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Sumner County Government herein known as Sumner County hereby requesting a proposal 20172018
Gasoline/ Diesel Fuel for Sumner County Sheriff's Office 117 West Smith Street Gallatin, TN 37066 In addition, all other
Sumner County Government Departments and Agencies may also purchase for any submitted proposal.

All sealed proposal packages must include all of the following, when Applicable. proposals shall be
rejected as a nonconforming bid if any applicable item is missing.

- Three (3) complete copies of proposal
- Evidence of a valid State of Tennessee Business License and/or Sumner County Business License
- Evidence of compliance with Sumner County Insurance Requirements, if work is performed on
Sumner County Property
- Signed and completed Statement of No Collusion (Attachment 1)
- Properly completed Internal Revenue Service Form W-9
- Evidence of a company's safety program and, if supported, a drug testing program (Attachment 2)
Drug-Free Workplace Affidavit
- If bid is in excess of \$25,000, a certification of debarment must be completed (Attachment 3)
Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- Certification By Contractor (Attachment 4)

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. 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 for a new vendor, the department head shall forward a completed form W-9 to the finance department. It can be obtained from the Internal Revenue Service's website at www.irs.gov.
2. To comply with the Tennessee Lawful Employment Act (individuals hired as independent contractors) must have on file any 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

3. 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 order requisition form or the e-procurement requisition form, as applicable.

Proposal must include point responses to the RFP.

Proposal must include a list of any exceptions to the requirements.

Proposal must include the legal name of the vendor and must be signed by persons legally authorized to bind the vendor to a contract.

If applicable, proposal must include a copy of the contract(s) the vendor will submit to be signed.

Any and all proposal requirements must be met prior to submission.

The bidder understands and accepts the appropriation of funds provision of the Sumner County Government.

If noted in the section "proposal requirements" or later requested, the contractor will be required to provide a reference list of clients that have a contract for services with their company.

The words "must" and "shall" in this Request for Proposal indicate mandatory requirements. Taking exception to any mandatory requirement shall be grounds for rejection of the proposal. There are other requirements that Sumner County considers important but not mandatory. It is important to respond in a concise manner in each section of this document and submit an itemized list of all exceptions.

In the event that any interested vendor finds any part of the listed specifications to be discrepant, incomplete, or otherwise questionable in any respect, it shall be the responsibility of the party to notify Sumner County via email at vicky.currey@sumnerschools.org of such matters immediately upon receipt of this Request for Proposal. All questions must be received a minimum of five days before the proposal's "deadline". All responses to inquiries will be posted on the School System website (<http://www.sumnerschools.org>).

Each bidder or respondent to the RFP who may have employees, contractors, or agents working on County properties shall provide copies of current certificates for general 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 School System properties. There will be no exceptions to the insurance requirement.

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 products and approval of conformance with specifications.

Sealed proposals will be accepted until [redacted] local time. Proposals received after that time will be deemed invalid and returned unopened to the vendor. Vendors mailing proposal packages must allow sufficient time to ensure receipt of their package by the time specified. There will be no exceptions.

A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals provided it fully conforms to these general terms and requirements.

The package containing the proposal must be sealed and clearly marked "

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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 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 technical analysis and evaluation.

Oral presentations and written questions for further clarifications may be required of some vendors.

Discussions may be conducted with the vendors which have submitted proposals determined to be most 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.

After the bid is awarded, all proposals will be subject to 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 School System website at <http://www.sumnerschools.org>

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

The vendor shall indemnify Sumner County 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 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.

Sumner County Governments tax exempt.

Specific Information

Requirements

The undersigned affirms that they are dully authorized to execute this contract, that this company, firm, partnership or individual has not prepared this proposal in collusion with any other respondent, contents of this proposal as to prices, terms or conditions of said proposal have not been communicated to the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the opening of this proposal.

Company _____

Address _____

Phone _____

Fax _____

Respondent (Signature) _____

Respondent (Print Name and Title) _____

Authorized Company Official (Print Name) _____

The Sumner County Governments committed to maintaining a safe and productive work environment employees and F8q -r6ENTaimininG [h-4(ig(tah143(an)4(dq143o)-5alin)4ty)10(N)ndyeerO(N)-3msa3

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STATE OF _____

COUNTY OF _____

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

1. The undersigned is a principal officer of _____ (hereinafter referred to as "Company") and is duly authorized to execute this Affidavit on behalf of the Company. *
2. The Company submits this Affidavit because it shall be receiving pay pursuant to a contract with the government to provide goods or services.
3. The Company is in compliance with State and Federal Laws, Rules and Regulations requiring a drug workplace program.

Further affiant saith not.

Principal Officer: _____

STATE OF _____

COUNTY OF _____

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

Witness my hand and seal this 10th day of _____, 2001. _____

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

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under federal procurement programs by a federal department or agency;
2. Have not been convicted of or enjoined under a court order in a civil proceeding regarding a violation of the Federal Acquisition Regulation (FAR) or the Federal Acquisition Regulation (FAR) Supplement.

