

# REQUEST FOR PROPOSAL (RFP)

NUMBER 20190108BOE

## 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: 5<sup>th</sup> Year Sprinkler System Test

### Purchasing Staff Contact:

Chris Harrison	Janice Wright
Purchasing Supervisor	Purchasing Coordinator



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 \* An online, fillable version can be found at <https://www.irs.gov/pub/irs-soi/15/fw9.pdf>
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## 2. Requirements

### 2.1. Scope of Work / Specifications

The State of Tennessee Fire Marshall's Office requires that all school systems complete an internal investigation of fire protection system piping every five years to detect for potential obstructions, which may cause blockage, leaks and jeopardize the safety system. SCS is also required to conduct hydro testing of the fire department connection and replacement of all dry type sprinkler heads.

SCS requests pricing for 5 year internal obstruction testing and hydro testing of the fire department connection to include all labor, tools, transportation, services, supervision, materials and equipment necessary for and incidental to satisfactory completion of required work in compliance with NFPA 25 Standard along with all codes, ordinances, rules, regulations, orders and other legal requirements of public authorities which bear on performance of required work. All test reports must be uploaded to The Compliance Edge. SCS also requests pricing on the replacement of all dry type sprinkler heads at jobsite.

A Pre-Bid Inspection will be required in order to accurately assess the sprinkler system and provide a comprehensive proposal. The vendor will be required to check in at the front office of each location. The vendor is required to present any requested identification. The inspection must be scheduled and completed by December 18, 2018. The vendor must contact Kellie Carver, Support Services Department, to schedule the inspection.

#### JOBSITE LOCATIONS

Bethpage Elementary



- x SCS reserves the right to enter into discussions with Proposers which have submitted proposals determined to be reasonably likely 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.
  
- x SCS reserves the right to negotiate price and contract terms and conditions with the most qualified

- x To comply with the Tennessee Lawful Employment Act (501-702 and 501-703), non-employees (individuals





## 5.7. Evaluation of Proposals

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

The evaluation process will include the following factors:

- x Proposed Approach and Timeline
- 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 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 within the last three (3) years. Attachment 6
  - o SCS may also consider other sources of pertinent past performance information, including the districts own experience with the Proposer.

## 5.8. Request for Clarification of Proposals

Requests for clarification of proposals shall be distributed by Purchasing Supervisor in writing (or email).

## 5.9. Protests

In the event that any interested party finds any part of the listed specifications, terms or conditions to be discrepant, incomplete or otherwise questionable in any respect; it shall be the responsibility of the concerned party to notify the SCS Purchasing Office of such matters immediately upon receipt of the RFP. All notifications must be sent to the Purchasing Supervisor via email at [purchasing@sumnerschools.org](mailto:purchasing@sumnerschools.org)

Any actual or prospective Proposer who is aggrieved in connection with the RFP or award of a contract may protest to the Purchasing Supervisor and/or the Sumner County Board of Education at its regularly scheduled meeting.

ATTACHMENT 16- Contact Information

Company L()T475 ( L()T475 ( L()T475 ( L()T475 ( L()T475 ( L()16 Td [(.)-9.8 ( )]TJ 0 Tc 0 Tw 0.989 0 Td (-)Tj 0.5 0

Attn: Purchasing Supervisor  
1500 Airport Road  
Gallatin, TN 37066

ATTACHMENT.2- Bid Form/Certification  
20190108BOE 5 Year Sprinkler System Test

Date \_\_\_\_\_

I, \_\_\_\_\_, a duly authorized representative of

\_\_\_\_\_ hereby submit our bid for 20190108-

BOE 5 Year Sprinkler System Test in accordance with the specifications and instructions set forth in these bid documents.

LOCATION	COST
Bethpage Elementary	
Westmoreland Elementary	
Westmoreland High	

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

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 (federal, state or local) terminated for cause or default; and
- x

ATTACHMENT 6.5 – Condition of Submitting Proposal

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

- x 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.
- x All statementsw EMC /title 8 (l)2.1 ( ) 3 (as))-2 (a (v)-5.52 (e)-3lt3 (ar)19 (,) fru)2.32..6 (s)m.4(( ) .1 )-6.4h7 (

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.



ATTACHMENT 6.7 – Attestation Re Personnel

ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE

CONTRACTOR LEGAL ENTITY NAME:	
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ATTACHMENT 6.9A9







## ATTACHMENT 6.1 Vendor Checklist

Vendor Checklist for Prevention of Common RFP Mistakes that lead to Proposal Rejection1. Submission of Proposal

\_\_\_ On Time Submittal

- o Deadline is listed in Section 4 Schedule of Events
- o Late Proposals will be IMMEDIATELY DISQUALIFIED

\_\_\_ A Proposer may not submit alternate proposals unless requested.

\_\_\_ Tax not included in cost proposal.

\_\_\_ Clearly marked outside of envelope/package.

- o RFP Number and "DO NOT OPEN"
- o Vendor Name, License Number, Expiration Date & License Classification (if applicable)
- o Other License data as required in Section 5-6 Proposal Package

\_\_\_ No erasures on proposal documents.

Correct Format

\_\_\_ One (1) Complete Original Section 5.6 & Attachment 6.2

\_\_\_ Two (2) Additional copies of the Original Section 5.6

\_\_\_ One (1) Electronic format copy CD/USB Drive Section 5.6

\_\_\_ Original Signature on Original Proposal. NO copied or digital signatures (