REQUEST FOR PROPOSAL (RFP)

NUMBER:Proposals for this solicitation is in the best interest of SCS.

RFP Title: HVAC Water Treatment Service

Purchasing Staff Contact:

Chris Harrison	Janice Wright
Purchasing Supervisr0Tm [(P)-8	
615-451-6560	615-451

TABLE OF CONTENTS

1. Introduction/Overview
   1.1. Purpose
   1.2.

1. Introduction/Overview

1.1. Purpose

The Sumner County Board of Education (SCS) is requesting sealed proposals to treat and maintain the water i
cooling and heating units 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, the sole SCSs only official point of contact for this RFP.

RFP Procedures	RFP Specifications
Chris Harrison Purchasing Supervisor 1500 Airport Road GallatishiT-4.6 (N)-1.5 (39 (5)6 71)-4.9 (5)6 61ad	

2. Requirements

2.1. Scope of Work / Specifications

2.2. Contract Term

It is the intention of SCS to award a contract for a one-year term beginning July 1, 2024 thru June 30, 2025. SCS reserves the right to extend the contract for an additional four (4) one-year terms subject to agreement between both parties and approval by the SCS Board of Trustees.

PULSED ELECTROMAGNETIC FIELD SYSTEMS

Monthly service visits shall be provided for these systems. Service of these systems shall consist of testing the water and recording the data as outlined by the manufacturer. All control parameters as outlined by the manufacturer shall be followed.

REQUIRED SUPERVISORY SERVICES

A. Service Frequency

Closed loops and geothermal systems will be serviced on a quarterly basis once treated to specification
Cooling towers will be serviced monthly when in operation.

B. Services provided during each service call

- Conduct chemical tests on each system (treatment residuals, conductivity, etc.)
- Maintain treatment inventory, deliver treatment products to point of use, and add to systems as required.
- Check, calibrate and clean conductivity control and chemical feed equipment as required. Inspect equipment for cleanliness and proper operation.
- Provide service reports in electronic format listing test results
- Provide a method to store technical data and service reports in an electronic format for easy and efficient access by Sumner County school personnel.

C. **Other Services**

- Training seminars provided on location as often as need arises.
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	LOCATION	TYPE OF SYSTEM
1	BEECH ELEMENTARY	

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2.4. 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 guideline 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

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

    - Signed AIA Document
    - Retainage Account Agreement & Evidence of Open Account (per Tenn. Code Ann. 13-34-106)
    - Payment and Performance Bonds
    - Certificate of Liability Insurance
    - Sumner County Business License
    - Current Copy of W9

4. Schedule of Events

RFP Issued	May 16, 2024
RFP Submission DEADLINE	June 4, 2024 @ 9:00 am Local Time

5. Instructions for Proposal

    5.1. Required Forms

    - s

- A certificate of naturalization (N550, N570 or N578);
- A U.S citizen identification card (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.

ATTACHMENT 6.1 – Contact Information

Company Legal Name: _____

Company Official Address: _____

_____

Company Web Site (URL): _____

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Attn: Purchasing Supervisor
1500 Airport Road
Gallatin, TN 37066

ATTACHMENT 6.2 – Bid Form/Certification

Date _____

$	**Monthly Payment**
$	**Annual Amount**
$	**Cost of five (5) gallons of solution to recharge drained loop (5 gal. of solution per 500 gal. of water)**

Name & Address of Laboratory	

☐ 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 choose 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.
- 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).
- 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 contract 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 conditions of the RFP.

Authorized Signature _____

Printed Name _____ Title _____

Vendor Legal Name _____

ATTACHMENT 6.3 – References

1. **Project Name/Location**: _____

   Agency/Department: _____

   Date of Project: _____ Dollar Value: _____

   Project Manager/Contact: _____

   Phone: _____ Email: _____

2. **Project Name/Location**: _____

   Agency/Department: _____

   Date of Project: _____ Dollar Value: _____

   Project Manager/Contact: _____

   Phone: _____ Email: _____

3. **Project Name/Location**: _____

   Agency/Department: _____

   Date of Project: _____ Dollar Value: _____

   Project Manager/Contact: _____

   Phone: _____ Email: _____

4. **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 6.7 – Drug Free Workplace Affidavit

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.

STATE OF _____

COUNTY OF _____

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 _____ (hereinafter referred to as the "Company") and is duly authorized to execute this Affidavit on behalf of the Company.

2. The Company submits this Affidavit pursuant to **T.C.A. § 50-9-113**, which requires each employer with no less than five (5) employees receiving pay who contracts with the state and any local government to provide contracted services to submit an affidavit stating that such employer has adopted a drug free workplace program that complies with Title 50, Chapter 9 of the Tennessee Code Annotated.

3. The Company is in compliance with **T.C.A. § 50-9-113** and all applicable Federal Laws, Rules and Regulations requiring a drug-free workplace program.

Further affiant saith not.

Principal Officer: _____

STATE OF _____

COUNTY OF _____

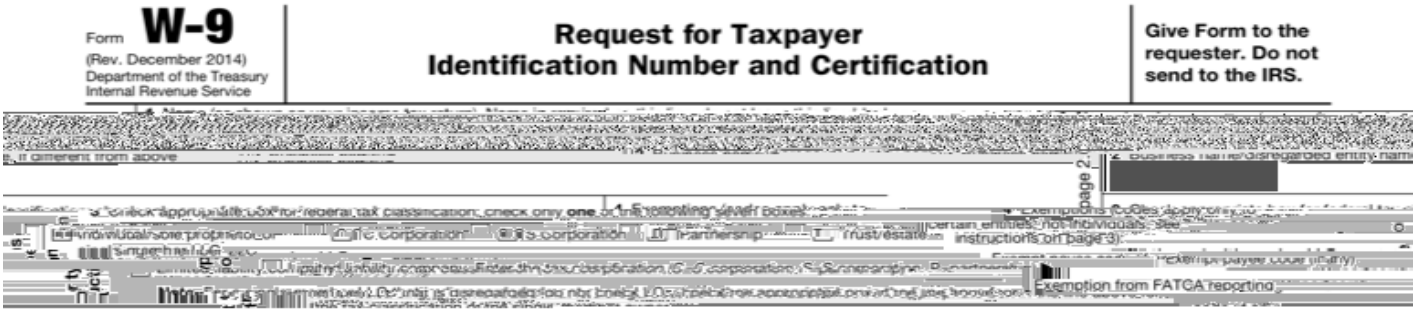
Before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence) and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20____.

_____
Notary Public

My commission expires: _____

ATTACHMENT 6.8 – W9



Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

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 and 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 judgement 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, T.C.A. §12-3-515. 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 courts of Tennessee or the United States. **7 (E**

ATTACHMENT 6.10 – Vendor Checklist

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

1. Submission of Proposal

___On-Time Submittal
- Deadline is listed in Section 4 - Schedule of Events
- 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.
- RFP Number and “DO NOT OPEN”
- Vendor Name, License Number, Expiration Date & License Classification (if applicable)
- Other License data as required in Section 5 - 5. Proposal Package

___No erasures on proposal documents.

Correct Format

___One (1) Complete Original (Paisa7(P)-5.8 (ro)-6.6 (p)13.1 (o)-6.7 (s)-dea-5.8 (ro)- (()atd-6.6 (nd)2.3 (o)-ni-2