forms Evidence of Business License (Section 5.1)
	Evidence of Business License (section 5.1) Attachment 6.1)
	
	Attachment 6.2)
	Attachment 6.3)
	o Must meet the criteria established in Section 5.8 Evaluation of Proposals.
	Certification of Non-Collusion & Debarment or Suspension Attachment 6.4)
	Attachment 6.5)
	Attachment 6.6)
	- Attachment 6.7)

^{*}This checklist does not represent a complete list of, or replacement for, the mandatory requirements listed in the RFP. This checklist is ONLY A TOOL meant to assist in the prevention of disqualification.

^{**}Notations on proposals that materials submitted be kept confidential will not be honored. All proposal documents and contracts become public record.