

# INVITATION TO BID (ITB)

NUMBER:

ITB Title: **Portable Planetarium System**

Purchasing Staff Contact:

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

## NOTICE TO PROPOSERS

There may be one or more amendments to this ITB. In order to receive communication for any such amendments issued specifically to this ITB, the proposer must provide the information requested below to the Sumner County Board of Education (SCS) Purchasing Department. The information may be sent by email to: Chris Harrison, Purchasing Supervisor, [chris.harrison@sumnerschools.org](mailto:chris.harrison@sumnerschools.org). SCS will send amendments only to those proposers which complete and return this information in a timely manner.

ITB Number:

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## 5. INSTRUCTIONS FOR PROPOSALS

SCS shall not accept proposals via electronic transmission such as email, fax, etc. There will be no exceptions.

### Proposal Package

The outside of the proposal package must be sealed and clearly marked with the following:

**"20241107 Portable Planetarium System"**  
**DO NOT OPEN**  
**Company Name**  
**Date & Time of RFP Opening**

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 One (1) Signed Original Copy
- x One (1) Electronic Copy (USB Thumb Drive)

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.

Due to the nature of deliveries to the SCS Support Services Facility by carriers such as UPS, FedEx and such like; the proposal package will be accepted if the date and time on the delivery confirmation are indicated to be on or before the Proposal Deadline.

Delivery Address:      Sumner County Board of Education  
                                 Attn: Purchasing Supervisor  
                                 1500 Airport Road  
                                 Gallatin, TN 37066

## 6. EVALUATION & AWARD

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 will be notified of this determination. Award, if made, will be made to the Proposer submitting the lowest cost proposal that meets or exceeds the stated specifications. SCS reserves the right to reject any proposal that takes exception to the stated specifications unless prior approval is granted by SCS in writing.

As permissible through the State of Tennessee Cooperative Purchasing Laws and upon mutual agreement by both parties, SCS shall grant the right to extend the terms, conditions and prices of contract(s) awarded from this RFP 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 purchase of the goods/services. 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.

## 7. 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 Purchasin









ATTACHEMENT 10.4 - 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 or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent of the undersigned.



ATTACHMENT 10.6 - Non-Boycott of Israel

The Bidder certifies that it is not currently engaged in and will not for the duration of the contract engage in, a boycott of Israel as defined by [Tenn. Code Ann. § 12-4-119](#). 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 other unreasonable basis, and is not based on a valid business reason. [Tenn. Code Ann. § 12-4-119](#).

Contractor Legal Entity Name

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**PROHIBITIONS/NO VENDOR CONTRACT FORM**

Acceptance of gifts from vendors is prohibited. **T.C.A. §12-4-106**. The contract documents for purchase under this RFP/ITB shall consist of the successful proposer's bid and SCSs purchase order. The proposer may request exceptions to terms and conditions and/or request SCS to accept other terms and conditions by means of subsequent documents such as invoices, warranty agreements, license agreements, etc.