# **REQUEST FOR PROPOSAL (RF**

#### NUMBER20190306BOE

# SUMNER COUNTY BOARD OF EDUCATION

This solicitation document serves as the written determination of the SCS Purchasing Supervisor that the use of Completitive S Proposals for this solicitizes in the best interest of SCS.

RFP Title:Portland High Flooring

Purchasing Staff Contact:

Chris Harrison Janice Wright

# NOTICE TO PROPOSERS

There may be one or more amendments to this RFP. In order to receive communication for any such amendments

Page

#### 5. Instructions for Proposal

- 5.1. Required Forms
  - Proposer must complete and submit the Attachments in SectioAttachments may be omitted depending on the RFP requirement Befer to the Table of Contents for omitted Attachments.
  - Evidence of a valid State of Tennessee Business License and/or Sumner County Business License.

5.3. Acknowledgement of Insurance Requirements

By submitting a proposal, Proposer acknowledges that it has read and understands the insurance requirement for the proposal. The Proposer who may have employees, contractors, subcontractors or agents working on SCS properties shall carry current certifies for general and professional liability insurance and for workers' compensation as indicated below. The owner or Principal of each Proposer must also be insured by workers' compensation if they perform any of the services on SCS properties. 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 Proposers proposal.

• General Liability

#### 5.7. Evaluation of Proposals

The SCS Purchasing Supervisor will first examine the proposals to reject those that are cleared portion to the stated requirements. Proposers who are determined be non-responsive and/or non-responsible will be notified of this determination.

The evaluation process will include the following factors:

#### ATTACHMENT.16-Contact Information

| Company Legal Name:            |              |  |
|--------------------------------|--------------|--|
| CompanyOfficial Address:       |              |  |
|                                |              |  |
| Company Web Site (URL):        |              |  |
|                                |              |  |
| Contact Person for projeadm    | inistration: |  |
| Contact i cison foi projetatum |              |  |

## Name: \_\_\_\_\_

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#### ATTACHMENT.36-References

| Project Name/Location    |                       |
|--------------------------|-----------------------|
| Agency/Department:       |                       |
| Date of Project:         | Dollar Value:         |
| Project Manager/Contact: |                       |
| Phone:                   | Email:                |
|                          |                       |
|                          | Dollar Value:         |
| Project Manager/Contact: |                       |
| Phone:                   | Email:                |
| Project Name/Location    |                       |
| Agency/Department:       |                       |
| Date of Project:         | <u>Dolla</u> r Value: |
| Project Manager/Contact: |                       |
| Phone                    | Email:                |
| Project Name/Location    |                       |
| Agency/Department:       |                       |
| Date of Project:         | Dollar Value:         |
| Project Manager/Contact: |                       |
| Phone:                   | Email:                |

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ATTACHMENT.46-Certification Regarding Debarment or Suspension

#### ATTACHMENE.5 - Condition of Submitting Proposal

The undersigned Proposer has carefully examined all instructions, requirements, specifications, terms and conditions of the RFP and certifies:

- It is a reputable company regularly engaged in providing goods and/or services necessary to meet the requirements, specifications, terms and conditions of the RFP.
- All statements information and representations prepared and submitted in response to the RFP are current, complete, true and accurate. Proposer acknowledges that the Sumner County Board of Education (SCS) will re on such statements, information and representationselecting the successful proposer(s).
- That the prices quoted shall be SCSs pricing for the products and/or service.
- It shall be bound by all statements, representations, warranties and guarantees made in its proposal.
- Proposer acknowledges that the coated may be canceled if any conflict of interest or appearance of a conflict of interest is discovered by SCS, in its sole discretion.
- All purchase orders must be duly authorized and executed by SCS and subject to the terms and condition.3 (ze

#### ATTACHMENT 6.6-Statement of NonCollusion

The undersigned affirms that they are duly authorized to execute this

## ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE

| CONTRACTOR LEGAL ENTITY NAME:                                      |      |
|--|------|
| FEDERAL EMPLOYER IDENTIFICATION NUM<br>(or Social Security Numb)er | BER: |

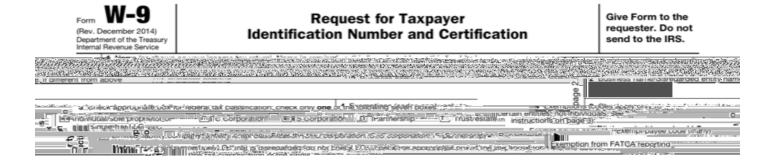
The Contractor, identified above, does hereby attest, certify, warrant and assure that the Contractor shall not knowingly utilize the services of an illegal immigrant in the performance of this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this Contract T.C.A. § 123-309.

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

#### ATTACHMEN6.8-Drug Free Workplace Affidavit

The Sumner County Board of Education committed to maintaining a safe and productive work environment for its employees and to prever this to prever the same the straight the straight of the same the sa

#### ATTACHMENT 6.9¥9



- 2. OPEN RECORDS. In order to comply with the provisions of the Tennessee Open Records Act, all will does satisfied opened and are subject to public inspection at the award upon written request. Proposensay be present at IT depending. Summary information will be posted the SCS website, www.sumnerschools.org under the Invitation to Bid link.
- 3. ACCEPTANCE AND AWASDS reserves the right to reject any and all **psab**sand to waive any informality in proposals and, unless otherwise specified by the proposse accept any item in the proposal ction to reject all proposals hall be taken for unreasonably high prices, errors in the proposse uments, cessation of ered, unavailability of funds, or any other reason approved by SCS.
  - a. Contracts and purchases will be made with the lowest, responsive, responsible, qualified propose qualiu43.1 (r)]T.

9. PROHIBITIONS/NO VENDOR CONTRACT FORM.

#### ATTACHMENT 6.1-1Vendor Checklist

### Vendor Checklist for Prevention of Common RFP Mistakes that lead to Proposal Rejection

#### 1. Submission of Proposal

\_OnTime Submittal

o Deadline is listed in Section 4Sehedule of Events

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