Invitation to Bid 20180731-BOE

Diesel Exhaust Fluid

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-BOE Diesel Exhaust Fluid until July 31, 2018 @ 10:00 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-BOE

NOTICE TO PROPOSERS

There may be one or more amendments to this ITiBorder to receive communication for any such amendments issued specifically to this I,TiBorder must provide the information requested below to the Sumner County Board of Education (SCS) Purchasing Department. The information may be sentiblyoer@aris Harrison, Purchasing Supervisor, chris.harrison@sumnerschools.org. SCS will send amendments only to those proposers which complete a return this information in a timely manner.

ITBNumber:	20180731-BOE Diesel Exhaust Fluid
Company Name:	
Mailing Address:	
Ç	
Phone Number:	
Contact Person:	
Email Address:	
Authorized Signature	:
Printed Name	

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

Source Selection and Contract Award

- x Award, if made, will be made **to**e proposer submitting the lowest cost proposal and whom is also determined to be Rsponsive.
 - o General Criteria to be determined "Responsive"
 - f Does the proposal include all required information?
 - f Does the proposal include empleted attachment forms?
 - f 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 approva 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 the 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 EE of the "piggyback" Institutions will issue their own purchasing documents for purchaste foods/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 @ 10:00 a.m. Local Time

4. Delivery of Proposals

Sealed proposals will be accepted untily 31, 2018 @ 10:00 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 aloy(I)13

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 quasinable 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 limburgations 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 tame and of a contract may protest to the Purchasing Supervisor and/or the Sumner County Board of Educationegularly 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-9/on file with the SCS Finance Department. It is a mandatory requirement to complete the IRS Form-9/(Attachment 1) included in this RFP.
- x To comply with the Tennessee Lawful Employment Actl (302 and 501-703), nonemployees (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;
 - A valid driver's license or photo identification from another state where the license requirements are 928 2are 928 2are 928 2are 928 2aær.2 (ire) Tw [e086..31-3 928 231-3 -1.4 (0.004 928 2)2.2 (

7.B IRS Form W9

ATTACHMENT 7.C – Attestation Re Personnel

ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE

ONTRACTOR LEGAL ENTITY NAME:

- 2. OPEN RECORDS. In order to comply with the provisions of the Tennessee Open Records Act, all proprior specifically opened and are subject to public inspection after the award upon written request. Proproagrise present at ITepening. Summary information will be posted the SCS website, www.sumnerschools.org under the Invitation to Bid link.
- 3. ACCEPTANCE AND AWARD. SCS reserves the right to reject any and all proposates waive any informality in proposals and, unless otherwise specified by the proposteraccept any item in the proposal ction to reject all proposals taken for unreasonably high prices, errors in the bid documents, cessation of need, unavailability of funds, or any other reason approved by SCS.
 - a. Contracts and purchases will be made with the lowest, responsive, responsible, qualified prothes quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the Institution, cash discount offereand the delivery terms will be taken into consideration.
 - b. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in