

## Invitation to Bid

### 112415 ANNUAL CLEANING CONTRACT - GALLATIN PUBLIC LIBRARY

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for 112415 ANNUAL CLEANING CONTRACT - GALLATIN PUBLIC LIBRARY until 10:00 a.m. CDT November 24, 2015. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please contact April Mangrum at [gallatinlibrarymanager@gmail.com](mailto:gallatinlibrarymanager@gmail.com). All proposals are subject to the Board of Education's conditions and specifications which are available from Vicky Currey, Purchasing Supervisor (615) 451-6560. All bids can be viewed on line at [www.sumnerschools.org](http://www.sumnerschools.org) and [www.sumnertn.org](http://www.sumnertn.org)

## **NOTICE TO RESPONDENTS**

Responses to an Invitation to Bid will be received by Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until

# **PROPOSAL REQUEST**

**NUMBER: 112415**

**TITLE: ANNUAL CLEANING CONTRACT  
GALLATIN PUBLIC LIBRARY**

## **SUMNER COUNTY BOARD OF EDUCATION SUMNER COUNTY, TENNESSEE**

**Purchasing Staff Contact:  
Vicky Currey  
(615) 451 6560  
[vicky.currey@sumnerschools.org](mailto:vicky.currey@sumnerschools.org)**

**Gallatin Public Library**

## **Introduction**

Sumner County Government, Sumner County, Tennessee, is hereby requesting a proposal for the annual cleaning/janitorial services contract for the **Gallatin Public Library of Sumner County**, 123 East Main Street, Gallatin, Tennessee 37066. **Award will be made by December 14, 2015, with service starting date on January 1, 2015.**

## **General Information**

### **I. Proposal Package**

All sealed proposal packages must include all of the following, when applicable. Any 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 Government's 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**

Evidence of a company's safety program and, if supported, a drug testing program **Drug-Free Workplace Affidavit** (Attachment 2)

If the 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 Contractor (Attachment 4)

If the bid amount exceeds \$50,000.00, a bid bond is required.

### **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 a person or persons legally authorized to bind the vendor to a contract.

If applicable, proposal must include a copy of the contractx0017 7 1 n(.v6(r)-4.4Tf(nclud)-4(o)-4."7-4.bJ/TT2 1 TJE



**XI. Right to Seek a New Proposal**

**Sumner County reserves the right to accept or reject any and all proposals for any reason.** Proposals will be awarded

**XVIII. Invoicing**

Invoices are to be submitted to:

**April Mangrum, Library Manager**

## **Specific Proposal Requirements**

It is the objective of this RFP to provide the highest quality





**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 \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Respondent (Signature)  
\_\_\_\_\_

Respondent (Print Name and Title)  
\_\_\_\_\_

Authorized Company Official (Print Name)  
\_\_\_\_\_

## **ATTACHMENT 2**

### **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

**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 the Sumner County Government, Sumner County, Tennessee, to provide goods or services, hereby states, under oath, as follows:

1. The undersigned is a principle officer or owner of \_\_\_\_\_,  
(Hereinafter referred to as the “Company”), and is duly authorized to execute this Affidavit on behalf of said Company.
2. The Company submits this Affidavit because it shall be receiving payment pursuant to a contract, or formal agreement, with the



**CERTIFICATION BY CONTRACTOR**