

Invitation to Bid

20150310 RFQ - SECURE SHREDDING

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 20150310 RFQ-SECURE SHREDDING until 9:00 a.m. CDT Tuesday, March 10, 2015. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please email Chris Harrison – Purchasing Coordinator at chris.harrison@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.

REQUESTORQUOTE

SECURESHREDDING

**SUMNERCOUNTYBOARD OF EDUCATION
SUMNERCOUNTY, TENNESSEE**

DEADLINE March 10, 2015 @ 9:00 A.M.

INTRODUCTION

The Sumner County Board of Education,

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

- x Proposal must include point by point responses to the RFQ
- x Proposal must include a list of any exceptions to the requirements
- x Proposal must include the legal name of the vendor and must be signed by a person or persons legally authorized to bind the vendor. Tj /c4 10 TD <

VI. Insurance Requirements and Liability.

Each bidder or respondent to the RFQ who may have employees, contractors, or agents working on School System properties shall provide copies of current certificates for general and professional liability insurance and for workers' compensation of a minimum of \$250,000. The owner or principal of each respondent must also be insured by workers' compensation if they perform any of the services on School System properties. There will be no exceptions to the insurance requirement.

VII. Payment Terms

Payment terms shall be specified in the bid response including any discounts for early payment. All payments, unless agreed upon differently, will be after receipt of service or product and School System's approval of conformance with specifications.

VIII. Deadline

Sealed proposals will be accepted until TUESDAY, MARCH 10, 2015 @ 9:00 A.M. Proposals received after that time will be deemed invalid. Vendors mailing proposal packages must allow sufficient time to ensure receipt of their packages by the time specified. There will be no exceptions.

IX. Withdrawal or Modification of Proposal

A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals provided that it fully conforms to the same general terms and requirements.

X. Package

The package containing the proposal must be sealed and clearly marked "20150310- RFQ SECURE SHREDDING" on the outside of the package. Responses may be hand delivered or mailed to the following address.

Sumner County Board of Education
Attn: Purchasing Supervisor
1500 Airport Road
Gallatin, TN 37066

XI. Right to Seek a New Proposal

will be awarded to the best overall respondent as determined by that which is in the

. Proposals

XII.

XXI. Specific Information

The School System is requesting a quote to secure pricing for shredding services of paper goods. The paper goods shall consist of Financial, Human Resources, Executive Procurement and various other types of documents that require shredding. The shredding services shall be for the following: routine shredding (weekly, monthly, bi-month, etc.) and purge (one-time event) shredding. Shred Service pricing shall apply to all School System facilities (See _____).

The School System does not guarantee that all locations listed in _____ will use this contract.

Bidder Requirements

- x Shall be NAID Certified
 - $\frac{3}{4}$ A copy of the certificate must be included

Contract Terms

The contract shall be valid beginning April 1, 2015 thru December 31, 2015. The contract shall allow for up to three, one year extensions. A cost increase up to The shall be to

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EllisMiddle
100IndianLakeRd.
Hendersonville,TN37075

HawkinsMiddle
487AWaltonFerryRd.
Hendersonville,TN37075

KnoxDossMiddle @ DrakesCreek
1338DrakesCreekRd.
Hendersonville,TN37075

PortlandEastMiddle
604SouthBroadway
Portland,TN37148

PortlandWestMiddle
110NolanPrivateDr.
Portland,TN37148

RuckerStewartMiddle
350HancockSt.
Gallatin,TN37066

ShaferMiddle
240AlbertGallatinRd.
Gallatin,TN37066

StationCampMiddle
281BigStationCampBlvd.
Gallatin,TN37066

T.W.HunterMiddle
2101NewHopeRd.
Hendersonville,TN37075

WestmorelandMiddle
4128HawkinsDr.
Westmoreland,TN37186

WhiteHouseMiddle
2020Highway31W
WhiteHouse,TN37188

BeechHigh/ Annex
3126LongHollowPike
Hendersonville,TN37075

GallatinHigh
700DanHerronDr.
Gallatin,TN37066

HendersonvilleHigh
123CherokeeRd.
Hendersonville,TN37075

MerrolHydeMagnet
128TownshipDr.
Hendersonville,TN37076

PortlandHigh
600CollegeSt.
Portland,TN37148

StationCampHigh
1040BisonTrl.
Gallatin,TN37066

WestmorelandHigh
4300HawkinsDr.
Westmoreland,TN37186

WhiteHouseHigh/ Annex
508TyreeSpringsRd.
WhiteHouse,TN37188

R.T.FisherAlternative
455NorthBoyersSt.
Gallatin,TN37066

SumnerCountyBoardof Education
Main Bldg.– MaterialsCenter– E.B.Wilson
695EastMain St.
Gallatin,TN37066

SumnerCountySupportServiceFacility
Maintenance– Operations– Transportation– TechnologyDept.'s
1500Airport Rd.
Gallatin,TN37066

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

DRUG-FREE WORKPLACE

The School System 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 School System employees and contractors to remain, or become and remain, drug-free. This policy applies to all School System employees and contractors who are working on School System property or performing School System work. This policy is effective as of 10/1/2012.

DRUG- A 0

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

CERTIFICATION BY CONTRACTOR

I, the undersigned, certify that on behalf of Contractor, I am authorized to attest and obligate the above certification and to legally bind Contractor to these terms, conditions and obligations.

_____ Title

_____ Name

_____ Date

_____ Witness

SUMNER COUNTY BOARD OF EDUCATION
Purchasing Department
1500 Airport Road
Gallatin, TN 37066

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

EMAIL _____

AUTHORIZED COMPANY REPRESENTATIVE _____ SIGNATURE

AUTHORIZED COMPANY REPRESENTATIVE _____ PRINTED

DATE _____

BID TITLE 20150310 RFQ Secure Shredding

DEADLINE TUESDAY MARCH 10, 2015 @ 9:00 A.M.

BID AMOUNT \$ _____ / Round Shredding

\$ _____ / One Time Purge

* Pricing is per container/ per pickup

NOTES: _____

