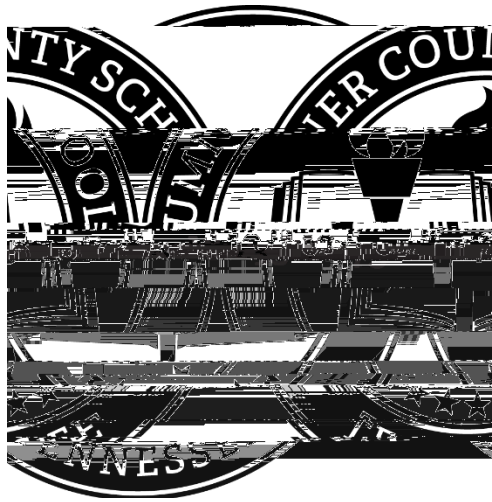


# INVITATION TO BID (ITB)

NUMBER: 2023040592

## SUMNER COUNTY BOARD OF EDUCATION

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



	Janice Wright
Purchasing Supervisor	Purchasing Coordinator
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Release Date: March 23, 2023	Proposal Due Date: April 5, 2023 @ 100 am Local Time
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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.

## NOTICE TO PROPOSERS

There may be one or more amendments to this ITB. In order to receive communication for any such amendments issued specifically to this ITB, the proposer must provide the information requested below to the Sumner County Board of Education (SCS) Purchasing Department. The information may be sent by email to: Chris Harrison, Purchasing

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1. Specification

Bid Price include delivery to any location with Sumner County.

The contract shall be valid from the award date ~~December 31, 2025~~ The anticipated award date is April, 2023. All prices must be firm from the award date thru December 31, 2023. The vendor is allowed to submit a request for price increase with an effective date of January 1 thru December 31 of each subsequent year. The maximum price escalator that will be accepted is between 10%. SCS reserves the right to renew the contract for an additional two years, under the same terms, for a total of five years.

HAND SOAP

Product Specifications

**B I a**

- NO Substitutes
- Must fit our current dispensers

Product	Product Code	UOM	Tip Color
Deb Refresh Clear Foam Hand Soap	CLR1LG	1 liter / 6 p59tap(n)2.3 (d)23BDC 7 (o)-6.7 (r)TJ 0 Tc 0 Tw	

2. Source Selection and Contract Award

- Award, if made, will be made to the proposer submitting the lowest cost proposal and whom is also determined to be Responsive.
  - General Criteria to be determined “Responsive”
    - Does the proposal include all required information?
    - Does the proposal include completed attachment forms?
    - Was the proposal delivered on or before the stated deadline?
- SCS reserves the right to reject any proposal that takes exception to the specifications unless prior approval is requested and granted by SCS.
- Upon mutual agreement by both parties, SCS shall grant the right to extend the terms, conditions and price of contract(s) awarded from this ITB to other Institutions (such as State, Local and/or Public Agencies) who express an interest in participating in any contract that results from this ITB. Each of the “piggyback” Institutions will issue their own purchasing documents for purchase of the goods/services. Proposer agrees that SCS shall bear no responsibility or liability for any agreements between proposer and the other Institution(s) who desire to exercise this option.

3. Schedule of Events

RFP Issued	March 23, 2023
RFP Submission DEADLINE	April 5, 2023 @ 100 am Local Time

4. Delivery of Proposals

Sealed proposals will be accepted until ~~April 5, 2023 @ 100 am Local Time~~ April 5, 2023 @ 1030 am Local Time. Proposals received after that time will be deemed invalid. Vendors mailing proposal packages must allow sufficient time to ensure receipt of their package by the time specified. SCS shall not accept proposals via electronic transmission such as email, fax, etc. There will be no exceptions. Proposals will be opened and read aloud. The reading of the bids will begin at 1030 am Local Time

Due to the nature of deliveries to the SCS Support Services Facility by carriers such as UPS, FedEx and such the proposal package will be accepted if the date and time on the delivery confirmation are indicated to be on or before the Proposal Deadline.

Delivery Address: Sumner County Board of Education  
 Attn: Purchasing Supervisor  
 1500 Airport Road  
 Gallatin, TN 37066

The package containing the proposal must be sealed and clearly marked on the outside of the package:

**“2023040502 Hand Soap & Sanitizer”  
 DO NOT OPEN**



7.A Bid Form

Attn: Purchasing Supervisor  
 1500 Airport Road  
 Gallatin, TN 37066

Date \_\_\_\_\_

Item#	Product	UOM	Price per UOM
1	Deb Refresh Clear Foam Hand Soap - QR1LG	1 liter / 6 per case	
2	Deb Proline Curve Manual Dispenser - TPB1LDSG	Each	
3	Deb Instant FOAM No Alcohol Hand Sanitizer - 55827	1 liter / 6 per case	
4	Deb Instant FOAM Alcohol Hand Sanitizer - IFS1	1 liter / 6 per case	
5	Deb Sanitizer Dispenser - SAN1LDS	Each	

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 interest in participating in any contract that results from this ITB. Each of the piggyback Institutions will issue their own purchasing documents for the goods/service. Proposer agrees SCS shall bear no responsibility or liability for any agreements between Proposer and the other Institutions to exercise this option.

By Signing below, Proposer certifies they have carefully examined all instructions, requirements, specifications, terms and conditions of the RFP and certifies:

- 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.
-

7.B IRS Form 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.

Print or type name (last, first, middle initial) and address (street, city, state, ZIP+4) on separate lines. If different from above

Check appropriate box for federal tax classification. Check only one. If reporting self, see instructions. (Do not check any of the following if you are an individual sole proprietor.)

C Corporation  S corporation  Partnership  Trust/estate (see instructions on page 3)

Exemption from FATCA reporting





ATTACHMENT D – Attestation Re Personnel

ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE

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

ATTACHMENT 7.E No Boycott of Israel

The Contractor certifies that it is not currently engaged in and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 4-129. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ATTACHMENT 7- Standard Terms & Conditions  
SUMNER COUNTY BOARD OF EDUCATION (SCS)

1. PREPARATION AND SUBMISSION OF BID.
  - a. Failure to examine any drawings



10. PROHIBITION ON HIRING ILLEGAL IMMIGRANTS. ~~Mississippi Public Chapter No. 878 of 2006, 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.