

REQUEST FOR PROPOSAL (RFP)

NUMBER 20190611BOE

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: White House High Signs

Purchasing Staff Contact:

Chris Harrison	Janice Wright
Purchasing Supervisor	Purchasing Coordinator
615-451-6560	615-451-6560 janice.wright@sumnerschools.org

Release Date: May 23, 2019

Proposal Due Date: June 11, 2019 @ 1:00 PM
Any alterations to the RFP must be received by the Purchasing Supervisor by the deadline.

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.

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-soi/15/fw9.pdf>
 - 6.10. Standard Terms & Conditions
 - 6.11.

1. Introduction/Overview

1.1. Purpose

1.1.

Tj 1nt 8(u)31 m/TT1]TJp l(h)-0.7 /TT163 y(6 4TJee)

- Medium Definition / Full Color
 - Pixel Spacing: The Contractor must quote 20mm or equivalent displays.
 - Pixel Design: Each pixel must be separate one from another. No virtual or hybrid pixel technologies will be accepted. Each pixel must be comprised of 1 red, 1 green and 1 blue LED.
 - Color Capability: Must have the ability to display from a total color palette of no less than 1.15 quintillion colors.
 - Maximum brightness up to 10,000 nits. Dimming must be automated.
 - LEDs must be lifetime rated at 100,000 hours. Lifetime is defined as the point at which the LED degradation reaches 50% original brightness.
 - LED Module must be mounted to the front of the cabinet without being covered by a transparent face.
 - Must contain a temperature control feature to protect the module should temperature exceed predetermined thresholds.

- Software &loe &lo.

Top Sign Module (minimum specifications)

3. Source Selection and Contract Award

- Award(s), if made, will be made to the Responsive and Responsible proposer(s) whose proposal is most advantageous to SCS, taking into consideration price and the other evaluation criteria set forth in the RFP
 - General Criteria to be determined “Responsive”
 - Does the proposal include all required information, included completed attachment forms and affidavits?
 - Was the proposal delivered on or before the stated deadline? Did it include the required number of copies (hard & electronic)?
 - General Criteria to be determined “Responsible”
 - Does the Proposer demonstrate an understanding of SCSs needs and proposed approach to the project?
 - Does the Proposer possess the ability, capacity, skill and financial resources to provide the service?

5. Instructions for Proposal

5.1. Required Forms

- Proposer must complete and submit the Attachments in Section A. Attachments may be omitted

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 property. 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 Proposer's proposal.

- General Liability

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

- Workers Compensation

Workers Compensation	Tennessee Statutory Limits
----------------------	----------------------------

•

Attn: Purchasing Supervisor
1500 Airport Road
Gallatin, TN 37066

ATTACHMENT 2 - Bid Form/Certification
20190611 BOE White House High Signs

Date _____

I, _____, a duly authorized representative of

_____ hereby submit our bid for 20190611-

BOE White House High Signs

ATTACHMENT 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.4- Certification Regarding Debarment or Suspension

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

- Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under federal procurement programs by any federal department or agency;
- Have not, within the three year period preceding the proposal, had one or more public transactions (federal, state or local) terminated for cause or default; and
- Are not presently indicated or otherwise criminally or civilly charged by a government entity (federal, state or local) and have not, within the three year period preceding the bid, been convicted or had a civil judgement rendered against it:
 - For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public transaction (federal, state or local) or a procurement contract under such a public transaction;
 - For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, under 18 U.S.C. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to five years, or both.

Name of Participating Agency: _____

Name and Title of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

____ I am unable to certify to the above statement. Attached is my explanation.

ATTACHMENT 5 –

ATTACHMENT 6.7 – Attestation Re Personnel

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

ATTACHMENT 6.9W9

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: Proposals 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 shall 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. Telephone: (719) 441-3111 (T) S.011.1 (E) 2111

9. **PROHIBITIONS/NO VENDOR CONTRACT FORM.** Acceptance of gifts from vendors is prohibited by T.C.A. §12-4-106. The contract documents for purchase under this RFP shall consist of the successful proposer's bid and SCS's purchase order. The proposer may request exceptions to terms and conditions and/or request SCS to accept other terms and conditions by means of subsequent documents such as invoices, warranty agreements, license agreements, etc. All subsequent documents shall be open to revision for impermissible language. SCS reserves the right to render the proposer's bid responsive and subject the proposer to rejection if successful terms cannot be negotiated.
10. **PROHIBITION ON HIRING ILLEGAL IMMIGRANTS.** Tennessee Public Chapter No. 878 of 2006, T.C.A. §12-3-309, requires that Contractor attest in writing that Contractor will not knowingly utilize the services of illegal immigrants in the performance of this Contract and will not knowingly utilize the services of any subcontractor, if permitted under this Contract, who will utilize the services of illegal immigrants in the performance of this Contract. The attestation shall be made on the form, Attestation re Personnel Used in Contract Performance ("the Attestation"), which is attached and hereby incorporated by this reference.
11. **SALES AND USE TAX.** Before the Purchase Order/Contract resulting from this RFP is signed, the apparent successful proposer must be registered with the Department of Revenue for the collection of Tennessee sales and use tax required by T.C.A. §2-3-306.
12. **ASSIGNMENT.** Neither the vendor nor SCS may assign this agreement without prior written consent of the other party.
13. **LIABILITIES.** The vendor shall indemnify SCS against liability for any suits, actions or claims of any character arising from or relating to the performance under this agreement by the vendor or its subcontractors. SCS has no obligation for the payment of any judgement or the settlement of any claim made against the vendor or its subcontractors as a result of obligations under this contract.
14. **APPLICABLE LAW.** Any contract shall be interpreted under the laws and statutes of the State of Tennessee. SCS does not enter into contracts which provide for mediation or arbitration. Any action arising from any contract made from this RFP shall be brought in the state courts in Sumner County, TN or in the United States Federal District Court for the Middle District of Tennessee.

Additionally, it is a violation of state statutes to purchase materials, supplies, services or any other item from a vendor that is a commissioner, official, employee or board member that has any financial or beneficial interest in such transaction, T.C.A. §12-4-101.
15. **FUNDS.** The Proposer understands and accepts the appropriation of funds provision of SCS.
16. **DATA PRIVACY AND SECURITY.** Personal Information (PI) includes but is not limited to that information protected by HIPAA, the HITECH Act, FERPA, or Glendon Bliley) or such information which would allow a third party to gain access to the personal, medical or financial records of any of any party. Vendor represents and warrants that its collection, access, use, storage, disposal and disclosure of PI complies with applicable federal and state privacy and data protection laws. Vendor represents and warrants that Vendor will maintain compliance with the SSAE 16 standard, and shall undertake any audits and risk assessments Vendor deems necessary to maintain compliance with SSAE 16. If PI provided by SCS to Vendor is subject to FERPA. Vendor agrees that in its handling of FERPA data it will comply with FERPA. Vendor agrees that in its handling of FERPA data it will comply with FERPA. Vendor agrees that in its handling of FERPA data it will comply with FERPA.

ATTACHMENT 6.1 Vendor 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 4 Schedule of Events
- o Late Proposals will be IMMEDIATELY DISQUALIFIED

___ A Proposer may not submit alternate proposals unless requested.

___ Tax not included in cost proposal.

___ Clearly marked outside of envelope/package.

- o RFF Number and "DO NOT OPEN"
- o Vendor Name, License Number, Expiration Date & License Classification (if applicable)
- o Other License data as required in Section 5 Proposal Package

___ No erasures on proposal documents.

Correct Format

___ One (1) Complete Original (Section 5.6 & Attachment 6.2)

___ Two (2) Additional copies of the Original (Section 5.6)

___ One (1) Electronic format copy CD/USB Drive (Section 5.6)

___ Original Signature on Original Proposal. NO copied or digital signatures (5.6 & Attachment 6.2)

2. Required Forms

___ E6 (i1 14.43514)13.2 (O)8.8 (rig7.7 (m) Td ()Tj ET 616i.9 (u.)-9 (e a)2.7 (t(m)7.5 (B).7 (m10.6 (os)4.9 (.)