REQUEST FOR PROPOSAL (RFP)

NUMBER: 20220908

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: Portland High Videoboard

Purchasing Staff Contact:

Chris Harrison	Janice Wright
Purchasing Supervisor	Purchasing Coordinator
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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.

1. Introduction/Overview

1.1. Purpose

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

2. Requirements

- 2.1. Scope of Work / Specifications
 - Jobsite: Portland High Gymnasium 600 College Street Portland, TN 37148

Unless otherwise provided for in this document, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named, but conveys the general style, type, character and quality of the item desired. Any item which SCS in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose

3. Source Selection and Contract Award

5. Instructions for Proposal

5.1. Required Forms

Proposer must complete and submit the Attachments in Section 6. Attachments may be omitted depending on the RFP requirements. Refer to the Table of Contents for omitted Attachments. Evidence of a valid State of Tennessee Business License and/or Sumner County Business License. For all vendors with annual purchases in excess of \$50,000; a Sumner County Business License must be on file with the SCS Finance Department. Evidence of the license must be provided within ten (10) working days following notification of award; otherwise, SCS may rescind its acceptance of the

Copy of State of Tennessee License (if applicable) in respective field. If applicable, the Proposer must include a copy of the contract(s) the Proposer will submit to be signed.

5.2. 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 6.9) included in this RFP. To comply with the Tennessee Lawful Employment Act (50-1-702 and 50-1-703), non-employees (individuals) must have on file one (1) of the following documents:

- o Avalid
 - are at least as strict as those in Tennessee;
- o A birth certificate issued by a U.S. state, jurisdiction or territory;
- o AU.S government issued certified birth certificate;
- o Avalid, unexpired U.S passport;
- o A U.S. certificate of birth abroad (DS-1350 or FS-545)
- A report of birth abroad of a U.S citizen (FS-240);
- o A certificate of citizenship (N560 or N561);
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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 certific

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; other

The outside of the proposal package must be labeled as follows (if applicable) per

5.7. Evaluation of Proposals

The SCS Purchasing Supervisor will first examine the proposals to reject those that are clearly non-responsive to the stated requirements. Proposers who are determined to be non-responsive and/or non-responsible will be notified of this determination.

The evaluation process will include the following factors:

Company Experience and Qualifications

- o The nature and scope of the Proposers business.
- o The number of years the Proposer has been licensed to do business.
- The number of years the Proposer has been providing the requested services.
- \circ $\:$ How many similarly sized or larger K-12 clients have you contract with?
- Compensation/Price Data

Address all costs associated with performance of the contracted services.
 Past Performance and References

- Provided a minimum of three (3) dient references for similar projects in size and scope successfully completed by Proposer within the last three (3) years. Attachment 6.3.
- SCS may also consider other sources of pertinent past performance information, including the districts own experience with the Proposer.
- 5.8. Request for Clarification of Proposals

Requests for clarification of proposals shall be distributed by the Purchasing Supervisor in writing (or email).

5.9. 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

ATTACHMENT 6.1 – Contact Information

Company Legal Name:						
Company Official Address:						
Company Web Ste (URL):						
Contact Person for project administration:						
Name:						
Address:						
Phone Number:	(offiœ)					
	(mobile)					
Email Address:						

ATTACHMENT 6.3 – References

	Project Name/Location:					
	Agency/Department:					
	Date of Project:	Dollar Value:				
	Project Manager/Contact:					
	Phone:	Email:				
2.	Project Name/Location:					
	Agency/Department:					
	Date of Project:	Dollar Value:				
	Project Manager/Contact:					
	Phone:	Email:				
3.	Project Name/Location:					
	Agency/Department:					
	Agency/Department:					
	Agency/Department:					
	Date of Project:					
	Date of Project:	Dollar Value:				
	Date of Project: Project Manager/Contact:	Dollar Value:				
4.	Date of Project: Project Manager/Contact:	Dollar Value:				
4.	Date of Project: Project Manager/Contact: Phone:	Dollar Value:				
4.	Date of Project: Project Manager/Contact: Phone: Project Name/Location:	Dollar Value:				
4.	Date of Project: Project Manager/Contact: Phone: Project Name/Location: Agency/ Department:	Dollar Value:				

*Proposers may copy this page and submit additional references.

ATTACHMENT 6.5 – 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:

ATTACHMENT 6.6 - 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

ATTACHMENT 6.7 - W9

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