

## Invitation to Bid

### 120215 CLEANING CHEMICALS

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for 120215 CLEANING CHEMICALS until 10:00 a.m. CDT December 2, 2015. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please contact Sonya Troutt at 615-442-1843. All proposals are subject to the Board of Education's conditions and specifications which are available from Vicky Currey, Purchasing Supervisor (615) 451-6560. All bids can be viewed on line at [www.sumnerschools.org](http://www.sumnerschools.org) and [www.sumnertn.org](http://www.sumnertn.org).

## NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by the Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until **10:00 A.M. Local Time DECEMBER 2, 2015** for **120215 CLEANING CHEMICALS**, at which time the responses will be opened, taken under advisement and evaluated. ***BIDS WILL BE POSTED ON [www.sumnerschools.org](http://www.sumnerschools.org) and [www.sumnertn.org](http://www.sumnertn.org)***

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## GENERAL REQUIREMENTS AND CONDITIONS

- 1.



# Introduction

The Sumner County Government, or herein known as "County" hereby requesting a proposal for 120215 CLEANING CHEMICALS.

## General Information

### **I. Proposal Package**

All sealed proposal packages must include all of the following, when applicable. Any sealed proposals shall be rejected as a non-conforming bid if any applicable item is missing.

- x Three (3) complete copies of proposal is not necessary to include a copy of the bid specifications
- x Evidence of a valid State of Tennessee Business License and/or Sumner County Business License
- x Evidence of compliance with the Sumner County Government Insurance Requirements, if work is performed on County property.
- x Signed and completed Statement of Non-Collusion (Attachment 1)
- x Properly completed Internal Revenue Service Form W-9
- x Evidence of a company's safety program and, if supported, a drug testing program (Attachment 2) Drug-Free Workplace Affidavit
- x If bid is in excess of \$25,000, a certification of non-debarment must be completed (Attachment 3) Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- x Certification By Contractor (Attachment 4)

The license requirements stated above apply to requested project and all bid responders, and shall include the following information on requirements stated the license above applies to requested outside the bid envelop.

### **NEW VENDORS**

1. To comply with Internal Revenue Service requirements, vendors who perform any type of service are required to have a current IRS Form W-9 on file with the Sumner County Government. At the time of requisition, the individual requesting a purchase order or disbursement will be informed a new vendor and if a form W-9 is required. If

3. In addition, for all vendors with annual purchases in excess of \$50,000 (if a business license is required), a business license must be on file in the finance department or the requisitioner must submit a copy with the purchase order requisition form or the current requisition form, as applicable.

## II. Responses

- x Proposal must include point-by-point responses to the RFP.
- x Proposal must include a list of any exceptions to the requirements.
- x Proposal must include the legal name of the vendor and be signed by a person or persons legally authorized to bind the vendor to a contract.
- x If applicable, proposal must include a copy of the contract(s) the vendor will submit to be signed.
- x Any and all proposal requirements must be met prior to submission.
- x The bidder understands and accepts the appropriation of funds provision of the Sumner County Government.
- x If noted in the section "proposal requirements" or later requested, the contractor will be required to provide a reference list of clients that have a current contract for services with their company.

## III. Clarification and Interpretation of RFP

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

In the event that any interested vendor finds any of the listed specifications, notes, or conditions to be discrepant, incomplete, or otherwise questionable in respect, it shall be the responsibility of the concerned party to notify the Purchasing Department, via email [ilcky.currey@sumnerschools.org](mailto:ilcky.currey@sumnerschools.org) of such matters immediately upon receipt of this Request for Proposal. All questions must be received a minimum of five days before proposal's "deadline".

## IV. Proposal Guarantee

Vendors must guarantee that all information included in their proposal will remain valid for a period of 90 days from the date of proposal opening to allow for evaluation of all proposals.

## V. Related Costs

Sumner County Government is not responsible for any costs incurred by any vendor pursuant to the Request for

**VII. Payment Terms**

Payment terms shall be specified in the bid response, including any discounts for early payment. All payments, unless agreed upon differently, will be after receipt of service or product and Sumner County Government approval of conformance with specifications. The Sumner County Finance Department does not allow the practice of picking up checks in person.

**VIII. Deadline**

Sealed proposals will be accepted until DECEMBER 15, 2015 @ 10:00 A.M. Proposals received after that time will be deemed invalid and returned unopened to the vendor. Vendors mailing proposal packages must allow sufficient time to ensure receipt of their package by the time specified. There will be no exceptions.

**IX. Withdrawal or Modification of Proposal**

A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals provided that it fully conforms to the same general terms and requirements.

**X. Package**

The package containing the proposal must be sealed and clearly marked "120215 CLEANING CHEMICALS" and "DO NOT OPEN" on the outside of the package. Responses may be hand delivered or mailed to the following address.

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

**XI. Right to Seek a New Proposal**

**The Sumner County Government reserves the right to accept or reject any and all proposals for any reason.**

Discussions may be conducted with vendors which have submitted proposals determined to be reasonably likely of being considered for selection to assure full understanding of and responsiveness to the RFP als to. Tw (a22.541understandions )-5.4(may)- Revie cos with

Sumner County Government may, at any time, nullify agreement if, in the judgment of Sumner County



## Specific Information

The Sumner County Sheriff's Office is soliciting bids for cleaning chemicals. Failure to meet any of the outlined specifications or requirements at any time will result in default of said bid/award, cause for termination of agreement and return of unused product. Manufacturer will be responsible for freight plus any fees incurred by the school system in sourcing another supplier.

- x Bid prices are to be valid from award date until June 30, 2016.
- x The Sheriff's Office reserves the right to extend the contract for an additional two, one year increments. The Sheriff's Office shall allow for a price increase up to five percent (5%).
- x Bid prices are to include all delivery charges.
- x Any exceptions should be listed in the NOTE area of the bid sheet.
- x If not bidding exactly to specs given details in the NOTE area of bid sheet.
- x The Sheriff's Office reserves the following rights:
  - $\frac{3}{4}$  to award each item individually
  - $\frac{3}{4}$  to award the bid to a sole vendor
- x All items must be delivered and unloaded onto dock.
- x Deliveries must be made by the Friday of the week the product is ordered. The vendor must be able to make provisions for "rush" orders where delivery is needed sooner.
- x Material Safety Data Sheets and Product Specifications for all chemicals must be provided.
- x Bids must be submitted on the included Bid Sheet.
- x All other Sumner County Government departments and agencies shall be authorized to purchase at the same terms and conditions.

1. Concentrated glass and surface cleaner: 5 gallon container – Liquid, glass and surface cleaner for industrial and institutional use ONLY. Liquid, dilutes with water @ 6oz. per gallon, light blue color, floral fragrance, ammonia and butyl free (MSDS will be required from awarded vendor)
2. Concentrated glass and surface cleaner: 15 gallon container – liquid, glass and surface cleaner for industrial and institutional use ONLY. Liquid, dilutes with water @ 6oz. per gallon, light blue color, floral fragrance, ammonia and butyl free (MSDS will be required from awarded vendor)
3. Concentrated mop and disinfectant cleaner: 5 gallon container – Liquid, non alkaline disinfectant cleaner concentrate/industrial strength, designed to clean, deodorize and disinfect high gloss floors. Effective against bacteria such as Staphylococcus aureus, Salmonella Enterica, Methicillin Resistant Staphylococcus aureus (MRSA), and ampicillin resistant Enterococcus faecalis (VRE), HIV 1 (Aids Virus), Hepatitis B, Hepatitis C, Herpes Simplex virus Type 2, Influenza A2/Hong Kong Virus. Can be used on numerous services such as floors, walls, countertops, Fiberglass, synthetic marble, stainless steel, glass, vinyl and other hard, non porous environmental surfaces.
4. Concentrated mop and disinfectant cleaner: 30 gallon container – Liquid, non alkaline disinfectant cleaner concentrate/industrial strength, designed to clean, deodorize and disinfect high gloss floors. Effective

SUMNER COUNTY BOARD OF EDUCATION  
Purchasing Department  
1500 Airport Road  
Gallatin, TN 37066

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

AUTHORIZED COMPANY REPRESENTATIVE \_\_\_\_\_ SIGNATURE

AUTHORIZED COMPANY REPRESENTATIVE \_\_\_\_\_ PRINTED

DATE \_\_\_\_\_

BID TITLE 120215 CLEANING CHEMICALS

DEADLINE DECEMBER 2, 2015 @ 10:00 A.M.

BID AMOUNT SEE ATTACHED PAGE

BID GOOD THRU \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_

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BIDSHEET

120215CLEANINGCHEMICALS

- 1. ConcentratedGlassand SurfaceCleaner– 5 gal. Container \$ \_\_\_\_\_
- 2. ConcentratedGlassand SurfaceCleaner– 15 gal. Container \$ \_\_\_\_\_
- 3. ConcentratedMop and DisinfectantCleaner– 5 gal. Container \$ \_\_\_\_\_
- 4. ConcentratedMop and DisinfectantCleaner– 30 gal. Container \$ \_\_\_\_\_
- 5. ConcentratedMop and DisinfectantCleaner– 55 gal. Container \$ \_\_\_\_\_
- 6. ConcentratedPot and PanDishwaterDetergent– 5 gal. Container \$ \_\_\_\_\_
- 7. ConcentratedRinseAide– 5 gal. Container \$ \_\_\_\_\_
- 8. Disinfectant– 5 gal. Container \$ \_\_\_\_\_
- 9. ConcentratedSuperStrengthCleaner– 5 gal. Container \$ \_\_\_\_\_

\_\_\_\_\_  
CompanyName(Print)

\_\_\_\_\_  
Date

ATTACHMENT 1

STATEMENT OF NON-COLLUSION

The undersigned affirms that they are dully 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 or 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.

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Respondent (Signature) \_\_\_\_\_

Respondent (Print Name and Title) \_\_\_\_\_

Authorized Company Official (Print Name) \_\_\_\_\_

## ATTACHMENT 2

### DRUG-FREE WORKPLACE

The Sumner County Government 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 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 job performance.

Drug-Free Workplace Act of 1988 – Sumner County Government is governed by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D).

Omnibus Transportation Employee Testing Act of 1991 – Sumner County Government is governed by the Omnibus Transportation Employee Testing Act of 1991 (Pub. L. 102-143, Title V).

Right to an Alcohol and Drug-Free Workplace - Employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and/or drugs.

Required Alcohol and Drug Tests - Alcohol and drug testing for safety sensitive employees shall be in accordance with the provisions contained in the Sumner County Alcohol and Drug Policy adopted by departments which have safety sensitive positions.

Contracts – Any contractors providing goods or services to Sumner County Government must comply with all State and Federal drug free workplace laws, rules and regulations and so certify this compliance by completion of the DRUG-FREE WORKPLACE AFFIDAVIT (attached page 2).

DRUG-FREE WORKPLACE AFFIDAVIT (page 2)

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

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

The undersigned, principal officer of \_\_\_\_\_, an employer of five (5) or more employees contracting with Sumner County Government 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 because it shall be receiving pay pursuant to a contract with the state or any local government to provide goods or services.
3. The Company is in compliance with all State and 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 3



ATTACHMENT 4

CERTIFICATION BY CONTRACTOR

I, the undersigned, certify that on behalf of Contractor, I am authorized to attest and obligate the above certification and to legally bind Contractor to these terms, conditions and obligations.

\_\_\_\_\_ Title

\_\_\_\_\_ Name

\_\_\_\_\_ Date

\_\_\_\_\_ Witness