

INVITATION TO BID (ITB)

NUMBER: 20190530-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 Proposal for this solicitation is in the best interest of SCS.

RFP Title: **Duct Work Fabrication REBID**

Purchasing Staff Contact:

Purchasing Supervisor	Purchasing Coordinator
615-451-6560	615-451-6569

Any alterations to this document made by the proposer may be grounds for rejection of proposals, cancellation of any subsequent award, or any other legal remedies available to the Sumner County Board of Education.

1. Specification

The Sumner County Board of Education (SCS) is soliciting bids for the fabrication of sheet metal ductwork. Installation will be completed by SCS personnel. The bid price must include cost for delivery. SCS requires that each ductwork be fabricated from 22-gauge sheet metal with a 1" Liner.

A site visit will be required to determine all the necessary measurements. Each location has two, 20-ton Trane HVAC units that will require fabricated ductwork. Each unit will also utilize a 34" Duct Sock for air distribution.

Questions regarding the specifications or to schedule a site visit, please contact Bruce Atkins at 615-566-2029 or bruce.atkins@sumnerschools.org.

JOBSITE LOCATIONS	
Hawkins Middle 487 A Walton Ferry Road Hendersonville, TN 37075	White House High – Annex 111 Meadows Road White House, TN 37188
2 each = 20-ton Unit	2 each = 20-ton Unit

Trane 20-ton Package Gas/Electric Rooftop Unit
Model No. GBC240A4EHA

PACKAGED GAS / ELEC HORIZONTAL
DIMENSION DRAWING



5. Protests

In the event that any interested party finds any part of the listed specifications, terms or conditions to be discrepant, incomplete or otherwise questionable in any respect; it shall be the responsibility of the concerned party to notify the SCS Purchasing Office of such matters immediately upon receipt of the ITB. All notifications must be sent to the Purchasing Supervisor via email at purchasing@sumnerschools.org.

Any actual or prospective Proposer who is aggrieved in connection with the ITB or award of a contract may protest to the Purchasing Supervisor and/or the Sumner County Board of Education at its regularly scheduled meeting.

6. New Vendors

- 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 SCS Finance Department. It is a mandatory requirement to complete the IRS Form W-9 (Attachment 1) included in this RFP.
- 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:
 - A valid Tennessee driver's license or photo identification;
 - A valid driver's license or photo identification from another state where the license requirements are at least as strict as those in Tennessee;
 - A birth certificate issued by a U.S. state, jurisdiction or territory;
 - A U.S. government issued certified birth certificate;
 - A valid, unexpired U.S. passport;
 - A U.S. certificate of birth abroad (DS-1350 or FS-545)
 - A report of birth abroad of a U.S. citizen (FS-240);
 - A certificate of citizenship (N560 or N561);
 - A certificate of naturalization (N550, N570 or N578);
 - A U.S citizen identification card (I-197 or I-179); or
 - 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).

7.A Bid Form

Attn: Purchasing Supervisor
1500 Airport Road
Gallatin, TN 37066

Date_____

LOCATION	COST
Hawkins Middle	
White House High Annex	

By checking this box, Proposer agrees that SCS reserves the right to extend the terms, conditions and prices of this contract to other Institutions (such as State, Local and/or Public Agencies) who express an in

7.B IRS Form W9

ATTACHMENT 7.C – Attestation Re Personnel

ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE

CONTRACTOR LEGAL ENTITY NAME:	
FEDERAL EMPLOYER IDENTIFICATION NUMBER: (or Social Security Number)	

The Contractor, identified above, does hereby attest, certify, warrant and assure that the Contractor shall not knowingly utilize the services of an illegal immigrant in the performance of this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this Contract, T.C.A. § 12-3-309.

SIGNATURE & DATE:

NOTICE: This attestation MUST be signed by an individual empowered to contractually bind the Contractor.

**ATTACHMENT 7.D – Standard Terms & Conditions
SUMNER COUNTY BOARD OF EDUCATION (SCS)**

1.

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. Summary information will be posted the SCS website, www.sumnerschools.org under the Invitation to Bid link.
3. **ACCEPTANCE AND AWARD.** SCS reserves the right to reject any and all proposals and to waive any informality in proposals and, unless otherwise specified by the proposers to accept any item in the proposal. Action to reject all proposals shall be taken for unreasonably high prices, errors in the bid documents, cessation of need, unavailability of funds, or any other reason approved by SCS.
 - a. Contracts and purchases will be made with the lowest, responsive, responsible, qualified proposer. The quality of the articles to be supplied, their c68r aJJ0 T9 ()5.1 y0.4 (uppl2241 -1.2)TjEMardd(t)2.7 (o)1.8(una2q2t)2 (e)3 (j)-27v,

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