

REQUEST FOR PROPOSAL (RFP)

NUMBER 20180123BOE

SUMNER COUNTY BOARD OF EDUCATION

This solicitation document serves as the written determination of the SCS Purchasing Supervisor that the use of Competitive Sealed Proposals for this solicitation is in the best interest of SCS.

RFP Title: Temporary Staffing Services

Purchasing Staff Contact:

Chris Harrison
Purchasing Supervisor
615-451-6560

chris.harrison@sumnerschools.org

Janice Wright
Purchasing Coordinator
615-451-6569

1. Introduction/Overview

1.1. Purpose

The Sumner County Board of Education (SCS) is requesting sealed proposals for temporary staffing service provider(s). The temporary staff will be working with the Maintenance Department as grounds technicians.

1.2. Contact Information

Unauthorized contact regarding this RFP with employees or officials of SCS other than the Purchasing Supervisor named below may result in disqualification from this procurement process.

Interested parties must direct all communication regarding this RFP to the Purchasing Supervisor who is SC(s S) (ID 2

2. Requirements

2.1. Contract Term

It is the intention of SCS to award a contract for Agency or Agencies to provide temporary staffing services during a term beginning on March 1, 2018 thru October 31, 2018. SCS reserves the right to extend the contract for an additional 1, 2, or 3 years.

3. Source Selection and Contract Award

- SCS shall select a minimum of two Agencies to provide temporary staffing services. A lead Agency will be selected to provide all temporary staffing services, as outline in this proposal. In the event the lead Agency is unable to fulfill the daily requirement for staffing, the secondary Agency shall be contacted and will fill the remaining staffing needs. At all times, the lead Agency shall have first rights to fulfill the temporary staffing needs of SCS.
- Award(s), if made, will be made to the Responsive and Responsible proposer(s) whose proposal is most advantageous to SCS, taking into consideration price and the other evaluation criteria set forth in the RFP
 - General Criteria to be determined “Responsive”
 - Does the proposal include all required information, included completed attachment forms and affidavits?
 - Was the proposal delivered on or before the stated deadline? Did it include the required number of copies (hard & electronic)?
 - General Criteria to be determined “Responsible”
 - Does the Proposer demonstrate an understanding of SCSs needs and proposed approach to the project?
 - Does the Proposer possess the ability, capacity, skill and financial resources to provide the service?
 - Can the Proposer take upon itself the responsibilities set forth in the RFP and produce the required outcomes in a timely fashion?
 - Does the Proposer have the character, integrity, reputation, judgement, experience and efficiency required for the project?
- SCS reserves the right to enter into discussions with Proposers who have submitted proposals determined to be reasonably like of being considered for selection to assure a full understanding of and responsiveness to the RFP requirements. Every effort shall be afforded to assure fair and equal treatment with respect to the opportunity for discussion and/or revision of their respective proposals. Revisions may be permitted after the submission and prior to the award for the purpose of obtaining the best offers.
- SCS reserves the right to negotiate price and contract terms and conditions with the most qualified proposer(s) to provide the requested service. If a mutually beneficial agreement with the highest ranked firm is not reached, SCS reserves the right to enter into contract negotiations with the next highest ranked proposer and continue this process until an agreement is reached.
- 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 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.

4. Schedule of Events

RFP Issued	January 2, 2018
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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 will have employees, contractors or agents working on SCS property with SCS equipment. The Proposer must carry current certificates for the following:

- Commercial General Liability Insurance with a general aggregate limit of at least Two Million Dollars (\$2,000,000); at least One Million Dollars (\$1,000,000) personal and advertising injury limit; at least One Million Dollars (\$1,000,000) premises and operations limit; at least One Million Dollars (\$1,000,000) each occurrence limit;
- Workers' Compensation Insurance as required by law, together with employer liability coverage with limits of not less than One Million Dollars (\$1,000,000) per occurrence.

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 proposal.

5.4. Clarification and Interpretation of RFP

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

5.5. Proposal Package

The package containing the proposal must be sealed and clearly marked on the outside of the package:

"20180123BOE TEMPORARY STAFFING SERVICES
DO NOT OPEN

All sealed proposals packages must include all the following. Any sealed proposals are subject to rejection as non-conforming if any applicable item is not included.

- One (1) Complete Original
- Two (2) additional copies of the Original
- One (1) electronic .004 Tc 0.004 Tw 0 -1.315 Td [(n)-0.73 (b)2.2 (j)-1.201 Tc 04 (l)-3.0/TT14 (c)-12.9 (t)-14

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: _____

Attn: Purchasing Supervisor
1500 Airport Road
Gallatin, TN 37066

ATTACHMENT 2 - Bid Form/Certification
20180123BOE Temporary Staffing Services

Date _____

I, _____ a duly authorized representative of

_____ hereby submit for 20180123BOE Temporary

Staffing Services

ATTACHMENT.3 – References

Project Name/Location _____

Agency/Department: _____

Date of Project: _____ Dollar Value: _____

Project Manager/Contact: _____

Phone: _____ Email: _____

Project Name/Location _____

Agency/Department: _____

Date of Project: _____ Dollar Value: _____

Project Manager/Contact: _____

Phone: _____ Email: _____

Project Name/Location _____

Agency/Department: _____

Date of Project: _____ Dollar Value: _____

Project Manager/Contact: _____

Phone _____ Email: _____

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.4- Certification Regarding Debarment or Suspension

ATTACHMENT 6.6- Statement of NonCollusion

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 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: _____(office)

_____ (mobile)

Respondent Signature: _____

ATTACHMENT 6.8 – Drug Free Workplace Affidavit

The Sumner County

ATTACHMENT 6.9W9

ATTACHMENT 6.10 – Standard Terms & Conditions

2. OPEN RECORDS.

9. PROHIBITIONS/NO VENDOR CONTRACT FORM/TENNESSEE LAW. Acceptance of gifts from vendors is prohibited. TCA-§12-3-106. The contract documents for purchase under this bid request shall consist of the successful bidder's bid and SC purchase order. The bidder may request exceptions to terms and conditions and request SCS to accept other terms and conditions by means of subsequent documents such as invoices, warranty agreements, license agreements, etc. All subsequent document shall be open to revision for impermissible language. SCS reserves the right to the bid unresponsive a

