

## Invitation to Bid

### 20150310 RFQ - SECURE SHREDDING

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 20150310 RFQ-SECURE SHREDDING until 9:00 a.m. CDT Tuesday, March 10, 2015. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please email Chris Harrison – Purchasing Coordinator at [chris.harrison@sumnerschools.org](mailto:chris.harrison@sumnerschools.org). 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).



**REQUESTORQUOTE**

**SECURESHREDDING**

**SUMNERCOUNTYBOARD OF EDUCATION  
SUMNERCOUNTY, TENNESSEE**

**DEADLINE March 10, 2015 @ 9:00 A.M.**

## INTRODUCTION

The Sumner County Board of Education,

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 payment requisition form, as applicable.

## II. Responses

- x Proposal must include point by point responses to the RFQ
- x Proposal must include a list of any exceptions to the requirements
- x Proposal must include the legal name of the vendor and must be signed by a person or persons legally authorized to bind the vendor. Tj /c4 10 TD <

## VI. Insurance Requirements and Liability.

Each bidder or respondent to the RFQ who may have employees, contractors, or agents working on School System properties shall provide copies of current certificates for general and professional liability insurance and for workers' compensation of a minimum of \$250,000. The owner or principal of each respondent must also be insured by workers' compensation if they perform any of the services on School System properties. There will be no exceptions to the insurance requirement.

## 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 School System's approval of conformance with specifications.

## VIII. Deadline

Sealed proposals will be accepted until TUESDAY, MARCH 10, 2015 @ 9:00 A.M. Proposals received after that time will be deemed invalid. Vendors mailing proposal packages must allow sufficient time to ensure receipt of their packages 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 "20150310- RFQ SECURE SHREDDING" 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

will be awarded to the best overall respondent as determined by that which is in the

. Proposals

XII.





## XXI. Specific Information

The School System is requesting a quote to secure pricing for shredding services of paper goods. The paper goods shall consist of Financial, Human Resources, Executive Procurement and various other types of documents that require shredding. The shredding services shall be for the following: routine shredding (weekly, monthly, bi-month, etc.) and purge (one time event) shredding. Shred Service pricing shall apply to all School System facilities (See \_\_\_\_\_).

The School System does not guarantee that all locations listed in \_\_\_\_\_ will use this contract.

### Bidder Requirements

- x Shall be NAID Certified
  - $\frac{3}{4}$  A copy of the certificate must be included

## Contract Terms

The contract shall be valid beginning April 1, 2015 thru December 31, 2015. The contract shall allow for up to three, one year extensions. A cost increase of up to five percent shall be allowed at the time of contract extension. The Bidder shall notify the School System sixty (60) days prior to contract extension of any cost increase. Approval of the contract and any extensions is contingent upon Board of Education approval at its' regular meeting.

The contract shall allow for all other Sumner County Government Departments and Agencies to secure services at the same terms and conditions.



EllisMiddle  
100IndianLakeRd.  
Hendersonville,TN37075

HawkinsMiddle  
487AWaltonFerryRd.  
Hendersonville,TN37075

KnoxDossMiddle @ DrakesCreek  
1338DrakesCreekRd.  
Hendersonville,TN37075

PortlandEastMiddle  
604SouthBroadway  
Portland,TN37148

PortlandWestMiddle  
110NolanPrivateDr.  
Portland,TN37148

RuckerStewartMiddle  
350HancockSt.  
Gallatin,TN37066

ShaferMiddle  
240AlbertGallatinRd.  
Gallatin,TN37066

StationCampMiddle  
281BigStationCampBlvd.  
Gallatin,TN37066

T.W.HunterMiddle  
2101NewHopeRd.  
Hendersonville,TN37075

WestmorelandMiddle  
4128HawkinsDr.  
Westmoreland,TN37186

WhiteHouseMiddle  
2020Highway31W  
WhiteHouse,TN37188

BeechHigh/ Annex  
3126LongHollowPike  
Hendersonville,TN37075

GallatinHigh  
700DanHerronDr.  
Gallatin,TN37066

HendersonvilleHigh  
123CherokeeRd.  
Hendersonville,TN37075

MerrolHydeMagnet  
128TownshipDr.  
Hendersonville,TN37076

PortlandHigh  
600CollegeSt.  
Portland,TN37148

StationCampHigh  
1040BisonTrl.  
Gallatin,TN37066

WestmorelandHigh  
4300HawkinsDr.  
Westmoreland,TN37186

WhiteHouseHigh/ Annex  
508TyreeSpringsRd.  
WhiteHouse,TN37188

R.T.FisherAlternative  
455NorthBoyersSt.  
Gallatin,TN37066

SumnerCountyBoardof Education  
Main Bldg.– MaterialsCenter– E.B.Wilson  
695EastMain St.  
Gallatin,TN37066

SumnerCountySupportServiceFacility  
Maintenance– Operations– Transportation– TechnologyDept.'s  
1500Airport Rd.  
Gallatin,TN37066

## STATEMENT OF NON-COLLUSION

The undersigned affirms 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 or conditions of said proposal have not been communicated by the

## DRUG-FREE WORKPLACE

The School System 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 School System employees and contractors to remain, or become and remain, drug-free. This policy applies to all School System employees and contractors who are working on School System property or performing services for the School System. This policy is effective as of 12/1/2012.

DRUG- A 0

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS



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

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 20150310 RFQ Secure Shredding

DEADLINE TUESDAY MARCH 10, 2015 @ 9:00 A.M.

BID AMOUNT \$ \_\_\_\_\_ / Round Shredding

\$ \_\_\_\_\_ / One Time Purge

\* Pricing is per container/ per pickup

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