

Invitation to Bid

20180731-03-BOE

Bus Battery

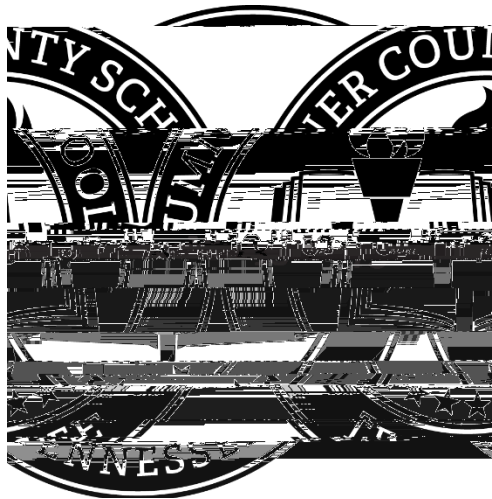
Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for 20180731-03-BOE Bus Battery until July 31, 2018 @ 10:30 a.m. Local Time. Bid responses will be opened at that time, taken under advisement and evaluated. All proposals are subject to the Board of Education's conditions and specifications which are available from Chris Harrison, Purchasing Supervisor (615) 451-6560. All bids can be viewed on line at www.sumnerschools.org.

INVITATION TO BID (ITB)

NUMBER: 20180731-03-BOE

SUMNER COUNTY BOARD OF EDUCATION

RFP Title: **Bus Battery**



Purchasing Staff Contact:

Chris Harrison
Purchasing Supervisor
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Janice Wright
Purchasing Coordinator
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Release Date: July 16, 2018

Proposal Due Date: July 31, 2018 @ 10:30 a.m. Local Time

TABLE OF CONTENTS

1. Specification
2. Source Selection and Contract Award
3. Schedule of Events
4. Delivery of Proposals
5. Protests
6. New Vendors
7. Attachments
 - A. Bid Form/Certification
 - B. IRS Form W9
 - C. Attestation Re Personnel
 - D. Standard Terms and Conditions

2. Source Selection and Contract Award

- x Award, if made, will be made to the proposer submitting the lowest cost proposal and whom is also determined to be Responsive.
 - o General Criteria to be determined "Responsive"
 - Does the proposal include all required information?
 - Does the proposal include completed attachment forms?
 - Was the proposal delivered on or before the stated deadline?
- x SCS reserves the right to reject any proposal that takes exception to the specifications unless prior approval is requested and granted by SCS.
- x Upon mutual agreement by both parties, SCS shall grant the right to extend the terms, conditions and prices of contract(s) awarded from this ITB to other Institutions (such as State, Local and/or Public Agencies) who express an interest in participating in any contract that results from this ITB. Each of the "piggyback" Institutions will issue their own purchasing documents for purchase of the goods/services. Proposer agrees that SCS shall bear no responsibility or liability for any agreements between Proposer and the other Institution(s) who desire to exercise this option.

3. Schedule of Events

RFP Issued	July 16, 2018
RFP Submission DEADLINE	July 31, 2018 @ 10:30 a.m. Local Time

4. Delivery of Proposals

Sealed proposals will be accepted until **July 31, 2018 @ 10:30 a.m. Local Time**. Proposals received after that time will be deemed invalid. Vendors mailing proposal packages must allow sufficient time to ensure receipt of their package by the time specified. There will be no exceptions. Proposals will be opened and read aloud. The reading of the bids will begin at **10:30 a.m. Local Time**.

Due to the nature of deliveries to the SCS Support Services Facility by carriers such as UPS, FedEx and such like; the proposal package will be accepted if the date and time on the delivery confirmation are indicated to be on or before the Proposal Deadline.

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

The package containing the proposal must be sealed and clearly marked on the outside of the package:

"20180731-03-BOE Bus Battery"
DO NOT OPEN

5. Protests

In the event that any interested party finds any part of the listed specifications, terms or conditions to be discrepant, incomplete or otherwise questionable in any respect; it shall be the responsibility of the concerned party to notify the SCS Purchasing Office of such matters immediately upon receipt of the ITB. All notifications must be sent to the Purchasing Supervisor via email at purchasing@sumnerschools.org.

Any actual or prospective Proposer who is aggrieved in connection with the ITB or award of a contract may protest to the Purchasing Supervisor and/or the Sumner County Board of Education at its regularly scheduled meeting.

6. New Vendors

- x 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 SCS Finance Department. It is a mandatory requirement to complete the IRS Form W-9 (Attachment 1) included in this RFP.

- x To comply with the Tennessee Lawful Employment Act (50-1-702 and 50-1-703), non-employees (individuals paid directly by the employer in exchange for the individual's labor or services) must have on file one (1) of the following documents:
 - o A valid Tennessee driver's license or photo identification;
 - o A valid driver's license or photo identification from another state where the license requirements are at least as strict as those in Tennessee;
 - o A birth certificate issued by a U.S. state, jurisdiction or territory;
 - o

ATTACHMENT 7.C – Attestation Re Personnel

**ATTACHMENT 7.D – Standard Terms & Conditions
SUMNER COUNTY BOARD OF EDUCATION (SCS)**

1. PREPARATION AND SUBMISSION OF BID.

- a. Failure to examine any drawings, specifications, or instructions will be at the proposer's risk. Any deviation from the stated terms, conditions and specifications must be coordinated with and approved in writing by the SCS Purchasing Supervisor.
- b. ITB SUBMITTAL / SIGNATURE: Proposal shall give the full name and business address of the bidder. If the proposer is a corporation, the name shall be stated as it is in the corporate charter. Proposals must be signed in ink by the proposer's authorized agent. Unsigned proposals will be rejected. Proposals are to be sealed and the outside of the envelope is to reference the ITB number. The person signing the proposal must show their title, and if requested by SCS, must furnish satisfactory proof of his or her authority to bind his or her company in contract. Proposer understands that by submitting a proposal with an authorized signature, it shall constitute an offer to SCS. Proposals must be typewritten or in ink; otherwise they may not be considered. Purchase orders will be issued to the firm name appearing on the W9. Facsimile responses will not be considered.
- c. SCS is not responsible for any costs incurred by any vendor pursuant to the ITB. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its proposal.
- d. All proposers must be in compliance with T.C.A. § 62-6-119 at the time of proposal submission and provide evidence of compliance with the applicable provisions of the chapter before such proposal may be considered.
- e. Proposals are to be received in the location designated in the ITB no later than the specified date and time. Late submissions in tn tsu t

