

Invitation to Bid

20161108 -BOE

RE-BID

WATER SOURCE HEAT PUMPS

Responses to an Invitation to Bid

## 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, and 1500 Airport Road Gallatin, TN 37066. They will be received until **10:30 A.M. Local Time November 08 , 2016** for Two (2) Water Source Heat Pumps at which time the responses will be opened, taken under advisement and evaluated. **BIDS WILL BE POSTED ON [www.sumnerschools.org](http://www.sumnerschools.org)**

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### 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 **Water Source Heat Pumps** 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: 20161011-BOE Water Source Heat Pumps**  
**DEADLINE: Tuesday November 08, 2016 10:30 a.m.**
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 (**Water Source Heat Pumps** 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



Purchasing Department  
1500 Airport Road  
Gallatin, TN 37066

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

AUTHORIZED COMPANY  
REPRESENTATIVE \_\_\_\_\_

AUTHORIZED COMPANY  
REPRESENTATIVE \_\_\_\_\_

DATE \_\_\_\_\_

BID TITLE 20161108-BOE TWO (2) WATER SOURCE HEAT PUMPS

DEADLINE Tuesday November 08, 10:30 a.m. local Time

BID AMOUNT \$ \_\_\_\_\_

BID GOOD THRU \_\_\_\_\_

NOTES: \_\_\_\_\_

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