NEW VENDORS

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 Tennessee Lawful Employment Act, 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 natur0.e of s92 0 612 791(of bn(i)-4(z)9(ensh)6(i)-4(p)]TJETQ0.00000912 0 612 792

days before

Reponses must be hand delivered or mailed to the following address:

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

XII. Right to Seek a New Proposal

Sumner County reserves the right to accept or reject any and all proposals for any reason. Proposals will be awarded to the best overall respondent as determined by that which is in the best interests of Sumner County.

XIII. Procedures for Evaluating Proposals and Awarding Contract

In comparing the responses to this RFP and making awards, Sumner County may consider such factors as quality and thoroughness of a proposal, the record of experience, the references of the respondents, and the integrity, performance, and assurances in the proposal in addition to that of the proposal price.

- ¶ Proposals will be examined for compliance with all requirements set forth herein.
- ¶ Proposals that do not comply shall be rejected without further evaluation.
- ¶ Proposals will be subjected to a technical analysis and evaluation.
- ¶ Oral presentations and written questions for further clarifications may be required of some or all vendors.

XIV. Discussions

Discussions may be conducted with the vendors which have submitted proposals determined to be reasonably likely of being considered for selection to assure a full understanding of and responsiveness to the RFP requirements. Every effort shall be afforded to assure fair and equal treatment with respect to the opportunity for discussion and/or revision of their respective proposals. Revisions may be permitted after the submission and prior to the award for the purpose of obtaining the best offers.

XV. Open Records

After the bid is awarded, all proposals will be subject to the provisions of the Tennessee Open Records Act, and the proposals will be available to the public upon written request.

Summary information on bids submitted will be posted on the Sumner County website at http://www.sumnertn.org/ under "Bids" link.

XVI. Assignment

Neither the vendor nor Sumner County may assign this agreement without prior written consent of the other party.

XVII. Liabilities

The vendor shall indemnify Sumner County Government against liability for any suits, actions, or claims of any character arising from or relating to the performance under this contract by the vendor or its subcontractors.

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. Tax Status

Sumner County is tax exempt.

XIX. Invoicing

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.

XXII. Specific Proposal Requirement Details

Sheriff's Training Facility, 1570 Cairo Rd, Gallatin, TN 37066:

There are two air handler units located at 1570 Cairo Rd, Gallatin, TN 37066 which are in need of HVAC improvements and replacement. Sumner County is requesting proposals for the following.

Provide labor and materials to perform the following:

Cairo Rd. Unit #1:
2.5 Ton HVAC unit replacement: Contractor to remove 2.5-ton split unit (owner Sumner County will dispose of unit), install a new 2.5-ton split unit and concrete pad, and connect existing electrical, low voltage, and gas piping. Contractor shall inspect all duct work and repair duct for possible air leaks. If repair is not possible, replace duct work.

Cairo Rd. Unit #2:
8.5 Ton unit replacement and duct repair: Contractor to remove 7.5-ton package unit (owner Sumner County will dispose of unit), install a new 8.5-ton package unit and concrete pad, connect existing electrical, low voltage, and gas piping. Contractor shall inspect all duct work and repair duct for possible air leaks. If repair is not possible, replace duct work.

Installer to provide for any changes/modifications required to make necessary repairs to complete the scope of work. Work completed shall meet and conform with all applicable codes and regulations.

Sumner County Recovery Court, 117 West Smith Street, Gallatin, TN 37066:

Provide labor and materials to perform the following:

Install a new Mitsubishi (or equal) 3.5 ton 4 zone mini split unit system for recovery court offices. Install all necessary electrical and breaker, freon lines and freon, 4 indoor wall mount air handlers, and 1 roof mounted Mitsubishi (or equal) 3.5 ton heat pump condensing unit, controls, linesets, and hookups. Installer to provide leak test, evacuate system, charge, and start up unit for completion of scope of work. Installer to provide for any changes/modifications required to make necessary repairs to complete the scope of work. Work completed shall meet and conform with all applicable codes and regulations.

Interested bidder is required to complete a site visit with County Maintenance staff. Please contact

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: _____

HVAC IMPROVEMENTS
BID FORM

Date Submitted_____

TO: Sumner County, TN

I, _____

Of_____
Name of Company Address City Zip
_____Hereby submit our bid for the
(Phone)
HVAC IMPROVEMENTS & REPLACEMENT project in accordance with the specifications and instructions set forth in these bid documents.

ITEM	QUANTITY	AMOUNT
Cairo HVAC Improvements **Unit #1** **All materials and labor, and any and all other associated costs required** **For Demo, Repairs, and Installation**	LS	_____
Cairo HVAC Improvements **Unit #2** **All materials and labor, and any and all other associated costs required** **For Demo, Repairs, and Installation**	LS	_____
Recovery Court office unit HVAC Improvements **All materials and labor, and any and all other associated costs required** **For Demo, Repairs, and Installation**	LS	

XXII. Termination of Agreement

Either party to this agreement shall have the right to terminate this agreement upon a 30 day written notice. Both parties shall be liable for payments or services due prior to the date of termination, but no further fees shall be due or payable after the notice of termination is received.

ATTACHMENT 1

STATEMENT OF NON-COLLUSION

DRUG-

ATTACHMENT 3

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

rm

ATTACHMENT 4

CERTIFICATION BY CONTRACTOR

I, the undersigned, certify that on behalf of Contractor, I am authorized to attest and obligate the above certification and to legally bind Contractor to these terms, conditions and obligations.

_____ Title

_____Name

_____ Date

_____Witness