

This solicitation document serves as the written determination of the SCS Purchasing Supervisor that the use of Competitive Sealed Proposals for this solicitation is in the best interest of SCS.

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Purchasing Supervisor	Purchasing Coordinator
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There may be one or more amendments to this RFP. In order to receive communication for any such amendments issued specifically to this RFP, the proposer must provide a Notice of Intent to Propose to the Sumner County Board of Education (SCS) Purchasing Department. The proposer must utilize this form when submitting notice. The notice may be sent by email to: Purchasing Office, purchasing@sumnerschools.org. SCS will send amendments only to those proposers which complete and return this information by the deadline list in the RFP Schedule of Events (Section 4).

RFP Number: _____

Company Name: _____

Mailing Address: _____

Phone Number: _____

Contact Person: _____

Email Address: _____

Authorized Signature _____

Printed Name _____

Date _____

Emailed amendments will be sent in a Microsoft Word (Office for Windows) or Portable Document Format (pdf) format. Any alterations to the document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award or any other legal remedies available to the Sumner County Board of Education.

Amendments will also be posted on the SCS website _____ and attached to the solicitation listing as a PDF or WORD file. Check the particular solicitation on the Current Bids and RFPs webpage for any posted amendments.

By completing and returning this form, the Proposer has expressed its intent to provide a proposal for

1. Introduction/Overview
 - 1.1. Purpose
 - 1.2. Contact Information
2. Requirements
 - 2.1. Contract Term
 - 2.2. Scope of Work/Specifications
 - 2.3. Contactor Obligations
3. Source Selection and Contract Award
4. Schedule of Events
5. Instructions for Proposal
 - 5.1. Required Forms
 - 5.2. New Vendors
 - 5.3. Acknowledgement of Insurance Requirements
 - 5.4. Clarification and Interpretation of RFP
 - 5.5. Proposal Package
 - 5.6. Delivery of Proposals
 - 5.7. Evaluation of Proposals
 - 5.8. Request for Clarification of Proposals
 - 5.9. Protests
6. Attachments
 - 6.1. Contact Information
 - 6.2. Bid Form/Certification
 - 6.3. References
 - 6.4. Certification Regarding Debarment or Suspension
 - 6.5. Condition of Submitting Proposal
 - 6.6. Statement of Non-Collusion
 - 6.7. Attestation Re Personnel
 - 6.8. Drug Free Workplace Affidavit
 - 6.9. IRS Form W-9
** An online, fillable version can be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>*
 - 6.10. Standard Terms & Conditions
 - 6.11. Vendor Checklist

1. Introduction/Overview

1.1. Purpose

-
- < Identify equipment suitable for the intended use and facilities.
 - < Verify the compatibility of all equipment and related hardware.
 - < Recommend neciw1717m

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- < The Proposer must specify a percentage discount for audio/video equipment, hardware and installation materials. The final discounted price must include delivery to SCS.
 - < The Proposer must specify an hourly rate for design, installation and training services.
 - < Purchases made under any contract that results from this RFP typically fall into one of the following general categories:

_____ : This involves the purchase of audio/visual equipment only without any design or installation services.

_____ : This involves the purchase of audio/visual equipment plus related design, installation and training. A detailed scope of work will be agreed upon in writing between the contractor and SCS.

_____ : This includes, but is not limited to, activities such as pulling cable, mounting audio/visual hardware, system design, equipment repairs and training.

2.3. Standard Contractor Obligations

- 2.3.1.1. Shall provide and obtain all necessary permits with Local, County, etc. agencies as required by law and as required in the Scope of Work.
- 2.3.1.2. Shall schedule all necessary inspections with Local, County, etc. agencies as required by law.
- 2.3.1.3. Shall strictly adhere to all specifications, engineered drawings and any other form of documentation related to the completion of the Scope of Work. SCS reserves the right to withhold partial or all payment until the work is completed to the specifications and satisfaction of SCS. Any work not completed to specifications will be the Contractor's sole responsibility and expense to redo.
- 2.3.1.4. Shall dispose of all generated waste materials in compliance with all Local, State and Federal guidelines, regulations and requirements.
- 2.3.1.5. Shall have property trained and experienced staff to facilitate the services specified in the Scope of Work. If applicable, the Contractor shall provide documentation that staff has received the manufacturers' certification to complete the services specified in the Statement of Work.

5. Instructions for Proposal

5.1. Required Forms

- ◁ Proposer must complete and submit the Attachments in Section 6. Attachments may be omitted depending on the RFP requirements. Refer to the Table of Contents for omitted Attachments.
- ◁ Evidence of a valid State of Tennessee Business License and/or Sumner County Business License.
- ◁ For all vendors with annual purchases in excess of \$50,000; a Sumner County Business License must be

5.3. Acknowledgement of Insurance Requirements

By submitting a proposal,

5.7. Evaluation of Proposals

Company Legal Name: _____

Company Official Address: _____

Company Web Site (URL): _____

Contact Person for project administration:

Name: _____

Address: _____

Phone Number: _____(office)

_____ (mobile)

Email Address: _____

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 indicated 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 judgement rendered against it:
 - 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;
 - 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
 - For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, under 18 U.S.C. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to five years, or both.

Name of Participating Agency: _____

Name and Title of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

____ I am unable to certify to the above statement. Attached is my explanation.

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 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: _____

CONTRACTOR LEGAL ENTITY NAME:	
FEDERAL EMPLOYER IDENTIFICATION NUMBER: <i>(or Social Security Number)</i>	

SIGNATURE & DATE: _____
NOTICE: This attestation MUST be signed by an individual empowered to contractually bind the Contractor.

The Sumner County Board of Education 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 Board of Education 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 personal safety, impact the safety of others and impair job performance.

The undersigned, principal officer of _____,
an employer of five (5) or more employees contracting with Sumner County Board of Education to provide goods or services, hereby states under oath as follows:

1. The undersigned is a principal officer of _____
(hereinafter referred to as the "Company") and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state and any local government to provide contracted services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9 of the *Tennessee Code Annotated*.
3. The Company is in compliance with T.C.A. § 50-9-113 and all applicable Federal Laws, Rules and Regulations requiring a drug-free workplace program.

Further affiant saith not.

: _____

Before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence) and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20____.

_____q0.00000912 0 612 792 reW* nBT/F2 11.04 Tf1 0 0 1 36 141.24 Tm0 g

In order to comply with the provisions of the Tennessee Open Records Act, all proposals will be publicly opened and are subject to public inspection after the award upon written request. Proposers may be present at ITB opening. Summary information will be posted the SCS website, www.sumnerschools.org under the Invitation to Bid link.

SCS reserves the right to reject any and all proposals and to waive any informality in proposals and, unless otherwise specified by the proposer to accept any item in the proposal. Action to reject all

