

REQUEST FOR PROPOSAL (RFP)

NUMBER: 20180905-BOE

SUMNER COUNTY BOARD OF EDUCATION

NOTICE TO PROPOSERS

There may be one or more amendments to this RFP. In order to receive communication for any such amendments issued specifically to this RFP, the proposer must provide a Notice of Intent to Propose to the Sumner County Board of Education (SCS) Purchasing Department. The proposer must utilize this form when submitting notice. The notice may be sent by email to: Purchasing Office,

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1. Introduction/Overview

1.1.

2. Requirements

2.1. Contract Term

It is the intention of SCS to award a contract for the following fiscal years:

- July 1, 2018 – June 30, 2019
- July 1, 2019 – June 30, 2020
- July 1, 2020 – June 30, 2021

2.2. Scope of Work / Specifications

GENERAL INFORMATION

SCS currently consists of forty-six (46) schools:

7	High Schools
11	Middle Schools
26	Elementary Schools
1	Alternative School
1	Magnet School

The combined annual revenues for Internal School Funds for the year ended June 30, 2017 were approximately \$12,482,066 combined. The combined annual expenditures were approximately \$12,269,700.

REQUIREMENTS

The State Comptroller of the Treasury, Division of Municipal Audit, must approve the audit contract before audit work begins. In the event the Division of Municipal Audit does not approve the contract, SCS will owe no sums to

5.3. Acknowledgement of Insurance Requirements

By submitting a proposal, Proposer acknowledges that it has read and understands the insurance requirements for the proposal. The Proposer who may have employees, contractors, subcontractors or agents working on SCS properties shall carry current certificates 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**

General Aggregate	\$2,000,000
Each Occurrence	\$1,000,000

- **Workers Compensation**

Workers Compensation	Tennessee Statutory Limits
Employer's Liability	\$500,000

5.4.

The outside of the proposal pack

ATTACHMENT 6.1 – Contact Information

Company Legal Name: _____

Company Official Address: _____

Company Web Site (URL): _____

Contact Person for project administration:

Name: _____

Address: _____

Phone Number: _____ (office)

_____ (mobile)

Email Address: _____

Attn: Purchasing Supervisor

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ATTACHMENT 6.3 – References

Project Name/Location: _____

ATTACHMENT 6.6 – Statement of Non-Collusion

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

Company: _____

Address: _____

Phone: _____(office)

_____ (mobile)

Respondent Signature: _____

Respondent (Print Name & Title): _____

Authorized Company Official (Print Name): _____

ATTACHMENT 6.9 – W9

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

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

Check appropriate box for federal tax classification. Check only **one** of the following. See instructions on page 3.

Individual/sole proprietor
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Exemption from FATCA reporting

page 2

**ATTACHMENT 6.10 – 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. RFP 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 RFP number. The person signing the proposal must show their title, and if requested by the institution, 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

9. **PROHIBITIONS/NO VENDOR CONTRACT FORM.** Acceptance of gifts from vendors is prohibited. T.C.A. §12-4-106. The contract documents for purchase under this RFP shall consist of the successful proposer's bid and SCs purchase order. Tc-3.41 Tc 0.

ATTACHMENT 6.11 – Vendor Checklist

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

~~20180905-BOE Annual Audit of Internal School Funds and Centralized Cafeteria Funds~~

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- ___ On-Time Submittal
 - o Deadline is listed in Section 4 – Schedule of Events
 - o Late Proposals will be IMMEDIATELY DISQUALIFIED

- ___ A Proposer may