

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.

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Purchasing Supervisor	Purchasing Coordinator

There may be one or more amendments to this RFP. In order to receive communication for any such amendments issued specifically to this RFP, the proposer must provide a Notice of Intent to Propose to the Sumner County Board of Education (SCS) Purchasing Department. The proposer must utilize this form when submitting notice. The notice may be sent by email to: Purchasing Office, purchasing@sumnerschools.org. SCS will send amendments on

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** An online, fillable version can be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>*
 - 6.9. Standard Terms & Conditions
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2. Requirements

2.1. Scope of Work / Specifications

Jobsite: Beech High
3126 Long Hollow Pike
Hendersonville, TN 37075

Turnkey installation of a 130' length x 20' height Netting System and 225' length x 20' height Netting System. The height will match the current setup.

Removal of existing netting

Installation of new netting and all necessary hardware (cable, attachment rings, etc.)

Installation of new or additional poles as necessary for a proper installation

2.2. Standard Contractor Obligations

Shall provide and obtain all necessary materials, equipment and labor to perform all items listed in the Scope of Work.

Shall provide and obtain all necessary permits and schedule all necessary inspections with Local, County, etc. agencies as required by law.

Shall dispose of all generated waste materials in compliance with all Local, State and Federal guidelines, regulations and requirements.

Shall have property trained and experienced staff to facilitate the services specified in the Scope of Work. If applicable, the Contractor shall provide documentation that staff has received the manufacturers' certification to complete the services specified in the Statement of Work.

3. Source Selection and Contract Award

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 which 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.

Contractors awarded construction projects for the improvement of real property will be required to provide the following:

- o Signed AIA Document
- o Retainage Account Agreement & Evidence of Open Account (per Tenn. Code Ann. § 66-34-104)
- o Payment and Performance Bonds
- o Certificate of Liability Insurance
- o Sumner County Business License
- o Current Copy of W9

4. Schedule of Events

	December 29, 2022
	January 11, 2023 @ 11:00 am Local Time

5. Instructions for Proposal

5.1. Required Forms

Proposer must complete and submit the Attachments in Section 6. Attachments may be omitted depending on the RFP requirements. Refer to the Table of Contents for omitted Attachments. Evidence of a valid State of Tennessee Business License and/or Sumner County Business License. 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 ten (10) working days following notification of award; otherwise, SCS may rescind its acceptance of the Proposer's proposal. Copy of State of Tennessee License (if applicable) in respective field. If applicable, the Proposer must include a copy of the contract(s) the Proposer will submit to be signed.

5.2. New Vendors

To comply with Internal Revenue Service requirements, all vendors who perform any type of service are required to have a current IRS Form W-9 on file with the SCS Finance Department. It is a mandatory requirement to complete the IRS Form W-9 (Attachment 6.9) included in this RFP.

To comply with the _____, non-employees (individuals paid directly by the employer in exchange for the individual's labor or services) must have on file one (1) of the following documents:

- o A valid Tennessee driver's license or photo identification;
- o A valid driver's license or photo identification from another state where the license requirements are at least as strict as those in Tennessee;
- o A birth certificate issued by a U.S. state, jurisdiction or territory;
- o A U.S. government issued certified birth certificate;
- o A valid, unexpired U.S. i reW* nBT/F4 11pired U.S.5d, unexpired U.Saed U.Saed U.Sp certifi(Eda' & T03111 pbA

- A certificate of naturalization (N550, N570 or N578);
- A U.S citizen identification card (I-197 or I-179); or
- Valid alien registration documentation or other proof of current immigration registration recognized by the United States Department of Homeland Security that contains the individual's complete legal name and current alien admission number or alien file number (or numbers if the individual has more than one number).

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 who may have employees, contractors, subcontractors or agents working on SCS properties shall carry current certificates 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 Aggregate	\$2,000,000
Each Occurrence	\$1,000,000

Workers Compensation	Tennessee Statutory Limits
Employer's Liability	\$500,000

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:

The outside of the proposal package must be labeled as follows (if applicable) per :

1. The name, license number, expiration date thereof, and license classification of the contractor applying to bid for the prime contract;
2. The name, license number, expiration date thereof, and license classification of the contractor applying to bid for the

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

Date _____

By checking this box, Proposer agrees that SCS reserves the right to extend the terms, conditions and prices of this contract to other Institutions (such as State, Local 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 the goods/service. 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.

By Signing below, Proposer certifies they have 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.

The Sumner County Board of Education is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. The goal of this policy is for Sumner County Board of Education employees and contractors to remain, or become and remain, drug-free. Abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, contractors and citizens, jeopardize personal safety, impact the safety of others and impair job performance.

The undersigned, principal officer of _____,
an employer of five (5) or more employees contracting with Sumner County Board of Education to provide goods or
services, hereby states under oath as follows:

1. The undersigned is a principal officer of _____

Request for Taxover

Give Form to the _____

Form **W-9**

1. Name of the person or entity (as shown on the return)

1. TIN (as shown on the return)

(See Spec)

6. City, state, and ZIP code

7. Data account number(s) (if any) (optional)

8. Social security number

9. Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name on the return.

Part II Certification

I understand the consequences of certifying that:

8. I am a U.S. citizen or the U.S. person (if not a U.S. citizen)

SCS reserves the right to reject any and all proposals and to waive any informality in proposals and,

