# REQUEST FOR PROPOSAL (RF

NUMBER20190306BOE

## SUMNER COUNTY BOARD OF EDUCATION

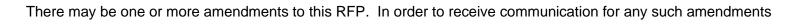
This solicitation document serves as the written determination of the SCS Purchasing Supervisor that the use of Ceralipetitive S Proposals for this solicities in the best interest of SCS.

RFP Title:Portland High Flooring

## **Purchasing Staff Contact:**

Chris Harrison	Janice Wright

# **NOTICE TO PROPOSERS**



#### 5. Instructions for Proposal

#### 5.1. Required Forms

- Proposer must complete and submit the Attachments in SectioAttachments may be omitted depending on the RFP requirementRefer to the Table of Contents for omitted Attachments.
- Evidence of a valid State of Tennessee Business License and/or Sumner County Business License.

#### 5.3. Acknowledgement of Insurance Requirements

By submitting a proposal, Proposer acknowledges that it has read and understands the insurance requirement for the proposal. The Proposer who may have employees, contractors, subcontractors or agents working on SCS properties shall carry current certifies for general and professional liability insurance and for workers' compensation as indicated below. The owner or Principal of each Proposer must also be insured by workers' compensation if they perform any of the services on SCS properties. There will be no exceptions to the insurance requirement. Proposer also understands that the evidence of required insurance must be submitted within fifteen (15) working days following notification of its offer being accepted; otherwise, SCS may rescind its acceptance of the Proposers proposal.

General Liability

#### 5.7. Evaluation of Proposals

The SCS Purchasing Supervisor will first examine the proposals to reject those that are clearly onosive to the stated requirements. Proposers who are determined be non-responsive and/or no-mesponsible will be notified of this determination.

The evaluation process will include the following factors:

## ATTACHMENT.16-Contact Information

Company Legal Name:		 	 
CompanyOfficial Address:		 	 
Company Web Site (URL):		 	 
Contact Person for proje <b>a</b> tdm	inistration:		
Name:			

## ATTACHMENT.36-References

Project Name/Location	
Agency/Department:	
Date of Project:	Dollar Value:
Project Manager/Contact:	
Phone:	Email:
Project Name/Location	
Agency/Department:	
Date of Project:	Dollar Value:
Project Manager/Contact:	
Phone:	Email:
Project Name/Location	
Agency/Department:	
Date of Project:	Dollar Value:
Project Manager/Contact:	
Phone	Email:
Project Name/Location	
Agency/Department:	
Date of Project:	
Project Manager/Contact:	
Phone:	Email:

20190306BOE Portland High Flooring

#### ATTACHMEN6.5 - Condition of Submitting Proposal

The undersigned Proposer has carefully examined all instructions, requirements, specifications, terms and conditions of the RFP and certifies:

- It is a reputable company regularly engaged in providing goods and/or services necessary to meet the requirements, specifications, terms and conditions of the RFP.
- All statements information and representations prepared and submitted in response to the RFP are current, complete, true and accurate. Proposer acknowledges that the Sumner County Board of Education (SCS) will re on such statements, information and representations electing the successful proposer(s).
- That the prices quoted shall be SCSs pricing for the products and/or service.
- It shall be bound by all statements, representations, warranties and guarantees made in its proposal.
- Proposer acknowledges that the combit may be canceled if any conflict of interest or appearance of a conflict
  of interest is discovered by SCS, in its sole discretion.
- All purchase orders must be duly authorized and executed by SCS and subject to the terms and condition.3 (ze

## ATTACIMENT 6.6-Statement of NonCollusion

The undersigned affirms that they are duly authorized to execute this

#### ATTACHMEN6.7 - Attestation Re Personnel

## ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE

CONTRACTOR LEGAL ENTITY NAME:	
FEDERAL EMPLOYER IDENTIFICATION NUM (or Social Security Numb)er	BER:
knowingly utilize the services of an illegal immigra	est, certify, warrant and assure that the Contractor shall not ant in the performance of this Contract and shall not knowingly utilize the servis of an illegal immigrant in the performance of this
SIGNATURE & DATE:	

## ATTACHMEN6.8 - Drug Free Workplace Affidavit

The Sumner County Board of Education committed to maintaining a safe and productive work environment for its employees and to precent disconsistent of the productive states and the productive work environment for its employees and to precent disconsistent and productive work environment for its employees and to precent disconsistent and productive work environment for its employees and to precent disconsistent and productive work environment for its employees and to precent disconsistent and productive work environment for its employees and to precent disconsistent and productive work environment for its employees and to precent disconsistent and productive work environment for its employees and to precent disconsistent and productive work environment for its employees and to precent disconsistent and productive work environment for its employees and to precent disconsistent and productive work environment for its employees and to precent disconsistent and productive work environment for its employees and to precent disconsistent and productive work environment for its employees and to precent disconsistent and productive work environment for its employees. The productive work environment for its employees and the productive work environment for its employees and the productive work environment for its employees. The productive work environment for its employees and the productive work environment for its employees. The productive work environment for its employees and the productive work environment for its employees and the productive work environment for its employees. The productive work environment for its employees and the productive work environment for its employees. The productive work environment for its environment for it

20190306BOE Portland High Flooring

#### ATTACHMENT 6.9₩9



#### Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.



- 2. OPEN RECORDS. In order to comply with the provisions of the Tennessee Open Records Act, all will dope stall blicly opened and are subject to public inspection at the award upon written request. Proposers be present at IT be pening. Summary information will be posted the SCS website, www.sumnerschools.org under the Invitation to Bid link.
- 3. ACCEPTANCE AND AWARDS reserves the right to reject any and all psapsand to waive any informality in proposals and, unless otherwise specified by the proposaeaccept any item in the proposaeaccept all proposaeallel be taken for unreasonably high prices, errors in the proposaealuments, cessation ofeed, unavailability of funds, or any other reason approved by SCS.
  - a. Contracts and purchases will be made with the lowest, responsive, responsible, qualified protrous equaliu43.1 (r)]To

9. PROHIBITIONS/NO VENDOR CONTRACT FORM.

#### ATTACHMENT 6.1-1Vendor Checklist

# Vendor Checklist for Prevention of Common RFP Mistakes that lead to Proposal Rejection

## 1. Submission of Proposal

OnTime Submittal

o Deadline is listed in Section 4Sehedule of Events

0