

REQUEST FOR PROPOSAL (RF

NUMBER 20240509

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 the Board of Education.

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| 615-451-6560 | 615-451-6569 |
| chris.harrison@sumnerschools.org | janice.wright@sumnerschools.org |

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| Release Date: April 25, 2024 | Proposal Due Date: May 9, 2024 @ 9:00 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

1. Introduction/Overview

1.1. Purpose

The Sumner County Board of Education (SCS) is requesting sealed proposals for the installation of HVAC equipment in the kindergarten pod at Indian Lake Elementary as specified herein.

1.1.

- Upon mutual agreement by both parties, ~~SCS~~ shall grant the right to extend the terms, conditions and prices of contract(s) awarded from this RFP to other 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 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.
- Contractors awarded construction projects for the im3 (f) 3 foj583 (g-Efe82 (B61i63 (i)10.228 - 1 Tf 3.261 -

- 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 (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 6.8448 0.48(s)-4.3 (p)-0.7 (50.8 (o)-9.6 (s)6.6 (e)-6 (r)-2.8 (a)-3.2 (l)re W n -0.7 (50.3 2

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| General Aggregate | |
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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

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~~REDACTED~~

5.9. Protests

ATTACHMENT.16- Contact Information

Company Legal Name: _____

Company Official Address: _____

Company Web Site (URL): _____

Contact Person for project administration:

Name: _____

Address: _____

Phone Number: _____ (office)

_____ (mobile)

Email Address: _____

ATTACHMENT 2 – Bid Form/Certification

Contractor Name: _____

Address: _____

Telephone: _____

E-mail Address: _____

Workman's Compensation Policy #: _____

Builder's Risk Insurance Policy #: _____

NOTE: Copies of current insurance policies must be provided prior to starting work.

IMPORTANT NOTE: In order to assure all bids are equitably compared, the Contractor must submit his proposal on this form.

LUMP SUM BIDS shall include all material, labor, overhead, profit, permits, insurance, cleanup costs, etc. necessary to complete the job as specified herein. The lump sum bid shall include cost for items that may be identified as WORK BY OTHERS

Each bidder shall add a discretionary amount of \$25,000 to their calculated cost to determine the total Lump Sum Bid. The discretionary amount includes costs for unforeseen projects 60.008 TJ -0.008 Tc 8 (e)-13 (s)]T7c 0

ATTACHMENT 3 – References

1. Project

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 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")

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: 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

3. ACCEPTANCE AND AWARDS 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 received, their conformity with the specifications, their suitability to the requirements of the Institution, cash discounts 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 if the bidder provides services as a condition of the possession of SCSs.
 - d. If, during the performance of this contract, the cost of materials increases, through no fault of the contractor, the price of

- 10. **PROHIBITION ON HIRING ILLEGAL IMMIGRANTS** Tennessee 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 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.
- 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 judgment 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 or contractor commissioner, official, employee or board member that has any financial or beneficial interest in such transaction, T.C.A. §10-1-12.

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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

On Time Submittal

- o Deadline is listed in Section 4 Schedule of Events
- o Late Proposals will be IMMEDIATELY DISQUALIFIED

(o)-A Proposer may not submit altern(m)-6.170.598 0 3 (alAfo-6.7 (Cp((mP)-0216.1 n)-6.1 r ep((mP)-(a0 Tw 7i