

# REQUEST FOR PROPOSAL (RFP)

NUMBER 2024030702

## SUMNER COUNTY BOARD OF EDUCATION

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

RFP Title **Bleacher Rental**

### Purchasing Staff Contact:

Chris Harrison	Janice Wright
Purchasing Supervisor	Purchasing Coordinator
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Date: February 22, 2024	Proposal Due Date: March 7, 2024 @ 10:30 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 an





1. Introduction/Overview

1.1. Purpose

The Sumner County Board of Education (SCS) is requesting sealed proposals for bleacher rental for the 2024-2025 school year. The proposals should be submitted to the following address: Sumner County Board of Education, 1000 N. Main St., P.O. Box 94, 8

## 2. Requirements

### 2.1. Scope of Work / Specifications

Provide and install temporary rental bleachers and press box platform at the Beech High Football Stadium (3126 Long Hollow Pike, Hendersonville, TN 37075), Hendersonville High Football Stadium (123 Cherokee Road, Hendersonville, TN 37075) and Portland High (600 College Street, Portland, TN 37148). SCS reserves the right to modify the rental period and/or the temporary rental bleachers quantity. Reduced and/or additional costs, if any, will be mutually agreed upon by the Contractor and SCS.

1. Provide and install temporary rental bleachers no later than May 3, 2024. Dismantle and removal shall occur around November 9, 2024.
  - Removal date is subject to change dependent upon the number of hosted events for football playoffs. The removal date may be earlier than anticipated. Bidder must indicate if a reduction in the final rental cost will be available for an earlier removal date
  - The staging of bleachers at Hendersonville High must be completed by May 3, 2024. Optional to stage the bleachers for Beech High and Portland High another time but must be completed no later than May 31, 2024.
2. Temporary rental bleachers shall be installed according to the following specifications:

#### BEECH HIGH FOOTBALL FIELD

- Estimated available area Home Side = 240' length x 40' depth
  - Available area is a sloped, asphalt & grass/dirt surface
- Estimated available area Visitor's Side = 100' length x 40' depth
  - Available area is a flat asphalt & grass/dirt surface
- Elevated Bleachers with a 6' front walkway
  - Provide an estimated 500 seat capacity for Home Side
  - Provide an estimated 500 seat capacity for Visitor's Side
  - Indicate actual seating capacity
  - Must be ADA accessible
- Available aisle ways with handrail
- Platform to support 12' x 16' single slope wood shed to serve as the press box platform is to be located behind the home side bleachers. The vendor is responsible for securely installing the press box onto the platform. SCS to provide press box.
- OPTIONAL PRICING: Additional structural support for a student section (2500 individuals) and a band section (100-125 individuals + equipment). The sections will be located next to one another.

HENDERSONVILLE HIGH FOOTBALL FIELD

- Must be installed no later than May 3, 2024
- Estimated available area Home Side= 210' length x 50' depth
  - Available area is a flat, asphalt/dirt surface
- Estimated available area Visitor's Side = 100' length x 40' depth
  - Available area is a sloped grass surface
- Elevated Bleachers with a 6' front walkway
  - Provide an estimated 1,500 seat capacity for Home Side
  - Provide an estimated 500 seat capacity for Visitor's Side
  - Indicate actual seating capacity
  - Must be ADA compliant



- Contractors awarded construction projects for the improvement of real property will be required to provide the following:
  - Signed AIA



- A certificate of naturalization (N550, N570 or N578);
- A U.S citizen identification card (I97 or I179); 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).

### 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 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 Limit
Employer's Liability	\$500,000

### 5.4. Clarification and Interpretation of RFP

The words "must" and "shall" in the RFP indicate mandatory requirements. Taking exception to any mandatory requirement shall be considered grounds for rejection. There are other requirements that SCS considers important but not mandatory. It is important to respond in a concise manner to each section and submit an itemized list of all exceptions.

### 5.5. Proposal Package

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

**"2024030702 Bleacher Rental  
DO NOT OPEN**

All sealed proposals packages must include all of the following. Any sealed proposals are subject to rejection if non-conforming if any applicable item is not included.

- One (1) Complete Original



## 5.7. Evaluation of Proposals

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

The evaluation process will include the following factors:

- Company Experience and Qualifications
  - The nature and scope of the Proposers business.
  - The number of years the Proposer has been licensed to do business.
  - The number of years the Proposer has been providing the requested services.
  - How many similarly sized or larger 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) client references for similar projects in size and scope successfully completed by Proposer within the last three (3) years. Attachment 6
  - 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 Purchasing Supervisor in writing (or email). Any questions concerning the bid documents must be received by the Purchasing Supervisor no less than ninety-six (96) hours before the bid opening date. ~~A.C. § 124-113(b)~~

No addenda will be issued within less than forty-eight (48) hours before the bid opening date.

ATTACHMENT.16- Contact Information

Company Legal Name: \_\_\_\_\_

Company Official Address: \_\_\_\_\_

\_\_\_\_\_

Company Web Site (URL):



Attn: Purchasing Supervisor  
1500 Airport Road  
Gallatin, TN 37066

ATTACHMENT 2 – Bid Form/Certification

Date \_\_\_\_\_

Beech High Football Stadium \$ \_\_\_\_\_

• Optional Pricing \$ \_\_\_\_\_

Hendersonville High Football Stadium \$ \_\_\_\_\_

• Optional Pricing \$ \_\_\_\_\_

Portland High Football Stadium \$ \_\_\_\_\_

• Optional Pricing \$ \_\_\_\_\_

By checking this box, Proposer agrees that SCS reserves the right to extend the terms, conditions and prices of this contract Institutions (such as State, Local and/or Public Agencies) who express an interest in participating in any contract that results from this RFP. Each of the piggyback Institutions will issue their own purchasing documents for the goods/service. Proposer agrees that SCS shall bear no responsibility or liability for any agreements between Proposer and the other Institutions. Proposer agrees 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.
- 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).
- That the prices quoted shall be SCSs pricing for the products and/or service.
- It shall be bound by all statements, representations, warranties and guarantees made in its proposal.
- 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.
- All purchase orders must be duly authorized and executed by SCS and subject to the terms and conditions of the RFP.

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

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

Vendor Legal Name \_\_\_\_\_



ATTACHMENT 64 – Certification of NonCollusion & Debarment or Suspension

ATTACHMENT 6.5 – Attestation Re Personnel







ATTACHMENT 6- 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.

page 2

Check appropriate box for federal tax classification. Check only **one** of the following. See instructions on page 3.

Individual or proprietor  
 S Corporation  
 Partnership  
 Trust/estate  
 Exemption from FATCA reporting

OMB No. 1545-0047

ATTACHMENT 9 – Standard Terms & Conditions

3. **ACCEPTANCE AND AWARDS** SCS reserves the right to reject any and all proposals and to waive any informality in proposals and, unless otherwise specified by the proposal, to accept any item in the proposal. Action to reject all proposals shall be taken for unreasonably high prices, errors in the proposal 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 bidder. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the Institution, cash discount offered and the delivery terms will be taken into consideration.
  - b. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor.
  - c. Prices quoted on the response (if any) are to be considered firm and binding until the said equipment, supplies or services are in the possession of SCS.
  - d. If, during the performance of this contract, the cost of materials increases, through no fault of the contractor, the price of materials shall be equitably adjusted by an amount reasonably necessary to cover any such increase in the cost of materials. The contractor shall provide evidence of the cost increase prior to its' implementation. **Annual or Multi-Year Contracts ONLY.** Any increase in cost must be approved by SCS.
  - e. SCS reserves the right to order more or less than the quantity listed in the proposal.
  - f. If a proposer fails to state a time within which a proposal must be accepted, it is understood and agreed that SCS shall have ninety (90) days to accept.
  - g. No purchase or contract is authorized or valid until the issuance of a SCS purchase order in accordance with SCS policy. No employee is authorized to purchase equipment, supplies or services prior to the issuance of such a purchase order.
  - h. The contract may not be assigned without written SCS consent.
  - i. If the appropriate space is marked on the RFB/other Institutions (such as State, Local and/or Public Agencies) may purchase off the contract during the same period as SCS.
  - j. The awarded proposer will be required to post a performance and payment bond in the amount of 25% of the contract price if it exceeds \$100,000 as stated by ~~T.C. 12-§201~~.
  - k. If the project cost is in excess of \$25,000 a performance bond must be secured by the requesting part in an amount equal to the market improvement value.
  - l. By submission of this bid and signature thereof, the Bidder acknowledges compliance with the provisions of **Public Chapter No. 587 / Senate Bill No. 204** (Employee Background Check). The Bidder further agrees to submit a formal certification thereof prior to commencing work.
4. **PAYMENT** Payment terms must be specified in the proposal including any discounts f2.7 ( B)-( i547 0 Td t(n)11f 0.001 Tc 0)-5. ente

10. PROHIBITION ON HIRING ILLEGAL IMMIGRANTS. Illinois Public Chapter No. 878 of 2006, A. §12-3-309, requires that  
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ATTACHMENT 10 – 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 RFFNumber 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 (