

# REQUEST FOR PROPOSAL (RFP)

NUMBER:

Proposals for this solicitation is in the best interest of SCS.

RFP Title **Fuel Procurement Program**

## Purchasing Staff Contact:

Chris Harrison	Janice Wright
Purchasing Supervisor	Purchasing Coordinator
615-451-6560	615-451-6560

Date: February 22, 2024	Proposal Due Date: March 14, 2024 @ 10:00 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

# 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 notices. The notice may be sent by email to: Purchasing Office [purchasing@sumnerschools.org](mailto:purchasing@sumnerschools.org). SCS will send amendments only to those proposers which complete and return this information in a timely manner.

RFP Number: **20240314 Fuel Procurement Program**

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

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

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

Date \_\_\_\_\_

Emailed amendments will be sent in a Microsoft Word (Office for Windows) or Portable Document Format (pdf) format. Any alterations to the document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award or any other legal remedies available to the Sumner County Board of Education.

Amendments will also be posted on the SCS website <https://sumnerschools.org/index.php/current-bids-and-rfps> and attached to the solicitation listing as a PDF or WORD file. Check the particular solicitation on the Current Bids and RFP webpage for any posted amendments.

By completing and returning this form, the Proposer has expressed its intent to provide a proposal for **20240314 Fuel Procurement Program**

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## 2. Requirements

### 2.1. Scope of Work / Specifications

#### SPECIFICATIONS

With fuel being a vital resource to SC operations, the following specifications are vital for the successful administration of our fuel program.

1. SC currently owns the on-site tanks/pumps,

7. FuelCard Management: SCS authorized personnel must have the ability to immediately cancel and/or replace fuel cards as necessary. SCS requires online capability to order additional cards-1.9 (ard.

## 2.2. Standard Contractor Obligations

- Shall provide and obtain all necessary materials, equipment and labor to perform all items listed in the Scope of Work.
- Shall provide and obtain all necessary permits and schedule all necessary inspections with Local, County, etc. agencies as required by law.
- Shall dispose of all generated waste materials in compliance with all Local, State and Federal guidelines, regulations and requirements.

- Contractors awarded construction projects for the improvement of real property will be required to provide the following:
  - Signed AIA Document
  - Retainage Account Agreement & Evidence of Open Account (per Tenn. Code Ann. § 34-1-106)
  - Payment and Performance Bonds
  - Certificate of Liability Insurance
  - Sumner County Business License
  - Current Copy of W9

#### 4. Schedule of Events

RFP Issued	February 22, 2024
RFP Submission DEADLINE	March 14, 2024 @ 10:00 am Local Time

#### 5. Instructions for Proposal

##### 5.1. Required Forms

- Proposer must complete and submit the Attachments in Section A. 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 (10) working days following notification of award; otherwise, SCS may rescind its acceptance of the Proposer's proposal.
- 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 990 on file with the SCS Finance Department. It is a mandatory requirement to complete the IRS Form 990 (Attachment 6.9) included in this RFP.
- To comply with the **Tennessee Lawful Employment (50-1-702 and 501-703)**, 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 (DS50 or FS45)
  - A report of birth abroad of a U.S. citizen (FS);
  - A certificate of citizenship (N560 or N561);
  - A certificate of naturalization (N550, N570 or N578);



- A U.S citizen identification card (I-17 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).

### 5.3. Acknowledgement of Insurance Requirements

By submitting a proposal to the 2024 Fuel Procurement Program, the proposer acknowledges that it is required to provide the following insurance coverage:







Attn: Purchasing Supervisor  
1500 Airport Road  
Gallatin, TN 37066

ATTACHMENT 2 – Bid Form/Certification  
Page 1 of 2

Date \_\_\_\_\_

By checking this box, Proposer agrees that SCS reserves the right to extend the terms, conditions of this contract to other Institutions (such as State, Local and/or Public Agencies) who express an interest in participating in any contracts issued pursuant to 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 Institution(s) who desire 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 SCS's 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 (d (r)3.2e)9 (c)6.3 (ut)2.761y SCS .1.3 (ut)2.761 \_\_\_\_\_

ATTACHMENT 2 – Bid Form/Certification  
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Section I: Fuel cost quotes are based on cents per gallon (fixed) above the OPIS daily average or OPIS weekly average that shall remain in effect for the term of this contract... The proposed ~~upside~~ <sup>is a</sup> fixed rate that should cover and capture any and all related overhead costs (i.e. conversion costs, pumps and related equipment) for each category listed below.

Proposed prices shall apply to both diesel and unleaded gasoline.

A. ~~SC~~ Retail fuel purchase mark-up bid cost \$ \_\_\_\_\_ per gallon

B. ~~SC~~ ~~\_\_\_\_\_ per gallon~~

ATTACHMENT 5 – References

1. 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: \_\_\_\_\_  
Date of Project: \_\_\_\_\_ Dollar Value: \_\_\_\_\_  
Project Manager/Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

4. 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 64 – Certification of NonCollusion & Debarment or Suspension

The undersigned Proposer certifies that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other respondent, and that the contents of this proposal as to prices, terms and conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

The undersigned Proposer certifies, to the best of its knowledge (it)-3 (h)13.1110.6 (P)-5.7 d



ATTACHMENT 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. § 12-309**.

SIGNATURE & DATE: \_\_\_\_\_

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

ATTACHMENT 6.6 Attestation Non-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. ~~§-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 6.7 – 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 of Education employees and contractors to remain, or become and remain, drug free. Abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, contractors and citizens, jeopardize personal safety, impact the safety of others and impair performance.

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The undersigned, principal officer of \_\_\_\_\_ an employer of five (5) or more employees contracting with Sumner County Board of Education to provide goods or services, hereby states under oath as follows:

1. The undersigned is a principal officer of \_\_\_\_\_ (hereinafter referred to as the "Company") and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state and any local government to provide contracted services to submit an affidavit stating that such employer has a drug free workplace program that complies with Title 50, Chapter 9 of the Tennessee Code Annotated.
3. The Company is in compliance with T.C.A. § 50-13 and all applicable Federal Laws, Rules and Regulations requiring a drug free workplace program.

Further affiant saith not.

Principal Officer: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me personally appeared \_\_\_\_\_, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence) and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

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 for details. Certain entities not individuals. See instructions on page 3.

Sole proprietor or single-member LLC  
 Partnership  
 Trust/estate  
 C corporation  
 S corporation  
 Limited liability company (LLC) (check one)  
 Limited liability partnership (LLP)  
 Limited liability limited partnership (LLLP)  
 Limited liability company (LLC) (check one)  
 Limited liability partnership (LLP)  
 Limited liability limited partnership (LLLP)

Exemption from FATCA reporting

ATTACHMENT 9 – 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. RFB/TB SUBMITTAL / SIGNATURE: Proposers shall give the full name and business address of the bidder. If the proposal is submitted by a company, the name of the company shall be given. If the proposal is submitted by an individual, the name of the individual shall be given. If the proposal is submitted by a partnership, the name of the partnership shall be given. If the proposal is submitted by a corporation, the name of the corporation shall be given. If the proposal is submitted by a trust, the name of the trust shall be given. If the proposal is submitted by a partnership, the name of the partnership shall be given. If the proposal is submitted by a corporation, the name of the corporation shall be given. If the proposal is submitted by a trust, the name of the trust shall be given.



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 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 as required by T.C.A. §12-3-306.

