

REQUEST FOR PROPOSAL (RFP)

NUMBER: 20240215

SUMNER COUNTY BOARD OF EDUCATION

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

RFP Title: **Painting Services**

Purchasing Staff Contact:

Chris Harrison	Janice Wright
Purchasing Supervisor	Purchasing Coordinator

NOTICE TO PROPOSERS

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 Proceed to the Sumner County Board of Education (SCS) Purchasing Department. The proposer must utilize this form when submitting notices. The notice may be sent by email to: Purchasing Office purchasing@sumnerschools.org. SCS will send amendments only to those proposers which complete and return this information in a timely manner.

RFP Number: **20240215 Painting Services**

Company Name: _____

Mailing Address: _____

Phone Number: _____

Contact Person: _____

Email Address: _____

Authorized Signature _____

Printed Name _____

Date _____

Emailed amendments will be sent in a Microsoft Word (Office for Windows) or Portable Document Format (pdf) format. Any alterations to the document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award or any other legal remedies available to the Sumner County Board of Education.

Amendments will also be posted on the SCS website <https://sumnerschools.org/index.php/current-bids-and-rfps> and attached to the solicitation listing as a PDF or WORD file. Check the particular solicitation on the Current Bids and RFP webpage for any posted amendments.

By completing and returning this form, the Proposer has expressed its intent to provide a proposal for **20240215 Painting Services**

1. Introduction/Overview

1.1. Purpose

The Sumner County Board of Education (SCS) is requesting sealed proposals for painting services as specified herein.

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 SCS's only official point of contact for this RFP.

RFP Procedures
Chris Harrison
Purchasing Supervisor

2. Requirements

2.1. Scope of Work / Specifications

SCOPE

- A. The Contractor shall provide pricing to paint interior walls, door trim and handrails
- B. The Contractor shall provide pricing to paint interior flooring with epoxy paint
- C. The Contractor shall provide all paint primers, paint products and painting equipment (i.e. paintbrushes, screens, drop cloths, etc.) or ancillary products (filler, paint thinners, etc.) to complete the project.
- D. The Contractor shall protect the equipment, floors, furniture and any other property which could be affected by performance of work in the project area.
- E. The Contractor shall provide "Wet Paint" signs and any other safety precautions as required by law and protect newly painted surfaces with signs or other devices.
- F. The Contractor is responsible to supply any ladders, scaffold, or other equipment as required to complete the project. All equipment must be in proper working condition and utilized as outlined by the manufacturer's directions.
- G. The Contractor shall not utilize any waste receptacles belonging to SCS including the dumpsters.
- H. The Contractor shall dispose of all generated waste materials in compliance with all Local, State and Federal guidelines, regulations and requirements.

MATERIAL

The following represents standards that must be followed for any paint products necessary to complete the project.

- A. Latex(Interior)
 - x A white, or colored, water based latex based paint with a semi gloss finish. MPI# 43
 - x Color to be selected by SCS authorized personnel from the manufacturer's full range.
- B. Oil Base(Interior)
 - x A white, or colored, solvent based, semi gloss alkyd paint for primed/sealed interior plaster, gypsum wallboard, wood and metal doors, and trim. MPI# 47
 - x Color to be selected by SCS authorized personnel from the manufacturer's full range.
- C. Primer
 - x A solvent based, alkyd type, pigmented primer/sealer for new interior wood, plaster porous surfaces. This product is used for new and repainting work for residential and commercial buildings. MPI# 45
- D. Concrete Block Filler
 - x A water based, high solids, emulsion type pigmented coating with bridging and filling properties for interior or exterior concrete masonry units, for the purpose of filling the surface for subsequent applications of paint. MPI# 4
- E. Epoxy
 - x A two-component epoxy, high solids, low gloss coating for use on interior or exterior concrete, masonry and primed metal surfaces. Industrial grade quality. MPI# 108
- F. Epoxy Sealer
 - x A two-component, high solids, clear epoxy coating. High gloss finish. Resistance to alkalis, abrasion, corrosion, and chemicals. MPI# 212.

SURFACE PREPARATION

- A. All surfaces are to be prepared and cleaned in accordance with the paint manufacturer's instructions and as herein specified for each substrate condition. Mechanical fasteners, staples, tacks, tape or any other object which does not belong on the wall shall be removed and appropriate repairs completed before painting begins.
- B. All surfaces shall be scraped to remove all loose or peeling paint. Remove all deposits which may affect the adhesion of the new paint or show through, such as dirt, grease, scale, and loose or peeling paint. Where loose or peeling paint has been removed, feather edges so that edges will not show through.
- C. The Contractor will notify SCS of any protruding nails, fasteners, or other types of imperfections that will impact the painting of the building.

APPLICATION

INTERIOR WALLS – DOOR TRIM - HANDRAILS

- A. All interior walls are to be painted using Latex paint (as specified). Interior walls currently coated with oil-based paint must be transitioned to latex.
- B. All door trim and interior handrail surfaces are to be painted using Oil-based paint (as specified)
- C. Apply paint, primer or block filler in accordance with manufacturer's directions. Use applicators and techniques best suited for the substrate and type of material being applied.

2.2. Standard Contractor Obligations

- x Shall provide and obtain all necessary materials, equipment, and labor to perform all items listed in the Scope

x 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. § 54-1-106)
- o Payment and Performance Bonds
- o Certificate of Liability Insurance
- o Sumner County Business License
- o Current Copy of W9

4. Schedule of Events 293(1.)TJ 9.6 (90. j E 16.160.n926-8 (1)1 [c]TJ 3F 7.03

RFP Issued	February 1, 2024
RFP Submission DEADLINE	February 15, 2024 @ 10:00 am Local Time

5. Instructions for Proposal ecw0.3l-(D)14h (DC) 14h) (s)18 (e)--Sb FMC9 ee90.m.6.140B (e)-n12(e)-t (a)-48.006 424 -.04 0 0 16 W87re

5.1. Required Forms

5.1.

- o A certificate of naturalization (N550, N570 or N578);
- o A U.S citizen identification card (I97 or I179); or
- o 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 Proposer's proposal.

x

The outside of the proposal page must be labeled as follows (if applicable) **T.C.A § 62-6-119:**

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 masonry contract where the total cost of the materials and labor for the masonry portion of the construction project exceeds one hundred thousand dollars (\$100,000);
3. The name, license number, expiration date thereof, and license classification of the contractor applying to bid for the electrical, plumbing, heating, ventilation, or air conditioning contract except when such contractor's portion of the construction project is less than twenty-five thousand dollars (\$25,000);
4. For each vertical closed loop geothermal heating and cooling project, the company name, department of environment and conservation license number, classification (G, or G,L) and the expiration date, except when the geothermal portion of the construction project is in an amount less than twenty-five thousand dollars (\$25,000);
5. Prime contractor bidders who are to perform the masonry is

the 07-5-2024 (130.784 Tw -4

5.7. Evaluation of Proposals

The SCS Purchasing Supervisor will first examine the proposals to reject those that are 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 Company Experience and Qualifications
 - o The nature and scope of the Proposer's 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 contracted with in the last 12 months?

ATTACHMENT 6.1 – 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 6.2 – Bid Form/Certification

Date _____

	COST PER SQUARE FOOT
INTERIOR WALL DOOR TRIM – HANDRAILS	
FLOOR	

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 Institutions. Proposer agrees 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:

- 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 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 rely on such statements, information and representations in selecting the successful proposer(s).
- x That the prices quoted shall be SCS's pricing for the products and/or service.
- x It shall be bound by all statements, representations, warranties and guarantees made in its proposal.
- x Proposer acknowledges that the contract may be canceled if any conflict of interest or appearance of a conflict of interest is discovered by SCS, in its sole discretion.
- x All purchase orders must be duly authorized and executed by SCS and subject to the terms and conditions of the RFP.

Authorized Signature _____

Title _____

Printed Name _____

Vendor Legal Name _____

ATTACHMENT 6.3 – References

1. Project Name/Location: _____

Agency/Department: _____

Date of Project: _____

ATTACHMENT 6.4 – Certification of Non-Collusion & Debarment or Suspension

The undersigned Proposer certifies 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 and 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 6.6 – Attestation Non-

ATTACHMENT 6.8 – W9

**ATTACHMENT 6.9 – 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/TB SUBMITTAL / SIGNATURE:** Proposals 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 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 bid his or her company in contract. Proposer understands that by submitting proposal with an authorized signature, it shall constitute an offer to SCS. Proposals be typewritten or in ink; otherwise they may not be considered. Purchase orders will be issued to the firm name appearing on the W9. Electronic submissions via email, fax, etc. shall not be accepted.
- c. SCS is not responsible for any costs incurred by any vendor pursuant to ~~the RFP~~ the vendor shall be responsible for all costs incurred in connection with the preparation and submission of its proposal.
- d. All proposers must be in compliance with **T.C.A. § 6-2-19** at the time of proposal submission and provide evidence of compliance with the applicable provisions of the chapter before proposal may be considered.
- e. Proposals are to be received in the location designated in the RFP no later than the specified date and time. Late submissions will NOT be opened or considered.
- f. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent to error and must be initialed in ink by person signing the proposal.
- g. Specifications: (da)o,4 (po)-Tf 0 Tc 0 TI(s)-14 (i)-2.6 (o)-11.4 (ns)3.7 (nc)-8(o)-10.3 (a)-5(vb)-5.3 (a)-5 (i)-1.7 (l)-1.7 (a)-5(b)11

10. **PROHIBITION ON HIRING ILLEGAL IMMIGRANTS.** Tennessee Public Chapter No. 878 of 2006, T.C.A. §12-3-309, requires that Contractor attest in writing that Contractor will not knowingly utilize the services of illegal immigrants in the performance of this Contract and will not knowingly utilize the services of any subcontractor, if permitted under this Contract, who will utilize the services of illegal immigrants in the performance of this Contract. The attestation shall be made on the form, Attestation re Personnel Used in Contract Performance ("the Attestation"), which is attached hereby incorporated by this reference.
11. **SALES AND USE TAX.** Before the Purchase Order/Contract resulting from this RFP is signed, the apparent successful proposer must be registered with the Department of Revenue for the collection of Tennessee sales and use tax as required by T.C.A. §12-3-306.
12. **ASSIGNMENT.** Neither the vendor nor SCS may assign this agreement without prior written consent of the other party.
13. **LIABILITIES.** The vendor shall indemnify SCS against liability for any suits, actions or claims of any character arising from or relating to the performance under this agreement by the vendor or its subcontractors. SCS has no obligation for the payment of any judgment or the settlement of any claim made against the vendor or its subcontractors as a result of obligations under this contract.
14. **APPLICABLE LAW.** Any contract shall be interpreted under the laws and statutes of the State of Tennessee. SCS does not enter into contracts which provide for mediation or arbitration. Any action arising from any contract made from this RFP shall be brought in the state courts in Sumner County, TN or in the United States Federal District Court for the Middle District of Tennessee. Additionally, it is a violation of state statutes to purchase materials, supplies, services or any other item from a vendor or contractor, commissioner, official, employee or board member that has any financial or beneficial interest in such transaction, T.C.A. §12-10-112.
15. **FUNDS.** The P2471h[(§1. Tf1 Tf 1.7 (i)-m [(T)-11.3 (.6 (s(c)-7.7 Mid)-10 (to)]TJwf (s)-0.6 d.7 (t)-3..3 (r)-(.6 (s(c)6 (ny)-5.3 (a)16 (na)-ep

