

Invitation to Bid

20150325 K-8 BOOKROOM

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 20150325 K-8 BOOKROOM until 1:00 p.m. CDT Wednesday, March 25, 2015. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please contact Robin Hood @ robin.hood@sumnerschools.org. 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.

NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by the 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 **1:00 P.M. Local Time WEDNESDAY, MARCH 25, 2015** for **20150325 K-8 BOOKROOM**, at which time the responses will be opened, taken under advisement and evaluated. **BIDS WILL BE POSTED ON www.sumnerschools.org**

GENERAL REQUIREMENTS AND CONDITIONS

1. The Sumner County Board of Education reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.
2. Any responses received after the scheduled closing time for the receipt for responses will not be considered.
3. If a mistake is discovered after the responses are received, only the Sumner County Board of Education may allow the respondent to withdraw the entire response.
4. Partial payments will not be approved unless justification for such payment can be shown. Terms will be net 30 days.
5. Payment will not be made until the said **20150325 K-8 BOOKROOM** are inspected and approved as meeting all specifications by persons appointed by the Sumner County Board of Education.
6. Responses submitted must be in a sealed envelope and marked on the outside as follows:
RESPONSE: 20150325 K-8 BOOKROOM
DEADLINE: 1:00 P.M.; WEDNESDAY, MARCH 25, 2015
7. Facsimile responses will not be considered.
8. If a successful bidder violates any terms of their bid, the contract, school board policy or any law they may be disqualified from bidding for a period of two years for minor violations or longer for major violations. Bids from disqualified bidders will not be accepted during the period of disqualification.
9. Prices quoted on the response (if any) are to be considered firm and binding until the said **20150325 K-8 BOOKROOM** are in the possession of the Sumner County Board of Education.
10. No purchase or contract is authorized or valid until the issuance of a Board Purchase Order in accordance with Board Policy. No Board Employee is authorized to purchase equipment, supplies or services prior to the issuance of such a Purchase Order.
11. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor, Vicky Currey (615) 451-6560.
12. All bids that exceed \$25,000 must have the Company Name, License Number, Expiration Date thereof and License Classification of Contractor listed on outside of sealed envelope. As required by State of Tennessee Code Annotated 62-6-119.
13. The awarded bidder will be required to post a performance and payment bond in the amount of 25% of the contract price if it exceeds \$100,000 as stated by State of Tennessee Code Annotated 12-4-201.
14. If the project cost in excess of \$25,000 a performance bond must be secured by the requesting party in an amount equal to the market improvement value.

REQUEST FOR QUOTE

20150325 K 8 BOOKROOM



SUMNER COUNTY BOARD OF EDUCATION
SUMNER COUNTY, TENNESSEE

DEADLINE: MARCH 25, 2015 @ 1:00 P.M.

INTRODUCTION

The Sumner County Board of Education, herein known as the “School System”, is requesting a quote for **20150325 K-8 BOOKROOM**. In addition, all other Sumner County Government Departments and Agencies may also purchase from any submitted proposal.

GENERAL INFORMATION

I. Proposal Package

All sealed proposal packages must include all 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
Properly completed Internal Revenue Service Form W-9
Completed Bid Sheet

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 School System. 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 department head shall forward a completed Form W-9 to the finance department. It can be obtained from the Internal Revenue Service’s website (www.irs.gov).

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 the 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

In addition, for all vendors with annual purchases in excess of \$50,000 (if a business license is required), a business license must be on file in the finance department, or the requisitioner must submit a copy with the purchase order requisition form or the payment requisition form, as applicable.

II. Responses

Proposal must include point-by-point responses to the RFQ
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 contract(s) the vendor will submit to be signed

Any and All proposal requirements must be met prior to submission

The bidder understands and accepts the non-appropriation of funds provision of School System

If noted in the section "proposal requirements" or later requested, the contractor will be required to provide a reference list of clients that have a current contract for services with their company

III. Clarification and Interpretation of RFQ

The words "must" and "shall" in this Request for Quote indicate mandatory requirements. Taking exception to any mandatory requirement shall be grounds for rejection of the proposal. There are other

XIX. Contract Nullification

The School System may, at any time, nullify the agreement if, in the judgment of School System, the contractor(s) has failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the contractor(s), but no further sums shall be owed to the contractor(s). The agreement between the School System and the contractor(s) is contingent upon an approved annual budget allotment, and is subject, with thirty (30) days notification, to restrictions or cancellation if budget adjustments are deemed necessary by School System.

XX. Applicable Law

The School System is an equal opportunity employer. The School System does not discriminate towards any individual or business on the basis of race, sex, color, age, religion, national origin, disability or veteran status.

The successful contractor(s) agrees that they shall comply will all local, state, and federal law statutes, rules, and regulations including, but not limited to, the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

In the event that any claims should arise with regards to this contract for a violation of any such local, state, or federal law, statues, rules or regulations, the provider will indemnify and hold the School System harmless for any damages, including court costs or attorney fees, which might be incurred.

Any contract will be interpreted under the laws and statutes of the State of Tennessee.

The School System does not enter into contracts which provide for mediation or arbitration.

Any action arising from any contract made from these specifications shall be brought in the state courts in Sumner County, Tennessee or in the United States Federal District Court for the Middle District of Tennessee.

Additionally, it is a violation of state statues 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.

SUMNER COUNTY BOARD OF EDUCATION