

REQUEST FOR PROPOSAL (RFP)

NUMBER ~~2024~~0924

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: ~~HVAC~~ HVAC Equipment, Installation, Service & Related Products

Purchasing Staff Contact:

Chris Harrison	Janice Wright
Purchasing Supervisor	Purchasing Coordinator
615-451-6560	

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 Propose 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: **20240924 HVAC Equipment, Installation, Service & Related Products**

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. 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 <http://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 for **20240924 HVAC Equipment, Installation, Service & Related Products**

1. INTRODUCTION / OVERVIEW

It is the intention of SCS to establish a contract(s) with a competent partner(s) for HVAC Equipment, Installation, Service, and Related Products. This partner(s) should have the capability to successfully administer a comprehensive program to meet the custom needs of SCS. The successful proposer must have a strong working infrastructure located near Sumner County to effectively and efficiently meet the demands and challenging needs of SCS. The awarded partner(s) will work in collaboration with SCS maintenance personnel.

2. CONTACT INFORMATION

Unauthorized contact regarding this RFP by 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, SCS(F)5.8 (OB

3. PRODUCT & PROFESSIONAL SERVICES

The proposer must demonstrate their ability to meet the following requirements.

- x State of Tennessee License in appropriate field
- x Manufacturer Certifications / Credentials
- x

All sealed proposals packages must include all the following. Sealed proposals are subject to rejection as non conforming if any applicable item is not included.

- x Two (2) Bound and Signed Original Copies
- x One (1) Electronic Copy (USB Thumb Drive)
- x Proposal size shall not exceed 75 pages.

Failure of any bidder to furnish the required information shall void such bid and such bid shall not be considered.

Vendors mailing proposal packages must allow sufficient time to ensure receipt of their package by the time specified in the Schedule of Events. SCS shall not accept proposals via electronic transmission such as email, etc. There will be no exceptions

Due to the nature of deliveries to the SCS Support Services Facility by carriers such as UPS, FedEx and such

ATTACHMENT 6 Bid Certification

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 SCSs 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 _____

LegalEntityName _____

ATTACHMENT 17 – Attestation Re Personnel

ATTESTATION RE PERSONNEL USED IN CONTRACT PERFORMANCE

CONTRACTOR LEGAL ENTITY NAME:	
FEDERAL EMPLOYER IDENTIFICATION NUMBER: (or Social Security Number)	

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 12-309.

SIGNATURE & DATE: _____

NOTICE: This attestation MUST be signed by an individual empowered to contractually bind the Contractor.

ATTACHMENT 6 Non-Boycott of Israel Certification

The Bidder certifies that it is not currently engaged and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 11-2-3. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

According to the law, a boycott of Israel means engaging in refusals to deal, terminating business activities, or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken:

- 1) In compliance with, or adherence to, calls for a boycott of Israel, or
- 2) In a manner that discriminates on the basis of nationality, national origin, religion, or race.

ATTACHMENT 6. Certification of Compliance with the Iran Divestment Act.

CONTRACTOR LEGAL ENTITY NAME:	
FEDERAL EMPLOYER IDENTIFICATION NUMBER: (or Social Security Number)	

The Iran Divestment Act, T.C.A. ~~§ 21-201~~ et. seq. requires a person that attempts to contract with the state, including a contract renewal or assumption, to certify at the time the bid is submitted, or the contract is entered into, renewed, or assigned, that the person or the assignee is not identified on a list created pursuant to ~~T.C.A. § 1-22-106~~.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to ~~T.C.A. § 1-22-106~~.

Signature: _____

NOTICE: This certification MUST be signed by an individual with legal capacity to contractually bind the Contractor.

Printed Name: _____

Title: _____

Date: _____

ATTACHMENT 6 Criminal Background Compliance Affidavit

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____ contracting with Sumner County Board of Education to provide services having direct contact with children or access to grounds of a Sumner County public school while students are on grounds, hereby states under oath as follows:

1. The undersigned is a principal officer of _____ 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. 5-1-18~~ as amended effective September 1, 2007 for entities entering into 7.4 (er)8.7 (ing) k0.007 T(a)129 (m)16.rntao Edu bvndoardvitducvouutnthe Comphiw 0.18

ATTACHMENT B – 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 Education employees and contractors to remain, or become and remain, free of abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, contractors and citizens, jeopardize personal safety, impact safety of others and impact performance.

STATE OF _____

COUNTY OF _____

The undersigned, principal officer 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. § 150~~ 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 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. § 503~~ and all applicable Federal Laws, Rules and Regulations requiring a drug free workplace program.

Further affiant saith not.

ATTACHMENT 16--Standard Terms & Conditions
SUMNER COUNTY BOARD OF EDUCATION (SCS)

PREPARATION AND SUBMISSION OF BID.

1. 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.
2. 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 must be signed in ink by the authorized agent. Unsigned proposals will be rejected. Proposals are to be sealed and the outside of the envelope is to refer to the RFP. The person signing the proposal must show the title, and if requested by the institution, must furnish satisfactory proof of his or her authority to bind his or her company in contract. Proposer understands that by submitting a proposal with an authorized signature, it shall constitute an offer to SCS. Proposals must 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.

ACCEPTANCE AND AWARD.

1. SCS reserves the right to reject any and all proposals, waive any informality in proposals and, unless otherwise specified by the proposer to accept any item in the proposal. Action to reject all proposals shall be taken for unreasonably high prices, errors in the proposal documents, cessation of need, unavailability of funds, or any other reason approved by SCS.
2. Contracts and purchases will be made with the lowest, responsive, responsible, qualified proposer of the articles to be supplied,

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.

SALES AND USE TAX: Before the Purchase Order/Contract resulting from this RFP/ITB

ATTACHMENT 6 - Vendor Checklist

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

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