

# REQUEST FOR PROPOSAL (RFP)

NUMBER: 20181011-BOE

## SUMNER COUNTY BOARD OF EDUCATION

*This solicitation document serves as the written determination of the SCS Purchasing Supervisor that the use of Competitive Sealed Proposals for this solicitation is in the best interest of SCS.*

RFP Title: **Scoreboards**

### Purchasing Staff Contact:

Chris Harrison

Purchasing Coordinator

## 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.2-0.7 (a)-3.3 (s)- (t)-5.9T

## TABLE OF CONTENTS

1. Introduction/Overview
  - 1.1. Purpose
  - 1.2. Contact Information
2. Requirements
  - 2.1. Scope of Work/Specifications
  - 2.2. Contactor Obligations
3. Source Selection and Contract Award
4. Schedule of Events
5. Instructions for Proposal
  - 5.1. Required Forms
  - 5.2. New Vendors
  - 5.3. Acknowledgement of Insurance Requirements
  - 5.4. Clarification and Interpretation of RFP
  - 5.5. Proposal Package
  - 5.6. Delivery of Proposals
  - 5.7. Evaluation of Proposals
  - 5.8. Request for Clarification of Proposals
  - 5.9. Protests
6. Attachments
  - 6.1. Contact Information
  - 6.2. Bid Form/Certification
  - 6.3. References
  - 6.4. Certification Regarding Debarment or Suspension
  - 6.5. Condition of Submitting Proposal
  - 6.6. Statement of Non-Collusion
  - 6.7. Attestation Re Personnel
  - 6.8. Drug Free Workplace Affidavit
  - 6.9. IRS Form W-9  
*\* An online, fillable version can be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>*
  - 6.10. Standard Terms & Conditions
  - 6.11. Vendor Checklist

1. Introduction/Overview

1.1. Purpose

The Sumner County Board of Education (SCS) is requesting sealed proposals for the purchase and installation of scoreboards.

1.2. Contact Information

Unauthorized contact regarding this RFP with employees or officials of SCS other than the Purchasing Supervisor named below may result in disqualification from this procurement process.

Interested parties must direct all communication regarding this RFP to the Purchasing Supervisor, who is SCS's only official point of contact for this RFP.

Chris Harrison  
Purchasing Supervisor  
1500 Airport Road  
Gallatin, TN 37066  
(615) 451-6560  
chris.harrison@sumnerschools.org

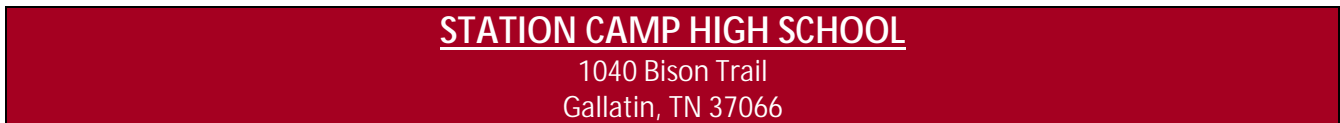
## 2. Requirements

### 2.1. Scope of Work / Specifications

The proposal shall include the costs of delivered systems as designed, inclusive of the equipment components, hardware and maintenance & operations manuals from the manufacturer. All equipment will be assembled and installed by the Contractor.

The Contractor must demonstrate a fully functional system at project completion. The Contractor must train personnel on the use of the system.

The Contractor must include an itemized list of all equipment included with the proposed scoreboard system. The list must include the make, model, item number, etc.



#### Basketball Scoreboard:

- x Electro-Mech Scoreboard Co. Model LX2555 or equivalent
- x Dimensions: 17ft. x 5ft.
- x ID Panel: 17ft. x 2ft.
- x Merchant Maroon Face
- x Silver Grey Accent Striping
- x White Captions
- x Standard LEDs
- x Design: Attachment "A"
- x Quantity = 2

#### Includes:

- x MP Series Control Console #100108 (n)2.3 BDC /C2\_0 1 Tf-1.98901 Tg3367.08 4Q311.04 -0 0 11. ouivalent
- x #100108 (n)2.3 BDC /C2\_0 1 Tf-1.98901 Tg3367.08 4Q311.04 -0 0 11. ouivalent

**WESTMORELAND HIGH SCHOOL**

4300 Hawkins Drive  
Westmoreland, TN 37186

**Basketball Scoreboards:**

- x #1: Electro-Mech Scoreboard Co. Model LX2655 (Basketball/Volleyball) or equivalent
- x Dimensions: 9ft. x 5ft.
- x Arched ID Panel: 9ft. x 2ft. (1ft. Shoulders)
- x Matte Black Face
- x Cardinal Red Accent Striping
- x White Captions
- x Standard LEDs
- x Desig D1sTJE-3 D 322.793 0 -OTTO 1i 03

ATTACHMENT "A"



ATTACHMENT "B"









- x SCS reserves the right to enter into discussions with Proposers 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.
  
- x SCS reserves the right to negotiate price and contract terms and conditions with the most qualified proposer(s) to provide the requested service. If a mutually beneficial agreement with the lowest responsive and responsible Proposer is not reached, f-o (l)2.7 13.1 (t)-3 (rac)-1.9 (t)71.6 (p)5.3 (o)-3r iwnee iws nted0.6 (wih (p)5

- x To comply with the Tennessee Lawful Employment Act (50-1-702 and 50-1-703), non-employees (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;
  - o A valid driver's license or photo identification from another state where the license requirements are at least as strict as those in Tennessee;
  - o A birth certificate issued by a U.S. state, jurisdiction or territory;
  - o A U.S. government issued certified birth certificate;
  - o A valid, unexpired U.S. passport;
  - o A U.S. certificate of birth abroad (DS-1350 or FS-545)
  - o A report of birth abroad of a U.S. citizen (FS-240);
  - o A certificate of citizenship (N560 or N561);
  - o A certificate of naturalization (N550, N570 or N578);
  - o A U.S citizen identification card (I-197 or I-179); or
  - o Valid alien registration documentation or other proof of current immigration registration recognized by the United States Department of Homeland Security that contains the individual's complete legal name and current alien admission number or alien file number (or numbers if the individual has more than one number).

### 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



## 5.7. Evaluation of Proposals

**ATTACHMENT 6.1 – Contact Information**

Attn: Purchasing Supervisor  
 1500 Airport Road  
 Gallatin, TN 37066

**ATTACHMENT 6.2 – Bid Form/Certification  
 20181011-BOE Scoreboards**

Date \_\_\_\_\_

I, \_\_\_\_\_, a duly authorized representative of  
 \_\_\_\_\_ hereby submit our bid for **20181011-**

**BOE Scoreboards** in accordance with the specifications and instructions set forth in these bid documents.

<b>STATION CAMP HIGH SCHOOL</b>	
Basketball Scoreboard x Brand _____ x Model No. _____	\$ _____
Baseball Scoreboard x Brand _____ x Model No. _____	\$ _____

<b>WESTMORELAND HIGH SCHOOL</b>	
Basketball Scoreboard #1 x Brand _____ x Model No. _____	\$ _____
Basketball Scoreboard #2 x Brand _____ x Model No. _____	\$ _____

*NOTE: Include itemized list of all equipment proposed for the scoreboard systems.*

Authorized Signer: \_\_\_\_\_ Title: \_\_\_\_\_

**ATTACHMENT 6.3 – 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: \_\_\_\_\_ Dollar Value: \_\_\_\_\_

Project Manager/Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*\*Proposers may copy this page and submit additional references.*





**ATTACHMENT 6.5 – Condition of Submitting Proposal**

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

- x 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.
- x 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 rely on such statements, information and representations in selecting the successful proposer(s).
- x That the prices quoted shall be SCSs pricing for the products and/or service.
- x It shall be bound by all statements, representations, warranties and guarantees made in its proposal.
- x Proposer acknowledges that the contract may be canceled if any conflict of interest or appearance of a conflict of interest is discovered by SCS, in its sole discretion.
- x All purchase orders must be duly authorized and (rv)-5.vku oation and reparran fID 27 >>C.2 (n)-0.8 1 ( r)11 ( Td(I)7.6 (10.



ATTACHMENT 6.7 – Attestation Re Personnel

**ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE**

CONTRACTOR LEGAL ENTITY NAME:	
FEDERAL EMPLOYER IDENTIFICATION NUMBER: <i>(or Social Security Number)</i>	

The Contractor, identified above, does hereby attest, certify, warrant and assure that the Contractor shall not

**ATTACHMENT 6.8 – Drug Free Workplace Affidavit**

The Sumner County Board of Education is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. The goal of this policy is for Sumner County Board of Education employees and contractors to remain, or become and remain, drug-free. Abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, contractors and citizens, jeopardize personal safety, impact the safety of others and impair job performance.

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

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

1. The undersigned is a principal officer of \_\_\_\_\_  
(hereinafter referred to as the "Company") and is duly authorized to execute this Affidavit on behalf of the Company.

ATTACHMENT 6.9 – W9

**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 must be typewritten or in ink; otherwise they may not be considered. Purchase orders will be issued to the firm name appearing on the W9. Facsimile responses will not be considered.
- c. SCS is not responsible for any costs incurred by any vendor pursuant to the RFP. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its proposal.
- d. All proposers must be in compliance with T.C.A. § 62-6-119 at the time of proposal submission and provide evidence of compliance with the applicable provisions of the chapter before such proposal may be considered.
- e. Proposals are to be received in the location designated in the RFP no later than the specified date and time. Late submissions will NOT be opened or considered.
- f. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent to error and must be initialed in ink by person signing the proposal.
- g. Specifications: Reference to available specifications shall be sufficient to make the terms of the specifications binding on the proposer. The use of the name of a manufacturer, or any special brand or make in describing an item does not restrict the proposer to that manufacturer or specific article, unless specifically stated. Comparable products of other manufacturers will be considered if proof of compatibility is contained in the proposal. Proposers are required to notify SCSs Purchasing Supervisor whenever specifications/procedures are not perceived to be fair and open. The articles on which the proposal is submitted must be equal or superior to that specified. Informative and Descriptive Literature: The proposer must show brand or trade names of the articles proposed, when applicable. It shall be the responsibility of the proposer, including proposer's whose product is referenced, to furnish with the proposer such specifications, catalog pages, brochures or other data as will provide an adequate basis for determining the quality and functional capabilities of the product offered. Failure to provide this data may be considered valid justification for rejection of proposer.
- h. Samples: Samples of items when called for, must be furnished free of expense, and if not destroyed will, upon proposer's request within ten (10) days of RFP opening, be returned at the proposer's expense. Each sample must be labeled with the proposer's name, manufacturer's brand name and number, RFP number and item reference.
- i. Time of Performance: The number of calendar days in which delivery is to be made after receipt of order shall be stated in the RFP and may be a factor in making an award, price notwithstanding. If no delivery time is stated in the bid, bidder agrees that delivery is to be made within two weeks (10 business days) of order.
- j. Transportation and delivery charges should be included in the price and be fully prepaid by the vendor to the destination specified in the RFP. Proposal prices shall include delivery of all items F.O.B. destination.
- k. New materials and supplies must be delivered unless otherwise specifically stated in the RFP.
- l. Alternate/multiple bids will not be considered unless specifically called for in the RFP.
- m. Only proposals submitted on RFP forms furnished by SCS will be considered.
- n. By signing this RFP where indicated, the proposer agrees to strictly abide by all local, state and federal statutes and regulations. The proposer further certifies that this proposer is made without collusion or fraud.
- o. Error in Proposal. In case of error in the extension of prices in the proposal, the unit price will govern. Late submissions will NOT be opened or considered. Proposers are cautioned to verify their proposals before submission, as amendments received after the ITB deadline will not be considered. No proposals shall be altered, amended or withdrawn after opening. After proposal opening, a proposer may withdraw a proposal only when there is obvious clerical error such as a misplaced decimal point, or when enforcement of the proposal would impose unconscionable hardship due to an error in the proposal resulting in a quotation substantially below the other proposals received. Proposal withdrawals will be considered only upon written request of the proposer.

- 2. OPEN RECORDS.** In order to comply with the provisions of the Tennessee Open Records Act, all proposals will be publicly opened and are subject to public inspection after the award upon written request. Proposers may be present at ITB opening proposals.



9. PROHIBITIONS/NO VENDOR CONTRACT FORM.

