

PROPOSAL REQUEST

20180313-CO

Kitchen, Custodial, Jail Supplies

2018-2019

July 1,2018 -----June 30,2019

For Sumner County Sheriff's Office



SUMNER COUNTY BOARD OF EDUCATION SUMNER COUNTY, TENNESSEE

Purchasing Staff Contact:

Chris Harrison
Purchasing Supervisor
(615) 451-6560
chris.harrison@sumnerschools.org

Janice Wright
Purchasing Coordinator
(615) 451-6569
janice.wright@sumnerschools.org

This proposal solicitation document is available in an Adobe Acrobat (pdf) format. Any alterations to this 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.

Introduction

Sumner County Government, or herein known as "Sumner County", is hereby requesting a proposal for 2018 -2019 Kitchen & Custodial, Jail Supplies for the Sumner County Jail Beginning July 1,2018 thru June 30. 2019 pricing to be utilized by the Sumner County Sheriff's Office 117 West Smith Street Gallatin, TN 37066 In addition, all other Sumner County Government Departments and Agencies and the Sumner County Board of Education may also purchase for any submitted proposal.

General Information

I. Proposal Package

All sealed proposal packages must include all of the following, when applicable. Any sealed proposals shall be rejected as a non-conforming bid if any applicable item is missing.

- Three (3) complete copies of proposal
- Evidence of a valid State of Tennessee Business License and/or Sumner County Business License
- Evidence of compliance with the Sumner County Insurance Requirements, if work is performed on Sumner County Property
- Signed and completed Statement of Non-Collusion (Attachment 1)
- Properly completed Internal Revenue Service Form W-9
- Evidence of a company's safety program and, if supported, a drug testing program (Attachment 2) Drug-Free Workplace Affidavit
- If bid is in excess of \$25,000, a certification of non-debarment must be completed (Attachment 3) Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- Certification By Contractor (Attachment 4)

NEW VENDORS

1. To comply with Internal Revenue Service requirements, all vendors who perform any type of service are required to have a current IRS Form W-9 on file with the Sumner County. At the time of requisition, the individual requesting a purchase order or disbursement will be informed if it is a new vendor and if a form W-9 is required. If form W-9 is required for a new vendor, the department head shall forward a completed form W -9 to the finance department. It can be obtained from the Internal Revenue Service's website at www.irs.gov.
2. To comply with the Tennessee Lawful Employment Act, non-employees (individuals hired as independent contractors) must have on file any 2m: of the following documents.
 - Valid Tennessee driver license or photo ID issued by department of safety
 - Valid out-of-state driver license
 - U.S. birth certificate
 - Valid U.S. passport
 - U.S. certificate of birth abroad
 - Report of birth abroad of a U.S. citizen
 - Certificate of citizenship
 - Certificate of naturalization
 - U.S. citizen identification card
 - Valid alien registration documentation or proof of current immigration registration

3. In addition, for all vendors with annual purchases in excess of \$50,000 (if a business license is required), a business license must be on file in the finance department, or the requisitioner must submit a copy with the purchase order requisition form or the payment requisition form, as applicable.

II. Responses

- Proposal must include point-by-point responses to the RFP.
- Proposal must include a list of any exceptions to the requirements.
- Proposal must include the legal name of the vendor and must be signed by a person or persons legally authorized to bind the vendor to a contract.
- If applicable, proposal must include a copy of the contract(s) the vendor will submit to be signed.
- Any and all proposal requirements must be met prior to submission.
- The bidder understands and accepts the non-appropriation of funds provision of the Sumner County Government.
- If noted in the section “proposal requirements” or later requested, the contractor will be required to provide a reference list of clients that have a current contract for services with their company.

III. Clarification and Interpretation of RFP

The words “must” and “shall” in this Request for Proposal indicate mandatory requirements. Taking exception to any mandatory requirement shall be grounds for rejection of the proposal. There are other requirements that Sumner County considers important but not mandatory. It is important to respond in a concise manner to each section of this document and submit an itemized list of all exceptions.

In the event that any interested vendor 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 Sumner County, via email at purchasing@sumnerschools.org, of such matters immediately upon receipt of this Request for Proposal. All questions must be received a minimum of five days before proposal’s “deadline”. All responses to inquiries will be posted on the School System website (<http://www.sumnerschools.org>) under “Invitation to Bid” and Sumner County website at www.sumnertn.org.

IV. Proposal Guarantee

Vendors must guarantee that all information included in their proposal will remain valid for a period of 90 days from the date of proposal opening to allow for evaluation of all proposals.

V. Related Costs

Sumner County is not responsible for any costs incurred by any vendor pursuant to the Request for Proposal. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its proposal.

VI. Insurance Requirements and Liability

Each bidder or respondent to the RFP who may have employees, contractors, or agents working on Sumner County properties shall provide copies of current certificates for general and professional liability insurance and for workers' compensation of a minimum of \$250,000. The owner or principal of each respondent must also be insured by workers' compensation if they perform any of the services on School System properties. There will be no exceptions to the insurance requirement.

VII. Payment Terms

Payment terms shall be specified in the bid response, including any discounts for early payment. All payments, unless agreed upon differently, will be after receipt of service or product and School System's approval of conformance with specifications. The Sumner County Finance Department does not allow the practice of picking up checks in person

VIII. Deadline

Sealed proposals will be accepted until **March 13, 2018 @ 10:30 a.m.** local time. Proposals received after that time will be deemed invalid and returned unopened to the vendor. Vendors mailing proposal packages must allow sufficient time to ensure receipt of their package by the time specified. There will be no exceptions.

IX. Withdrawal or Modification of Proposal

A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals provided that it fully conforms to the same general terms and requirements.

X. Package

The package containing the proposal must be sealed and clearly marked "**20180313-CO Kitchen, Custodial, Jail Supply Bid for Sumner County Sheriff's Office**" on the outside of the package. Responses may be hand delivered or mailed to the following address. Question Contact: Dustin Weatherford 615-442-1860 or [e-mail d.weatherford@sumnersheriff.com](mailto:d.weatherford@sumnersheriff.com)

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

XI. Right to Seek a New Proposal

The Sumner County reserves the right to accept or reject any and all proposals for any reason. Proposals will be awarded to the best overall respondent as determined by that which is in the best interests of Sumner County.

XII. Procedures for Evaluating Proposals and Awarding Contract

In comparing the responses to this RFP and making awards, Sumner County may consider such factors as quality and thoroughness of a proposal, the record of experience, the references of the respondents, and the integrity, performance, and assurances in the proposal in addition to that of the proposal price.

- Proposals will be examined for compliance with all requirements set forth herein.
- Proposals that do not comply shall be rejected without further evaluation.
- Proposals will be subjected to a technical analysis and evaluation.
- Oral presentations and written questions for further clarifications may be required of some or all vendors.

xiii. Discussions

Discussions may be conducted with the vendors which have submitted proposals determined to be reasonably likely 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 proposals. Revisions may be permitted after the submission and prior to the award for the purpose of obtaining the best offers.

xiv. Open Records

After the bid is awarded, all proposals will be subject to the Tennessee Open Records Act, and the proposals will be available to the public upon written request.

Summary information on bids submitted will be posted on the School System website at <http://www.sumnerschools.org> County Website www.sumnertn.org under the Bids" link.

xv. Assignment

Neither the vendor nor School System may assign this agreement without prior written consent of the other party.

xvi. Liabilities

The vendor shall indemnify Sumner County against liability for any suits, actions, or claims of any character arising from or relating to the performance under this contract by the vendor or its subcontractors. Sumner County 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.

xvii. Tax Status

Sumner County Government is tax exempt.

xviii. Invoicing

Invoices are to be submitted to:

Sumner County Sheriff's Office
117 West Smith Street
Gallatin TN 37066

The vendor must provide an invoice(s) detailing the terms and amounts due and the dates due. All invoices shall indicate payment terms and any prepayment discounts.

xix. Contract Nullification

Sumner County may, at any time, nullify the agreement if, in the judgment of Sumner County, the contractor(s) has failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the contractor(s), but no further sums shall be owed to the contractor(s). The agreement between Sumner County and the contractor(s) is contingent upon an approved annual budget allotment, and is subject, with thirty (30) days notification, to restrictions or cancellation if budget adjustments are deemed necessary by Sumner County.

xx. Applicable Law

Sumner County, Tennessee is an equal opportunity employer. Sumner County does not discriminate towards any individual or business on the basis of race, sex, color, age, religion, national origin, disability or veteran status.

The successful contractor(s) agrees that they shall comply with all local, state, and federal law statutes, rules, and regulations including, but not limited to, the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

In the event that any claims should arise with regards to this contract for a violation of any such local, state, or federal law, statutes, rules, or regulations, the provider will indemnify and hold Sumner County harmless for any damages, including court costs or attorney fees, which might be incurred.

Any contract will be interpreted under the laws and statutes of the state of Tennessee.

Sumner County does not enter into contracts which provide for mediation or arbitration.

Any action arising from any contract made from these specifications shall be brought in the state courts in Sumner County, Tennessee 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 that is a commissioner, official, employee, or board member that has any financial or beneficial interest in such transaction.

xxi. Specific Information

BID SPECIFICATIONS
SUMNER COUNTY SHERIFF'S OFFICE
KITCHEN SUPPLIES / CUSTODIAL SUPPLIES
JULY 1, 2018 --- JUNE 30, 2019

THIS PAGE IS TO BE FILLED OUT AS YOUR BID.
THE FOLLOWING ITEMS ARE TO BE AS SPECIFIED:

PRICE	ITEM	PACKAGED	Description
_____	Bowls - Foam	1000/cs	12 oz foam bowls
_____	DELIMER SOLVENT (DISHWASHER)	2 x 1 GAL per cs	Scale Away for dishwasher
_____	FRYER CLEANER	36 pks / cs	penetrates, emulsify & cleans away built up, carbonized grease on interior surface of fryer, boil out
_____	FRYER FILTER	100 ea / cs	14 X 22 filter envelope with hole
_____	GRILL BRICKS	12 pk / cs	3M 8"X4"X3.5" - Works on hot or cold flat top griddle, reuseable
_____	GRILL & OVEN CLEANER	4 / 1 gal - cs	powerful grade formula removes baked on food & grease. Remove carbon deposits - commercial use only
_____	GLOVES / FOOD HANDLING	100 ea /10 bx - cs	powder free, poly, 11" long
_____	Insulated stackable Tray	ea	6 compartment, each tray stacks on top of the other without lid. Lid goes on top tray.
_____	KLEEN DUTY DETERGENT (DISHWASHER)	4 / 8 lb / cs	Hi-temperature Detergent Solid, packed (for dishwasher)
_____	MR. MUSCLE AEROSOL	19 OZ	Oven and grill cleaner
_____	Performa Clean Detergent - Dishwasher	5 Gal	Emerald manual dish detergent. Fresh fragrance, gentle, biodegradable.
_____	RINSE AID(DISHWASHER)	5 gal	Dishwasher - All temperature Rinse Agent various sizes ranging from small to x-large
_____	SCOTCH BRITE PADS	60 ea / cs	nylon, green scouring pad 6 x 9 x .25
_____	SPOKS	12 dz / cs	orange, polypropylene flatware, dishwasher safe, unbreakable
_____	TRAY COVERS	24 ea / cs	snap-on, polypropylene, tan color, 10" x 14 1/2" x 15/16"
_____	Insulated stackable Tray	ea	6 compartment, no less than 2 1/2 " deep, brown/ grey in color, insulated for best heat retention possible, keep food cold/ hot, stacking design with no lid required, lifetime warranty on plug, at least a 2 year warranty with no questions asked, split/ dent/ crack resistant.
_____	TUMBLERS	72 ea / cs	12 oz, buff color, polypropylene, 5 1/8" H,

BID SPECIFICATIONS
SUMNER COUNTY SHERIFF'S OFFICE
JAIL SUPPLIES / CUSTODIAL SUPPLIES
JULY 1, 2018 --- JUNE 30, 2019

THIS PAGE IS TO BE FILLED OUT AS YOUR BID.
THE FOLLOWING ITEMS ARE TO BE AS SPECIFIED:

PRICE	ITEM	PACKAGED	DESCRIPTION
_____	ANTIBACTERIAL LIQUID HAND SOAP	1 gal 4/cse	Maximum security clear antibacterial liquid
_____	BLANKET (POLYESTER)	ea	66" x 90", 4.5 lb weight, 55% polyester, 30% acrylic, 10% cotton, meets ASTM D 4151-92 Standard Method for Flammability of Blankets
_____	BLEACH	1 gal 6/cse	128 oz per gal
_____	BROOMS (NO METAL)	dz	corn/fiber, 1" diameter, 5 threads, wooden handle with run-down twine NO METAL
_____	COMBS (5")	2160 ea / cs	5", black plastic
_____	DISINFECTANT SPRAY(NON-AEROSOL) - CONCENTRATE	55 gal	Institutional strength, EPA registered against AIDS(HIV-1), tuberculosis, fungi, staph.
_____	DISINFECTANT SPRAY(NON-AEROSOL) - CONCENTRATE	30 gal	Institutional strength, EPA registered against AIDS(HIV-1), tuberculosis, fungi, staph.
_____	DUST MOP REPLACEMENT HEADS	12 / CS	Replacement heads
_____	DUST PANS	ea	black plastic
_____	FLOOR SCRUB BRUSH	ea	10" Yellow non-absorbent plastic block and synthetic bristles
_____	GLASS CLEANER - CONCENTRATE	15 gal	Concentrate - streak free, use on mirrors, chrome, plastic, vinyl & stainless steel.
_____	GLOVES / NITRILE - ALL SIZES	100 ea /10 bx - cs	powder free, nitrile , latex free, 6 mil; ALL SIZES;
_____	GLOVES / LATEX / VINYL - ALL SIZES	100 ea /10 bx - cs	powder free, latex, 4 mil; ALL SIZES;
_____	HAIR CLIPPERS	EA	V5000 Motor clippers with #1(1/8") attachment comb, metal .
_____	HAND SOAP - FOAMING	CS	Pre-packaged for dispenser use, non-flammable, no rinse. Cartridge form.
_____	HAND SOAP DISPENSER	EA	Dispenser for foaming soap
_____	HAND SANITIZER	8 / 33.8 oz / cs	non-flammable, foaming, no rinse. Cartridge form.
_____	HAND SANITIZER / DISPENSER	ea	dispenser for hand sanitizer
_____	ID BANDS, CLINCHER IV wristband	500 PER CS	orange/ white stripe w/metal fastener wristband 1.25" wide, constructed of ultra-rugged multi-laminate for extra strength & durability, can be used with video imaging system, photo ID lamination and accomodates standard inmate data
_____	JAIL UNIFORM TOP(blue) - WITH SCREENING INCLUDED	EA	small - medium, triple stitch, heavy duty, Orange Screening - "Sumner County Jail" on back - no less than 4" lettering

BID SPECIFICATIONS
SUMNER COUNTY SHERIFF'S OFFICE
JAIL SUPPLIES / CUSTODIAL SUPPLIES
JULY 1, 2018 --- JUNE 30, 2019

THIS PAGE IS TO BE FILLED OUT AS YOUR BID.
THE FOLLOWING ITEMS ARE TO BE AS SPECIFIED:

_____ JAIL UNIFORM TOP(blue) - WITH SCREENING INCLUDED	EA	large - 2XL, triple stitch, heavy duty, Orange Screening - "Sumner County Jail" on back - no less than 4" lettering
_____ JAIL UNIFORM TOP(blue) - WITH SCREENING INCLUDED	EA	3XL - 6XL, triple stitch, heavy duty, Orange Screening - "Sumner County Jail" on back - no less than 4" lettering
_____ JAIL UNIFORM TOP(blk/white stripe) - WITH SCREENING INCLUDED	EA	small - medium, triple stitch, heavy duty, Orange Screening - "Sumner County Jail" on back - no less than 4" lettering
_____ JAIL UNIFORM TOP(blk/white stripe) - WITH SCREENING INCLUDED	EA	large - 2XL, triple stitch, heavy duty, Orange Screening - "Sumner County Jail" on back - no less than 4" lettering
_____ JAIL UNIFORM TOP(blk/white stripe) - WITH SCREENING INCLUDED	EA	3XL - 6XL, triple stitch, heavy duty, Orange Screening - "Sumner County Jail" on back - no less than 4" lettering
_____ JAIL UNIFORM TROUSER(blue)	EA	small - medium, triple stitch, heavy duty
_____ JAIL UNIFORM TROUSER(blue)	EA	large - 2XL, triple stitch, heavy duty
_____ JAIL UNIFORM TROUSER(blue)	EA	3XL - 6XL, triple stitch, heavy duty
_____ JAIL UNIFORM TROUSER(blk/white stripes)	EA	small - medium, triple stitch, heavy duty
_____ JAIL UNIFORM TROUSER(blk/white stripes)	EA	large - 2XL, triple stitch, heavy duty
_____ JAIL UNIFORM TROUSER(blk/white stripes)	EA	3XL - 6XL, triple stitch, heavy duty
_____ LAUNDRY DETERGENT - CONCENTRATE	5 gal	low alkaline - commercial
_____ LAUNDRY DETERGENT - CONCENTRATE	55 GAL DRUM	low alkaline - commercial
_____ LAUNDRY DESTAINER - CONCENTRATE	5 gal	chlorinated - commercial
_____ LAUNDRY DESTAINER - CONCENTRATE	55 GAL DRUM	chlorinated - commercial
_____ LAUNDRY BAGS	dz	15" x 20", tie cord, laundry net, 100% polyester, I.D. tag
_____ LICE LAUNDRY DETERGENT	GAL	Eliminates parasites from bedding and clothing in hot or cold water
_____ LICE SHAMPOO	gal	Non-foaming, human use, removes lice in 1 application
_____ MATTRESS - DENTENTION MATTRESS WITH PILLOW	ea	25"x74"x4" - Green - 3 ply vinyl - sealed seam - flame resistant, anti-bacterial resistant.
_____ MATTRESS COVER	EA	Mattress Cover, Vinyl 25x75x4. Green.
_____ "MEAN GREEN" SUPER STRENGTH CLEANER	GAL	blend of non-toxic biodegradable detergents, non-flammable, degreaser, heavy duty multi purpose cleaner
_____ "MEAN GREEN" MILDREW DETROYER	GAL	blend of non-toxic biodegradable detergents, non-flammable, degreaser, heavy duty multi purpose cleaner

BID SPECIFICATIONS
SUMNER COUNTY SHERIFF'S OFFICE
JAIL SUPPLIES / CUSTODIAL SUPPLIES
JULY 1, 2018 --- JUNE 30, 2019

THIS PAGE IS TO BE FILLED OUT AS YOUR BID.
THE FOLLOWING ITEMS ARE TO BE AS SPECIFIED:

_____ MOP BUCKET AND WRINGER - STANDARD	EA	26 qt. capacity, squeeze type wringer
_____ MOP BUCKET AND WRINGER - FUNNEL TYPE	EA	All plastic design, one piece funnel-shaped wringer, 35 qt. capacity.
_____ MOP HANDLES - NO METAL	EA	hardwood with hinged plastic head, 60" long
_____ MOP HEADS	ea	looped-end, 4-ply cotton, 24 oz NO WIRE
_____ NAIL CLIPPERS - FINGER NAILS	24 ea / cs	All metal with no files.
_____ NAIL CLIPPERS - TOE NAILS	24 ea / cs	All metal with no files.
_____ ODOR RIDZ - CONCENTRATE	32 OZ 12/CS	
_____ PAPER TOWELS	30 EA / CS	
_____ PLASTIC BOTTLES	ea	32oz polyethylene bottles, high-density detergent grade resin.
_____ SPRAYERS FOR PLASTIC BOTTLES		Sprayers to have adjustable mist trigger.
_____ PROPERTY BAGS	200 ea / cs	clear, 9" x 12", permanent tape, 2" lip
_____ PUSH BROOM HANDLES	ea	Threaded hardwood 60" long
_____ PUSH BROOM HEADS	ea	24" x 4" bristle block, 60" threaded wooden handle
_____ RAZORS	1000 ea / cs	single BLADE, clear HANDLE
_____ SANITARY NAPKINS	864 ea / cs	individually wrapped, beltless, powder-free, adhesive strip
_____ SHEETS	dz	Unbleached, flat sheet, lightweight poly/cotton blend, 48" x 90"
_____ SHOWER CURTAIN	ea	Finished Size: 36" x 77", Flame-Resistant, color: Tan
_____ SHOWER SHOES	dz	V-Strap Thongs Sandal with 1/2" sole, 1/2" wide strip, 5/8" shaft
_____ SOAP	1000 ea / cs	.5 oz, unwrapped, triple milled, deodorant
_____ SQUEEGEE	ea	24" Two-piece rubber, plastic construction
_____ SQUEEGEE HANDLE - NO METAL	ea	60" Standard threaded (wood)
_____ STAINLESS STEEL CLEANER	12 dz / cs	aerosol, specially suited for use in food preparation areas
_____ SUICIDE BLANKET	ea	54" x 80", sherwood green
_____ SUICIDE SMOCK	ea	Velcro fasteners, sherwood green
_____ TOILET BRUSHES - NO METAL	24 ea / cs	polypropylene bristles, high-strength

BID SPECIFICATIONS
SUMNER COUNTY SHERIFF'S OFFICE
JAIL SUPPLIES / CUSTODIAL SUPPLIES
JULY 1, 2018 --- JUNE 30, 2019

THIS PAGE IS TO BE FILLED OUT AS YOUR BID.
THE FOLLOWING ITEMS ARE TO BE AS SPECIFIED:

		handles, plastic, NO WIRES
_____ TOILET PAPER	96 ea / cs	500 sheets, 2 ply
_____ TOOTHBRUSHES	144 ea / cs	3 1/4" nylon bristle
_____ TOOTHPASTE	144 ea / cs	fluoride, all plastic, mint
_____ TOTAL BODY SHAMPOO	4 / 1 gal - cs	body wash, hair shampoo, 4 pumps per cs
_____ TOWEL	12 ea / dz	100% cotton terry, 20" x 40", 4.25 lb weight
_____ TRANSPORT HOOD	10 ea / cs	Spit Control Mask.
_____ TRASH LINERS (LARGE)	100 ea / cs	heavy duty, clear, 55 gal, 4 mil
_____ TRASH LINERS (SMALL)	1000 ea / cs	clear / 24" X 33", 6 mil
_____ "WET FLOOR" CAUTION SIGN	ea	2 sided yellow polypropylene floor sign, 25" high

SUMNER COUNTY BOARD OF EDUCATION

Purchasing Office
1500 Airport Road
Gallatin, TN 37066

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

EMAIL _____

AUTHORIZED COMPANY
REPRESENTATIVE _____ *SIGNATURE*

AUTHORIZED COMPANY
REPRESENTATIVE _____ *PRINTED*

DATE _____

BID TITLE 20180313-CO Kitchen, Custodial, Jail Supplies

DEADLINE March 13,2018 @ 10:30 a.m.

BID AMOUNT: \$_____

BID VALID THRU _____

ATTACHMENT 1

STATEMENT OF NON-COLLUSION

The undersigned affirms that they are dully 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 to any other person engaged in this type of business prior to the official opening of this proposal.

Company _____

Address _____

Phone _____

Fax _____

Respondent (Signature) _____

Respondent (Print Name and Title) _____

Authorized Company Official (Print Name) _____

ATTACHMENT 2

DRUG-FREE WORKPLACE

The Sumner County Government 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 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.

Drug-Free Workplace Act of 1988 – Sumner County Government is governed by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D).

Omnibus Transportation Employee Testing Act of 1991 – Sumner County Government is governed by the Omnibus Transportation Employee Testing Act of 1991 (Pub. L. 102-143, Title V).

Right to an Alcohol and Drug-Free Workplace - Employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and/or drugs.

Required Alcohol and Drug Tests - Alcohol and drug testing for safety sensitive employees shall be in accordance with the provisions contained in the Sumner County Alcohol and Drug Policy adopted by departments which have safety sensitive positions.

Contracts – Any contractors providing goods or services to Sumner County Government must comply with all State and Federal drug free workplace laws, rules and regulations and so certify this compliance by completion of the DRUG-FREE WORKPLACE AFFIDAVIT (attached page 2).

DRUG-FREE WORKPLACE AFFIDAVIT (page 2)

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with Sumner County Government 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 because it shall be receiving pay pursuant to a contract with the state or any local government to provide goods or services.
3. The Company is in compliance with all State and 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 3

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under federal non-procurement programs by any federal department or agency;
2. Have not, within the three year period preceding the proposal, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the bid, been convicted or had a civil judgment rendered against it
 - A. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local) or a procurement contract under such a public transaction;
 - B. For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - C. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, under 18 U.S.C. § 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to five years, or both.

Name of Participant Agency

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

_____ I am unable to certify to the above statement. Attached is my explanation.

ATTACHMENT 4

CERTIFICATION BY CONTRACTOR

I, the undersigned, certify that on behalf of Contractor, I am authorized to attest and obligate the above certification and to legally bind Contractor to these terms, conditions and obligations.

_____ Title

_____ Name

_____ Date

_____ Witness

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:

- ☐ Individual/sole proprietor or single-member LLC
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶ _____
- ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

				-			-				
--	--	--	--	---	--	--	---	--	--	--	--

or

Employer identification number

				-							
--	--	--	--	---	--	--	--	--	--	--	--

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign
Here

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.