REQUEST FOR BID (RFB)

NUMBER: 20250108

SUMNER COUNTY BOARD OF EDUCATION

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

RFB Title: Roofing Projects

Purchasing Staff Contact:

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Release Date: December 2, 2024	Submission Due Date: January 8, 2025 @ 10:00 am

Any altercations to this document made by the Bidder may be grounds for rejection of submission, cancellation of any subsequent award, or any other legal remedies available to the Sumner County Board of Education.

NOTICE TO BIDDERS

There may be one or more amendments to this RFB. In order to receive communication for any such amendments issued specifically to this RFB, the Bidder must provide a Notice of Intent to Bid to the Sumner County Board of Education (SCS) Purchasing Department. The bidder must utilize this form when submitting notice. The notice may be sent by email to: Purchasing Office, purchasing@sumnerschools.org. SCS will send amendments only to those Bidders which complete and return this information in a timely manner.

RFB Number: 20250108 Roofing Projects

Company Name: _____.5 (_)0.5 (_)0.5 (__)-12.51110.4 t(51110.41110.4 t()2NA<Ef7vtg__)-12.5t22.1

3. SCOPE OF WORK/SPECIFICATIONS

SCS is soliciting a qualified and certified roofing contractor to provide roofing repair services at the locations listed below. The Contractor must be certified by DuroLast for purchase and installation of their products. Evidence of certification will be required.

Warranty

- 20-year manufacturer warranty from DuroLast.
- 2-year workmanship warranty provided by Contractor.

Project Site: Station Camp High
1040 Bison Trail
Gallatin, TN 37066

A. ~5,000 square feet of roof field
   - Remove the existing EPDM membrane and all terminations, exposing existing ISO insulation boards.
   - Remove any damaged ISO, replace with the same thickness.
   - Along the 40' parapet wall, mechanically fasten new tapered cricket insulation boards to the roof surface using appropriatesized fasteners to divert water to roof drains per manufacturer specifications.
   - Adhere new 50 mil DuroTuff PVC charcoal membrane over ISO boards with solventbased plus spray adhesive per manufacturer specifications.
   - Along the parapet walls and curbs, run the membrane up and adhere using solventbased adhesive, and terminate using a termination bar all according to manufacturer specifications.
   - Flash in all pipe penetrations per manufacturer specifications.
   - Flash in all roof drains per manufacturer specifications.

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Project Site: R.T. Fisher Alternative School
455 N Boyers Avenue
Gallatin, TN 37066

A. ~1,680 square feet of roof field + ~440 squarau u pu rMCID4 2 ((l)2.1 (d)9.6)13 Av Tw 1.636 (f)p.6 (5)-

Project Site: Howard Elementary
805 Long Hollow Pike
Gallatin, TN 37066

A. ~7,300 square feet of roof field
x

Project Site: Beech High – Annex
3126 Long Hollow Pike
Hendersonville, TN 37075

A. ~9,250 square feet of roof field
- x Remove all loose granules from the existing roof surface to prepare for the new roof system.
- x Remove all edge metals and termination details to prepare for new terminations.
- x Install wood nailer, as needed.
- x Adhere new 50 mil DuroFleese PVC Fleeceback white membrane over the existing roof surface with low-rise foam adhesive per manufacturer specifications.
- x Along the parapet walls and curbs, run the membrane up and adhere using solvent-based adhesive. Terminate using termination bar all according to manufacturer specifications.
- x Terminate membrane along perimeters using All Term Metal Edge per manufacturer specifications.
- x Flash in all pipe penetrations per manufacturer specifications.
- x Flash in all roof drains per manufacturer specifications.

Pre-Bid Meeting

A mandatory pre-bid meeting will be held on Thursday, December 12, 2024 at 9:00 am. The pre-bid meeting will consist of visiting all the project sites. The meeting will start at Beech High – Annex. The Contractor will be required to visit all locations. SCS personnel will accompany the Contractor to each site to answer any questions and give access to the roof. The Contractor will be responsible for providing any equipment necessary to assess the current roof system and take field measurements.

4. STANDARD CONTRACTOR OBLIGATIONS

A. Shall provide and obtain all necessary materials, equipment and labor to perform all items listed in the Scope of Work.
B. Shall provide and obtain all necessary permits and schedule all necessary inspections with Local, County, etc. agencies as required by law.
C. Shall dispose of all generated waste materials in compliance with all Local, State and Federal guidelines, regulations and requirements.
D.

7. SCHEDULE OF EVENTS

RFB Issued	December 2, 2024
RFB Pre-Bid Meeting	December 12, 2024 @ 9:00 am

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

- x One (1) Signed Original Copy

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

Bidders mailing submission suf8134 (l)13 .5 (S)-3.(m)-21 (u)7..6 (r)10.8 (u)-9tro8 (n)]TJ9 (f)1.86a(e)8.r

10. CONTRACT AWARD

SCS reserves the right to enter into discussions with Bidders 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 submissions.

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. Bidder agrees that SCS shall bear no Bidder

ATTACHMENT 7.1 –

ATTACHMENT 7.3 – Contract Piggyback Agreement

By Signing below, Bidder 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 RFB. Each of the piggyback Institutions will issue their own purchasing documents for the goods/service. Bidder agrees that SCS shall bear no responsibility or liability for any agreements between Bidder and the other Institution(s) who desire to exercise this option.

Authorized Signature _____

Title _____

Printed Name _____

Legal Entity Name _____

ATTACHMENT 7.4 – References

Project Name/Location: _____

Agency/Department: _____

Date of Project: _____ Dollar Value: _____

Project Manager/Contact: _____

Phone: _____ Email: _____

Project Name/Location: _____

Agency/Department: _____

Date of Project: _____ Dollar Value: _____

Project Manager/Contact: _____

Phone: _____ Email: _____

Project Name/Location: _____

Agency/Department: _____

Date of Project: _____ Dollar Value: _____

Project Manager/Contact: _____

Phone: _____ Email: _____

Project Name/Location: _____

Agency/Department: _____

Date of Project: _____ Dollar Value: _____

Project Manager/Contact: _____

Phone: _____ Email: _____

Project Name/Location: _____

Agency/Department: _____

Date of Project: _____ Dollar Value: _____

Project Manager/Contact: _____

Phone: _____ Email: _____

*Bidders may copy this page and submit additional references

ATTACHMENT 17.5 – Certification of Non-

ATTACHMENT 7.6 – Attestation Re Personnel

ATTACHMENT 7.7 – Attestation 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 Pr-

ATTACHMENT 7.9 – Criminal Background Compliance Affidavit

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, employer 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 _____ (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. § 49-5-413 as amended effective September 1, 2007 for entities entering into contracts with a local board of education where the company's employees will have direct contact with school children or access to the grounds of a school when children are present. It is the duty of the Company to require applicants supply a fingerprint sample and submit to criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds and to take certain other actions based upon the results of the records check.
3. The Company is in compliance with the terms o
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ATTACHMENT 7.10 – Drug Free Workplace Affidavit

ATTACHMENT 7.11 – W9

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

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

Before you begin. For guidance related to the purpose of Form W-9, see Purpose of Form, below.

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ATTACHMENT 7.12 – 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 Bidder/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. RFB/RFP/ITB SUBMITTAL / SIGNATURE: Submittal shall give the full name and business address of the Bidder/Proposer. If the Bidder/Proposer is a corporation, the name shall be stated as it is in the corporate charter. Submittals must be signed in ink by the Bidder/Proposer authorized agent. Unsigned submittals will be rejected. Submittals are to be sealed and the outside of the envelope is to reference the RFB/RFP/ITB number. The person signing the submittal must show their title, and if requested by the institution, must furnish satisfactory proof of his or her authority to bind his or her company in contract. The Bidder/Proposer understands that by submission with an authorized signature, it shall constitute an offer to SCS. Submissions 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.
3. SCS is not responsible for any costs incurred by any Bidder/Proposer pursuant to the RFB/RFP/ITB. The Bidder/Proposer shall be responsible for all costs incurred in connection with the preparation and submission of its proposal.
4. All Bidder/Proposers must be in compliance with T.C.A. § 62-6-119 at the time of submission and provide evidence of compliance

ACCEPTANCE AND AWARD

1. SCS reserves the right to reject any and all submissions and to waive any informality in submissions and, unless otherwise specified by the Bidder/Proposer to accept any item in the submission. Action to reject all submissions shall be taken for unreasonably high prices, errors in the submission 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 Bidder/Proposer. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the Institution, cash discount offered, and the delivery terms will be taken into consideration.
3. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor.
4. Prices quoted or1s7ib0.001 Tc 0.001 Tw er-ad S -11.006 Tw 5mic edee

PROHIBITIONS/NO VENDOR CONTRACT FORM

Acceptance of gifts from Bidder/Proposer is prohibited. T.C.A. §12-4-106. The contract documents for purchase under this RFB/RFP/ITB shall consist of the successful Bidder/Proposers bid and SCSs purchase order. The Bie (n)-0/MCIDrorr3e bima Pn7e3e eise (m)6 (a)s -76 (P)ns

ATTACHMENT 17.13 – Vendor Checklist

Bidder Checklist for Prevention of Common RFP Mistakes that lead to Bid Rejection

SUBMISSION OF BID

___ On-Time Submittal

- x Deadline is listed in Section 4 – Schedule of Events
- x Late Submissions will be IMMEDIATELY DISQUALIFIED

___ A Bidder may not submit alternate bids unless requested.

___ Tax not included in submission.

___ Clearly marked outside of envelope/package.

___ No erasures on submission documents.

Correct Format:

___ One (1) Complete Original Set (Section 10)

___ Original Signature on Original Submission. NO copied or digital signatures. (Section 10)

Required Forms

___ Evidence of Business License (Section 10)

___ Completed “Contact Information” form (Attachment 17.1)

___ Signed and dated “Bid Form/Certification” form (Attachment 17.2)

___ Signed and dated “Contract Piggyback Agreement” form (Attachment 17.3)

___ Complete “Reference” form (Attachment 17.4)

___ Signed and dated “Certification of Non-Collusion & Debarment or Suspension” form (Attachment 17.5)

___ Signed and dated “Attestation Re Personnel” form (Attachment 17.6)