

PROPOSAL REQUEST

20170606-BOE-2

**Playground & Gymnasium Equipment
For
Sumner County Schools**



SUMNER COUNTY BOARD OF EDUCATION SUMNER COUNTY, TENNESSEE

**Purchasing Staff Contact:
Janice Wright
(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” School System is hereby requesting a proposal for Playground & Gymnasium Equipment. In addition, all other Sumner County Government Departments and Agencies 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.

- Two (2) 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 Janice.wright@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”.

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.

VIII. Deadline

Sealed proposals will be accepted until **June 06, 2017 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 "**20170606-BOE-2 Playground & Gymnasium Equipment SCBOE**" on the outside of the package. Responses may be hand delivered or mailed to the following address.

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> under “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.

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.

XVIII. 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.

XIX. 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.

20170606-02 PLAYGROUND & GYMNASIUM EQUIPMENT

The Sumner County Board of Education, herein known as "School System", is soliciting bids for the purchase and installation of playground equipment; and the purchase of gymnasium equipment.

All bids must be valid for a period of 90 days from the date of the bid opening. The School System reserves the right to purchase items at bid price, after the 90 day period, pending written approval from the vendor agreeing to honor the bid price. The School System, operating under the non-appropriation of funds clause, reserves the right to purchase only those items that funds are available. The School System reserves the right to order more or less of any item.

Bidders must include a list of three (3) references for playground projects in this area including: Name, Address, Phone Number and Contact. Evaluation and award of bid will be made by group (Group 1 – Playground Equipment and Group 2 – Gymnasium Equipment). The bid evaluation will include price and quality of equipment, as well as availability of products and ability to perform on schedule.

CONTRACTOR OBLIGATIONS

- Shall provide and obtain all necessary materials, equipment and labor.
- Shall provide Worker's Compensation Insurance as required by Tennessee State Law. The Contractor shall prove compliance with Public Chapter No. 587, T.C.A. 49-5-413(d), criminal background check, and provide a Drug Free Workplace Affidavit.
- Shall provide proof of liability insurance in the amount of \$1,000,000.
- Shall dispose of all generated waste materials in compliance with all Local, State and Federal guidelines, regulations, and requirements.
- Shall have properly trained and experienced staff to facilitate the specified services with at least one Certified Playground Safety Inspector on site during installation (include copy of certificate with the bid).
- Shall install playground equipment as per instructions by manufacturer.
- Shall identify any utility lines prior to digging.
- Shall be responsible for any additional cost incurred as a result of any rock problems that occur during installation. The School System will not be responsible for any additional cost incurred.
- Shall be responsible for meeting any shipment(s) of material. The School System will not be responsible for receiving and storing any materials.

SPECIFIC INFORMATION

Obligations

- Equipment must be equal to or better than specifications
- Equipment manufacturer must be a member of IPEMA (International Play Equipment Manufacturer's Association), where applicable.
- Equipment must have the manufacturer's certification of conformance to the ASTM F-1487, Standard Consumer Safety Performance Specification for Public Use, where applicable.
- Equipment must meet standards of the Handbook for Public Playground Safety published by U.S. Consumer Product Safety Commission, Washington D.C., where applicable.

PLAYGROUND EQUIPMENT

The School System is requesting pricing for playground equipment to be installed at various School The price will be effective July 1, 2017. The bid will be awarded by Group. The contract will be awarded on a per-year basis with the option to extend for Four (4) years. The bid price for the “secured pricing” shall include an allowance for installation costs. The School System shall accept additional installation cost beyond the “allowance” for unforeseen installation obstacles such as rock, etc. The bidder must include the cost of shipping in the cost of the equipment. The installation is to be completed by the bidder.

Jobsite: Various Sumner County School

The School System shall accept equal to or better than the referenced manufacturer’s product. The equipment must be installed per manufacturer’s specifications.

Group 1

Two Panel Rope Aztec Climber

Dimensions: 5’5” x 22’

Use Zone: 17’5” x 34’

Accommodates 20 children

Ages 5 – 12

Three Panel Rope Aztec Climber

Dimensions: 23’ diameter

Use Zone: 35’ diameter

Accommodates 25 children

Ages 5 – 12

Four Panel Rope Aztec Climber

Dimensions: 23’3” x 23’3”

Use Zone: 35’3” x 23’3”

Accommodates 30 children

Ages 5 – 12

Two Panel Aztec Climber

Dimensions: 5’ x 12.5’ x 7’ H

Use Zone: 17’ x 24.5’

Accommodates 5 children

Ages 5 – 12

Three Panel Aztec Climber

Dimensions: 11’ x 12.5’ x 7’ H

Use Zone: 23’ x 24.5’

Accommodates 10 children

Ages 5 – 12

Four Panel Aztec Climber

Dimensions: 12.5’ x 12.5’ x 7’5” H

Use Zone: 24.5’ x 24.5’

Accommodates 15 children

Ages 5 – 12

Corkscrew Aztec Climber

Dimensions: 42’9” x 8’2”

Use Zone: 54’9” x 20’2”

Accommodates 45 children

Ages 5 – 12

M Aztec Climber

Dimensions: 15’6” x 17’4”

Use Zone: 27’6” x 29’4”

Accommodates 30 children

Ages 5 – 12

Group 2

The installation of gymnasium equipment shall be completed by School System personnel. The bidder must include cost of delivery to the following address. The delivery must be scheduled twenty four (24) hours in advance. The school can be contacted. If the bidder is unable to secure a delivery date, contact the Maintenance Department at (615) 451-5255.

The School System shall accept equal to or better than the referenced manufacturer's product.

Gopher Sports – Classic Plus UltraNet Badminton Pack – 6 Court

Includes:

Net: 20' wide; Steel tube Frame

Racquet: 24" L; Steel frame; Braided Nylon Strings; quantity of 24

Shuttlecocks: quantity of 96

Storage Cart

Gopher Sports – ClassPlus TumblePro Teach Mat Pack

2" thick urethane foam

Dimensions: 4' x 8'

Quantity of one (1)

Gopher Sports – Indoor/Outdoor Hoop Disc Target Set

Includes:

9 hoops

3 each = 18" diameter

3 each = 24" diameter

3 each = 30" diameter

9 poles

3 each = 30" H

3 each = 40" H

3 each = 50" H

9 weight rubber bases

24 each = Disc

Gopher Sports – Complete Climbing Solution Package

Includes:

40' W x 10' H complete wall

Mats (*Must incorporate as closure system for safety purposes*)

Climbing Holds and Obstacles

SUMNER COUNTY BOARD OF EDUCATION

Purchasing Department
1500 Airport Road
Gallatin, TN 37066

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

EMAIL _____

AUTHORIZED COMPANY
REPRESENTATIVE _____ *SIGNATURE*

AUTHORIZED COMPANY
REPRESENTATIVE _____ *PRINTED*

DATE _____

BID TITLE **20170606-02 PLAYGROUND & GYMNASIUM EQUIPMENT**

DEADLINE **10:30 A.M.; June 6, 2017**

BID AMOUNT SEE ATTACHED

BID GOOD THRU _____

NOTES: _____

SUMNER COUNTY BOARD OF EDUCATION

Purchasing Department
1500 Airport Road
Gallatin, TN 37066

COMPANY NAME _____

GROUP 1 – PLAYGROUND EQUIPMENT

	Price	+	Installation Allowance	=	Total
Two Panel Rope Aztec Climber	_____		_____		_____
Three Panel Rope Aztec Climber	_____		_____		_____
Four Panel Rope Aztec Climber	_____		_____		_____
Two Panel Aztec Climber	_____		_____		_____
Three Panel Aztec Climber	_____		_____		_____
Four Panel Aztec Climber	_____		_____		_____
Corkscrew Aztec Climber	_____		_____		_____
M Aztec Climber	_____		_____		_____

GROUP 2 – GYMNASIUM EQUIPMENT

Badminton Pack	_____
Tumble Mat	_____
Indoor/Outdoor Hoop Disc	_____
Target Set	_____
Climbing Wall	_____
Shipping	_____
GRAND TOTAL (Group 2 - only)	_____

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