

# REQUEST FOR PROPOSAL (RFP)

NUMBER 20180628BOE

## 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: Gallatin High Football Concession Stand

### Purchasing Staff Contact:

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 \* An online, fillable version can be found at <https://www.irs.gov/pub/irs-soi/16/fw9.pdf>
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## 1. Introduction/Overview

### 1.1. Purpose

The Sumner County Board of Education (SCS) is requesting proposals for the construction of an addition to the existing Gallatin High Football Field House, as specified herein

### 1.2. Contact Information

Unauthorized contact regarding this RFP by employees or officials of SCS other than the Purchasing Supervisor is prohibited. This prohibition applies to all SCS employees and officials, regardless of whether they are currently employed by SCS. Any employee or official who violates this prohibition may be subject to disciplinary action, including suspension or termination. This prohibition also applies to any contractor or vendor who provides information to SCS employees or officials in violation of this prohibition. Any contractor or vendor who violates this prohibition may be subject to disciplinary action, including suspension or termination. This prohibition applies to all SCS employees and officials, regardless of whether they are currently employed by SCS. Any employee or official who violates this prohibition may be subject to disciplinary action, including suspension or termination. This prohibition also applies to any contractor or vendor who provides information to SCS employees or officials in violation of this prohibition. Any contractor or vendor who violates this prohibition may be subject to disciplinary action, including suspension or termination.







## 5. Instructions for Proposal

### 5.1. Required Forms

- x Proposer must complete and submit the Attachments in Section A. Attachments may be omitted depending on the RFP requirements. Refer to the Table of Contents for omitted Attachments.
- x Evidence of a valid State of Tennessee Business License and/or Sumner County Business License.
- x For all vendors with annual purchases in excess of \$50,000, a Sumner County Business License must be on file with the SCS Finance Department. Evidence of the license must be provided within (10) working days following notification of award; otherwise, SCS may rescind its acceptance of the Proposer's proposal.
- x Copy of State of Tennessee License (if applicable) in respective field.
- x If applicable, the Proposer must include a copy of the contract(s) the Proposer will submit to be signed.

### 5.2. New Vendors

- x To comply with Internal Revenue Service requirements, all vendors who perform any type of service are required to have a current IRS Form 990 on file with the SCS Finance Department. It is a mandatory requirement to complete the IRS Form 990 (Attachment 6) included in this RFP.
- x To comply with the Tennessee Lawful Employment Act (Act 1-702 and 1-703), non-employees (individuals paid directly by the employer in exchange for the individual's labor or services) must pay 210.6 (c)



5.3.

The outside of the proposal ~~page~~ must be labeled as follows (if applicable):

1. Name of Company and Principal Owner, Business License Number, Expiration Date and License Classification.
2. In addition to Item 1, the same is applicable to masonry contractors if the work performed is > \$100,000.
3. In addition to Item 1, the same is applicable to HVAC, electrical, plumbing or A/C contractors if the work performed is > \$25,000.
4. In addition to Item 1, the same is applicable plus the Department of Environment & Conservation License Number and Classification, applicable to geothermal contractors if the work performed is > \$25,000.
5. If the prime contractor performs the masonry portion of the project or any of the above listed contractor skill sets and the work performed is > \$100,000; it must be so designated.
6. Only one (1) contractor in each classification listed shall be written on the bid envelope.

#### 5.6. Delivery of Proposals

Sealed proposals will be accepted until June 28, 2018 @ 2:00 p.m. Local Time. Proposals received after that time will be deemed invalid. Vendors mailing proposal packages must allow sufficient time to ensure receipt of their package by the time specified. There will be no exceptions. Proposals will be opened and read aloud. The reading of the bids will begin at 2:00 p.m. Local Time.

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 ~~card~~ 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

#### 5.7. Evaluation of Proposals

The SCS Purchasing Supervisor ~~will~~ examine the proposals to reject those that are clearly ~~non~~ responsive to the stated requirements. Proposers who are determined to be nonresponsive and/or nonresponsible will be notified of this determination.

The evaluation process will include ~~the~~ following factors:

- x Company Experience and Qualifications
  - o The nature and scope of the Proposers business.
  - o The number of years the Proposer has been licensed to do business.
  - o The number of years the Proposer has been providing the requested services.
  - o How many similarly sized or larger ~~12~~ clients have you contract with?

- x Compensation/Price Data
  - o Address all costs associated with performance of the contracted services.
- x Past Performance and References
  - o Provided a minimum of three (3) client references for similar projects in size and scope successfully completed by Proposer. Attachment 6.3.
  - o SCS may also consider other sources of pertinent past performance information, including the district's own experience with the Proposer.

5.8.

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: \_\_\_\_\_

BID FORM

For

Gallatin High Football Concession Addition

June 28, 2018

Owner:

Sumner County Board of Education, Tim Williams, Assistant Project Manager  
(615) 6047015

Project Manager:

Gallatin Quarterback Club, Haynes Sloan Jr, (615)-5906

ContractorName:\_\_\_\_\_

Address:\_\_\_\_\_

Telephone:\_\_\_\_\_

E-mail Address:\_\_\_\_\_

ContractorLicenseNumber:\_\_\_\_\_

Workman's CompensationPolicy#:\_\_\_\_\_

Builder's Risk InsurancePolicy#:\_\_\_\_\_

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 BID shall include all material, labor, overhead, profit, permits, insurance, cleanup costs, etc. necessary to complete the job as specified herein shown on the attached drawings. The lump sum bid shall not include cost for items that may be identified as WORK BY OTHERS.

Each bidder shall add a discretionary amount of \$3,000 to their calculated cost to determine the total Lump Sum Bid. No discretionary spending will be available to the bidder unless approved by the owner in writing.

LUMP SUM BID: \$ \_\_\_\_\_ .00

Acknowledgment of site visit with project manager prior to bid submittal:

(NOTE: Scheduling will be determined by the project manager)

ATTACHMENT 3 – References

Project Name/Location \_\_\_\_\_

Agency/Department: \_\_\_\_\_

Date of Project: \_\_\_\_\_ Dollar Value: \_\_\_\_\_

Owner Contact Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Name/Location \_\_\_\_\_

Agency/Department: \_\_\_\_\_

Date of Project: \_\_\_\_\_ Dollar Value: \_\_\_\_\_

Owner Contact Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Name/Location \_\_\_\_\_

Agency/Department: \_\_\_\_\_

Date of Project: \_\_\_\_\_ Dollar Value: \_\_\_\_\_

Owner Contact Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Name/Location \_\_\_\_\_

Agency/Department: \_\_\_\_\_

Date of Project: \_\_\_\_\_ Dollar Value: \_\_\_\_\_

Owner Contact Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\* Proposers may copy this page and submit additional references

ATTACHMENT.4- Certification Regarding Debarment or Suspension

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

- x 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;
  - x Have not, within the three-year period preceding the proposal, had one or more public transactions
- /TT2 1 Tf 0.457 0 Td ( )Tj /TT0 1 Tf -0.009 Tc 0.011 Tw 10.978 0 Td [Ar,se811.1 (e)-3 (e)-3 (n)2.2 (t)-2.

ATTACHMENT 5 – Condition of Submitting Proposal

The attached signed proposal has been fully executed and is hereby accepted by the Board of Education. (PI-1.436 ed)



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)

RespondentSignature: \_\_\_\_\_

Respondent (Print Name & Title): \_\_\_\_\_

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

ATTACHMENT 6.7 – Attestation Re Personnel

ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE

CONTRACTOR LEGAL ENTITY NAME:	
FEDERAL EMPLOYER IDENTIFICATION NUMBER: (or Social Security Number)	

The Contractor, identified above, does hereby attest, certify, warrant and assure that the Contractor shall not knowingly utilize the services of an illegal immigrant in the performance of this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this Contract, **T.C.A. § 12-309**.

SIGNATURE & DATE: \_\_\_\_\_

NOTICE: This attestation MUST be signed by an individual empowered to contractually bind the Contractor.

ATTACHMENT 6.8 – Drug Free Workplace Affidavit

The Sumner County Board of Education



ATTACHMENT 6.10 – Standard Terms & Conditions  
SUMNER COUNTY BOARD OF EDUCATION (SCS)

1. PREPARATION AND SUBMISSION OF BID.

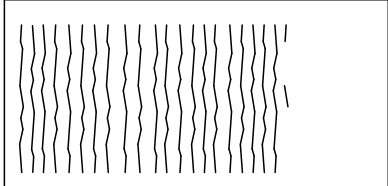
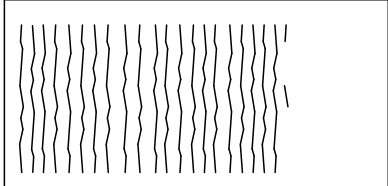
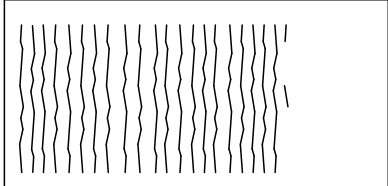
- a. Failure to examine any drawings, specifications, or instructions will be at the proposer's risk. Any deviation from the stated terms, conditions and specifications must be coordinated with and approved in writing by the SCS Purchasing Supervisor.
- b. RFP SUBMITTAL / SIGNATURE: Proposals shall give 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 shall be signed in ink by the proposer's authorized agent. Unsigned proposals will be rejected. Proposals are to be sealed and the outside of the envelope is to reference the RFP number. The person signing the proposal must show their title, and if requested by the institution, must furnish satisfactory proof of his or her authority to bind his or her company in contract. Proposer understands that by submitting a proposal with an authorized signature, it shall constitute an offer to SCS. Proposals must be typewritten or in ink; otherwise they may not be considered. Purchase orders will be issued to the firm name

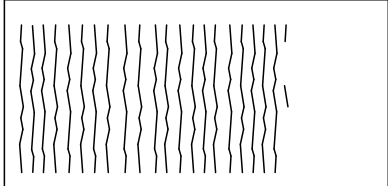
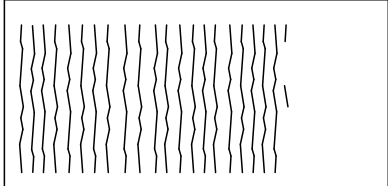
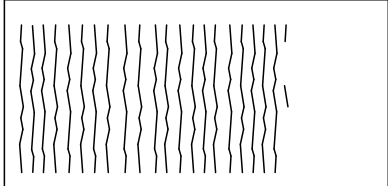
2. OPEN RECORDS. In order to comply with the provisions of the Tennessee Open Records Act, all proposals will be publicly opened and are subject to public inspection after the award upon written request. Proposals must be present at ITB opening. Summary information will be posted the SCS website, [www.sumnerschools.org](http://www.sumnerschools.org) under the Invitation to Bid link.
3. ACCEPTANCE AND AWARDS. SDS reserves the right to reject any and all proposals and to waive any informality in proposals and, unless othe







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