

PROPOSAL REQUEST

NUMBER2017020702 CO

DocumentScanning Service

For Sumner County Building & Codes Department



SUMNER COUNTY BOARD OF EDUCATION SUMNER COUNTY, TENNESSEE

Bid #2017020702 CO

Purchasing Staff Contact:
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Introduction

Sumner County Government or herein known as Sumner County is hereby requesting a proposal for Document Scanning Service for Sumner County Building & Codes Department 355 N. Belvedere Drive Rm# 201A, TN 37066. In addition, all other Sumner County Government Departments and Agencies may also purchase submitted proposal.

General Information

I. Proposal Package

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

- x Three (3) complete copies of proposal
- x Evidence of a valid State of Tennessee Business License and/or Sumner County Business License
- x Evidence of compliance with the Sumner County Insurance Requirements, if work is performed on Sumner County Property
- x Signed and completed Statement of Non-Collusion (Attachment 1)
- x Properly completed Internal Revenue Service Form W-9
- x Drug-Free Workplace Affidavit (Attachment 2)
- x If bid is in excess of \$25,000, a certification of debarment must be completed (Attachment 3) Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- x Certification By Contract (Attachment 4)

NEW VENDORS

1. To comply with Internal Revenue Service requirements, all vendors who perform any type of service are required to

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 payment 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 must be signed by a person 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 non-appropriation of funds provision of the Sumner County

XII. Procedures for Evaluating Proposals and Awarding Contract

In comparing the responses to this RFP and making an award, Susser County may consider such factors as quality and thoroughness of a proposal, the record of experience, the references of the respondents, and the integrity, performance, and assurances in the proposal in addition to that of the proposal price.

- x Proposals will be examined for compliance with all requirements set forth herein.
- x Proposals that do not comply shall be rejected without further evaluation.

XVIII. Invoicing

Invoices are to be submitted to:

Sumner County Buildings & Codes
355 N. Belvedere Drive
Room 208
Gallatin TN 37066

The vendor must provide an invoice(s) detailing the terms and amounts due and the dates due. All invoices indicate payment terms and any prepayment discounts.

XIX. Contract Nullification

Sumner County may, at any time, nullify the agreement if, in the judgment of Sumner County, the contractor(s) has failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears

Specific Information

Price to include Document Preparation, Scanning, Reassemble and return in original order

3/4 Paper permits

3/4 Preparing (staples and paper clip removed, etc.),

3/4 Scan as multiple page images

3/4 Reassembled after they have been scanned

3/4 Document will be returned in original order and returned via USB device

3/4 Original documents will be returned along with images

On Site Price _____

Off Site Price _____

For questions Contact Debi Smith debsmith@sumnertn.org
615-452-1467

Notes _____

ATTACHMENT 1

STATEMENT OF NO 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 3

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under federal procurement programs by any federal department or agency;
2. Have not, within the three year period preceding the proposal, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the bid, been convicted or had a civil judgment rendered against it
 - A. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local) or a procurement contract or trade such a public transaction;
 - B. For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging
 - C. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of proposal or the termination of the award. In addition, under 18 U.S.C. § 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to five years, or both.

Name of Participant Agency

Name

ATTACHMENT

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