

For County Buildings

Sumner County Government is hereby requesting a proposal for **Pest Control Services for 22 Sumner County buildings. Location addresses listed in section XXII.**

See specific proposal requirements in section XXII.

I.

All sealed proposal packages must include all of the following. Any sealed proposals shall be rejected as a non-conforming bid if any applicable item is missing.

- x Three (3) complete copies of proposal
- x Evidence of a valid State of Tennessee Business License and/or Sumner County Business License is required to be eligible to bid
- x **You must be licensed in your respective field at the time you bid and evidence of such compliance must be included in the bid or it may be rejected**
- x Evidence!

1. 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 Sumner County Finance Department. 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 elected official or department head shall forward a completed form W -9 to the finance department. It can be obtained from the finance department, Sumner County's web site, or the Internal Revenue Service's website at www.irs.gov.
2. To comply with the _____, 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 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.

- x Proposal must include point-by-point responses to the RFP.
- 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 to a contract.
- x If applicable, proposal must include a copy of the contract(s) the vendor will submit to be signed.
- x Any and all proposal requirements must be met prior to submission.
- x The bidder understands and accepts the non-appropriation of funds provision of the Sumner County Government.
- x If noted in the section "proposal requirements" or later requested, the contractor w _____ tor

days before proposal's "deadline". All responses to inquiries will be posted on the Sumner County website (<http://www.sumnertn.org/>) under "Bids

IV.

Vendors must guarantee that all information included in their proposal will remain valid for a period of from the date of proposal opening to allow for evaluation of all proposals.

V.

Sumner County Government is not responsible for any costs incurred by any vendor pursuant to the Request for Proposal. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its proposal.

VI.

Each bidder or respondent to the RFP who may have employees, contractors, or agents working on Sumner County 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 Sumner County properties. There will be no exceptions to the insurance requirement.

VII.

Per State statute, Sumner County requires a performance bond, or bank letter of credit, for any _____ projects that exceed \$25,000 upon bid award.

VIII.

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 Sumner County's approval of conformance with specifications. The Sumner County Finance Department does not allow the practice of picking up checks in person.

IX.

Sealed proposals will be accepted until

Sumner County Government has no obligation for the payment of any judgment or the settlement of any claim made against the vendor or its subcontractors as a result of obligations under this contract.

XVIII.

Sumner County is tax exempt.

XIX.

Invoices are to be submitted to:

Sumner County Government
Attn: Jaime Muncy
355 North Belvedere Drive
Room 102
Gallatin, TN 37066

The vendor must provide an invoice(s) detailing the terms and amounts due and the dates due. All invoices shall indicate payment terms and any prepayment discounts.

XX.

Sumner County Government may, at any time, nullify the agreement if, in the judgment of Sumner County Government, 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 Sumner County 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 Sumner County Government.

XXI.

Sumner County, Tennessee is an equal opportunity employer. Sumner County 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 with 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 Sumner County 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.

Sumner County does not enter into contracts which provide for mediation or arbitration.

Any action arising from any contract made from these specifications shall be d(s)-4 Tf1 6(ha)-39ii7-BDCirg235(C)

List of Job References:

Project Name/Location: _____

Agency/Department: _____

Dates of Project: _____ Dollar Value: _____

Project Manager/Contact at Agency: _____

Phone: _____ Email: _____

Project Name/Location: _____

Agency/Department: _____

Dates of Project: _____ Dollar Value: _____

Project Manager/Contact at Agency: _____

Phone: _____ Email: _____

Project Name/Location: _____

Agency/Department: _____

Dates of Project: _____ Dollar Value: _____

Project Manager/Contact at Agency: _____

Phone: _____ Email: _____

Project Name/Location: _____

Agency/Department: _____

Dates of Project: _____ Dollar Value: _____

Project Manager/Contact at Agency: _____

Phone: _____ Email: _____

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 20170613CG1 Pest Control

DEADLINE June 13, 2017 1:30 p.m. Local time

BID AMOUNT \$ _____

BID GOOD THRU _____

NOTES: _____

STATEMENT OF NON-

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under federal non-procurement programs by any federal department or agency;

Have not, within the three year period preceding the proposal, had one or more public transactions (federal, state, or local) terminated for cause or default; and

Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the bid, been convicted or had a civil judgment rendered against it

A. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local) or a procurement contract under such a public transaction;

B. For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or

C. For the commission of ~~EMC~~

